



Australian Government

Attorney-General's Department

Community
Grants Hub

Improving your grant experience



Native Title Anthropologist Grant Program 2019-22 Grant Opportunity Guidelines

Opening date:	13 March 2019
Closing date and time:	11:00pm AEST on 2 May 2019
Commonwealth policy entity:	Attorney-General's Department
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, please contact Community Grants Hub Phone: 1800 020 283 Email: support@communitygrants.gov.au Questions should be sent no later than 26 April 2019
Date guidelines released:	13 March 2019
Type of grant opportunity:	Open competitive

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1. Native Title Anthropologist Grant Program 2019-22 Process

The program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program that contributes to the Attorney-General's Department (AGD) Outcome 1.6 Indigenous Legal and Native Title Assistance. The AGD works with stakeholders to plan and design the Grant Program according to the *Commonwealth Grants Rules and Guidelines 2017*.

The program supports the resolution of native title claims and effective management of native title rights and interests by facilitating native title parties having access to qualified and experienced anthropologists. The program is part of the Australian Government's wider investment in the native title system.



The grant opportunity opens

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



You complete and submit a grant application

You must read these grant guidelines before you submit your application. Further information can be found on [GrantConnect](#). Note: Any addenda for this grant opportunity will be published on the websites, and by registering on the websites you will be automatically notified of any changes.



The Hub assess all grant applications

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



The Hub makes grant recommendations to the decision maker

The Hub will make recommendations, through the selection advisory panel, to the AGD delegate, depending on the relevant funding amount, either the Assistant Secretary, Office of Legal Services Coordination or the First Assistant Secretary, Legal Services Policy Division - the decision maker, on the merits of each application.



Grant decisions are made

An AGD decision maker decides which grant applications are successful.



The Hub will notify you of the outcome

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



The Hub enters into a grant agreement

AGD, will enter into agreements with successful applicants. The type of grant agreement is based on the nature 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. The Hub, on behalf of AGD, manages the grant by working with you, monitoring your progress and making payments.



Evaluation of the Native Title Anthropologist Grant Program 2019-22

AGD evaluates the specific grant activity as a whole. AGD bases this on information you provide to us and that it collects from various sources.

1.1 The role of the Community Grants Hub

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

1.2 About the grant program

The Native Title Anthropologist Grant Program 2019-22 will run over three years from 2019-20 to 2021-22. The program is part of the Australian Government's wider investment in the native title system.

The objective of the program is to increase native title anthropology capacity by supporting native title anthropologists working in the system. This facilitates native title parties having access to qualified and experienced anthropologists, to support the resolution of native title claims and the effective management of native title. Promoting claims resolution achieves recognition and protection of native title for Aboriginal and Torres Strait Islander people and contributes to land tenure certainty, which is key to achieving economic growth for Indigenous Australians and Australia generally. The native title system is gradually moving

towards a post-determination stage in which anthropologists will continue to play a key role in supporting suitable governance arrangements and assisting in negotiating beneficial agreements for native title holders.

A key focus of this funding is to increase capacity by assisting mid to senior anthropologists to become 'exemplary' anthropologists. Exemplary native title anthropologists are distinguished by the depth of their knowledge as well as their ability to translate that knowledge into the native title legal framework (including acting as expert witnesses in court).

The program objective will be achieved through grants to promote collaboration amongst this specialist sector, including delivery of targeted training and professional development and increasing the expertise of those working in native title anthropology.

The intended outcomes of the program has three priorities:

1. Professional development and support for native title anthropologists working in the native title sector, particularly mid to senior level native title anthropologists.
2. Stronger linkages between academic and applied anthropological work, particularly for mid to senior native title anthropologists.
3. Supporting mid to senior level native title anthropologists to continue to develop their technical skills through access to higher education courses.

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

1.2.1 Legislative authority

The legislative authority for the program is contained in item 402.013 'Native Title System' of Schedule 1AA of the *Financial Framework (Supplementary Powers) Regulations 1997*.

1.3 About the grant opportunity

The program is the policy responsibility of AGD.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are checked and assessed
- responsibilities and expectations in relation to the opportunity.
- how grantees will be monitored and evaluated

You must read this document before filling out an application.

2. Grant amount

The Australian Government has announced that a total of \$1.001m (GST exclusive) over three years is available for this grant opportunity, starting in 2019-20.

	2019-20	2020-21	2021-22
Native Title Anthropologist Grant Program 2019-22	\$0.322m	\$0.337m	\$0.342m

The grant period will span three financial years. The funding period will be from establishment until 30 June 2022, unless terminated earlier as determined by the parties and the conditions of the grant agreement.

There is no maximum grant amount but grants cannot exceed the amount of available funds. Applicants should consider that there is expected to be high demand for funding.

3. Grant eligibility criteria

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

3.1 Who is eligible to apply for a grant?

To be eligible to apply, you must be one of the entity types, listed below:

- Indigenous Corporation
- Company¹
- Corporate Commonwealth Entity
- Non-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
- International Entity
- Sole Trader
- Statutory Entity
- Partnership³
- Person⁴

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

² Includes New South Wales local governments created as Body Policies

³ Partnership – the individual partners will enter into an agreement with the Department. A Partnership Agreement or a list of all individual Partner/s of the Partnership may be requested

⁴ A person is a natural person, an individual, a human being.

- Trustee on behalf of a Trust⁵
- Unincorporated Association

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above. For more information, please refer to section 7.5⁶.

4. Eligible grant activities

4.1 What the money can be used for

You can use the grant to pay for:

1. Professional development and support for native title anthropologists working in the native title sector, particularly mid to senior level native title anthropologists

Grant activities which involve mentoring and embedded learning or tailored in-house training will achieve this priority. For example, grant activities could involve:

- guided research placements which pair less experienced anthropologists with more experienced anthropologists or enable less experienced anthropologists to co-author connection reports with more experienced anthropologists
- targeted training, which has been developed for in-house native title anthropologists, cognisant of the existing skill levels and development needs of these employees.

2. Stronger linkages between academic and applied anthropological work, particularly for mid to senior level native title anthropologists

Grant activities which involve opportunities for native title anthropologists to receive intensive academic supervision and mentoring by more experienced anthropologists will achieve this priority. For example, grant activities could involve:

- senior academics supervising and mentoring native title anthropologists during research and joint publication
- training which involves collaboration or shared, targeted learning within the native title anthropological sector which focusses on developing mid to senior level anthropologists technical and practical skills.

3. Supporting mid to senior level native title anthropologists to continue to develop their technical skills through access to higher education courses

AGD will consider applications from anthropologists seeking to complete a PhD in anthropology from an Australian tertiary institution. Individual applicants may seek funding

⁵ 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

⁶ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. The lead applicant must have legal entity status.

for the university course or living allowances for the period of the course. AGD may also consider funding applications from organisations seeking to backfill anthropologists that have taken a leave of absence to undertake a PhD in anthropology, particularly where that vacancy will be used as a development opportunity for less experienced anthropologists.

You can only spend grant funds on eligible grant activities as defined in the grant details in your grant agreement.

4.2 What the grant money cannot be used for?

You cannot use the grant for the following, unless the budget can demonstrate that costs are directly associated with the proposed project for the funding period:

- administrative expenses (ongoing operation or running costs of an organisation) such as general operation/secretariat/support expenses
- capital equipment and capital works such as the purchase of large scale capital equipment or capital works, including the purchase or lease of land and the purchase, construction or maintenance of building and vehicles.

You cannot use the grant for activities that duplicate existing programs provided by the Australian Government, State and Territory Governments, educational institutions and/or non-government organisations or activities that receive significant funding through other Commonwealth Government programs.

Funding will not be provided for retrospective activities.

5. The grant selection process

First, the Hub will assess your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through a competitive grant process.

The Hub will then assess your application against the criteria set out below and against other applications. Your application will be considered on its merits, based on:

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

The Hub will provide a shortlist of suitable applicants to a panel of AGD departmental subject matter experts (called the selection advisory panel), appointed by AGD to assess specific aspects of a grant application.

The selection advisory panel will make funding recommendations to the decision maker, the AGD delegate, for the final decision.

6. The assessment criteria

You will need to address all of the following assessment criteria in your application. The Hub will assess your application.

The assessment criteria are weighted equally.

Criterion 1: Outline the needs of native title anthropologists, particularly mid to senior level anthropologists, and the needs of the native title system that your proposal will address.

A preferred response will:

- Demonstrate your in-depth understanding of the need your proposal will address to increase the capacity of native title anthropologists in order to support the native title system.
- Provide evidence of how your proposal will address the identified need.
- Reference one or more of the grant priorities.

Criterion 2: Describe how the implementation of your proposal will achieve positive outcomes for native title anthropologists and the native title system.

A preferred response will:

- Outline the activities you will use to deliver your proposal (e.g. training courses, professional development workshops, mentoring programs etc.).
- Explain how the implementation of your proposal will increase the capacity of native title anthropologists to support the native title system.
- Outline the risks associated with the development and implementation of the proposal and how you will mitigate and manage risks.

Criterion 3: Demonstrate your capability to effectively deliver the grant activity to the sector on time and within budget.

A preferred response will:

- Outline the infrastructure that you will use to deliver the activity.
- Describe the number of key staff that will manage and deliver the activity and outline their relevant capabilities (experience, skills and qualifications).
- Demonstrate your proven ability to effectively develop, implement, manage and monitor activities to achieve positive outcomes that are relevant to this grant.

Note: Any claims made as part of your response to this criterion should be clearly linked to the budget you provide.

The application form includes word limits – up to 500 words per criteria. The application form will not accept words beyond this limit.

7. The grant application process

7.1 Overview of application process

You must read these grant guidelines, the application form, the Commonwealth Standard Grant Terms and Conditions, the Questions and Answers and the draft grant agreement before you submit an application.

Only one application form should be submitted.

If more than one application per individual or per organisation for the grant opportunity is submitted, only the latest accepted application will be considered.

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

You must address all of the eligibility and relevant assessment criteria to be considered for a grant otherwise your application will not progress to assessment. Please complete each section of the application form and make sure you provide the information we have requested.

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

7.2 Application process timing

You must submit an application between the published opening and closing dates and times, 13 March 2019 to 2 May 2019.

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 representative^[1] 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

The expected commencement date for the granting activities is in August 2019 and the expected completion date is by June 2022.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 13 March 2019 Close: 11:00pm AEST 2 May 2019
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
Activity commences	August 2019
End date	30 June 2022

7.3 Completing the grant application

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

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

The Community Grants Hub will not provide application forms or accept applications for this grant opportunity by fax or mail.

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

^[1] This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

If you find a mistake in your application after it has been submitted, you should contact the Community Grants Hub by phone on 1800 020 283 or by email at support@communitygrants.gov.au straight away.

The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

You cannot change your application after the application submission period has closed.

You should keep a copy of your application and any supporting documents.

7.4 Attachments to the application

The following documents must be included with your application:

- a proposed budget (please use the template provided in the grant opportunity documents)
- two referee reports (prospective PhD students only – other applicants are required to provide referee contact details only)
- trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.

Your supporting documentation must be attached to the application form. There will be instructions in the application form to help you. Only attach the documents you have been asked to include.

Please note: There is a 2mb limit for each attachment.

7.5 Applications from consortia

Some organisations may apply as a consortium to deliver grant activities. A consortium is two or more organisations who are working together to combine their capabilities when developing and delivering a grant activity.

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the application form and identify all other members of the proposed consortium in the application.

7.6 Questions during the application process

If you have any questions during the application period, please contact the Community Grants Hub on 1800 020 283 or email to support@communitygrants.gov.au. The Community Grants Hub will respond to emailed questions within five working days.

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

The question period will close at 5.00pm AEST on 26 April 2019. Following this time, only questions relating to using and/or submitting the application form will be answered.

8. Assessment of grant applications

8.1 Who will assess applications?

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

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

A selection advisory panel comprised of AGD officers will then review all ranked applications to inform the final recommendations for funding.

The selection advisory panel will make recommendations having regards to:

- overall objectives of the program
- conformance with eligibility criteria
- how the activity will be delivered
- value for money, and
- (if known) minimise possible duplication with other Commonwealth/State/Territory government programs/service delivery.

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

8.2 Who will approve grants?

The selection advisory panel will make recommendations to the AGD delegate, Assistant Secretary, Office of Legal Services Coordination or First Assistant Secretary, Legal Services Policy Division, depending on the relevant funding amount. The delegate will make the final decision to approve a grant.

The delegate'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.

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

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

9. Notification of application outcomes

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

9.1 Feedback on your application

A feedback summary will be published on the Community Grants Hub website to provide all organisations with easy to access information about the assessment process and the main strengths and areas for improving their applications.

Individual feedback will not be provided for this grant opportunity.

10. Successful grant applications

10.1 The grant agreement

If you are successful and you choose to accept a grant offer, you must enter into a legally binding grant agreement with the Commonwealth represented by AGD. AGD will use the *Commonwealth Simple Grant Agreement* which can be found on [GrantConnect](#) and the [Community Grants Hub](#) websites. Standard terms and conditions for the grant agreement will apply and cannot be changed. An activity work plan will be used to outline the specific grant requirements.

Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

10.2 How the grant will be paid

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 eligible expenditure, you must pay it yourself.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments progressively based on your progress reports.

10.3 Grant agreement variations

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

- changing activity milestones
- extending the timeframe for completing phases of the activity, but prior to June 2022.

The program does not allow for:

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

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. Contact your Funding Arrangement Manager for further information. AGD will not consider changes after the grant agreement end date.

You should not assume that a variation request will be successful. AGD will consider your request based on factors such as:

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

You will be notified of the outcome of your request for variation.

11. Announcement of grants

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

12. Delivery of grant activities

12.1 Your responsibilities

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

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments as you achieve agreed milestones. Payments are subject to satisfactory progress.

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

You will also be responsible for:

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

12.2 The Community Grants Hub's responsibilities

The Hub will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- evaluate the grantee's performance.

Your performance against the grant agreement will be monitored on an on-going basis by the Funding Arrangement Manager (FAM) assigned by the Community Grants Hub. The FAM will ensure all milestones recorded in your grant agreement are met.

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

12.3 Grant payments and GST

If applicable, GST will be payable on this grant funding. Payment details will be set out in the grant agreement.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the [Australian Taxation Office website](#) for more information.

12.4 Evaluation

The AGD will evaluate the program to measure how well the outcomes and objectives have been achieved.

AGD will evaluate a range of issues, including but not limited to the performance of the program, including the efficiency of implementation and effectiveness of the program meeting the outcomes.

Your grant agreement requires you to provide information to help with this evaluation.

12.5 Acknowledgement

The program logo is designed to be used on all materials related to grants under the program. Whenever the logo is used the publication must also acknowledge the Commonwealth as follows:

'Native Title Anthropologist Grant Program 2019-22 – an Australian Government initiative'.

12.6 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.

13. Probity

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

Note: These guidelines may be changed from time-to-time by AGD. When this happens the revised guidelines will be published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

13.1 Complaints process

Complaints about the program

AGD's [Client Service Charter](#) applies to complaints about the program. All complaints about the program, including grant decisions, must be lodged in writing.

Any questions you have about grant decisions for the program should be sent to native.title@ag.gov.au.

Complaints about the Process

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

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

Phone: 1800 634 035
Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way AGD or the Hub has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with AGD or the Hub.

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 Conflict of interest

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

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

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

The chair of the Selection Advisory Panel will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*.

13.3 Privacy: confidentiality and protection of personal information

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

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

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

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

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

We may reveal confidential information to:

- 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.

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

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act*
- *Privacy Act 1988*

- *Crimes Act 1914*
- *Criminal Code Act 1995*

We will treat the information you give us as sensitive and therefore confidential if it meets all of the four 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
4. you provide the information with an understanding that it will stay confidential.

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

13.4 Freedom of information

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

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

All Freedom of Information requests must be referred to the Freedom of Information

Coordinator in writing.

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

By email: foi@dss.gov.au

14. Glossary

Term	Definition
assessment criteria	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
commencement date	The expected start date for the grant activity.
completion date	The expected date that the grant activity must be completed and the grant spent by.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
<u><i>Commonwealth Grants Rules and Guidelines (CGRGs)</i></u>	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	This will depend on the particular grant. It can be the date in which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	The person who makes a decision to award a grant.
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
grant	A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:

Term	Definition
	<ul style="list-style-type: none"> a) under which relevant money or other CRF money, is to be paid to a grantee other than the Commonwealth b) which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity	Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
grant agreement	Sets out the relationship between the parties to the agreement, and specifies the details of the grant.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	An individual/organisation that has been awarded a grant.
Portfolio Budget Statement Program	Described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities
selection criteria	Comprise eligibility criteria and assessment criteria.
selection process	The method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
selection advisory panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program

Term	Definition
	specific, service provider composition and service location perspectives.
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved • the potential grantee's relevant experience and performance history.