



# Multicultural Affairs and Citizenship Program Community Languages Multicultural Grants Program – Stream Two Project Grants Grant Opportunity Guidelines

<b>Opening date:</b>	3 February 2020
<b>Closing date and time:</b>	11.00PM AEDT on 6 March 2020
<b>Commonwealth policy entity:</b>	Department of Home Affairs
<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 28 February 2020
<b>Date guidelines released:</b>	3 February 2020
<b>Type of grant opportunity:</b>	Open Competitive

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# 1 Multicultural Affairs and Citizenship Program: Community Languages Multicultural Grants Program Stream Two processes

**The Community Languages Multicultural Grants Program is designed to achieve Australian government objectives.**

This grant opportunity is part of the above grant program which contributes to the Department of Home Affairs' Outcome 2, Program 2.1 Multicultural Affairs and Citizenship Program. The Department of Home Affairs 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**

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 for Immigration, Citizenship, Migrant Services and Multicultural Affairs 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 Community Languages Multicultural Grants Program

We evaluate your specific grant activity and the Community Languages Multicultural Grants Program as a whole. We base this on information you provide to us and that we collect from various sources.

### 1.1 Introduction

These guidelines contain information for the Community Languages Multicultural Grants Program Stream Two: Project funding.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility 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 Home Affairs.

## 2. About the grant program

The Community Languages Multicultural Grants Program (the program) is being provided by the Department of Home Affairs and is part of Program 2.1 Multicultural and Citizenship Program, within Outcome 2.

Outcome 2: Support a prosperous and inclusive society, and advance Australia's economic interests through effective management of the visa, multicultural and citizenship programs and provision of refugee and humanitarian assistance.

Program 2.1: Multicultural Affairs and Citizenship: To support a prosperous and inclusive society through the promotion, delivery and effective management of the Australian multicultural and citizenship programs.

The program will run over two years from 2019-20 to 2020-2021 and will help implement the Government's multicultural statement, *Multicultural Australia: United, Strong, Successful*.

The Community Grants Hub administers the program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

### 2.1 About the Community Languages Multicultural Grants Program grant opportunity

This grant opportunity was announced as part of the Australian Government's \$71 million package of social cohesion initiatives.

Australia is a multicultural society. Almost half of our current population was either born overseas or has at least one parent born overseas. We have flourished in part, thanks to our cultural diversity, underpinned by our common values and commitment to freedom, security and prosperity. We do not take our harmony and prosperity for granted. Together – as individuals, groups and at

all levels of government – we will continue to build stronger, more cohesive and prosperous communities.

Community language schools help students learn and use another language and connect young Australians to the languages and cultures of their ancestors. One quarter of children (0-19 years) speak a language other than English at home. Learning a second language can establish wider intercultural appreciation and cross-cultural awareness, and prevent intergenerational conflict amongst culturally and linguistically diverse communities.

As Australia's population becomes increasingly diverse, community language schools play a role in helping to build strong communities, and strengthen social cohesion as well as respect for Australia's many different cultures.

Competency in the language, society and culture of other countries provides a significant advantage in not only the Australian workforce but also in an increasingly multilingual international society.

The objectives of the grant opportunity are to:

- Support the maintenance, development and acquisition of languages other than English.
- Connect young Australians to the languages and cultures of their community.
- Enhance cross-cultural awareness and respect for cultural diversity.

The Community Languages Multicultural Grants Program will comprise two discrete streams:

- Stream One: Per-capita funding
- Stream Two: Project funding.

These guidelines contain information for **Stream Two: Project funding** only.

The Stream Two: Project funding opportunity will build the capacity of community language schools to deliver quality language education through the production of teaching resources or through the production of professional development programs that can be used by multiple community language schools and the community language sector more broadly.

Projects funded through this grant opportunity will contribute to:

- Enhanced capacity of community language school teachers to educate children in a second language through improved professional skills and knowledge.
- Enhanced capacity of community language school teachers to promote respect for cultural diversity and understanding of civics and Australian values.
- Increased access to curriculum and teaching resources that are specifically designed for community language school needs.
- Strengthened relationships between community language schools and greater information and resource sharing among schools.

For further information on **Stream One: Per capita funding** please access the [GrantConnect](#) and the [Community Grants Hub](#) websites.

## 3. Grant amount and grant period

### 3.1 Grants available

The Australian government has announced a total of \$10 million (GST exclusive) over two years for Community Languages Multicultural Grants Program.

Approximately \$1 million of the \$10 million available for the broader Community Multicultural Language Grants Program will be allocated to this Stream Two opportunity. Final allocation will be determined by the delegate based on the number and quality of applications received.

Eligible community language schools may apply for a grant up to a maximum of \$25,000 (GST exclusive).

Only one application from each eligible community language school as defined in Section 4.1 of these guidelines will be considered. Schools that have multiple campuses can only submit one application. If multiple applications are submitted by the same legal entity, the last application received will be accepted.

Under this Stream Two opportunity a single payment will be made to successful grantees upon execution of the grant agreement.

### 3.2 Grant period

You must complete your project within 12 months of execution of the grant agreement.

## 4. Eligibility criteria

Eligibility criteria have been constructed to encourage partnerships between a lead community language school and other community language schools, language associations or mainstream organisations. This is to ensure that applicants have the capability to deliver project outcomes that can be applied to multiple community language schools, and/or the community language school sector. While all eligible applications will be considered, priority for funding will be given to eligible entities applying as a consortium and benefiting the broader community language school sector.

Applications from consortia require an eligible community language school as the lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per all other criteria listed below<sup>1</sup>.

To be considered eligible for funding under the Community Languages Multicultural Grants Program, community language schools must:

- Teach a community language that is used by members of cultural/linguistic groups in Australia.
- Have been in operation for at least 12 months prior to the commencement of the grant activity.
- Be open to enrolments for school-aged students (including Australian citizens, permanent residents and Subclass 444 Special Category visa holders) from Kindergarten to Year 12, regardless of linguistic background or proficiency.
- Provide language tuition for at least 35 weeks of the year.

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<sup>1</sup> 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.'

Further to the application, you may be requested to produce supporting documentation on any or all of the eligibility criteria at any point during the grant round. We cannot consider your application if it does not satisfy all the eligibility criteria.

Applicants are encouraged to seek endorsement for their proposed project from either the national peak body or a state and territory peak body relating to community languages.

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

To be eligible you must be a not-for-profit community language school that is legally registered in Australia.

For the purpose of this grant opportunity, a community language is defined as a language other than English that is used on a day-to-day basis by members of cultural/linguistic groups residing in Australia.

For the purpose of this grant opportunity, a community language school is defined as a not-for-profit community organisation that holds community language classes outside of school hours with a minimum of two hours per week of instructor led language tuition for at least 35 weeks of the year using a teaching program.

You must be one of the following legal entities to apply:

- Company<sup>2</sup>
- Cooperative
- Incorporated Association
- Indigenous Corporation
- Partnership<sup>3</sup>
- Statutory entity
- Trustee on behalf of a Trust<sup>4</sup>.

As a not-for-profit organisation, you may be asked to demonstrate your not-for-profit status through one of the following:

- state or territory incorporated association registration number or certificate of incorporation, e.g. clubs and other associations
- current Australian Charities and Not for profits Commission's (ACNC) registration, e.g. for organisations registered as a charity.

You must also have the following requirements in place before you apply for this grant opportunity:

- An Australian Business Number (ABN)
- An account with an Australian financial institution.

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<sup>2</sup> Company is a company incorporated under the *Corporations Act 2001* (Cth)

<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> 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 Who is not eligible to apply for a grant?

You are not eligible to apply if you are a/an:

- Commonwealth Company
- Corporate Commonwealth Entity
- Corporate State or Territory Entity
- International Entity
- Local Government<sup>5</sup>
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Non-corporate State or Territory Statutory Authority
- Person<sup>6</sup>
- Sole Trader
- Unincorporated Association.

In addition to the above, funding will not be provided to organisations that:

- have failed to comply with the terms and conditions of previously awarded grants
- have been implicated in illegal actions such as providing any kind of support, including financial, to terrorist organisations, advocating the use of violence for political means and other unlawful activities
- have any upheld litigation claims made against them.

The Department of Home Affairs may consult with law enforcement and security agencies to confirm that organisations have not been implicated in illegal actions. If an organisation is found to have been implicated in illegal activity then the Department reserves the right to refuse the grant application.

### 4.2.1 Unincorporated Associations

Non-legal entities such as an Unincorporated Association may be able to receive funding where a legal parent organisation, or a legal entity connected to the Unincorporated Association can enter into a legally binding agreement on its behalf. Alternatively, a person representing the Unincorporated Association can enter into the agreement and assume the legal liability.

## 4.3 What qualifications, skills or checks are required?

If you are successful, all personnel working on the grant activity must maintain the following registration/checks:

- Working with Vulnerable People registration
- Working with Children check.

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<sup>5</sup> Includes New South Wales local governments created as Body Politics.

<sup>6</sup> A person is a natural person, an individual, a human being.

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

### 5.1 Eligible grant activities

To be eligible your grant activities must directly relate to the objectives of the grant opportunity as detailed in section 2.

The project must either produce teaching resources and materials or run professional development programs that can be used by multiple community language schools. The project must benefit the wider language community/sector. Examples of eligible projects include:

- development of curriculum or units of work
- development of teaching materials or resources
- updating or enhancing teaching materials or resources to be specifically used by community language schools
- development and holding of professional development programs
- innovative projects using digital platforms to improve technology resources for the classroom.

Projects should have a positive flow-on effect to other community language schools that teach and use the same language or benefit community language schools within a geographical proximity. Community language schools are therefore encouraged to partner together to develop proposals and share materials. Applicants must explain how they will share their resources or programs to the broader community languages sector by addressing criterion 3.

### 5.2 Eligible expenditure

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

Eligible expenditure items are:

- staff salaries and on-costs that can be directly attributed to the provision of the funded grant activity
- employee training for paid and unpaid staff which is relevant, appropriate and in line with the grant activity
- venue hire, insurance, catering, marketing and promotion for events, seminars and workshops
- operating and administration expenses that can be directly attributed to the provision of the funded grant activity such as telephones, computer, equipment, website, software, utilities, postage, stationery and printing, accounting and auditing, domestic travel and accommodation costs
- payment of subcontractors such as the use of translating and interpreting support services
- up to 10 per cent of the grant can be used for evaluation of the funded project and/or to explore options for future sustainability and ongoing viability of the funded project.

Not all expenditure on your grant activity may be eligible for grant funding. The decision maker 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:

- religious instruction or activities
- political instruction or activities
- religious or political educational resources or partisan political messaging
- educational resources developed by a foreign government or religious organisation, or developed to comply with requirements imposed by a foreign government or religious organisation
- purchase of land
- major capital purposes such as buildings, repairs, maintenance or renovations
- rent
- 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 utilities major capital purposes such as buildings, repairs, maintenance or renovations
- overseas travel
- activities that replicate services already funded by other Commonwealth, state or territory grant programs in the project location.
- existing activities that may be considered the day-to-day corporate activities of your organisation (e.g. updating your website)
- activities or programs that are likely to contribute to racial, religious or cultural intolerance or that are otherwise contrary to the views of the Australian Government.

## 6. The assessment criteria

You must address all of the following assessment criteria in the application. All criteria are equally weighted.

The application form includes character limits – up to 6,000 characters (approx. 900 words) per criterion response. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

### **Criterion 1 Need**

Demonstrate a strong need for a capacity building project within your target community language school community.

In demonstrating the need, you must answer the following questions:

- Who does your project seek to target? Describe their characteristics, which may include the number of students/schools, their geographical location, language, length of time in Australia, length of time in operation as a school, etc.
- Why does your target community require assistance? Describe and provide evidence of the issues or gaps in resources facing your target community that you are seeking to address.

## Criterion 2 Project

Describe the project in detail including how it will be delivered and how it will address the grant objectives.

In describing the project, you must answer the following questions:

- What activities will you undertake/how many products/resources will you develop and how many people do you expect will participate in, or benefit from, each activity?
- List/detail how the proposed project will build the capacity of the community language school sector and how it will contribute to the program objectives and outcomes in section 2?

## Criterion 3 Reach

- How will you ensure your project benefits your target community or the wider community language schools sector? What strategies do you have in place to promote or share your product and ensure it is accessible to your target community?
- How will the project and/or outcomes continue beyond the grant period?

## Criterion 4 Organisational Capacity

Describe your organisation's skills and experience in delivering projects to support the community language school sector.

In describing your organisation's experience, you must answer the following questions:

- Have you consulted with other community language schools and/or relevant stakeholders in the design of this project?
- What expertise and experience does your organisation (including consortium members) have in undertaking the deliverables outlined in Criterion 2?
- What is your organisation's experience in managing a grant agreement?

## 7. How to apply

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

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>7</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

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<sup>7</sup> 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.

- submit your application/s to the Community Grants Hub by 11.00PM AEDT on 6 March 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 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 does 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 document must be attached to your application for it to be considered compliant and for it to proceed to assessment.

- Budget in accordance with the template provided.

If a mandatory template is not used your application will be considered non-compliant and will not proceed to assessment.

Community language schools are strongly encouraged to seek the support and endorsement of either the national or the state/territory peak body for their proposed project.

- If you have obtained support/endorsement for your project, please attach the letter of endorsement.

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

We encourage applications from joint partnership or consortia arrangements. We encourage community language schools to join together as a group or to build partnership with other organisations working in the community languages sector to deliver projects that can support multiple community language schools and/or the broader community language school sector.

If you enter into a partnership or consortium, 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 lead organisation of a consortium must also be an eligible entity type as outlined in Section 4.1.

The application must identify all other members of the proposed group and include information from consortium members in the application form, including:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity.
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

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>8</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.

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<sup>8</sup> This may be the Community Grants Hub Delegate or nominated staff member of the Department of Home Affairs at the EL2 level or above.

## Expected timing for this grant opportunity

If you are successful, the earliest you will be expected to be able to commence your grant activity is in June 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	June 2020
End date of grant activity	30 June 2021

### 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 28 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

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines.

We will assess all applications for eligibility and compliance against the requirements of the application process. Eligible applications will then be considered through an open competitive grant process.

### 8.2 Who will assess and select applications?

The Hub will use trained assessors to undertake a preliminary assessment against the selection criteria on behalf of the Department of Home Affairs. The Department of Home Affairs may also be involved in undertaking this preliminary assessment. The preliminary assessment will provide an initial ranking of applications to inform the deliberations of the Selection Advisory Panel.

The Selection Advisory Panel will be established by the Department of Home Affairs and may include a mix of employees of the Department of Home Affairs, experts from the sector, other Commonwealth officers with relevant specialist expertise.

Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The Hub may provide secretariat support to the Selection Advisory Panel, but will not participate in deliberations or decision-making. The Hub's independent probity advisor attends all Selection Advisory Panel meetings.

The Selection Advisory Panel will assess whether the application represents value with money and will make final recommendations to the decision maker by taking into account the following factors:

- the initial preliminary score against the assessment criteria
- the overall objective/s to be achieved in providing the grant
- whether the proposed project is in scope
- whether it is from a consortium of organisations
- whether it has the support of local or national community language sector peak bodies
- whether it has broader application to multiple schools, teachers or the community language school sector
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will target groups or individuals
- how it will be applied to other schools or professional development courses
- the relative merit of each application.

The Selection Advisory Panel will seek to ensure there is a distribution of the types of activities funded, delivery locations, and recipient communities.

**The Selection Advisory Panel may seek additional information from the applicant to assist in making its final recommendations.**

## **8.2 Who will approve grants?**

Based on the value of the grant round, and in line with the Department of Home Affairs Financial Delegations, the Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs will be the decision maker for this round. The decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel, taking into consideration any further information that may become known, including 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.

## **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.

### **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.



## 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 Standard Grant Agreement for this grant opportunity.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on 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. You must not start any 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 are 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 fifteen (15) 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.

### 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 will be included in a grant agreement where the Commonwealth considers the grant is for:

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

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 Multicultural Access and Equity

The Australian government's *Multicultural Access and Equity Policy* obliges Australian government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners - are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications.

### 10.4 How we pay the grant

The grant agreement will state the maximum grant amount to be paid.

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

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity or project/services.

### 10.5 Grant payments and GST

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 will also be responsible for:

- ensuring that anyone working directly with vulnerable people has the appropriate qualifications under relevant state and territory legislation
- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- ensuring staff working on the activity have the appropriate skills and knowledge
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- engaging with the Department of Home Affairs as part of informal progress reporting.

## **12.2 Reporting**

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

- progress against agreed grant activity milestones 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 an independent audit of claims and payments.

### **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. Underspent grant funding will be recovered from grantees.

## **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. We will not consider changes after the grant agreement end date.

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

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

## **12.8 Acknowledgement**

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 is funded/part-funded (select which ever applies) by the Department of Home Affairs Community Languages Multicultural Grants 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 Home Affairs. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

## **13.1 Enquiries and feedback**

### **Complaints about this grant opportunity**

The Department of Home Affairs Complaints Procedures apply to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be lodged in writing via the online form.

## Complaints about 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 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 Home Affairs.

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 opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Department of Home Affairs 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 think there is an actual, apparent, or perceived conflict of interest, you must inform the Department of Home Affairs 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 Home Affairs 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.
community language	a language other than English that is used on a day-to-day basis by members of cultural/linguistic groups residing in Australia
community language school	as a not-for-profit community organisation that holds community language classes outside of school hours with a minimum of two hours per week of instructor led language tuition for at least 35 weeks of the year using a teaching program
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



Term	Definition
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.
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

<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
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.
school-aged students	Refers to ages 4 to 19
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
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>