



# Emerging Priorities Program (EPP) Open Competitive Grant Opportunity Guidelines

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<b>Closing date and time:</b>	9:00 pm AEDT on 17 February 2022
<b>Commonwealth policy entity:</b>	Department of Education, Skills and Employment
<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 5:00 pm AEDT on 14 February 2022
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<b>Type of grant opportunity:</b>	Open competitive

## Contents

<b>1. Emerging Priorities Program (EPP): Open Competitive Grant Opportunity 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 Grant period	6
<b>4. Eligibility criteria</b>	<b>6</b>
4.1 Who is eligible to apply for a grant?	6
4.2 Who is not eligible to apply for a grant?	7
4.3 Unincorporated Associations	7
4.4 What qualifications, skills or checks are required?	7
<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	8
<b>6. The assessment criteria</b>	<b>8</b>
<b>7. How to apply</b>	<b>10</b>
7.1 Attachments to the application	10
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>12</b>
8.1 Assessment of grant applications	12
8.2 Financial viability	12
8.3 Who will assess and select applications?	13
8.4 Who will approve grants?	13
<b>9. Notification of application outcomes</b>	<b>13</b>
9.1 Feedback on your application	13
<b>10. Successful grant applications</b>	<b>14</b>
10.1 The grant agreement	14
10.2 Commonwealth Child Safe Framework	14
10.3 Specific legislation, policies and industry standards	15
10.4 Multicultural access and equity	15
10.5 How we pay the grant	15
10.6 Grant payments and GST	15
<b>11. Announcement of grants</b>	<b>16</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	Audited financial acquittal report.....	17
12.4	Grant agreement variations .....	17
12.5	Compliance visits .....	17
12.6	Record keeping.....	17
12.7	Evaluation .....	17
12.8	Acknowledgement.....	17
<b>13.</b>	<b>Probity.....</b>	<b>17</b>
13.1	Enquiries and feedback .....	18
13.2	Conflicts of interest .....	18
13.3	Privacy .....	19
13.4	Confidential information .....	19
13.5	Freedom of information.....	20
<b>14.</b>	<b>Glossary.....</b>	<b>21</b>

# 1. Emerging Priorities Program (EPP): Open Competitive Grant Opportunity Processes

**The Emerging Priorities Program (EPP) is designed to achieve Australian Government objectives.**

This grant opportunity is part of the above grant program which contributes to the Department of Education, Skills and Employment's Outcome 1 - Program 1.5 Student Support Package. The department 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 department's Assessment Panel, to the decision maker on the merits of each application.



**Grant decisions are made**

The decision maker (Minister for Education and Youth) 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 EPP**

We may evaluate your specific grant activity and the EPP 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 Emerging Priorities Program (EPP) Grant Opportunity. You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Education, Skills and Employment (the department).

## 2. About the grant program

The EPP contributes to the achievement of Outcome 1, Program 1.5 – Student Support Package of the department's [Portfolio Budget Statement](#).

The continuing impacts of the pandemic on schools and students, including through prolonged lockdowns and broader disruption, have been immensely challenging throughout 2020 and 2021. The 2022 school year will see a continuation of the return to face-face learning and a renewed focus on supporting students and school communities.

Acknowledging these impacts, the Australian Government is bringing forward all remaining funding in the EPP to the 2021–22 financial year, enabling up to \$11.2 million (GST exclusive) in funding to be available for projects that meet the objective and outcomes of the EPP.

This grant opportunity will competitively assess all eligible proposals for the allocation of this funding, in order to provide on the ground support for schools, school leaders, teachers and students.

The objective of this grant opportunity is to fund projects that assist school communities to respond to emerging priorities in school education, including recovery from COVID-19.

The intended outcomes of this grant opportunity are improved:

- educational outcomes for school students
- engagement of school students and their families with school education
- wellbeing of school leaders, teachers, and school students.

Examples of emerging priorities include:

- targeted educational support for students, including responding to the impacts of COVID-19
- mental health and wellbeing support for students, teachers, and school leaders, including responding to the impacts of COVID-19
- support for disengaged students to improve educational outcomes
- support for school attendance and completion

- support for career development of students, including to explore pathways for post-school destinations
- research and analysis to address the impacts of unexpected events, including COVID-19, on educational outcomes for students.

This grant opportunity will be undertaken in accordance with the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

### 3. Grant amount and grant period

The Australian Government has a total of \$18.25 million (GST exclusive) for the EPP. For this grant opportunity, up to \$11.2 million (GST exclusive) is available in 2021–22.

The grant opportunity is anticipated to run for 12 months between 2022 and 2023.

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

You should carefully consider the grant amount that you are applying for, in consideration of the limited total amount of funding available for all projects (up to \$11.2 million) and that funding is only available for projects that do not exceed 12 months.

#### 3.1 Grant period

As this grant opportunity is targeted towards projects that respond to emerging priorities in school education, including impacts and recovery from COVID-19, funding is available for projects that do not exceed 12 months in duration.

This will further ensure that multiple projects are able to be funded from remaining available EPP funding.

### 4. Eligibility criteria

#### 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>
- Incorporated Association
- Cooperative
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Corporate State or Territory Entity
- Statutory Entity
- Local Government Entity<sup>2</sup>

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

<sup>2</sup> Local Government Entity is an entity established under state or territory local government legislation, for the purposes of governing local areas within state or territory. In the states, they are generally referred to as local councils.

If you are applying as a Trustee on behalf of a Trust<sup>3</sup>, the Trustee must have an eligible entity type as listed above.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Australian Government for the delivery of grant activities and is an eligible entity as per the list above<sup>4</sup>.

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

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

- Organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Corporate Commonwealth Entity
- Commonwealth Company
- International Entity
- Sole Trader
- Individual
- Unincorporated Association

## **4.3 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. The eligibility criteria must still be met in such circumstances.

## **4.4 What qualifications, skills or checks are required?**

If you are successful, personnel working on your project must ensure the following:

- relevant working with children/vulnerable people checks are in place
- implementation of the project meets relevant requirements of the Commonwealth Child Safe Framework
- digital resources produced for the project meet the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.

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<sup>3</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. Trustees must be an eligible entity type as stated in section 4.1. Both the Trust's and Trustee's details will be collected in the application form.

<sup>4</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 in section 7.2.

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

### 5.1 Eligible grant activities

To be eligible, your project must meet the objective and outcomes of the EPP.

Examples of projects that may meet the objective and outcomes include but are not limited to:

- improve educational outcomes of school students
- support mental health and wellbeing of students, teachers and school leaders
- provide professional development for school leaders and teachers to support improving educational outcomes
- provide online or face-to-face resources for school leaders, teachers, students and school communities to support the educational outcomes of students
- support school attendance and completion
- support career development of students, including to explore pathways for post-school destinations
- research and analysis to address the impacts of unexpected events, including COVID-19, on educational outcomes for students.

### 5.2 Eligible expenditure

You can only spend the grant for the purposes of implementing your project.

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

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

You cannot use the grant for the following purposes (unless expressly authorised by the department):

- projects implemented outside of Australia
- purchase of land
- purchase of buildings
- purchase of vehicles
- major capital construction/works/improvements/expenditure
- commercial investments
- overseas travel
- purchase of alcohol, gifts, hospitality and/or entertainment.
- the covering of retrospective costs, including but not limited to costs incurred in the preparation of your grant application or related documentation
- costs otherwise not attributable to the implementation of your project.

## 6. The assessment criteria

You must address all of the following assessment criteria in your application.

We will assess your application based on the weighting given to each criterion detailed below.

The application form includes character limits – up to 6000 characters (approximately 900 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

### **Criterion 1**

#### **Effectiveness** - 30% weighting

Demonstrate how the project will meet the objective and outcomes of the EPP.

When addressing the criterion, strong applicants will demonstrate:

- the effectiveness of the project in meeting the objective and outcomes for the EPP
- that the project can have a national impact, or otherwise meets Australian Government priorities for school education
- the extent to which the project responds to impacts and/or challenges arising from COVID-19 on school education
- that they have a strong track-record and reputation in the school education sector.

### **Criterion 2**

#### **Informed by Evidence** – 30% weighting

Demonstrate how the project is informed by and based-on evidence.

When addressing the criterion, strong applicants will demonstrate:

- an evidence-based need for the project
- an evidence-based proposed implementation of the project
- how the project complements or differentiates from relevant existing Australian Government/State/Territory initiatives.

### **Criterion 3**

#### **Clarity** – 20% weighting

Demonstrate how the project is clearly scoped and costed.

When addressing the criterion, strong applicants will :

- demonstrate that the project is clearly scoped and costed, including key performance indicators, milestones, and completion dates
- demonstrate the capacity to ensure that any necessary approvals will be in place to implement the project.

### **Criterion 4**

#### **Risk Mitigation** – 10% weighting

Demonstrate how the project will effectively mitigate any risks.

When addressing the criterion, strong applicants will demonstrate:

- material risks associated with implementing the project have been clearly defined (including but not limited to use of new technology, and the scale/complexity of the project)
- any material risks are able to be effectively managed and mitigated.

### **Criterion 5**

#### **Evaluation** – 10% weighting

Demonstrate how the project will be evaluated, including evaluation processes, outcomes, and measures of success.

## 7. How to apply

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

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>5</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 website](#)
- 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 9:00 pm AEDT on 17 February 2022.

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 Act 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

If applicable, the following supporting documents should be attached to your application:

- Trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.

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<sup>5</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.

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 2 MB limit for each attachment.

## 7.2 Joint (Consortia) applications

We recognise that some organisations may want to join together as a consortium to deliver a project.

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 lead organisation must also be an eligible entity type as outlined in section 4.1. The application must identify all other members of the consortium. Organisations included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' will not be eligible to be members of a consortium arrangement.

## 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 3 days after the grant opportunity has closed.

The delegate or their appointed representative<sup>6</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.

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<sup>6</sup> This may be the Department of Education, Skills and Employment delegate or nominated staff member at the EL2 level or above.

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 project around May–June 2022.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	Within approximately 5 weeks from the closing date
Approval of outcomes of selection process	Within approximately 7 weeks from the closing date
Notification to unsuccessful applicants	Within approximately 8 weeks from the closing date
Negotiations and award of grant agreements	Within approximately 12 weeks from the closing date
Earliest start date of grant activity	May 2022
End date of grant activity	June 2023

## 7.4 Questions during the application process

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

The [Community Grants Hub](#) will respond to emailed questions within 5 working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00 pm AEDT on Monday, 14 February 2022. 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 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 Financial viability

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

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

### **8.3 Who will assess and select applications?**

The Assessment Panel will be established by the department and may include a mix of employees of the department, experts from the sector, and 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 [Community Grants Hub](#) may provide secretariat support to the Assessment Panel, but will not participate in deliberations or decision-making.

The Assessment 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:

- initial preliminary score against the assessment criteria
- extent to which the evidence in the application demonstrates that it will contribute to meeting the objective and outcomes of the EPP
- relative value of the grant sought
- risks, financial, fraud and other, that the applicant or project poses for the department
- risks that the applicant or project poses for the Commonwealth.

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

### **8.4 Who will approve grants?**

The Minister for Education and Youth will be the decision maker for this grant opportunity. The decision maker decides which grants to approve based on the recommendations of the Assessment 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:

- approval of the grant
- grant funding amount to be awarded
- 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.

### **9.1 Feedback on your application**

A feedback summary will be published on the [Community Grants Hub website](#) to provide all organisations with easy access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will not be available.

## 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 the Commonwealth Standard Grant Agreement for this grant opportunity.

Each agreement has general/standard 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.

We may manage the grant agreement through our Grant Recipient Portal. Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens, and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

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 5 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 is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

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

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

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

### **10.3 Specific legislation, policies and industry standards**

Refer to additional requirements in section 4.4 What qualifications, skills or checks are required?

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

### **10.4 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, personnel 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.

### **10.5 How we pay the grant**

The grant agreement will state the:

- maximum grant amount to be paid
- budget requirements for expenditure of the grant.

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

We may pay the grant on the basis of a balance-of-risk assessment of your organisation and your project. Further information on the payment of the grant will be contained in the grant agreement.

Where any amount of the grant remains unexpended or unacquitted at the end of your project, you may be required to repay that amount to the Commonwealth.

### **10.6 Grant payments and GST**

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

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

## 11. Announcement of grants

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

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

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

#### **Activity Work Plan**

You must submit a completed Activity Work Plan on the template provided with your grant agreement. An Activity Work Plan will be used to outline the specific grant requirements. The Activity Work Plan documents planned deliverables, milestones and outputs for the funded project. The Activity Work Plan also documents risk management and community engagement relevant to the funded project.

Successful applicants' progress and outcomes against the Activity Work Plan will be monitored throughout the grant.

#### **Progress report/s**

Progress report/s must:

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

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

#### **Final report**

When you complete the project, 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

- evaluate your delivery of the project
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

### **12.3 Audited financial acquittal report**

#### **Audited financial acquittal report**

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement and declare unspent funds.

### **12.4 Grant agreement variations**

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

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

### **12.5 Compliance visits**

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

### **12.6 Record keeping**

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

### **12.7 Evaluation**

We will evaluate the grant opportunity to see how well the outcome 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 12 months after you finish your grant for more information to assist with this evaluation.

### **12.8 Acknowledgement**

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

‘This project received grant funding from the Australian Government.’

We may also require you to include a disclaimer on resources developed through the project funded under the EPP, to clarify that resources do not represent the views, opinions, or advice of the Australian Government.

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

## 13.1 Enquiries and feedback

### Complaints about this grant opportunity

The [department's 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 sent to [EmergingPrioritiesProgram@dese.gov.au](mailto:EmergingPrioritiesProgram@dese.gov.au).

### Complaints about the selection process

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

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

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'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 or member of an external 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 interest 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 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 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 would breach an Australian Privacy Principle as defined in the Privacy 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 3 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  
                          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 (PGPA Act)</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.
Assessment 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.
commencement date	the expected start date for the grant activity.
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.
completion date	the expected date that the grant activity must be completed, and the grant spent by.
co-sponsoring entity	when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it.
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.

Term	Definition
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> <li>a. under which relevant money<sup>7</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>8</sup> is to be paid to a grantee other than the Commonwealth</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.
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.
<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.
grantee	the individual/organisation which has been selected to receive a grant.
National Redress legislation	means the <a href="#">National Redress Scheme for Institutional Child Sexual Abuse Act 2018</a> .

<sup>7</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>8</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.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<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>