



## Strong and Resilient Communities: Community Resilience Grant Opportunity Guidelines

Opening date:	12 March 2019
Closing date and time:	2:00PM AEDT on 25 March 2019
Commonwealth policy entity:	Department of Social Services
Administering Entity:	Community Grants Hub
Enquiries:	If you have any questions, please contact Community Grants Hub Phone: 1800 020 283 Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5:00PM AEDT on 18/03/2019
Date guidelines released:	12 March 2019
Type of grant opportunity:	Closed non-competitive

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# 1. Strong and Resilient Communities: Community Resilience Processes

## **The program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to Department of Social Services Outcome 2.1 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 and advertise on the [GrantConnect](#) and [Community Grants Hub](#) websites.



## **You complete and submit a Service Delivery Application Form**

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



## **We review all grant applications**

We check the applications against eligibility criteria and notify you if you are not eligible. We then assess your Service Delivery Plan Application Form against the assessment criteria including an overall consideration of value for money.



## **We make grant recommendations**

We provide advice to the decision-maker on the merits of each application.



## **Grant decisions are made**

The decision maker decides which grant 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 the grant agreements have been executed with successful applicants.



## **We enter into a grant agreement**

We will enter into a grant agreement if you are successful. The type of grant agreement is based on the nature or complexity of the grant and will be 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 Strong and Resilient Communities - Community Resilience Grants**

We evaluate the specific grant activity and the Strong and Resilient Communities as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1 Introduction

These guidelines contain information for the Community Resilience grants.

You must read these guidelines before filling out an application.

This document sets out:

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

## 1.2 Role of the Community Grants Hub

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

## 2. About the grant program

The Strong and Resilient Communities Activity (SARC) is an element of the [Families and Communities Program](#). 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 help the settlement of migrants and humanitarian entrants in the community.

The objective of SARC is to help individuals, families and communities have the opportunity to obtain:

***A sense of belonging***

*Through a greater sense of connection to and pride in their community, with shared values and trust, and a sense of pride in the Australian way of life and culture.*

<b>A sense of social inclusion</b>	<i>By providing community members with fair access to resources, such as education, employment and housing.</i>
<b>Plenty of opportunities to participate</b>	<i>By making sure there are opportunities to get voluntary work or gainful employment, as well as cooperative involvement in events that cross boundaries of race and culture.</i>
<b>Acceptance from the broader community</b>	<i>With mutual respect, low-levels of discrimination, positive attitudes towards minorities and newcomers, and a resilience to accept different points of view.</i>
<b>Self-worth</b>	<i>With life satisfaction, positive indications of happiness and wellbeing, with reasonable expectations for the future.</i>

The intended outcome of SARC is to build strong, resilient, cohesive and harmonious communities to make sure individuals, families and communities have the opportunity to thrive, be free from intolerance and discrimination, and can respond to emerging needs and challenges.

SARC focuses on strengthening the capacity of communities experiencing disadvantage to become more resilient and inclusive through greater community engagement, participation and belonging in the local community. Communities will be empowered to identify and address issues in their local community.

Funded projects support active citizen engagement, whether through employment, education or broader community life. Funded projects will provide individuals with a sense of belonging and communities to build community harmony.

SARC comprises three grant programs:

- Community Resilience;
- Inclusive Communities; and
- National Research.

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

## 2.1 About the Community Resilience grant

The objectives of the Community Resilience grants are to:

- build strong, resilient and cohesive communities helping to make Australia more harmonious and secure by empowering communities to identify and address issues in their local community;
- address issues in communities that show potential for or early signs of low social cohesion, and/or racial, religious or cultural intolerance; and

- empower communities to identify and provide local solutions to address issues.

The intended outcomes of Community Resilience grants are:

- the local community will embrace diversity and community belonging
- social cohesion and participation in the local community is increased.

The types of projects funded under Community Resilience grants include:

- helping people connect with government and non-government services
- strengthening community leadership to build greater cohesion
- promoting mutual respect, understanding and fair treatment for all Australians
- promoting understanding of Australia's democratic principles, rights and obligations and the unifying value of citizenship
- leadership training to empower women in new and emerging community groups
- addressing racial, cultural or religious tensions between particular groups in the community through educational, social, cultural or sporting activities that bring people of different cultures or faiths together
- helping increased participation in social, economic and community life
- initiatives and activities that build a better understanding of Australia's cultural diversity
- providing youth at risk of marginalisation with welcoming and non-threatening access to services that can build trust and increase their community participation
- an online platform that provides information for marginalised youth and helps to challenge extreme views.

The increasing numbers of street present children, and associated levels of crime and racial tension, is a significant issue for the Kununurra community. This has been cited in many reports, and has had extensive media coverage. The Council Meeting Minutes of the Shire of Wyndham - East Kimberley Council (25 September 2018), gives a good over-view of community concerns, and resulted in the Council's endorsement of a collaborative response to youth and community issues.

Research<sup>1</sup> and media reports<sup>2</sup> shows that street present children and young people are more likely to be involved in drug and alcohol abuse; anti-social behaviour; and criminal activity such as theft and causing significant damage to property. They are also more likely to be involved with the criminal justice system from an early age.

The factors that result in children being street present are complicated and deeply entrenched in the community. Overcrowded, unstable and violent home environments push at-risk children onto the streets, where they are with friends and feel safer. These children, driven by boredom or peer pressure, are more likely than other children to commit crime, not attend school, enter the child protection and juvenile justice systems, and disengage with community. Street present children are also at greater risk of contracting sexually transmitted diseases, with girls in particular at increased risk of sexual abuse.

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<sup>1</sup> Minutes of the Shire of Wyndham – East Kimberley Council 25 September 2018

<sup>2</sup> Radio National: [Kununurra street kids](#) and The West Australian: [Businesses call for curfew to cut youth offending](#)

Kununurra Waringarri Aboriginal Corporation is invited to apply for funding under the Community Resilience grant opportunity for the Street Present Children – Youth Model Project. This project will address social cohesion issues and anti-social activities of children and young people on the streets of Kununurra.

The Street Present Children – Youth Model Project is a new and complementary project, which aims to bring together existing services and improve outcomes for the target group. It will provide an integrated approach to reduce the prevalence of street present children, leveraging off and linking with existing programs, and informed by children’s views. The model draws on learnings from four other existing and successful integrative programs that target disadvantaged youth: The Youth Partnership Program; the Geelong Project; the Yiriman Project and the Ceduna Hub.

The Project will connect disadvantaged children and young people in the Kununurra region with their culture by providing support services and diversionary activities, in turn helping to prevent or reduce the likelihood of offending, or reoffending.

The objective of this grant opportunity is to facilitate increased participation in social, economic and community life in the Kununurra region through a whole of community approach and activities that provide local solutions to address local issues.

The outcome of this grant opportunity is that the number of street present children in the Kununurra region is reduced, making the community safer and more harmonious, and school attendance and retention rates are increased.

### 3. Grant amount

#### 3.1 Grants available

The Australian Government, through the Department of Social Services, has allocated total funding of up to \$180,000 GST exclusive over three years for this grant opportunity starting in 2018-19. The table below includes the funding breakdown.

	<b>2018-19 (Ex-GST)</b>	<b>2019-20 (Ex-GST)</b>	<b>2020-21 (Ex-GST)</b>	<b>TOTAL (Ex-GST)</b>
Kununurra Waringarri Aboriginal Corporation	\$30,000	\$75,000	\$75,000	\$180,000

### 4. Eligibility criteria

#### 4.1 Who is eligible to apply for a grant?

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

To be eligible to apply, you must be the invited organisation listed below and have received an invitation to apply through GrantConnect.

<b>Name of invitee</b>	Kununurra Waringarri Aboriginal Corporation (KWAC)
<b>Service delivery area</b>	Kununurra

Kununurra Waringarri Aboriginal Corporation (KWAC) is a well-regarded, local Indigenous corporation in Kununurra, with strong connections to both Indigenous and non-Indigenous local organisations. KWAC works collaboratively with a range of local stakeholders, including the District Leadership Group's - children and young people working group, to provide whole of community solutions to address local issues, by providing supporting services and activities to address the anti-social behaviour of children and young people in the local community.

KWAC's experience in service provision, and its well-established and respected presence within the Kununurra community, make it an appropriate choice of organisation to successfully deliver the Street Present Children – Youth Model Project. KWAC's existing record in service delivery gives a positive indication of its ability to achieve the project's expected outcomes, and meet the required delivery and reporting timeframes.

No further organisations will be invited to apply.

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

### 5.1 Eligible grant activities

You can only spend funds on eligible grant activities listed in your grant agreement and they must directly relate to delivery of the project or services.

Community Resilience grants can be used for the following activities:

- staff salaries and on-costs linked to the grant program in the identified service area or areas as per the grant agreement
- employee training for paid and unpaid staff including committee and board members, that is related to the grant program
- operating and administration expenses directly related to the project as per the grant agreement, such as:
  - telephones
  - rent and outgoings
  - computer/ IT/website/software
  - insurance
  - utilities
  - postage
  - stationery and printing
  - accounting and auditing
  - interstate travel/accommodation costs.
- assets that can be reasonably linked to meeting agreement deliverables
- up to 10 per cent for evaluation and/or to explore options for future sustainability and ongoing viability of the funded project.

## 5.2 Eligible expenditure

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

The funding for this grant opportunity must be spent on providing Street Present Children – Youth Model Project services. Funding under this grant opportunity is for the delivery of the Street Present Children – Youth Model Project and includes:

- Engaging a youth facilitator to coordinate project partners, stakeholders and service delivery;
- providing support services and diversionary activities
- providing cultural awareness and engagement activities.

## 5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- major capital expenditure
- the covering of retrospective costs
- costs for the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

## 6. The grant selection process

This grant opportunity is a closed non-competitive selection process. This means the Department of Social Services has identified a suitable organisation and invited them to apply.

KWAC is invited to submit a Service Delivery Plan Application Form. The Service Delivery Plan Application Form is required to show how your project meets the objectives of the Community Resilience grant opportunity and how it will be delivered.

## 7. How to apply

You must read these grant opportunity guidelines, the Service Delivery Plan Application Form, and the grant agreement terms and conditions prior to submitting an application.

You are responsible to make sure your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

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

### **Completing the application**

You must complete a Service Delivery Application Form, using the online application form provided as part of the grant opportunity Documents on the GrantConnect website.

The application form is only available to invitees for this grant opportunity. The application form includes help information.

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

The Community Grants Hub may not accept any additional information, or requests from the invited applicant to correct your Service Delivery application form after the closing time.

The Community Grants Hub may ask you for more information about your application or your Service Delivery Plan if needed.

## **7.1 Application process timing**

You must submit an application between the published opening and closing dates and times.

### **Late applications**

The Community Grants Hub 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](mailto: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<sup>[1]</sup> will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

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

The expected commencement date for the granting activities is 26 April 2019 and the expected completion date is 30 June 2021. You must spend the grant by the end date.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 12 March 2019 Close: 2.00pm AEDT 25 March 2019
Assessment of applications	1 week
Approval of outcomes of selection process	2 weeks
Negotiations and award of grant agreements	Up to 4 weeks 4
Notification to unsuccessful applicants	1 week
Activity commences	26 April 2019
End date	30/06/2021

## 7.2 Questions during the application process

Only the invited applicant's questions will be responded to during the application period. You can contact the Community Grants Hub on 1800 020 283 or email to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The Community Grants Hub will respond to emailed questions within five working days.

The question period will close at 5:00PM AEDT on 18 March 2019. After this time, only questions about the service delivery plan application form will be answered.

## 8. The assessment criteria

You will need to address each of the following assessment criteria in your Service Delivery Plan Application Form. Both criteria are weighted equally.

**Criterion 1:** Describe the project in detail, how it will be delivered and the intended outcomes for all stakeholders.

In responding to this criterion you should include:

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<sup>[1]</sup> This may be the Hub delegate or nominated staff member of the client agency at the EL2 level or above.

- a description and objectives of the project, including how it meets the objectives of the Community Resilience Grants
- how the project will be implemented, delivered and promoted
- details about who will benefit and the intended outcomes
- details about how the project will increase social cohesion in the target community

**Criterion 2:** Demonstrate your organisation's capability to successfully deliver the project to the target community/communities on time and within budget.

In responding to this criterion you should include:

- a description of your organisation's prior experience in delivering a similar project
- how will your organisation engage young people and other relevant stakeholders
- details about your organisation's capability to meet reporting and performance requirements.

The Service Delivery Application Form response has a 900 word per criterion limit.

## 9. Assessment of applications

The assessment centre will assess each eligible and compliant application on its individual merit. The assessment centre uses fully trained Community Grants Hub staff for consistent assessment of all applications.

The Department of Social Services uses this information to help them develop recommendations on applications and whether your project represents value for money and achieves program objectives as outlined in section 2.1.

If the selection process needs additional information or clarification is required, you may be contacted to provide further information.

### 9.1 Who will approve grants?

The Minister for Social Services will make the final decision to approve the grant, taking into account the recommendations of the review team and the availability of grant funds.

The Minister of Social Services decision is final in all matters, including the:

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

The Minister for Social Services will not approve funding if there is insufficient program funding available across relevant financial years for the program, or if the application does not represent value with money.

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

## 10. Notification of application outcomes

The Community Grants Hub will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

## 10.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within one month of being advised of the outcome. We will give written feedback within one month of your request.

# 11. Successful grant applications

## 11.1 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 the Department of Social Services. The Department of Social Services will use the *Commonwealth Simple Grant Agreement*. Standard terms and conditions for the grant agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

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 should not make financial commitments related to this grant, until the Commonwealth has executed a grant agreement.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Program Delegate or Minister. We will identify these in the agreement.

Where you fail to meet the obligations of the grant agreement, the Department of Social Services may recover grant funds.

## 11.2 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 the 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.

### 11.3 How we pay the grant

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

We will make an initial payment on the start of the grant. We will make more payments as listed in the grant agreement schedule (six-monthly). Payments are subject to how well the grant activity is progressing.

### 11.4 Grant payments and GST

Payments will be made as set out in the grant agreement. Payments will be GST Inclusive.

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. 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*.

## 13. Delivery and monitoring of grant activities

### 13.1 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 project milestones
- contributions of participants directly related to the project
- eligible expenditure of grant funds.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively

- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement

## 13.2 The Community Grants Hub's responsibilities

The Community Grants Hub will:

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

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

## 13.3 Reporting

Community Resilience grant recipients must have systems in place to allow them to meet their data collection and reporting obligations outlined in their grant agreement.

Performance information (e.g. client characteristics and service delivery information) will be required to be collected by service providers at the client level and entered directly into the department's performance reporting solution, the Data Exchange (DEX).

The performance information reported through the DEX 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

DEX 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 [DEX protocols](#).

## 13.4 Evaluation

The Department of Social Services will evaluate the Strong and Resilient Communities program to measure how well the outcomes and objectives have been achieved.

The Department of Social Services 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 performance against the grant agreement will be monitored on an on-going basis by the Funding Arrangement Manager assigned by the Community Grants Hub. The Funding Arrangement Manager will ensure make sure all milestones recorded in your grant agreement are met.

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

## 13.5 Acknowledgement

All publications related to grants under the Program must acknowledge the Commonwealth as follows:

'This activity received grant funding from the Australian Government.'

## 13.6 Multicultural Access and Equity

Australia's Multicultural Access and Equity Policy obliges Australian government agencies to ensure their policies, programs and services (including those conducted by contractors and service delivery partners) are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds. The [Department of Home Affairs](#) maintains a range of policies on their website. Interested parties are encouraged to access these policies.

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 order to engage with CALD clients. 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.

## 14. 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 the Department of Social Services. When this happens the revised guidelines will be published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

## 14.1 Complaints process

### **Complaints about the Program**

The Department of Social Services Complaints Procedure apply 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 [support@communitygrants.gov.au](mailto:support@communitygrants.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 makes an eligible complaint can be provided by asking upon request by the Community Grants Hub. Applicants can lodge complaints using the [complaints form](#) on the Department's website, or by phone or mail.

Phone: 1800 634 035

Mail: Complaints

GPO Box 9820

Canberra ACT 2601

### **Complaints to the Ombudsman**

If you do not agree with the way the Department of 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 Department of Social Services.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 14.2 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 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
- has a 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

- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform tell 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*. We publish our conflict of interest policy available on the [Community Grant Hub](#) website.

### 14.3 Privacy: confidentiality and protection of personal information

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.

## 14.4 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.

## 14.5 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](mailto:foi@dss.gov.au)

## 15. Glossary

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

<b>Term</b>	<b>Definition</b>
grant	A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: 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	A notice published on GrantConnect advertising the availability of Commonwealth grants.
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities
grantee	An individual/organisation that has been awarded a grant.
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.
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.
selection process	The method used to select potential grantees. This process may involve comparative assessment of applications or the

<b>Term</b>	<b>Definition</b>
	assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>Refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> <li>• quality of the project proposal and activities</li> <li>• fit-for-purpose of the proposal in contributing to government objectives</li> <li>• absence of a grant is likely to prevent the grantee and government’s outcomes being achieved</li> </ul> <p>potential grantee’s relevant experience and performance history.</p>