



# Traceability Grants Program – Round 1 Grant Program Guidelines

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<b>Closing date and time:</b>	11.00PM AEDT on 21 February 2020
<b>Commonwealth policy entity:</b>	Department of Agriculture
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5.00PM AEDT on 14 February 2020.
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<b>Type of grant program:</b>	Open competitive

## Contents

<b>1. Traceability Grants Program – Round 1: Traceability Grants processes</b>	<b>4</b>
1.1 Introduction	5
<b>2. About the grant program</b>	<b>5</b>
<b>3. Grant amount and grant period</b>	<b>6</b>
3.1 Grants available	6
3.2 Grant period	6
<b>4. Eligibility criteria</b>	<b>7</b>
4.1 Who is eligible to apply for a grant?	7
4.2 Additional eligibility requirements	8
4.3 Who is not eligible to apply for a grant?	8
<b>5. What the grant money can be used for</b>	<b>8</b>
5.1 Eligible grant activities	8
5.2 Eligible expenditure	8
5.3 What the grant money cannot be used for	9
<b>6. The assessment criteria</b>	<b>9</b>
<b>7. How to apply</b>	<b>10</b>
7.1 Attachments to the application	11
7.2 Joint (consortia) applications	11
7.3 Timing of grant opportunity processes	11
7.4 Questions during the application process	12
<b>8. The grant selection process</b>	<b>13</b>
8.1 Assessment of grant applications	13
8.2 Who will assess and select applications?	13
8.3 Who will approve grants?	14
<b>9. Notification of application outcomes</b>	<b>14</b>
9.1 Feedback on your application	14
9.2 Further grant opportunities	14
<b>10. Successful grant applications</b>	<b>14</b>
10.1 The grant agreement	14
10.2 How we pay the grant	15
10.3 Grant payments and GST	15
<b>11. Announcement of grants</b>	<b>15</b>
<b>12. How we monitor your grant activity</b>	<b>16</b>
12.1 Keeping us informed	16
12.2 Reporting	16
12.3 Financial declaration	16
12.4 Grant agreement variations	17

12.5	Record keeping.....	17
12.6	Evaluation .....	17
<b>13.</b>	<b>Probity.....</b>	<b>17</b>
13.1	Enquiries and feedback .....	17
13.2	Conflicts of interest .....	18
13.3	Privacy .....	18
13.4	Confidential information .....	19
13.5	Freedom of information.....	20
<b>14.</b>	<b>Glossary.....</b>	<b>21</b>

# 1. Traceability Grants Program – Round 1: Traceability Grants processes

## **The Traceability Grants Program - Round 1 is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to Department of Agriculture's Outcome 2 – program 2.1 Biosecurity and Export Services (Modernising Agricultural Trade – Protecting Australia's Clean, Green Brand). 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 [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**

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we 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**

We provide advice, through the Selection Advisory Panel to the decision maker on the merits of each application.



## **Grant decisions are made**

The decision maker (the Minister or their delegate) decides which 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 enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



## **Delivery of grant**

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



## **Evaluation of the Traceability Grants Program**

We evaluate your specific grant activity and the Traceability Grants Program – Round 1 as a whole. We base this on information you provide us and that we collect from various sources.

## 1.1 Introduction

These guidelines contain information for the Traceability Grants Program grants.

**You must read these guidelines before filling out an application.**

This document sets out:

- the purpose of the grant program
- 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 Traceability Grants Program – Round 1 (the program) will run over four years from 2019-20 to 2022-23. The program was announced as part of the Modernising Agricultural Trade initiative. The program has \$ 7 Million (GST exclusive) for grants over the four financial years. The funding will be available in two grants round, one round in 2019-20 and the other round in 2020-21.

This program provides opportunities for successful applicants to conduct projects that will enhance the supply chain traceability systems and arrangements that support the export of our agricultural commodities.

Traceability is the ability to follow the movement of a product through stages of production, processing and distribution ([ISO 22005:2007](#)).

Australia's agricultural traceability systems include all government regulation and industry arrangements that enable tracing of agricultural production and products, back and forward along entire supply chains. At each step in the supply chain, participants should be able to trace one step forward and one step back.

Consumers and trading partners want to know more about the products they buy. Including information about:

- food safety
- animal and plant pest and disease status
- provenance
- authenticity
- social matters such as sustainability, and animal welfare practices.

Effective traceability supports claims made about food.

Australia has a reputation for exporting safe products that meet importing country requirements and producing safe food for domestic supply. This grants program is to support projects that will further enhance the integrity of our systems.

Many Australian agricultural producers and exporters already realise the commercial benefits of enhancing traceability. It improves competitiveness and provides assurance for customers.

The objectives of the program are:

- to support industry projects that will enhance our agricultural supply chain traceability systems, including developing and trialling technologies that digitise information flow
- to provide an advantage for our exporters in overseas markets to assist them in maintaining their competitive edge
- to increase opportunities to export Australian commodities.

The intended outcomes of the program are:

- broad enhancement of the traceability systems that support our agricultural export supply chains and that success of individual projects is measured
- exporters are able to use the enhancement of our traceability systems to assist in maintaining their competitive edge in export markets
- more farmers, producers and processors consider exporting, especially those involved in exporting high risk commodities
- traceability system enhancements are cost effective because they utilise existing systems and technologies where possible.

The grant agreement will only be entered into once there is legislative authority in place for the program.

The Community Grants Hub administers 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 a total of \$4 million (GST exclusive) over four years for the Traceability Grants Program – Round 1.

The grant program will run from 2019-20 to 2022-23.

- The minimum grant amount is \$20,000 (GST exclusive).

### 3.2 Grant period

You must complete your grant by 30 June 2023. Following the grant period, an evaluation period of 12 months will commence.

## 4. Eligibility criteria

The decision maker can choose to waive the eligibility criteria, however they must be made aware of the risks.

### 4.1 Who is eligible to apply for a grant?

To be eligible you must be one of the following entity types:

- Indigenous Corporation
- Company<sup>1</sup>
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- 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<sup>2</sup>
- Cooperative
- Incorporated Association
- International Entity
- Sole Trader
- Statutory Entity
- Partnership<sup>3</sup>
- Person<sup>4</sup>
- Trustee on behalf of a Trust<sup>5</sup>
- Unincorporated Association.

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<sup>1</sup> Company is a company incorporated under the *Corporations Act 2001* (Cth).

<sup>2</sup> Includes New South Wales local governments created as Body Politics.

<sup>3</sup> Partnership – the individual partners will enter into the agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested.

<sup>4</sup> A person is a natural person, an individual, a human being.

<sup>5</sup> Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form.

## **4.2 Additional eligibility requirements**

To be considered for funding, you must:

- have a current Australian Business Number (ABN) or be willing to obtain one
- be registered for the purposes of GST, or be willing to become registered
- have an account with an Australian financial institution.

## **4.3 Who is not eligible to apply for a grant?**

You are not eligible to apply for funding under this program if the project duplicates or replicates activities for which the applicant, or a project partner, is already receiving or has previously received, funding from the Commonwealth or from another source (e.g. state or local government or private sector program).

# **5. What the grant money can be used for**

## **5.1 Eligible grant activities**

To be eligible your grant activity must be clearly linked to producing an outcome that will enhance traceability systems for exported Australian agricultural commodities.

Eligible activities must directly relate to the program and can include:

- Investigation of options to demonstrate the provenance of Australian agricultural commodities.
- Development of requirements around traceability data collected along supply chains.
- Detailing commodity supply chains.
- Investigation of technologies that enable real time or passive tracing of various commodities through the supply chain.
- Investigation of innovative solutions to collect and store data that can be used to trace and/or track commodities through supply chains.

## **5.2 Eligible expenditure**

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities.

Eligible expenditure items are reasonable costs associated with the delivery of the activity, for example, salaries and on-costs of those directly involved and travel directly associated with the project.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your grant activity.

Not all expenditure on your grant activity may be eligible for grant funding. The decision maker (the Minister or their delegate) makes the final decision on what is eligible expenditure.

You must incur the expenditure on your grant activities between the start date and end or completion date for your grant activity for it to be eligible.

### 5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- core business expenses not directly related to carrying out the project, including administrative, overhead and infrastructure costs, staff salaries and relocation costs, international travel, or living expenses
- protecting or patenting intellectual property
- establishing new commercial ventures
- developing, building or producing commercial prototypes to commercialise a research project outcome
- 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 the application form.

All criteria will be equally weighted.

The application form includes character limits – up to 3500 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.

### Criterion 1

#### The project proposal

When addressing the criterion a strong response will provide the details of the project proposal:

- describe how the project will enhance agricultural traceability supply chains
- describe how the achievement of the project outcomes will be measured
- describe how the project builds on existing work or is in some way linked to existing work
- deliver a project outcome that is applicable to more than one agricultural commodity, and provides opportunities to use this outcome to promote the commodities concerned in international markets.

## Criterion 2

### Project Supporters and stakeholders

When addressing the criterion a strong response will provide details of whether project has broader industry support and what the level of support is likely to be:

- identify at least one project supporter to the project, and detail their contribution/involvement (if applicable) in the project
- describe the stakeholders that relate to the project proposal, their views on the project proposal and how/when they will be engaged as the project is rolled out.

## Criterion 3

### Project Management

When addressing the criterion a strong response will provide details of how the project is to be managed:

- Describe how the project will deliver 'value for money', e.g. why is the project worth investing in? An example could be how it will utilise existing systems or technology already in use and how the project could be applied more broadly.
- Provide detail on your capability to deliver the project and, where applicable provide detail on previous experience in delivering similar projects.
- Describe the risks to the project and how they will be managed.

## 7. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement and questions and answers.

These documents are found on the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda<sup>6</sup> will 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.

You can only submit one application form for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress.

To apply you must:

- complete the online application form on the GrantConnect or Community Grants Hub websites
- 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 21 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

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<sup>6</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents.

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 help about the application process, 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](mailto: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

The following supporting documents should be attached to your application:

- Letters of support from project supporters to the project (maximum of three consolidated into a single attachment), or similar evidence of support – optional – no template provided.

The following supporting document must be attached to your application:

- Project Budget – mandatory template provided.

You must attach supporting documentation according to the instructions provided within the application form. 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

We recognise that some organisations may want to join together as a group to deliver a grant activity.

In these circumstances, you must appoint a '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.

You must have a formal arrangement in place with all parties prior to execution of the 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<sup>7</sup> 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 grant activity around June 2020.

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 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	June 2020
End date of grant activity	30 June 2023

## **7.4 Questions during the application process**

If you have any questions during the application period contact the Community Grants Hub on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto: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](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00PM AEDT on 14 February 2020. Following this time, only questions about using and/or submitting the application form will be answered.

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<sup>7</sup> This may be the Community Grants Hub Delegate or nominated staff member of the Department of Agriculture at the EL2 level or above.

## 8. The grant selection process

### 8.1 Assessment of grant applications

Applications will be reviewed against the eligibility criteria. Only eligible and compliant applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. We will consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications.

A Selection Advisory Panel will consider whether it provides value with relevant money.<sup>8</sup>

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

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- the extent to which the proposed project will be applicable to more than one exported agricultural commodity
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.

### 8.2 Who will assess and select applications?

The Selection Advisory Panel will assess each eligible application on its merits and compare it to other eligible applications.

The Selection Advisory Panel will comprise departmental officers and other members at the department's discretion. Panel members will undertake training to ensure consistent assessment of all applications. During consideration of proposals, the Selection Advisory Panel may seek external advice on any aspect of a proposal to inform the assessment process, including from relevant local government agencies, state governments and/or the Australian Local Government Association.

Any expert/advisor, including Commonwealth Officials, will be required/expected to perform their duties in accordance with the [CGRGs](#).

The Selection Advisory Panel may seek additional information about you or your application and this may delay completion of the selection process. It 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.

The Selection Advisory Panel recommends grant applications to the decision maker for approval.

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<sup>8</sup> See glossary for an explanation of 'value with money'.

### **8.3 Who will approve grants?**

Based on the value of the grant round, and in line with the Department of Agriculture's financial delegations, (the Minister or a delegate in the Department of Agriculture) will be the decision maker for this round. The decision maker decides which grants to approve based on the recommendation of the Selection Advisory Panel, taking into consideration any further information that may become known, including the:

- use of additional expert or advisory opinion
- availability of grant funds for the purpose 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.

## **9. Notification of application outcomes**

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

If you are unsuccessful, you can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

### **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 grant selection process and the main strengths and areas for improving applications.

Individual feedback will not be provided for this grant opportunity.

### **9.2 Further grant opportunities**

If there are not enough suitable applications to meet the program's objectives, the Department of Agriculture will conduct a further grant round in the next financial year.

## **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 Simple Grant Agreement for this grant opportunity.

Each agreement has general grant conditions that cannot be changed. Sample grant agreements are available on the GrantConnect and Community Grants Hub websites 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.

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

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

### **Commonwealth Simple Grant Agreement**

We will use a Commonwealth Simple Grant Agreement.

You will have twenty (20) business days from the date of a written offer to sign and return this 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.

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

## **10.2 How we pay the grant**

The grant agreement will state:

- the maximum grant amount to be paid
- the proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party
- the terms and conditions of the grant
- the payment schedule (based on the budget proposal and subject to negotiation between the department the grant recipient)
- the work to be delivered in the project and the 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 make subsequent payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity/milestones.

## **10.3 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 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 expect you to report on progress against agreed grant activity milestones and outcomes.

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.

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 may 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 Record keeping

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

## 12.6 Evaluation

We will evaluate the grant program to see 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.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

# 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. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

## 13.1 Enquiries and feedback

### 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](mailto: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](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant program. There may be a conflict of interest, or perceived conflict of interest, if Department of Agriculture's 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
- 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.

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 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](mailto:foi@dss.gov.au)

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
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.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	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	<p>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:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>9</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>10</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
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
<a href="#">GrantConnect</a>	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 <a href="#">Portfolio Budget Statement</a> , 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.

<sup>9</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>10</sup> 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"> <li>▪ quality of the project proposal and activities</li> <li>▪ fit for purpose of the proposal in contributing to government objectives</li> <li>▪ absence of a grant is likely to prevent the grantee and government’s outcomes being achieved</li> <li>▪ potential grantee’s relevant experience and performance history.</li> </ul>