



Australian Government
**Department of Agriculture
and Water Resources**

**Community
Grants Hub**
Improving your grant experience



Australia–China Agricultural Cooperation Agreement 2019 Grant Opportunity Guidelines

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Closing date and time:	11:00PM AEST on 30 April 2019
Commonwealth policy entity:	Department of Agriculture and Water Resources
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone 1800 020 283 Email support@communitygrants.gov.au Questions should be sent no later than 5:00PM AEST on 26 April 2019
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Type of grant opportunity:	Open competitive

Contents

1. Australia–China Agricultural Cooperation Agreement (ACACA) grant opportunity processes	4
1.1 Introduction	5
2. About the grant program	5
2.1 About the ACACA 2019 grant opportunity	6
3. Grant amount and grant period	6
3.1 Grants available	6
3.2 Grant period	6
4. Eligibility criteria	7
4.1 Who is eligible to apply for a grant?.....	7
4.2 Additional eligibility requirements	7
4.3 Who is not eligible to apply for a grant?.....	8
5. What the grant money can be used for	8
5.1 Eligible grant activities	8
5.2 Eligible expenditure.....	9
5.3 What the grant money cannot be used for.....	10
6. The assessment criteria	10
7. How to apply	11
7.1 Attachments to the application.....	12
7.2 Timing of grant opportunity processes.....	12
7.3 Questions during the application process.....	13
8. The grant selection process	14
8.1 Assessment of grant applications	14
8.2 Who will assess and select applications?	15
8.3 Who will approve grants?	15
9. Notification of application outcomes	16
9.1 Feedback on your application	16
9.2 Further grant opportunities	16
10. Successful grant applications	16
10.1 The grant agreement	16
10.2 How we pay the grant	17
10.3 Grant payments and GST	17
11. Announcement of grants	17
12. How we monitor your grant activity	17
12.1 Keeping us informed.....	17
12.2 Reporting	18
12.3 Financial acquittal report.....	18
12.4 Grant agreement variations	18

12.5	Compliance visits	18
12.6	Record keeping.....	18
12.7	Evaluation	19
12.8	Acknowledgement.....	19
13.	Probity.....	19
13.1	Enquiries and feedback	19
13.2	Conflicts of interest	20
13.3	Privacy	20
13.4	Confidential information	21
13.5	Freedom of information.....	22
14.	Glossary.....	23

1. Australia–China Agricultural Cooperation Agreement (ACACA) grant opportunity processes

The Australia-China Agricultural Cooperation Agreement is designed to achieve the Australian Government's and the Government of the People's Republic of China's mutual objectives.

This grant opportunity is part of the above grant program which contributes to Department of Agriculture and Water Resources' Outcome 1, Program 1.13, International Agricultural Cooperation. The Department of Agriculture and Water Resources 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 consult externally and internally to shortlist applications and submit to China for endorsement. 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 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 ACACA program

We evaluate your specific grant activity and the ACACA program 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 Australia–China Agricultural Cooperation Agreement (ACACA) grants.

You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Agriculture and Water Resources (DAWR).

2. About the grant program

The Australia–China Agricultural Cooperation Agreement (ACACA) is a treaty-level agreement between the Australian and Chinese governments. The agreement was signed in 1984 to enhance cooperation across agricultural industries, develop the trading relationship and provide a forum for the exchange of scientific information.

The ACACA program operates under this agreement. The program's funding priorities are agreed between DAWR and the Ministry of Agriculture and Rural Affairs of the People's Republic of China every two years who may review and alter the priorities annually by mutual agreement. It is an ongoing program and advertises a grant opportunity (funding round) every calendar year; twice in a calendar year where funding permits.

The beneficiaries of the ACACA program are Australian agriculture, fisheries and forestry industries, organisations, businesses and individuals (and their respective industry or sector) who are seeking to enhance cooperation between Australia and China in agriculture.

The objectives of the ACACA program are:

- promote bilateral cooperation in agriculture, fisheries and forestry between Australia and China
- develop the trading relationship between Australia and China
- exchange scientific information to enhance cooperation and develop linkages between Australia and China

The agreed funding priorities this grant opportunity (funding round) are:

- eCommerce innovation
- sustainable agricultural technology
- sanitary and phytosanitary training
- agricultural products processing
- commodity production research
- science and technology cooperation
- post-harvest storage and waste

- animal husbandry
- food safety
- trade and investment cooperation
- exploration of niche markets
- advanced agriculture technologies
- water in agriculture.

The intended outcome of the program is to fund projects and trade missions that:

- support the ACACA program objectives
- align with one or more of the ACACA agreed funding priorities
- provide flow-on benefits for the applicant, project and trade mission participants and the applicant's broader industry or sector in both Australia and China.

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

2.1 About the ACACA 2019 grant opportunity

The 2019 grant opportunity provides funding for two streams of activities, which are:

- Stream 1 **Projects**—funding to undertake a project in Australia and/or China
- Stream 2 **Trade missions**—funding to cover travel costs for trade missions to China

Applicants may apply for funding for one or both streams. All applications are assessed using an open competitive, merit-based process.

All funded activities under both streams must meet the ACACA program objectives and align with at least one of the funding priorities for this grant opportunity.

Funds are limited under this program, so meeting eligibility or merit criteria does not guarantee funding. Funding will be paid on achievement of milestones set in the funding agreement.

3. Grant amount and grant period

3.1 Grants available

The ACACA program is an ongoing program. The 2019 grant opportunity has a total value of \$100,000 (GST Inclusive) available.

Proposed activities (project and/or trade mission) may include funding contributions from the applicant or from third parties.

Stream 1 **Projects funding**

Applicants can apply for a maximum of \$40,000 (GST inclusive) for a project activity.

Stream 2 **Trade missions funding**

Applicants can apply for a maximum of \$12,500 (GST inclusive) for a trade mission activity.

3.2 Grant period

Proposed activities (projects and/or trade missions) should be self-contained, not last longer than 12 months and preferably commence and conclude in the calendar year that funding has been granted. This is to ensure that activities and payments can be appropriately managed within the funding available for the grant opportunity and align with the agreed funding priorities.

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
- Company¹
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government²
- Cooperative
- Incorporated Association
- Sole Trader
- Statutory Entity
- Person³
- Trustee on behalf of a Trust⁴
- Unincorporated Association⁵

4.2 Additional eligibility requirements

To be eligible the applicant must:

- have a current Australian Business Number (ABN)
- be registered for the purposes of GST
- if an individual, be a permanent resident of Australia
- if an entity, be registered to operate in Australia
- have an account with an Australian financial institution.

¹ Company is a company incorporated under the *Corporations Act 2001* (Cth)

² Includes New South Wales local governments created as Body Politics

³ A person is a natural person, an individual, a human being.

⁴ 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

⁵ 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 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- a non-corporate Commonwealth entity
- An overseas resident
- An overseas organisation not registered to operate in Australia.

Only applications that meet these eligibility requirements will be forwarded to the assessment panel.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible:

- Applications for Stream 1 must be for Project activity to be undertaken in Australia and/or China only
- Applications for Stream 2 must be for trade missions to be undertaken to China only
- Eligible activities must directly relate to the project and can include:

- **Stream 1–Projects**

Examples of projects that may qualify for Stream 1 Projects funding include but are not limited to:

- technical exchange
- officer transfer
- attendance at conferences
- working groups
- training programs
- workshops
- research and development
- information exchanges
- feasibility studies
- master classes.

The project must take place in Australia and/or China.

- **Stream 2–Trade missions**

Applicants can apply for funding for travel-related expenses. Proposed trade mission activities must be limited to a maximum of:

- two trade mission visits in 2019
- four members per trade mission.

DAWR and China's Ministry of Agriculture and Rural Affairs (and/or other relevant Chinese government counterpart agencies/organisations) mutually approve the final agendas/programs/itineraries of each project and/or trade mission. China may provide assistance with in country arrangements.

Funding for both Stream 1 (if relevant) and two activities for travel costs will be paid once the funding agreement is signed. Funding for Stream 2 activities must be for a trade mission to China only.

Applicants will be responsible for making their own travel arrangements to China and working with China's Ministry of Agriculture and Rural Affairs to settle the trade mission's agenda/program/itinerary. DAWR will support this engagement and must be copied into all correspondence.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on agreed Project / Trade mission activities.

Eligible expenditure items for **Stream 1–Projects** funding include (but not limited) to:

- technical exchange
- officer transfer
- attendance at conferences
- working groups
- training programs
- workshops
- research and development
- information exchanges
- feasibility studies
- master classes.

Eligible expenses for **Stream 2–Trade mission-related** funding include:

- international airfares (including business class)
- Australian domestic fares (as required)
- translation services in advance of the mission
- single-entry visas into China
- travel insurance
- small daily allowances (at the Australian government allowance rate) for discretionary items (for example, tips, newspapers or personal items)
- conference fees.

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

- If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.
- Not all expenditure on your grant activity may be eligible for grant funding. The delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities under **Stream 1 Projects**:

- retrospective project-related activities and activities undertaken before a grant agreement is signed
- purchase of land
- projects that support or promote the benefit of a single enterprise
- sole purchase of infrastructure unrelated to the project
- land and capital purchases (e.g. computer software)
- projects that duplicate activities funded under any other Commonwealth program or funded by any other source
- costs incurred by the applicant in making an application
- consultancy and salary costs that **do not directly** contribute to project milestones.

You cannot use the grant for the following activities under **Stream 2 Trade missions**:

- passports
- personal telephone calls
- internet charges
- commissions/charges associated with processing travellers cheques
- medical/dental costs (including vaccinations)
- laundry costs
- excess luggage charges
- gifts and souvenirs
- administrative costs incurred by the applicant in making an application
- consultancy and salary costs that **do not directly** contribute to project milestones.

6. The assessment criteria

We will assess eligible applications based on the descriptive classification rating scale (see section 8) given to each criterion for each (or both) funding streams and to evaluate their overall value for money for this grant opportunity.

You will need to address all three criteria below in your application and provide evidence to support your answers as required. The evidence you provide should be proportional to the size and complexity of the project and/or trade mission activity proposed in your application. Should any requirements need to be imposed as a condition of funding, special conditions will be included in the grant agreement.

The criteria are equally weighted however for your eligible application to progress through the assessment process it **must** score *Suitable* or *Suitable with conditions* against Criterion 1.

Criterion 1

Alignment with ACACA objectives, funding priorities and broader benefits.

The minimum required rating for this criterion to progress through for further assessment must be *Suitable* or *Suitable with conditions*.

Describe the **outcomes** of the proposed activity and detail how:

- a. They align with the ACACA program objectives and one or more funding priorities as specified in these guidelines 'About the grant program'
- b. They support flow-on benefits (including commercial outcomes) for your industry and sector and Australian industry, including Australian industry links and broader industry representation
- c. They benefit China and its industry.
- d. They support market access and trade with China priorities for your industry.

Outcomes should be specific, measurable, attainable, realistic and timely.

Criterion 2

Capacity of the applicant to achieve stated goals of the project or trade mission.

Provide evidence of and outline the:

- a. Applicant's skills, experience, qualifications and capacity to undertake and achieve the outcomes of the proposed activity
- b. Applicant's or participants' existing linkages with China and its industry.

Provide detail on:

- c. How the success of the outcomes for the proposed activity will be measured and evaluated
- d. How the activity outcomes will benefit and be shared with wider industry.

Criterion 3

Robustness of the design of the project plan, budget and value for money for the proposed activity.

Provide in detail:

- a. A project and budget plan (with start and end dates) for the proposed activity, justification for the level of funding requested and if the proposed activity is date or time sensitive. Include any co-contributions that you or a third party will be providing. *The project and budget plan should align with the outcomes answered in Criterion 1.*
- b. Identified risks associated with the proposed activity and their risk mitigation treatments.
- c. Background preparation and research that you have undertaken to support the need for the proposed activity.

7. How to apply

Before applying, you must read and understand these guidelines, sample grant agreement, and Questions and Answers.

These documents are found at the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on these websites, along with addenda⁶. By registering on this website, you will be automatically notified of any changes. [GrantConnect](#) is the authoritative source for grants information.

⁶ Alterations and addenda include but are not limited to corrections to currently published documents and changes to close times for applications.

To apply you must:

- complete the online application form on [GrantConnect](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s online by 11:00PM AEST on 30 April 2019.

There is no limit to the number of applications that may be submitted by individual applicants. Each application must be for a different Project / Trade mission.

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 or email support@communitygrants.gov.au. The Community Grants Hub do not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time. If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time. You should keep a copy of your application and any supporting documents. You will receive an automated notification acknowledging the receipt of your application.

7.1 Attachments to the application

Attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

The maximum size permitted per attachment file is 2mb and the overall online application form has the capacity to take 15mb of attachments in total.

We require the following documents with your application:

- Project plan (template provided)
- Budget plan (template provided)
- Risk plan (template provided)
- Background preparation and/or research
- Evidence to support skills, experience and qualifications as detailed in the application
- Evidence to support existing linkages with China.

7.2 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 via support@communitygrants.gov.au.

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. 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 representative⁷ will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around July 2019.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	May 2019
Internal and external consultation	May 2019
Endorsement from China	May 2019
Approval of outcomes of selection process	May/June 2019
Negotiations and award of grant agreements	June 2019
Notification to unsuccessful applicants	July 2019
Earliest start date of grant activity	June/July 2019
End date of grant activity	June 2020

7.3 Questions during the application process

If you have any questions during the application period contact the Community Grants Hub on 1800 020 283 or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within five working days.

⁷ This may be the Delegate or nominated staff member of the Department Agriculture and Water Resources at the EL2 level or above.

The Community Grants Hub will respond to emailed questions up to three working days prior to the grant opportunity closing date. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

The Assessment Centre will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications before shortlisting applications for endorsement by China.

The attachments you provide with your application should be proportional to the size and complexity of the project. If the assessment process identifies unintentional errors in your application, we may contact you to correct or clarify the errors.

Shortlisted applications will be referred to China for endorsement. Applications endorsed by China are included in the recommendation to the decision maker for final decision.

Applications must score *Suitable* or *Suitable with conditions* for Criterion 1 to progress through the assessment process.

Funds are limited under this program, so meeting eligibility or assessment criteria does not guarantee funding.

We will consider an eligible application on its merits, based on:

- how well it meets the assessment criteria
- how it compares to other applications, and
- whether it provides value for money.

Descriptive Classification Rating Scale

A descriptive classification scoring method has been selected as the most appropriate scoring methodology for this grant opportunity.

Descriptive classification scoring rating	Rank
<p>High quality – To achieve this rating your response addresses all or most sub-criteria to a high standard.</p> <ul style="list-style-type: none"> • Strongly demonstrates alignment with the program’s outcomes and objectives • Demonstrates strongly most or all of the considerations under value for money with minimal identified risk 	Highly suitable
<p>Good quality – To achieve this rating your response meets most sub-criteria to an acceptable level.</p> <ul style="list-style-type: none"> • Demonstrates suitable alignment with the program’s outcomes and objectives • Demonstrates potential for more than half of the considerations under value for money with an acceptable level of risk 	Suitable / Suitable with conditions

<p>Poor quality – To achieve this rating your response has poor claims against the sub criterion and only meets some or none of the sub-criteria.</p> <ul style="list-style-type: none"> • Lack of relevance to the program’s outcomes and objectives • Responses and attachments irrelevant or lacking in detail. Poses a higher than acceptable risk and limited or no value for money 	<p>Not suitable</p>
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In assessing the extent to which an application represents value for money, we will have regard to:

- the overall outcomes to be achieved in providing the grant
- the relative value of the funding applied for
- funding availability
- mix of current Australian technical market access priorities
- whether the mix of projects or trade missions achieve a balance of industries, regions and delivery mechanisms and support wider industry benefits
- how the grant activities will target groups or individuals.

These considerations will be applied to prepare the shortlist of applications for this grant opportunity.

Should any requirements need to be imposed as a condition of funding, special conditions will be included in the grant agreement.

8.2 Who will assess and select applications?

The Assessment Centre will assess eligibility and compliance of applications.

The Assessment Panel will be made up of no more than five suitably experienced DAWR departmental officers, including at least one independent assessor. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The Assessment Panel may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. They may also consider information about you or your application that is available through the normal course of business.

As part of the shortlisting process relevant areas (internally) in DAWR and government stakeholders (externally) may be asked to comment on the shortlisted applications and provide advice to the assessment panel. These stakeholders may include the Australian Centre for International Agricultural Research (ACIAR), the Department of Foreign Affairs and Trade (DFAT), the Australian Trade Commission and DAWR representatives from the Australian Embassy in Beijing.

As part of the shortlisting process, DAWR will submit selected applications to China’s Minister of Agriculture and Rural Affairs (or other relevant Chinese government agencies) for endorsement.

The Assessment Panel will provide recommendations to the decision maker which applications to approve for a grant.

8.3 Who will approve grants?

The Minister for Agriculture and Water Resources decides which grants to approve taking into account the recommendations of the Assessment Panel and the availability of grant funds for the purposes of the grant program.

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

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

Approval of an application is at the Minister's (or their delegate's) discretion. 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 will be advised of any specific conditions attached to the grant.

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

9.1 Feedback on your application

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

9.2 Further grant opportunities

This ACACA program is an ongoing and advertises a grant opportunity (funding round) every calendar year; twice in a calendar year where funding permits.

10. Successful grant applications

10.1 The grant agreement

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

Each agreement has grant conditions that cannot be changed. Sample grant agreements are available on the [GrantConnect](#) and [Community Grants Hub](#) websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

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

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

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

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

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

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

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party

We may pay 100 per cent of the grant on execution of the grant agreement however this will be negotiated at the time of the grant agreement negotiation. You will be required to report how you spent the grant funds at the completion of the grant activity.

Alternatively, we may make an initial payment on execution of the grant agreement. We will make subsequent payments as you achieve agreed milestones according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity evidenced in each milestone report. We will pay the milestone payments and the final payment when you submit a satisfactory final report demonstrating you have completed outstanding obligations.

10.3 Grant payments and GST

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

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

11. Announcement of grants

If successful, your grant will be listed on the [GrantConnect](#) website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your project or trade mission or organisation or organisation.

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

You must also inform us of any changes to your:

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

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

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

12.2 Reporting

You must submit reports in line with the grant agreement. We will specify in the grant agreement what is required in these reports. We will remind you of your reporting obligations before a report is due. We may ask you to provide performance reports on:

- an assessment of the outcomes of the project or trade mission
- an assessment of whether project or trade mission objectives were achieved
- an evaluation of the project plan
- a financial acquittal or declaration for money spent against the budget
- feedback on the effectiveness and operation of the ACACA program (optional).

The grant agreement may require additional reporting depending on any identified risks for a particular project or trade mission.

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

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 within the timeframe provided in the grant agreement.

12.3 Financial acquittal report

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.

You may be required to provide statements of receipts and expenditure for all expenses that the ACACA program has funded, as detailed in the grant agreement.

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 the 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 ACACA 2019 grant opportunity to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

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

12.8 Acknowledgement

Reference to the ACACA program and its funding should be used on all materials related to grants under the program.

Whenever the DAWR logo is used, the publication must also acknowledge the Commonwealth as follows:

‘The Australia-China Agriculture Cooperation Agreement (ACACA) program – an Australian Government initiative, provided funding to support this activity (or initiative).’

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 grant activity received grant funding from the Australian Government.’

The above may be negotiated in the grant agreement to be fit for purpose with DAWR having final approval of all acknowledgement in relation to this program and grant activity.

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 from time-to-time by DAWR. When this happens, the revised guidelines are published on the [GrantConnect](#) and [Community Grants Hub](#) websites.

13.1 Enquiries and feedback

Complaints about this grant opportunity

Applicants can contact the Community Grants Hub with complaints about this grant opportunity.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the complaints form on the Grant Connect website, by phone or mail.

Phone: 1800 634 035

Mail: Complaints, GPO Box 9820, Canberra ACT 2601

The Community Grants Hub will notify DAWR if a complaint is received and it will be reviewed by both parties as relevant to their responsibilities for this grant opportunity.

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub and/or DAWR has handled your complaint, you may contact 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 DAWR.

The Commonwealth Ombudsman can be contacted on:

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

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 DAWR and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian government officer
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

If you later you think there is an actual, apparent, or perceived conflict of interest, you must inform the Community Grants Hub in writing immediately who will notify DAWR.

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 [GrantConnect](#) 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.

We may disclose your personal information to relevant Chinese agencies (including the Ministry of Agriculture and Rural Affairs of the People's Republic of China) and Australian Government agencies, persons or organisations where necessary, provided the disclosure is consistent with the *Privacy Act 1988* and other relevant laws.

We have not taken steps to ensure that relevant Chinese agencies do not breach the Australian Privacy Principles. This means that:

- the relevant Chinese agencies will not be accountable under the *Privacy Act 1988*
- you will not be able to seek redress under the *Privacy Act 1988*
- you may not be able to seek redress in the overseas jurisdiction.

The relevant Chinese agencies may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

By submitting an application for funding under this grant program, the applicant consents to the disclosure of personal information as provided above.

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 Commonwealth would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential information

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

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

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

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

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

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations

- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

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

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

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

By email: foi@dss.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are used also to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
funding arrangement manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<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> <ol style="list-style-type: none"> a. under which relevant money⁸ or other Consolidated Revenue Fund (CRF) money⁹ 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/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a ‘program’ carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
Portfolio Budget Statement (PBS) Program	described within the entity’s Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant Programs. A PBS Program may have more than one grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.

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

⁹ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
selection advisory panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
value for money	<p>refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> • quality of the project proposal and activities • fit for purpose of the proposal in contributing to government objectives • absence of a grant is likely to prevent the grantee and government’s outcomes being achieved • potential grantee’s relevant experience and performance history. <p>For the purposes of this grant opportunity refer also to Section 8 for specific considerations of value for money.</p>