

Disability, Mental Health and Carers National Disability Conference Initiative Grant Opportunity Guidelines

Opening date:	9 January 2019
Closing date and time:	2 pm AEDT on 20 February 2019
Commonwealth policy entity:	Department of Social Services
Enquiries:	If you have any questions, please contact Community Grants Hub Phone: 1800 020 283 Email: support@communitygrants.gov.au Questions must be sent no later than 13 February 2019
Date guidelines released:	9 January 2019
Type of grant opportunity:	Open competitive

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1. Disability, Mental Health and Carers: National Disability Conference Initiative Processes

The program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to Department of Social Services Outcome 3.1: Disability, Mental Health and Carers. The Department of Social Services works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



The grant opportunity opens

We publish the grant guidelines and advertise on the [GrantConnect](#) and [Community Grants Hub](#) websites.



You complete and submit a grant application

You must read these grant guidelines before you submit your application. Further information can be found on [GrantConnect](#). Note: Any addenda for this grant opportunity will be published on GrantConnect, and by registering on this website you will be automatically notified of any changes.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. We then assess your application against the assessment criteria including an overall consideration of value for money and compare it to other applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant Decisions are made

The decision maker decides which grant applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and is proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your letter of agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the National Disability Strategy 2019-2020

We evaluate the specific grant activity and the National Disability Conference Initiative as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Role of the Community Grants Hub

This grant opportunity will be administered by the Community Grants Hub on behalf of the Department of Social Services (DSS) under a Whole-of-Australian Government initiative to streamline grant processes across agencies.

1.2 About the grant program

The National Disability Conference Initiative (NDCI) is delivered as part of the Department of Social Services (DSS) Disability and Carer Support (DaCS) component, under Outcome 3.1 Disability, Mental Health and Carers Program.

The Disability, Mental Health and Carers Program (the program) provides support and community-based initiatives for people with disability or mental illness and for carers so they can develop their capabilities and actively participate in community and economic life.

The objectives of the program are to provide a foundation for integrated, community led program delivery that understands and meets local needs and promotes innovation and collaboration. This will include the establishment of a platform for continued improvement in the way DSS works, clarifying and strengthening Commonwealth and state/territory government responsibilities and fostering stronger relationships with civil society and partnering with service providers.

The expected outcomes of the NDCI are:

- Enabling people with disability greater opportunities to participate in all areas of Australian life by assisting them and their carers with the costs of attending disability related conferences that might otherwise be inaccessible to them.

- Greater participation and inclusion of people with disability at nationally-focused, disability-related conferences in Australia.

The program will be undertaken according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

1.3 About the Grant Opportunity

This grant opportunity relates to the 2019-2020 National Disability Conference Initiative (NDCI) to provide grants to help people with disability to participate in nationally-focused disability-related conferences held in Australia. Grants will support eligible conference organisers to provide accessibility measures that will maximise the inclusion and participation of people with disability at their conference.

The Disability and Carer Support (DaCS) activity/component aims to improve access, support and services for people with disability and carers. The DaCS includes providing appropriate means of self-reliance, communication, education services and advocacy as captured below:

Providing and improving access to services and support

Organisations may be funded for a range of services, including, but not limited to, those covered under the *Disability Services Act 1986*. Grants may also be provided for services and supports for carers including, but not limited to, services to support young carers aged 25 years and under.

Stakeholder engagement

Grants may be provided for support and services including, but not limited to, funding for people with disability and carers to participate in stakeholder engagement.

The expected outcomes of the NDCI are:

- Enabling people with disability greater opportunities to participate in all areas of Australian life by assisting them and their carers with the costs of attending disability related conferences that might otherwise be inaccessible to them.
- Greater participation and inclusion of people with disability at nationally-focused, disability-related conferences in Australia.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how to apply for the grant opportunity
- how grant applications are checked and assessed
- responsibilities and expectations in relation to the opportunity.

You must read this document before filling out an application.

2. Grant amount

The Australian Government has announced a total of \$315,000 (GST exclusive) over 2019-2020 for the National Disability Conference Initiative (NDCI).

A maximum of \$10,000 (GST exclusive) per conference is available for this grant opportunity.

Your conference must be held within the 2019-2020. In exceptional circumstances the funding arrangement manager may approve an extension.

3. Grant eligibility criteria

We cannot consider your application if it does not meet **all** the eligibility criteria.

3.1 Who is eligible to apply for a grant?

To be eligible, applicants to the National Disability Conference Initiative (NDCI) must be one of the following entity types:

- Indigenous Corporation
- Company
- Incorporated Association
- Cooperative
- Partnership¹
- Statutory Entity
- Trustee on behalf of a Trust²

Certain non-legal entity types can be considered eligible for this NDCI grant opportunity. The following non-legal entity type is eligible for this grant opportunity:

- Unincorporated associations

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above. The lead applicant must also be an organiser of the conference specified on the NDCI application. For more information, please refer to section 7.5³.

3.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity

¹ Partnership – the individual partners will enter into an agreement with the Department. A Partnership Agreement or a list of all individual Partner/s of the Partnership may be requested

² Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply with providing the signed Trust Deed and any subsequent variations with the Application Form (refer Attachments Section 7.4)

³ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. The lead applicant must have legal entity status.

- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government
- International Entity
- Sole Trader
- Person

Please note: If your entity type is not listed in 3.1 above you are not eligible to apply and your application will not be assessed.

4. Eligible grant activities

4.1 What can the grant money be used for?

Eligible applicants may apply for funding of up to \$10,000 (GST exclusive) for disability-related conferences with a national focus planned for the 2019-20 financial year to:

- assist people with disability with the costs of attending conferences, (for example, conference fees, accommodation, travel for domestic participants); and/or
- assist family members or carers providing support to a person with disability attending a conference (for example with costs associated with conference fees, accommodation, travel for domestic participants); and/or
- facilitate access so that people with disability can participate in conferences (for example, by funding accessible materials, Auslan interpreters, assistive computer devices or software, aids or appliances or other costs of ensuring venue accessibility).

Disability-related conferences are considered to be conferences for which at least half of the schedule focuses on people with disability and issues that affect the lifetime wellbeing and social participation of people with disability.

A 'nationally-focused' conference is considered to be a conference:

- (1) for which the majority of the conference schedule focuses on national (rather than state, local or regional) issues; and
- (2) which is open to participants from across Australia (rather than being restricted to participants in a particular state or territory).

You can only spend grant funds on eligible grant activities as defined in the grant details in your grant agreement.

We may update the guidelines on eligible expenditure from time to time. If your application is successful, the version in place when your grant agreement takes effect will be the version that applies to your Activity.

4.2 What the grant money cannot be used for?

You cannot use the grant for the following:

- conferences which are not nationally-focused
- conferences which are not disability-related
- to provide support to a person without disability, unless they are a family member or carer who is attending specifically to support a person with disability to participate
- international travel, international conferences, international presenters/speakers or international participants
- presenters/speakers without disability to present at a conference
- general administrative costs such as advertising, telephone, printing/publishing, staff expenses, catering or venue hire.

5. The grant selection process

First we will assess your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

We will then assess your application against the criteria set out below and against other applications. Your application will be considered on its merits, based on:

- how well it meets the criteria
- how it compares to other applications and
- whether it provides value for money.

In assessing the extent to which the application represents value for money, the Community Grants Hub will have regard to the following:

- the relative merit of each application;
- the overall objective/s to be achieved in providing the funding;
- the relative cost of the proposal, or of elements of the proposal;
- the extent to which the applicant has demonstrated a capacity to fund the proposal taking into consideration all possible sources of finance, including debt finance; and
- the geographic location of the proposal.

6. The assessment criteria

You will need to address all of the following assessment criteria in your application. We will judge your application based on the weighting given to each criterion.

Criterion 1: Demonstrate your understanding of the need for the funded activity (assistance for people with disability to participate in your 2019-20 national disability-related conference).

When addressing the criterion strong applicants will:

- demonstrate how the conference is disability-related;

- demonstrate how the conference has a national focus; and

Criterion 2: Demonstrate your organisation’s capacity and your staff capability (experience and qualifications) to deliver the National Disability Conference Initiative objectives for people with disability.

When addressing the criterion strong applicants will:

- demonstrate your organisation’s capacity and capability to administer the grant; and
- demonstrate the relevant experience and skills of the members of your organisation in delivering the project

Criterion 3: Demonstrate how grant funding will be used to provide value for money?

When addressing the criterion strong applicants will:

- demonstrate how the grants funding will be complemented by other sources of funding or assistance;
- demonstrate how conference learnings and benefits will be disseminated more broadly and provide benefits to the target group;
- demonstrate how assistance will ensure maximise the participation of people with disability.
- demonstrate the specific ways the grant funds will be used to assist people with disability to participate in the conference (for example travel for domestic participants, accommodation, live captioning, accessible materials, etc.).

All assessment criteria are given equal weighting.

The application form includes a 900 word limit per criterion.

7. The grant application process

7.1 Overview of application process

You must read these grant guidelines, the application form, the questions and answers document, and the draft letter or grant agreement before you submit an application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

Applicants may submit more than one application for National Disability Conference Initiative funding. However, applicants can only submit one application for funding per conference.

You must address all of the eligibility and assessment criteria to be considered for a grant otherwise your application will not progress to assessment. Please complete each section of the application form and make sure you provide the information we have requested.

Please keep a copy of your application and any supporting papers.

7.2 Application process timing

You must submit an application between the published opening and closing dates and times.

The Community Grants Hub will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application.

Broadly, exceptional circumstances are events characterised by one or more of the following:

- Reasonably unforeseeable.
- Beyond the applicant's control.
- Unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub Hotline via support@communitygrants.gov.au.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

Written requests to lodge a late application will only be accepted within three days after the grant opportunity has closed.

The Delegate or their appointed representative⁴ will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

The expected commencement date for the granting activities is **July 2019** and the expected completion date is **30 June 2020**. You must spend the grant by the end date.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 9/01/2019 Close: 2.00pm AEDT 20/02/2019
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Activity commences	07/2019

⁴ This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

Activity	Timeframe
End date	30/06/2020

7.3 Completing the grant application

You must submit your grant application using the application form, which is available on the [GrantConnect](#) and [Community Grants Hub](#) websites. The application form includes help information.

This is an online application form that you must submit electronically. If you have any technical difficulties please contact 1800 020 283 or email support@communitygrants.gov.au.

You must make sure that your application is complete, accurate and submitted by the closing date and time in accordance with these Guidelines.

If you find a mistake in your application after it has been submitted, you should contact the Community Grants Hub by phone on 1800 020 283 or by email at support@communitygrants.gov.au straight away.

The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

7.4 Attachments to the application

If applying as a Trustee on behalf of a Trust, a signed Trust Deed and any subsequent variations must be included with your application.

Please note: There is a 2mb limit for each attachment.

7.5 Applications from consortia

Some organisations may apply as a consortium to deliver grant activities. A consortium is two or more organisations who are working together to combine their capabilities when developing and delivering a grant activity.

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the application form and identify all other members of the proposed consortium in the application.

7.6 Questions during the application process

If you have any questions during the application period, please contact the Community Grants Hub on 1800 020 283 or email to support@communitygrants.gov.au. The Community Grants Hub will respond to emailed questions within five working days.

Answers to questions may be posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5.00pm AEDT on 13/02/2019. Following this time, only questions relating to using and/or submitting the application form will be answered.

8. Assessment of grant applications

8.1 Who will assess applications?

An assessment team will assess all eligible and compliant applications based on their merits. The assessment team will be comprised of departmental staff. The assessment team will undertake training to ensure consistent assessment of all applications.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

A Selection Advisory Panel comprised of DSS staff, will then review all ranked applications to inform the final recommendations for funding.

The Selection Advisory Panel will make recommendations having regards to:

- overall objectives for each program
- conformance with eligibility criteria
- distribution of providers across all locations
- how the services and/or project will be delivered
- existing and/or potential market failure
- value for money
- (if known) minimise possible duplication with other Commonwealth/State/Territory government programs/service delivery.

The Selection Advisory Panel may seek information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The Selection Advisory Panel may also consider information about you or your application that is available through the normal course of business.

8.2 Who will approve grants?

The Selection Advisory Panel will make recommendations to the Minister for Families and Social Services, the Hon Paul Fletcher MP (the decision maker). The decision maker will make the final decision to approve a grant.

The decision maker is final in all matters, including the:

- approval of the grant
- grant funding amount to be awarded
- terms and conditions of the grant.

The decision maker must not approve funding if they reasonably consider the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

You will be advised of the outcomes of your application in writing, following a decision by the decision maker. If you are successful, you will also be advised about any specific conditions attached to the grant.

9.1 Feedback on your application

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy to access information about the assessment process and the main strengths and areas for improving their applications.

Individual feedback may be provided on request should more detail on individual assessment be required.

10. Successful grant applications

10.1 The grant agreement

If you are successful and you choose to accept a grant offer, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Social Services (DSS). DSS will use the *Commonwealth Letter of Grant Agreement*. Terms and conditions will apply and cannot be changed.

DSS will negotiate agreements with successful applicants by **30 June 2019**. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

Where a grantee fails to meet the obligations of the grant agreement, DSS may:

- terminate the entire grant agreement
- shorten the entire grant funding period
- withhold payment until issue is resolved.

You should not make financial commitments related to this grant, until a grant agreement has been executed by the Commonwealth.

10.1.1 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

10.2 How the grant will be paid

The grant agreement will state the:

- maximum grant amount to be paid

We will not exceed the maximum grant amount under any circumstances. If you incur extra eligible expenditure, you must pay it yourself.

Grant funding will be paid in a single payment on signing of the grant agreement.

11. Announcement of grants

If successful, your grant will be listed on [GrantConnect](#) no later than 21 calendar days after the date of effect as required by Section 5.3 of the *CGRGs*.

12. Delivery of grant activities

12.1 Your responsibilities

You must submit reports in line with the timeframes in the grant agreement.

You will be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement

12.2 The Department of Social Services' responsibilities

The Department of Social Services will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- evaluate the grantee's performance.

We will monitor the progress of your project by assessing reports you submit. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.3 Grant payments and GST

Payments will be made as set out in the grant agreement.

A single payment will be made once the grant agreement is signed by the Commonwealth.

This grant opportunity is within scope for GST for registered organisations.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the [Australian Taxation Office website](#) for more information.

12.4 Reporting

On completion of the activity, you will be required to provide a signed, one page statement and financial declaration from 1 July 2018 to 30 June 2019 to verify that you have spent the Grant on the Activity in accordance with the Agreement. You must also specify any amount (if any) that remains unspent.

12.5 Evaluation

The Department of Social Services will evaluate the National Disability Conference Initiative to measure how well the outcomes and objectives have been achieved.

Your grant agreement requires you to provide information to help with this evaluation.

12.6 Acknowledgement

All publications related to grants under the program must acknowledge the Commonwealth as follows:

'This activity received grant funding from the Australian Government.'

12.7 Multicultural Access and Equity

Australia's Multicultural Access and Equity Policy obliges Australian government agencies to ensure their policies, programs and services (including those conducted by contractors and service delivery partners) are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds. The [Department of Home Affairs](#) maintains a range of policies on their website. Interested parties are encouraged to access these policies.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills in order to engage with CALD clients. Services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

13. Probity

The Australian Government will make sure that the program process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

Note: These guidelines may be changed from time-to-time by the Department of Social Services. When this happens the revised guidelines will be published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

13.1 Complaints process

Complaints about the Program

The Department of Social Services Complaints Procedures apply to complaints about the Program. All complaints about the program, including grant decisions, must be lodged in writing.

Any questions you have about grant decisions for the program should be sent to support@communitygrants.gov.au.

Complaints about the process

Applicants can contact the complaints service with complaints about Community Grants Hub's service(s) or the application process.

Details of what constitutes an eligible complaint can be provided upon request by the Community Grants Hub. Applicants can lodge complaints using the [complaints form](#) on the Department's website or by phone or mail.

Phone: 1800 634 035
Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Department of Social Services has handled your complaint, you may complain to the Commonwealth Ombudsman. The ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department of Social Services.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflict of interest

There may be a [conflict of interest](#), or perceived conflict of interest, if Department of Social Services and the Community Grants Hub staff, any member of a panel, committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- relationship with an organisation, or in an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the program.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform the Department and the

Community Grants Hub in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

The chair of the Selection Advisory Panel will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*.

13.3 Privacy: confidentiality and protection of personal information

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under the Program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

We may share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995*

We'll treat the information you give us as sensitive and therefore confidential if it meets all of the four conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else
4. you provide the information with an understanding that it will stay confidential.

The grant agreement will include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.4 Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982 (FOI Act)*.

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information

Coordinator in writing.

By mail: Freedom of Information Coordinator
 Department of Social Services
 Government and Executive Services Branch
 GPO Box 9820
 Canberra ACT 2601

By email: foi@dss.gov.au

14. Glossary

Term	Definition
assessment criteria	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
commencement date	The expected start date for the grant activity.
completion date	The expected date that the grant activity must be completed and the grant spent by.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
date of effect	This will depend on the particular grant. It can be the date in which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	The person who makes a decision to award a grant.
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria.
Funding Arrangement Manager	Is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
grant	<p>A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a) under which relevant money or other CRF money, is to be paid to a grantee other than the Commonwealth b) which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.

Term	Definition
grant activity	Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
grant agreement	Sets out the relationship between the parties to the agreement, and specifies the details of the grant.
GrantConnect	Is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants.
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities
grantee	An individual/organisation that has been awarded a grant.
PBS program	Described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities
selection criteria	Comprise eligibility criteria and assessment criteria.
selection process	The method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	Value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and

Term	Definition
	<p>ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and <p>the potential grantee's relevant experience and performance history.</p>