



Families and Children

The Fathering Project – national expansion

Guidelines

Opening date:	29 March 2019
Closing date and time:	11:00PM AEDT on 4 April 2019
Commonwealth policy entity:	Department of Social Services
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 AEDT on 2 April 2019
Date guidelines released:	29 March 2019
Type of grant opportunity:	Closed non-competitive

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1 Families and Children: The Fathering Project – national expansion processes

The Families and Children Program is designed to achieve Australian Government objectives.

This grant opportunity is part of the above grant program which contributes to Department of Social Service's Outcome 2: Families and Communities. The Department of Social Services works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

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



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money.



We make grant recommendations

We provide advice, through the selection advisory panel to the decision maker on the merits of each application.



Grant decisions are made

The decision maker 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 Families and Children: The Fathering Project – national expansion

We evaluate your specific grant activity and the Families and Children: The Fathering Project – national expansion 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 Fathering Project – national expansion grant. The project is currently being delivered as a self-funded program covering four states (Western Australia, Victoria, New South Wales and Queensland) with 204 active school based fathering groups.

Funding of a new grant activity has been sought for The Fathering Project to enable the national expansion of the project. This national expansion activity should not include any cross over of current service locations. These guidelines represent funding a national coverage of the Project and, furthermore, the development of an enhanced digital presence. Details are outlined in Item 2.1.

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 Social Services.

2 About the grant program

The Fathering Project – national expansion contributes to the achievement of the Department of Social Services' Outcome 2.1 Families and Communities Program / Families and Children Activity / Children and Parenting Sub-Activity / Children and Parenting Support component of the Portfolio Budget Statement.

The Families and Communities Program aims to strengthen relationships, improve well-being of children and young people, reduce the cost of family breakdown, strengthen family and community functioning and facilitate the settlement of migrants and humanitarian entrants into the community.

The Families and Children Activity:

- was established to support families, strengthen relationships, improve the wellbeing of children and young people and increase participation of people in community life to enhance family and community functioning
- provides integrated services for families to achieve improved child, youth, adult and family wellbeing, increased economic engagement and more cohesive communities. To achieve this objective, services must work collaboratively to provide an integrated suite of local services.

The Children and Parenting Sub-Activity:

- provides funding to early intervention and prevention services and resources that are aimed at improving children's development and wellbeing and supporting the capacity of those in a parenting role
- services have a primary focus on children aged 0-12 years, but may include children up to age 18 years

- funds services that are outcome focused and committed to the use of evidence-based practice and programs. Services use research and evaluation to continuously improve service quality. They are committed to initial and ongoing training, supervision and support for their staff to ensure the delivery of high quality services
- services actively develop strategies to support access and engagement, such as cultural awareness and diversity; and flexible opening hours and service locations. Services use strengths-based, collaborative approaches in engaging with their clients.

The Children and Parenting Support (CaPS) component:

- provide early intervention and prevention support to children and their families. Services seek to identify issues such as risk of neglect or abuse, within families, and provide interventions or appropriate referral(s) before these issues escalate
- Services could include community playgroups, parenting courses, home visiting and peer support groups.

This component may also fund organisations that develop resources that provide information about children's development and parenting skills.

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

2.1 About The Fathering Project – national expansion grant opportunity

The Fathering Project – national expansion grant opportunity will be delivered under the CaPS component of the Children and Parenting Sub-Activity. Funding will be for three years from 2018-19 to 2020-21 to enable the national expansion of the currently self-funded project.

The project will primarily focus on children aged 0-12 years and their fathers and father figures, but may include children up to age 18 years.

The objectives of the grant opportunity are:

- early intervention and prevention support to children and their families, particularly father and father figures
- to expand the Fathering Project in existing and new regions nationally, with particular focus on the:
 - expansion of the Fathering Project schools program nationally, through the establishment of self-supporting and collaborative fathering groups within schools to support fathers to better engage with their children
 - development of an enhanced digital presence to facilitate better engagement with fathers online, including through the development of a range of resources, guides and tips around effective fathering.

The intended outcomes of the grant opportunity are:

- improved child development outcomes by improving the involvement and effectiveness of fathers
- increased capacity of participants in a parenting role (particularly fathers and father figures)
- engagement of vulnerable families in the school community and increased social supports for fathers and father figures

- increased parenting resources available to fathers and father figures via The Fathering Project website, social media and mailing list
- increased capacity to self-generate funds to ensure the sustainability of the project beyond the life of the grant.

The Fathering Project – national expansion will not duplicate other services or initiatives funded by the Department of Social Services and will support a target group that does not readily engage with support services.

The Fathering Project – national expansion, targets a different cohort to other Department of Social Services funded initiatives such as the Building Capacity in Australian Parents (BCAP) trial. The BCAP trial is focussed on new or expectant parents, and aims to increase the skills of Australian parents and carers to adequately and safely care for their children in the first 1,000 days of life, and to encourage help-seeking behaviour. Comparatively, The Fathering Project aims to improve child outcomes (with a focus on school aged children) by inspiring and equipping fathers and father figures to engage with their children.

3 Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$5.4 million GST exclusive over three years for The Fathering Project – national expansion grant opportunity. It is deemed that after this three year funded period the Project would be in full national operation and self-funded.

3.2 Grant period

The maximum grant period is from 2018-19 to 2020-21.

4 Eligibility criteria

This grant opportunity is a closed non-competitive grant selection process. The Department of Social Services considers that this is an appropriate type of selection process considering the nature of the grant is specifically dependent on being able to deliver the Fathering Project nationally.

The Fathering Project was founded in 2015 by The Fathering Project PKH Ltd organisation. When funding was announced for the expansion of the project in the 2018-2019 Mid-Year Economic and Fiscal Outlook (MYEFO), The Fathering Project PKH Ltd was identified as the sole provider of the project.

The Fathering Project is currently being delivered in New South Wales, Victoria and Western Australia with 204 active school-based fathering groups and the organisation has the capability to expand this approach nationally. The Fathering Project PKH Ltd has the necessary expertise and foundations in place to enable a phased implementation starting immediately, and under these circumstances, a Closed Non-Competitive approach will achieve value for money as well as achieve outcomes consistent with the Families and Children Activity.

In addition to the 204 fathering groups already established, the organisation has well established support mechanisms including a Research Advisory Group comprised of practitioners, researchers and academics; the employment of a researcher; and an Education Advisory Group comprised largely of school principals. As a result of the organisation's aforementioned establishment, an effective value for money will be achieved by funding them to nationally expand the project.

4.1 Who is eligible to apply for a grant?

To be eligible to receive a grant, you must be the listed invited organisation and have received an invitation to apply through [GrantConnect](#).

Invited Organisation	Service Delivery Area	Funding (GST exclusive)			
		2018-19	2019-20	2020-21	TOTAL
The Fathering Project PKH Ltd	Nationally	\$1.2m	\$2.1m	\$2.1m	\$5.4m

No further organisations will be invited to apply.

The grant is scheduled to commence in late 2018-19, and will be implemented through a phased implementation approach. Significant funding on execution of the grant is required to promptly enable set up of the National structure, recruit resources for primary roles, engage with key stakeholders, identify key schools coordinators / managers, and communication of programs.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply for this grant opportunity if you have not received an invitation to apply through [GrantConnect](#) and your organisation is not listed as an eligible invited organisation at Item 4.1.

4.3 What qualifications, skills or checks are required?

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

- Working with Vulnerable People Registration (or similar as per relevant state/territory legislation)
- Working with Children check (or similar as per relevant state/territory legislation).

5 What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activity must:

- conduct services that provide support to children and families based on an early intervention and prevention approach
- provide services that actively seek to identify issues that are or could impact on child or family outcomes and provide interventions or appropriate referral before these issues escalate
- provide services that have a primary focus on children aged 0-12 years, but may include children up to age 18 years
- have eligible activities that directly relate to the project that include:
 - improving child development outcomes by improving the involvement and effectiveness of fathers
 - achieving online engagement of fathers through a digital strategy
 - targeting the establishment of fathering groups at schools.

The Fathering Project will not duplicate other services funded by the Department of Social Services and will consider the availability of other public resources around effective fathering, to remove duplication of effort when developing new content.

5.2 Eligible expenditure

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

Eligible expenditure items are:

- staff salaries and on-costs which can be directly attributed to the provision of the funded grant activity
- employee training for paid and unpaid staff delivering activities that are relevant, appropriate and in line with the activity objectives
- administration expenses directly related to the delivery of the grant activity such as:
 - interpreting services
 - telephones
 - rent and outgoings
 - computers/information technology/software
 - insurance
 - utilities
 - postage
 - stationery and printing
 - accounting and auditing
- assets as defined in the terms and conditions that can be reasonably attributed to meeting grant agreement deliverables, and
- travel costs and motor vehicles used for the purposes of transporting staff or clients to service delivery outlets.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- relocation costs
- purchase of land
- wages not directly related to the delivery of the funded grant activity
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent not directly related to the grant activity
- major construction/capital works
- overseas travel, or

- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

We cannot provide a grant if you receive funding from another Government source for the same purpose.

6 The assessment criteria

You must address all of the following assessment criteria in the application. The criteria are not weighted.

The application form includes character limits – up to 6,000 characters (900 words) per criteria. The application form will not accept characters beyond this limit. You may wish to provide attachments to expand on Criterion 1 and Criterion 2 (see Item 7.1).

Criterion 1

Describe how your organisation will deliver The Fathering Project – national expansion in accordance with grant requirements.

When addressing the criterion strong applicants will:

- include a description of services to be provided, including an outline of the service delivery model, an implementation strategy and location coverage details
- describe how the project will identify and interact with clients and relevant stakeholders and how clients will be kept engaged throughout the project
- outline how your service will align with:
 - Outcome 2.1 Families and Communities as specified in Item 2 About the grant program
 - Item 2.1 About The Fathering Project – national expansion grant opportunity
 - Item 5.1 Eligible grant activities, and
 - Item 10.4 Multicultural Access and Equity.

Attachments may be provided to expand on this Criterion.

Criterion 2

- Outline how The Fathering Project – national expansion will be phased and what outcomes you have identified to measure your achievements and success across the three years. When addressing the criterion your response must include:
 - a description of the stages of the national expansion
 - what the expansion targets are, and
 - details of your project inputs / outputs to achieve expected outcomes
- Explain how your organisation will meet reporting and performance requirements and evaluate outcomes for the target group.

You may provide attachments to expand on this Criterion.

7 How to apply

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

These documents are found on the [GrantConnect](#) website. Any changes to grant documentation are published and addenda¹ will be published on [GrantConnect](#) and only accessible by invitees. [GrantConnect](#) is the authoritative source for grants information.

Only Invitees can only access these documents and the application form.

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 [GrantConnect](#) and:

- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application to the Community Grants Hub by 11:00 PM AEDT on 4 April 2019.

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 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 submitted.

You will receive an automated notification acknowledging the receipt of your application.

7.1 Attachments to the application

Attachments can be provided to further address Criterion 1 and Criterion 2 and must be attached to your application.

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

The following documents **must** be included with your application. Applications that do not include the requested documentation will be deemed not compliant and will not progress to assessment.

¹ Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications and questions and answers documents

- An implementation plan including a proposed budget and timeline for national expansion of the service
- A risk management plan which identifies risks and mitigation strategies and critical incidents procedures. This should be a maximum of 5 typed A4 pages using 11 Arial font.

Please note there is a 2mb limit for each attachment.

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 Hotline 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 representative² 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 be able to commence your grant activity around June 2019.

² This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

Table 1 Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	19 June 2019
End date of grant activity	31 June 2021

7.3 Questions during the application process

Only invited applicants' questions will be answered during the application submission period, please 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. Answers to questions are posted on [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00PM AEDT on 2 April 2019. 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 assess your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through a closed non-competitive grant process. This means the Department of Social Services have identified suitable organisations and has invited them to apply.

If eligible, the Assessment Centre will then assess your application against the assessment criteria (see Item 6) and consider your application on its merits, based on how well it meets the criteria.

When assessing the extent to which the application represents value with relevant money³, we will have regard to:

- the overall objective/s to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will target groups or individuals.

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)

³ See glossary for an explanation of 'value with money'.

- assessment of the financial health of an entity.

8.3 Who will assess applications?

The Assessment Centre will assess your application using fully trained Community Grants Hub staff for consistent assessment of applications.

The Department of Social Services uses this information to assess whether the application provides value with relevant money and help them develop recommendations on the application to be awarded a grant.

8.4 Who will approve grants?

The Minister of Social Services (the decision maker) decides which grants to approve based on the recommendations of the Department of Social Services and the availability of grant funds for the purposes of the grant program.

The decision maker's decision is final, including the:

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

9 Notification of application outcomes

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

9.1 Feedback on your application

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy to access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will not be provided for this grant opportunity.

10 Successful grant applications

10.1 The grant agreement

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

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

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

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

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

Commonwealth Simple Grant Agreement

We will use a Commonwealth Simple Grant Agreement.

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

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

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

10.2 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

Whilst you are required to be compliant with all relevant laws and regulations, you will be requested to demonstrate compliance with the following legislation/policies/industry standards:

- Working with Vulnerable People Registration (or similar as per relevant state/territory legislation)
- Working with Children check (or similar as per relevant state/territory legislation).

To be eligible for a grant, you must declare in your application that you comply with these requirements. You may 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, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications.

10.5 How we pay the grant

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

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

We will make an initial payment on execution of the grant agreement. We will make subsequent advanced payments annually, as you achieve agreed milestones based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress.

10.6 Grants 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](#).⁴ We do not provide advice on your particular taxation circumstances.

11 Announcement of grants

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

12 How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity 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

Grantees must have systems in place to meet their data collection and reporting obligations outlined in their grant agreement.

Performance information (e.g. client characteristics and service delivery information) needs to be collected by grantees at the client level and put directly into the department's performance reporting solution, the Data Exchange.

The performance information reported through the Data Exchange includes:

- client identity characteristics (given and family names, date of birth, gender and residential address)
- client demographic characteristics (Indigenous status, cultural and linguistic diversity, and disability status, impairment or condition)
- service delivery information (outlets, cases, sessions)
- client outcomes.

The Data Exchange has two standardised six-monthly performance reporting periods each year, which run from 1 July to 31 December and 1 January to 30 June, with a 30-day close-off period after each of these. Once the close-off period is completed no further changes can be made to the data.

Information must be provided in accordance with the Data Exchange Protocols available on the [Data Exchange website](#).

You must submit reports in line with the grant agreement. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes
- expenditure of the grant.

The amount of detail you provide in your reports must be relative to the size, complexity and grant amount.

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

Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes

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

We will only make grant payments when we receive satisfactory progress reports.

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

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

12.3 Independently 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.

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

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

12.8 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth by saying:

‘The Fathering Project – an Australian Government initiative’.

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

‘This Activity - The Fathering Project - received grant funding from 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 of Social Services. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

13.1 Enquiries and feedback

Complaints about this grant opportunity

The Department of Social Services [Complaints Procedure](#) applies 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 support@communitygrants.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 complaints form on the Department of Social Services website, 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 Community Grants Hub or Department of Social Services has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or Department of Social Services.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: 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 Department of Social Services 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 later you think there is an actual, apparent, or perceived conflict of interest, you must inform the Department of Social Services 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.

In submitting a grant application under this opportunity, you agree to the Australian Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information we cannot assess your grant application.

The Australian Government may also use and disclose information collected about you 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 in your application, including personal information, with other Commonwealth entities, the responsible Minister, Assistant Ministers and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by Australian law.

As part of your application, you also 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 Australian Government 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

15 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 also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it.
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.
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) 2017	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.
funding arrangement manager	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 money⁵ or other Consolidated Revenue Fund (CRF) money⁶ 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	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.

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁶ 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.
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"> • 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.