



Educating Kids About Agriculture: Kids to Farms Grant Opportunity Guidelines

Opening date:	30 January 2020
Closing date and time:	11.00PM AEDT on 26 February 2020
Commonwealth policy entity:	Department of Agriculture
Administering entity	Community Grants Hub
Enquiries:	<p>If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au</p> <p>Questions should be sent no later than 5.00PM AEDT on 19 February 2020</p>
Date guidelines released:	30 January 2020
Type of grant opportunity:	Targeted competitive

Contents

1. Educating Kids About Agriculture: Kids to Farms grant program processes	4
1.1 Introduction	5
2. About the grant program	5
3. Grant amount and grant period	6
3.1 Grants available	6
3.2 Project period	6
4. Eligibility criteria	6
4.1 Who is eligible to apply for a grant?	6
4.2 Additional eligibility requirements	7
4.3 Who is not eligible to apply for a grant?	7
4.4 What qualifications, skills or checks are required?	7
5. What the grant money can be used for	7
5.1 Eligible grant activities	7
5.2 Eligible expenditure	8
5.3 What the grant money cannot be used for	8
6. The assessment criteria	8
7. How to apply	9
7.1 Attachments to the application	10
7.2 Joint (consortia) applications	10
7.3 Timing of grant opportunity processes	11
7.4 Questions during the application process	12
8. The grant selection process	12
8.1 Assessment of grant applications	12
8.2 Financial viability	13
8.3 Who will assess and select applications?	13
8.4 Who will approve grants?	13
9. Notification of application outcomes	13
9.1 Feedback on your application	14
9.2 Further grant opportunities	14
10. Successful grant applications	14
10.1 The grant agreement	14
10.2 Commonwealth Child Safe Framework	14
10.3 Specific legislation, policies and industry standards	15
10.4 How we pay the grant	15
10.5 Grant payments and GST	15
11. Announcement of grants	15
12. How we monitor your grant activity	16

12.1	Keeping us informed	16
12.2	Reporting	16
12.3	Financial declaration	17
12.4	Grant agreement variations	17
12.5	Compliance visits	17
12.6	Record keeping.....	17
12.7	Evaluation	17
12.8	Acknowledgement.....	17
13.	Probity.....	18
13.1	Enquiries and feedback	18
13.2	Conflicts of interest	18
13.3	Privacy	19
13.4	Confidential information	19
13.5	Freedom of information.....	20
14.	Consultation	20
15.	Glossary.....	21

1. Educating Kids About Agriculture: Kids to Farms grant program processes

The Educating Kids About Agriculture grant program is designed to achieve Australian Government objectives.

This grant opportunity is part of the above grant program which contributes to the Department of Agriculture's Outcome 1:

More sustainable, productive, internationally competitive and profitable Australian agricultural, food and fibre industries through policies and initiatives that promote better resource management practices, innovation, self-reliance and improved access to international markets.

The Department of Agriculture works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

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



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

The Assessment Centre will assess the applications against eligibility criteria. If you are eligible, an assessment panel will then assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



We make grant recommendations

The Department of Agriculture will provide advice, through the Selection Advisory Panel to the decision maker on the merits of each application.



Grant decisions are made

The First Assistant Secretary of the Agricultural Policy Division in the Department of Agriculture decides which applications are successful.



We notify you of the outcome

The Department of Agriculture advises 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

The Department of Agriculture will negotiate and enter into standard agreements with successful applicants.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. The Department of Agriculture and the Community Grants Hub where relevant, actively manages the grant by working with you, monitoring your progress and making payments.



Evaluation of the grant program

The Department of Agriculture evaluates your specific grant activity and the grant program as a whole. The department bases this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Educating Kids About Agriculture: Kids to Farms grant program.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Agriculture.

2. About the grant program

The Educating Kids About Agriculture: Kids to Farms grant program (the program) will run over three years from 2019-20 to 2021-22, concluding on 30 June 2022. The program was announced in May 2019 as part of the Liberal and Nationals Government's *Our Plan to Showcase Agriculture: Our Heritage Our Future*. The total program value is \$5 million (GST exclusive).

The program is a targeted competitive grant program providing grants to state farming bodies (also known as state farming organisations) to sponsor government, Catholic and independent primary school visits to farms and other primary production worksites to learn about agriculture production, sustainability practices and land stewardship.

While state farming bodies must be the lead grant applicant, partnerships/consortia are encouraged and will be considered favourably.

Australian agriculture makes a valuable contribution to regional communities and to the nation as a whole. The program will support a more profitable, resilient and sustainable agricultural sector by engaging young Australians about the contribution and the future of farming, increasing understanding of where our food and fibre come from. The program provides an opportunity to enhance the food and fibre learning elements of the [Australian Curriculum](#) and encourage more young Australians to study and pursue a career in agriculture.

The objective of the program is to increase children’s understanding of:

- where and how their food and fibre is produced
- the role and importance of agriculture to Australia’s way of life, regional communities and the economy.

The expected outcome of the program is to provide students with a hands-on, practical farm experience which provides a greater understanding of the role of agriculture and the breadth of career opportunities available in the agricultural sector.

The Department of Agriculture and the Community Grants Hub will administer the program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of up to \$5 million (GST exclusive) over three years to 30 June 2022 for the program.

The grant opportunity will run from June 2020 to 30 June 2022.

There is no maximum grant amount but grants cannot exceed the amount of available funds.

3.2 Project period

Projects will commence on execution of a grant agreement with the Commonwealth, and end by 30 June 2022.

4. Eligibility criteria

The Department of Agriculture cannot consider your application if you do not satisfy all the eligibility criteria.

4.1 Who is eligible to apply for a grant?

State farming bodies are the only entities eligible to apply for funding under the program. The bodies are the peak state and territory agriculture organisations that represent the interests of farmers at the state and territory level. The state farming bodies engage in a broad range of economic, social, environmental and regional issues of strategic importance to the productivity, sustainability and growth of the agricultural sector in their respective state or territory.

The state farming bodies are:

<input type="checkbox"/>	AgForce Queensland
<input type="checkbox"/>	New South Wales Farmers
<input type="checkbox"/>	Northern Territory Cattlemen’s Association
<input type="checkbox"/>	Northern Territory Farmers
<input type="checkbox"/>	Pastoralists and Graziers Association of Western Australia
<input type="checkbox"/>	Primary Producers South Australia
<input type="checkbox"/>	Queensland Farmers Federation
<input type="checkbox"/>	Tasmanian Farmers and Graziers Association

<input type="checkbox"/>	Victorian Farmers Federation
<input type="checkbox"/>	Western Australian Farmers

State farming bodies as eligible organisations can form consortia with organisations such as producer groups, not-for profit organisations, rural research and development corporations (RDCs) or education providers. Applications from consortia are encouraged as a means of building on and/or complementing (not duplicating) existing activities. The lead applicant of a consortia application must be a state farming body. The lead applicant will be solely accountable to the Commonwealth for the delivery of grant activities¹.

Project partners will be treated as sub-contractors for the purposes of the grant agreement.

Where two or more state farming bodies seek a grant as a consortium, one body of the consortia must be the applicant. The applicant will submit the application and be the legal entity that, if successful, enters into a grant agreement with the department.

4.2 Additional eligibility requirements

We can only accept applications where project proposals clearly demonstrate how the project expects to increase children’s understanding of where and how their food and fibre is produced and the role and importance of Australian agriculture.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply for this grant opportunity if you have not received an invitation to apply through GrantConnect and are not listed as an eligible invited state farming body at Section 4.1.

4.4 What qualifications, skills or checks are required?

If you are successful, all relevant personnel working on the project who have contact with children, including site hosts, must maintain the following checks:

- Work, health and safety
- Working with Vulnerable People Registration
- Working with Children Check.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activity must only be used for costs directly incurred in carrying out or administering the project as defined in your grant agreement. These include (but are not limited to):

- taking government, Catholic and independent **primary school students** to farms and interacting with farmers
- taking government, Catholic and independent **primary school students** to primary production worksites such as agribusinesses, agronomists, rural agricultural suppliers, livestock agents, processing facilities and markets

¹ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 ‘Joint (consortia) applications.’

- taking government, Catholic and independent **primary school students** to custom-built facilities such as those at the Sydney Showground, Sydney Olympic Park
- hosting food and fibre ‘mini classrooms’ at major events, fairs or shows for groups of **primary school students** – for example, Beef Week in Rockhampton
- satellite and virtual technology or other ‘in-class’ experiences for primary school students
- reviewing and refreshing, or developing resources about food, fibre, and the value of agriculture for use in **primary school** classrooms.

5.2 Eligible expenditure

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

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- costs incurred that are not directly related to carrying out or administering the grant activity
- purchase of land
- major capital expenditure
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

We cannot provide a grant if you receive funding from another government source for the same purpose.

6. The assessment criteria

You must address all of the following assessment criteria in your application. The amount of detail and supporting evidence you provide in your application should be relative to the size and complexity of your project and grant amount requested.

The application form includes character limits – up to 3,500 characters (approx. 525 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

All assessment criteria are weighted equally.

Criterion 1

Contribution to program objectives

When addressing the criterion strong applicants will describe:

- how the project will achieve the objective of the program (refer to section 2)
- how the project will engage students
- how the project will link to, and with, schools
- how the project will build on or complement (and not duplicate) existing activities
- how the project will monitor, evaluate and measure outcomes – including support for implementation of the food and fibre aspect of the Australian Curriculum.

Criterion 2

Organisational capability

When addressing the criterion strong applicants will describe:

- details of the key personnel engaged in delivering the project/sub projects or collaboration with relevant/specialist organisations
- particular skills or expertise that personnel/project partners will bring to the project
- proposed governance arrangements to manage the project effectively – including management of consortia.

Criterion 3

Risk and value for money

When addressing the criterion strong applicants will describe:

- how the project outputs will be delivered on time and within budget (project management arrangements)
- project risks including the level of risk and how risks will be managed
- how the project will adhere to stipulated requirements for work, health and safety, working with children and vulnerable people
- the project budget including items that are eligible, reasonable and relevant to the project activities (taking into account the scale of the project).

7. How to apply

Before applying, you must read fully the grant guidelines and the application form.

The Grant Opportunity Guidelines can be found on the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to these guidelines will be published on both sites. All other grant opportunity documentation (including the online application form) will only be available to invited applicants via GrantConnect. Addenda² to these grant opportunity documents will only be published on GrantConnect.

By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

² Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to: corrections to currently published documents, changes to close times for applications and system outage notices.

To apply you must:

- complete the online application form on [GrantConnect](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 11.00PM AEDT on 26 February 2020.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more information about the application process, help submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The Community Grants Hub do not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

7.1 Attachments to the application

All of the following supporting documents must be attached to your application. Templates are provided for your use with the grant opportunity documents as specified:

- indicative budget outlining the estimated costs associated with the proposed project (template provided)
- project management plan including a risk plan (template provided).

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for.

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

7.2 Joint (consortia) applications

State farming bodies may collaborate with one or more businesses, producer groups, non-for profit organisations, RDCs or education providers to deliver the project. Only the State farming body can submit the application form and enter into a grant agreement with the Commonwealth.

We recognise that some state farming bodies may want to join as a group to deliver the grant activities. In these circumstances, you must appoint one state farming body as 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group.

If successful, you must have a formal consortia arrangement in place with all parties prior to execution of the grant agreement.

7.3 Timing of grant opportunity processes

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

Late applications

We 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.

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.

The late application request form and instructions for how to submit it can be found on the [Community Grants Hub website](#).

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 representative^[1] 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.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your activity from execution of the grant agreement and the expected completion date will be negotiated.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	Up to 4 weeks
Approval of outcomes of selection process	Up to 4 weeks
Negotiations and award of grant agreements	Up to 4 weeks
Notification to unsuccessful applicants	2 weeks

^[1] This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

Activity	Timeframe
Earliest start date of grant activity	Upon execution of the grant agreement
End date of grant activity	Negotiated with each grant recipient. No later than 30 June 2022.

7.4 Questions during the application process

Only invited applicants' questions will be responded to during the application submission period. If you have any questions during the application period please contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within five working days. Answers to questions are posted on the [GrantConnect](#) website.

The question period will close at 5:00PM AEDT on 19 February 2020. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

The Assessment Centre will review your application against the eligibility criteria. Only eligible applications will move to the next stage.

The Department of Agriculture will appoint a panel of up to four (4) members to provide agricultural and educational expertise in the assessment of eligible applications. Any panel member, who is not a Commonwealth Official, will be required to perform their duties in accordance with the CGRGs.

The panel will assess your application against the assessment criteria (see Section 6) and against other applications and consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.³

When assessing the extent to which the application represents value with relevant money, the panel will have regard to:

- the overall objective/s to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- how the grant activities will target groups or individuals.

³ See glossary for an explanation of 'value with money'.

8.2 Financial viability

Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- establishing whether relevant persons have any adverse business history (for example current or past bankruptcy)
- assessment of the financial health of an entity.

8.3 Who will assess and select applications?

In making its overall recommendations on projects, the panel will consider availability of funding and the mix of applications to be recommended to achieve the best value for money. When assessing the extent to which the application represents value with relevant money, the panel will have regard to the points listed in 8.1 above.

The panel may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if you do not nominate the sources as referees.

The panel will make recommendations to the decision maker on eligible applications which:

- could be funded without change
- could be funded subject to certain conditions being met
- should not be pursued further.

In cases where an application is recommended for grant funding, and the grant is approved, the Department of Agriculture will negotiate with the applicant based on the conditions (if any) of funding approval. A grant may not be awarded where the applicant is unable or unwilling to meet the conditions of the funding approval.

8.4 Who will approve grants?

Based on the value of the grant round, and in line with the Department of Agriculture's Financial Delegations, the delegate of the Minister for Agriculture, the First Assistant Secretary of the Agricultural Policy Division in the Department of Agriculture, will be the decision maker for this grant program. The decision maker decides which grants to approve based on the recommendations of the panel and the availability of grant funds for the purposes of the grant program.

The decision maker's decision is final in all matters, including:

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

There is no appeal mechanism for decisions to approve or not approve a grant. The decision maker must not approve funding if s/he reasonably considers the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

9. Notification of application outcomes

The Department of Agriculture will advise you of the outcome of your application. If you are successful, we will advise you of any specific conditions attached to the grant.

9.1 Feedback on your application

Individual feedback will be available. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

9.2 Further grant opportunities

There is one round of funding available under this grant program.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Standard Grant Agreement for this grant opportunity.

The Commonwealth Standard Grant Agreement has conditions that cannot be changed. Sample grant agreements are available on the GrantConnect website as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any program activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These will be identified in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

Commonwealth Standard Grant Agreement

We will use a Commonwealth Standard Grant Agreement.

You will have twenty (20) business days from the date of a written offer to sign and return the grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

10.2 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; or
- 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.

10.3 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you will be required to demonstrate compliance with the following legislation/policies/industry standards:

- Work, health and safety
- Working with vulnerable people
- Working with children.

To be eligible for a grant, you must declare in your application that you comply with these requirements. You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

10.4 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- schedule of payments (based on the budget proposal and subject to negotiation between the department and the grant recipient)
- reporting requirements.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will also make subsequent payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

10.5 Grant payments and GST

Payments will be GST Inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

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

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activities or organisation.

We need to know of any changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due because of these changes.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of the terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports. We will remind you of your reporting obligations before a report is due. We will expect you to report six monthly on:

- progress against agreed activities and outcomes
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size and complexity of the grant and the grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, ask for more information or request an independent audit of claims and payments.

Progress reports

Progress reports must:

- include evidence of your progress toward completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make grant payments when we receive satisfactory progress reports.

You must tell us of any reporting delays with us as soon as you become aware of them.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

12.3 Financial declaration

We will ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager, Community Grants Hub.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7 Evaluation

We will evaluate the program to establish how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

12.8 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth by saying:

This project is supported by the Department of Agriculture, through funding from the Australian Government's Educating Kids About Agriculture: Kids to Farms grant program.

or

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

This project was funded by the Australian Government as part of its Educating Kids About Agriculture: Kids to Farms grant program.

13. Probity

The Australian Government will make sure that the grant opportunity 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.

These guidelines may be changed by the Department of Agriculture. Should this happen, the revised guidelines are published on the [GrantConnect](#) and the [Community Grants Hub](#) websites.

13.1 Enquiries and feedback

Complaints about this grant opportunity

The Department of Agriculture's complaints procedures apply to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be provided in writing by contacting the program manager at: Fiona.Hill@agriculture.gov.au.

Complaints about the selection process

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

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the [online complaints form](#) on the [Department of Social Services](#) (DSS) website, or contact the DSS Complaints line.

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or Department of Agriculture 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 Community Grants Hub or Department of Agriculture.

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 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Department of Agriculture and the Community Grants Hub staff, any member of a 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 or member of the panel
- relationship with or interest 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 a grant under the grant program/grant opportunity.

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 you think there is an actual, apparent, or perceived conflict of interest, you must inform the Department of Agriculture and the Community Grants Hub in writing immediately.

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](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and give out information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

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

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department of Agriculture would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential information

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three 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.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees and contractors to help us manage the program effectively
- 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.

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

13.5 Freedom of information

All documents that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Team
Government and Executive Services Branch
Department of Social Services (DSS)
GPO Box 9820
Canberra ACT 2601

By email: foi@dss.gov.au

14. Consultation

In developing the Grant Opportunity Guidelines, the Department of Agriculture consulted with the state farming bodies. The state farming bodies shared their experience in developing and delivering food and fibre education initiatives. This consultation has been important to test the feasibility of the grant program activities, and ensure the grant program builds on, but does not duplicate, existing initiatives.

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are 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 grant opportunity, to determine application 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
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
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
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
date of effect	can be the date on 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	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁴ or other Consolidated Revenue Fund (CRF) money⁵ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
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	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
Portfolio Budget Statement (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.

⁴ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁵ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
value with money	<p>refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and 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 the:</p> <ul style="list-style-type: none"> ▪ quality of the project proposal and activities ▪ fit for purpose of the proposal in contributing to government objectives ▪ absence of a grant is likely to prevent the grantee and government’s outcomes being achieved ▪ potential grantee's relevant experience and performance history.