

Grants in Aid Grant Opportunity Guidelines

Opening date:	8 March 2018
Closing date and time:	2:00 pm AEST on 19 April 2018
Commonwealth policy entity:	Department of Veterans' Affairs
Enquiries:	If you have any questions, please contact Phone: 1800 020 283 Email: support@communitygrants.gov.au
Date guidelines released:	8 March 2018
Type of grant opportunity:	Restricted competitive

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1. Grants in Aid Program Grants Opportunity Processes

The Program is designed to achieve Australian Government objectives

This grant opportunity is part of the Grants in Aid Program which contributes to the Department of Veterans' Affairs (DVA) Outcome 2.4 – Grants in Aid program. DVA works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



The grant opportunity opens

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



You complete and submit a grant application

You must read these grant guidelines before you submit your application. These guidelines can be found on GrantConnect, the Australian Government's whole-of-government grants information system, and the Community Grants Hub website. Note: Any addenda for this grant opportunity will be published on GrantConnect, and by registering on this website you will be automatically notified of any changes.



The Hub assesses all grant applications

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



DVA will make grant recommendations

An expert panel, consisting of DVA representatives will provide advice to the Minister for Veterans' Affairs on the merits of each application.



Grant Decisions are made

The Minister for Veterans' Affairs decides which grant applications are successful.



The Hub will notify you of the outcome

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



The Hub enters into a grant agreement or a letter of agreement

The Hub, on behalf of DVA will enter into a grant agreement or letter of agreement with successful applicants. The type of grant agreement will be based on the nature of the grant and proportional to the risks involved.



Delivery of grant

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



Evaluation of the Grants in Aid Program

DVA will evaluate the specific grant activity and Grants in Aid program as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Role of the Community Grants Hub

This grant opportunity will be administered by the Hub on behalf of DVA under a Whole-of-Australian Government initiative to streamline grant processes across agencies.

1.2 About the grant program

The Grants in Aid (GIA) program (the program) aims to support the role of national ex-service organisations (ESOs) which provide coordinating and representational support within the veteran and Defence community.

This program is open to bona fide national ESOs and provides funding to encourage cooperation and communication between the ex-service community, ESOs and the Australian Government. Funding for national ESOs aims to encourage the advancement of the objectives of ESOs.

The Program will be administered according to the *Commonwealth Grants Rules and Guidelines 2017 (CGRGs)*.

1.3 About the Grant Opportunity

The objective of the program is to fund discrete projects or activities that address a specific problem or issue and will achieve a clear benefit to the ex-service and Defence community.

This may include projects that:

- encourage co-operation and communication between the ex-service community, ESOs and the Australian Government; and/or
- assist ESOs to:
 - support their branches, sub-branches and affiliated organisations in performing advocacy, pensions and welfare work; and/or
 - advance the objectives of all ESOs more generally, including improved co-operation and communication between national bodies, branches, sub-branches and affiliated organisations on repatriation and military compensation matters.

This document sets out:

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

You must read this document before filling out an application.

1.4 Grant Opportunity outcomes

This Grants in Aid program is intended to assist national ex-service organisations to:

- support their branches, sub-contractors and affiliated organisations in performing welfare advocacy and compensation work;
- advance the objectives of all ex-service organisations more generally;
- improve co-operation and communication on repatriation and military compensation matters;
- encourage co-operation and communication between the ex-service community, ex-service organisations and the Australian Government.

2. Grant amount

A total of \$145,000.00 (GST exclusive) is available for the 2018-19 financial year for the GIA program. The maximum grant to any national ESO is \$10,000 within the financial year. Grants are limited to one per organisation.

Depending on the demand for funding, and if applicants meet the eligibility and assessment criteria, the grant amount will be pro-rated.

The GIA program funds projects that are planned for the future. Funding is not available as a reimbursement for costs already incurred.

3. Grant eligibility criteria

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

3.1 Who is eligible to apply for a grant?

Only bona fide national incorporated ESOs are eligible to apply for a grant.

For the purposes of GIA grants a bona fide national incorporated ESO is considered to be an organisation:

- which has direct links to the ex-service community;
- whose membership consists primarily of veterans, past and present members of the Australian Defence Force (ADF) and/or their dependants;
- which is established primarily to provide pensions, advocacy and/or welfare assistance to veterans, past and present members of the ADF and/or their dependants;
- which does not charge any fee for acting on behalf of the veterans, past and present members of the ADF and/or their dependants in the provision of claims or welfare services;
- which has objectives that aim to benefit the welfare of its members nationally; and
- which is incorporated.

3.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you:

- are not a bona fide national incorporated ESO;
- receive funding from another government source for the same purpose as the project proposed under this granting opportunity. ¹

¹ You may be contacted to provide further information on any items funded for the same purpose as the project proposed under this granting opportunity.

4. Eligible grant activities

4.1 What can the grant money be used for?

Grant funding is intended to fund discrete projects or activities that address a specific problem or issue, rather than everyday business-as-usual costs (please see 'What the grant money cannot be used for' below).

Requested items should relate to the role of national ESOs as co-ordinating and representative bodies. These eligible items could include but are not limited to, costs associated with:

- Accommodation expenses (interactions with local, state/territory and Commonwealth government bodies or attendance at conferences, etc.)
- Travel expenses (interactions with local, state/territory and Commonwealth government bodies or attendance at conferences, etc.)
- Venue hire (hosting AGMs or other meetings, etc); and
- Organisational improvements (e.g. training in representational skills for key spokespeople in the organisation etc).

Examples of discrete projects that address a specific issue could be a national conference to develop a five-year business plan or training in representational skills for key spokespeople in the organisation.

4.2 What the grant money cannot be used for?

You cannot use grant funding for the following activities:

- wages;
- 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 (e.g. electricity, phone and rent)
- major construction/capital works
- business as usual costs
- overseas travel, and
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

We cannot provide a grant if you receive funding from another government source for the same purpose as the project proposed under this granting opportunity.

Business-as-usual costs may include:

- capital equipment (e.g. computers used solely for administrative purposes and office furniture);
- fundraising activities;
- consumables (e.g. stationary);
- maintenance and repairs;
- service charges (including additional warranties, service agreements and maintenance); and
- services that are considered to be part of the 'core' business of an organisation eg. provision of advocacy services.

5. The grant selection process

The Hub will assess your application against the eligibility and assessment criteria.

Only eligible applications will be considered. Eligible applications will be considered through a restricted competitive grant process.

The Hub will then assess your application taking into account the assessment criteria below and whether your project provides value for money.

Following the assessment, the Hub will collate assessment information and prepare an assessment report.

A panel of experts (expert panel) will convene to review the information and provide recommendations to the decision maker,² the Minister for Veterans' Affairs.

An expert panel will consist of representatives from DVA and may also include and / or consult representatives from third parties with relevant expertise.

Successful applicants will be notified and offered grant agreements.

6. The assessment criteria

Your responses in the application form will be used to make assessments against the following criteria. We will judge your application based on the weighting given to each criteria.

- How well the project meets the outcomes of the program (refer to section 1.4)
- The number to which your project provide services to members of the ex-service community through activities such as:
 - Annual general meetings
 - Annual reports
 - Camaraderie

² See glossary.

- Liaison with DVA
- Liaison with the office of the Minister for Veteran Affairs
- Newsletters
- Whether or not your project is targeted towards addressing a specific problem or issue rather than supporting business-as-usual running costs.

7. The grant application process

7.1 Overview of application process

You must read these grant guidelines, the application form and the Questions and Answers before you submit an application.

Should an Applicant submit more than one application, only the latest on time application received will be progressed.

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

You must meet the eligibility and assessment criteria to be considered for a grant. Please complete each section of the application form and make sure you provide the information we have requested.

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

7.2 Application process timing

Submit your application by the closing time and date below. Late applications will not be accepted. If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date, the Community Grants Hub may determine that there were exceptional circumstances beyond the applicant's control that meant they could not meet the deadline. Examples of exceptional circumstances could include, but may not be limited to:

- Community Grants Hub infrastructure failures;
- natural disasters;
- power outages affecting the ability of the applicant to submit their application by the deadline; and
- death or disability of key personnel.

Information on the Community Grants Hub [late application policy](#) is available on the [Community Grants Hub](#) website.

The expected commencement date for the granting activities is 1 July 2018 and the expected completion date is 30 June 2019. You must spend the grant by the end date.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 8 March 2018 Close: 2:00 pm AEST 19 April 2018
Assessment of applications	4 weeks from the round closing
Approval of outcomes of selection process	4 weeks from the selection process being finalised
Negotiations and award of grant agreements	4 weeks from the grants being approved
Notification to unsuccessful applicants	4 weeks from the grants being approved.
Activity commences	1 July 2018
End date	30 June 2019

7.3 Completing the grant application

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

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

The Department of Veterans' Affairs will not provide application forms or accept applications for this grant opportunity by fax or mail.

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

If you find a mistake in your application after it has been submitted, you should contact the Community Grants Hub by phone on 1800 020 283 or by email at support@communitygrants.gov.au straight away. The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

You cannot change your application after it has been submitted.

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 or email to support@communitygrants.gov.au. The Community Grants Hub will respond to emailed questions within five working days.

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

The question period will close at 5pm AEST 12 April 2018. Following this time, only questions relating to using and/or submitting the application form will be answered.

8. Assessment of grant applications

8.1 Who will assess applications?

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

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

An expert panel comprised of DVA employees from relevant business areas will then review all ranked applications to inform the final recommendations for funding.

The Expert Panel will make recommendations having regards to:

- overall objectives for each Program;
- conformance with eligibility criteria;
- how the services and/or project will be delivered; and
- value for money.

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

8.2 Who will approve grants?

The Expert Panel comprising of Department of Veterans' Affairs staff will make recommendations to the Minister for Veterans' Affairs through a briefing process. The Minister for the Department of Veterans' Affairs will make the final decision to approve a grant.

The Minister for Veterans' Affairs' decision is final in all matters, including:

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

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

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

9. Notification of application outcomes

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

10. Successful grant applications

10.1 The grant agreement

If you are successful, you must enter into a legally binding Grant Agreement with the Commonwealth as represented by DVA. The DVA will use a Whole of Government Grant Agreement (Letter of Agreement), depending on suitability to the activity and organisations to be funded.

A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

Grant funds must be spent in accordance with the conditions of the Grant Agreement. Approval for any change to the project or expenditure of grant funds must be sought from your Grant Agreement Manager in writing, and approval received before any changes are implemented.

Successful applicants are required to record and maintain information supporting the appropriate use and expenditure of the funds. Unspent grant funds must be returned to DVA at the end of the project period.

You will be required to deliver the project and meet the performance reporting and financial acquittal requirements outlined in your grant agreement.

Organisations that are successful in obtaining grant funding must agree to the disclosure of their name and details of the project, as required under Commonwealth Government grant publication requirements. These details will be available on the GrantConnect and/or DVA website for at least two years, and will be included in media releases and letters announcing the grant to Members of the Parliament of Australia. They will also be made available to the Australian National Audit Office and as required to meet Government accountability requirements.

Where a grantee fails to meet the obligations of the grant agreement, the Grant Hub on behalf of DVA may withhold grant funding and/or terminate a grant agreement.

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

10.2 How the grant will be paid

Approved funds will be paid to successful applicants within four weeks of the receipt of a completed Grant Agreement and relevant bank account details. Depending on the value and or risk associated with a proposal, DVA may choose to fund the proposal through progressive payments to the successful organisation/s.

The Grant Agreement will state the amount to be paid to your organisation in a lump sum, unless otherwise specified.

The following conditions apply to GIA funding:

- (a) grants are not guaranteed in any year. An ESO should not consider that the funding received is ongoing. All applicants must reapply for funding in each Grants in Aid funding round;
- (b) in general, funds cannot be used for other than the specific purpose(s) for which they were approved;
- (c) surplus or underspent funds must be returned to DVA in line with the conditions set out in the Grant Agreement and the established acquittal process;
- (d) funds are generally allocated to successful applicants at the beginning of the financial year, enabling a planned approach for the allocation of grants; and
- (e) where requests for funds exceed the available funds, applicants may receive partial or nil funding.

10.3 Grant agreement variations

We recognise that unexpected events may affect the progress of a project. In these circumstances, you can request a project variation, including:

- changing project milestones;
- changing the purpose for which funds have been granted.

The program does not allow for:

- an increase to the agreed amount of grant funds
- changes to the grant period.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. Contact your Grant Agreement manager for further information. Changes cannot be considered after the grant agreement end date.

Only the Minister for Veterans' Affairs can approve a request to vary the terms of a grant once it has been approved.

Your request will be considered based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective and any relevant policies of the department
- changes to the timing of grant payments.

You should not assume that a variation request will be successful. If grant funds are spent on purposes other than those specified in the grant agreement before a variation is approved, the funds may be required to be repaid.

11. Announcement of grants

If successful, your grant will be listed on GrantConnect within 21 calendar days after the date of effect³ as required by Section 5.3 of the [Commonwealth Grants Rules and Guidelines](#).

12. Delivery of grant activities

12.1 Your responsibilities

You must submit reports in line with the timeframes in the grant agreement. We will provide sample templates for these reports in the grant agreement. We will expect you to report on

- progress against agreed project milestones;
- contributions of participants directly related to the project; and
- eligible expenditure of grant funds.

You will also be responsible for:

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

12.2 The Community Grant Hub's responsibilities

The Community Grants Hub will:

- meet the terms and conditions set out in the grant agreement;
- provide timely administration of the grant;

³ See glossary

- evaluate the grantee's performance.

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

12.3 Grant payments and GST

Grants made by DVA under the GIA program are financial assistance payments. As such, GIA grants are provided on a GST exclusive basis and there is no GST liability arising for successful applicants in receipt of a GIA grant, because there is no taxable supply made by the Grantee to DVA. This means that, if your organisation is registered for GST, your organisation does not need to remit any GST to the Australian Tax Office (ATO) as the GIA grant you receive from DVA is not consideration for a taxable supply.

If you have any queries in relation to the transactions you enter into with third parties as a result of a grant received under the GIA Program, you may wish to speak with the ATO or your financial advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the [Australian Taxation Office website](#) for more information.

13. Reporting

All funded projects will be subject to financial and performance reporting requirements and meeting specified milestones. Grantees will need to keep records of project activities and monitor project progress, expenditure and the project's results. This information will help grantees to report on and evaluate the success of their project.

It is anticipated that into the future grantees will have systems and processes in place to allow them to meet their data collection and reporting obligations outlined in their grant agreement.

Performance information (e.g. client characteristics and service delivery information) will be required to be collected by service providers at the client level and if applicable, entered directly into the department's chosen performance reporting solution. An example of one of the possible reporting solution options is the Data Exchange, however other reporting options may be determined to be applicable for this purpose. Example protocol information on the Data Exchange (DEX) can be found at [DEX](#).

14. Evaluation

In addition to the formal reporting requirements defined in the Grant Agreement, DVA may request an update on the status of funded projects from time to time and grantees are expected to provide this information in response to any such reasonable request.

Grantees may be required to participate in a DVA evaluation after completion of the project.

The results achieved through the Grants in Aid program will be included in DVA's Annual Report.

15. Probity

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

Note: These guidelines may be changed from time-to-time by DVA. When this happens the revised guidelines will be published on GrantConnect and the Community Grants Hub.

16. Complaints process

Complaints about the Program

The [Department of Veterans' Affairs Feedback Management Policy](#) applies to complaints about the Program. All complaints about the program, including grant decisions, must be lodged in writing.

Any questions you have about grant decisions for the Program should be sent to DVA.Grants.Processing.Team@dva.gov.au

Complaints about the Process

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

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

Phone: 1800 634 035

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Department of Veterans' Affairs or 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 Department of Veterans' Affairs or the Community Grants Hub.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: [Commonwealth Ombudsman](#)

17. Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Department of Veterans' 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;
- has a relationship with an organisation relationship with, or in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform the Department of Veterans' Affairs and the Community Grants Hub in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

The chair of the Expert Panel will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*. We publish our conflict of interest policy available on the [Community Grant Hub](#) website.

18. Privacy: confidentiality and protection of personal information

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

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

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

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably

necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

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

We may reveal confidential information to:

- the committee and other 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; and
- a House or a Committee of the Australian Parliament.

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

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

19. Freedom of information

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

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

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

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

By email: foi@dss.gov.au

20. Glossary

Term	Definition
assessment criteria	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
commencement date	The expected start date for the grant activity.
completion date	The expected date that the grant activity must be completed and the grant spent by.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
cost shifting	Involves 'substitution of effort' by the Commonwealth for activities of another organisation or level of government. For example, cost shifting occurs where the Commonwealth provides a grant for an activity that would usually be paid for by a state, territory, or local government, such as municipal services.
date of effect	This will depend on the particular grant. It can be the date in which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	The person who makes a decision to award a grant.
double dipping	Double dipping occurs where a grant recipient is able to obtain a grant for the same project or activity from more than one source.
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria.
grant	A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:

Term	Definition
	a) under which relevant money or other CRF money, is to be paid to a grantee other than the Commonwealth b) which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity	Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
grant agreement	Grant agreement means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grantees to allow grantees to engage more easily and efficiently with the Commonwealth.
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities
grantee	An individual/organisation that has been awarded a grant.
PBS Program	Described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities
selection criteria	Comprise eligibility criteria and assessment criteria.
selection process	The method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.

