



Destination Australia Cheung Kong Exchange Program Grant Opportunity Guidelines

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Closing date and time:	11:00 PM AEST on 8 April 2021
Commonwealth policy entity:	Department of Education, Skills and Employment
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5:00 PM AEDT on 30 March 2021
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1. Destination Australia Cheung Kong Exchange Program processes

The aim of the **Destination Australia Cheung Kong Exchange Program (the program)** is to support Australian universities to offer short-term mobility opportunities for university students, including outgoing Australian students and incoming Asian students, between Australia and identified Asian countries.

This grant opportunity contributes to the Department of Education, Skills and Employment's Outcome 2.7 – International Education Support. The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)



The grant opportunity opens

We publish the Grant Opportunity Guidelines on [GrantConnect](#) and [Community Grants Hub](#) websites.



You complete and submit a grant application

Only invited organisations complete the application form and address all of the eligibility and eligibility criteria to be considered for a grant.



We assess your grant application

We assess your application against the requirements contained in the Grant Opportunity Guidelines.



We make grant recommendations

We provide advice to the decision maker on your application.



Grant decisions are made

The decision maker (Minister for Education and Youth) decides if your application is successful.



We notify you of the outcome

We advise you of the outcome of your application.



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 Destination Australia Cheung Kong Exchange Program Grant

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

1.1 Introduction

These Grant Opportunity Guidelines (guidelines) contain information for the Destination Australia Cheung Kong Exchange Program grants.

You must read these guidelines before completing an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and eligibility 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 Education, Skills and Employment (the department).

2. About the grant program

The Destination Australia Cheung Kong Exchange Program is a joint funding initiative of the Commonwealth and the Cheung Kong Group (CK Infrastructure Holdings Ltd, represented in Australia by Powercor Australia Ltd). The Commonwealth portion of this initiative is funded under the department's Outcome 2.7 – International Education Support. The objective of Outcome 2.7 is to support the sustainable growth of Australia's high-quality international education, training and research through strong government-to-government engagement, strategic policy and legislation.

The grant opportunity will support Outcome 2.7 by facilitating participation in Australia's international education sector by Asian students, and facilitating international education mobility for Australian students.

In 2020–21, the grant opportunity will assist Australian universities as they recover from the international travel restrictions imposed in response to the COVID-19 pandemic by supporting their ability to offer students the transformative potential of an overseas study experience and renewed engagement with their Asian counterparts.

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

2.1 About the Destination Australia Cheung Kong Exchange Program grant opportunity

The objective of the grant opportunity is for Australian universities to support international education engagement between Australia and specified Asian countries by delivering short-term mobility opportunities for outgoing Australian students and incoming Asian students.

The intended outcome of the grant opportunity is for all grant funding to be expended in accordance with these guidelines.

The Commonwealth will provide grant funding to Australian universities to subsidise short-term mobility opportunities for university students, including outgoing Australian students and incoming Asian students, between Australia and Asia.

The grant opportunity will provide grant funding to Australian universities that meet the eligibility criteria in section 4.

Grantees must use their grant funding to support short-term mobility opportunities for at least 4 students each annual grant round, 2 outgoing and 2 incoming. If more students are supported, numbers of outgoing and incoming students participating in the mobility opportunities must be equal. Grantees are expected to expend an average of \$5,500 per student.

3. Grant amount and grant period

3.1 Grants available

The *Deed concerning the Destination Australia Cheung Kong Exchange Program* between the Commonwealth and the Cheung Kong Group establishes:

- the amount of funding to be contributed towards the program by the Cheung Kong Group
- that the funding contributed by the Cheung Kong Group will support mobility opportunities only
- that the funding contributed by the Commonwealth will support mobility opportunities and the cost of administering the program.

The total program funding available under this grant opportunity for mobility opportunities in the 2020–21 financial year is **\$1.1 million GST exclusive**, which is the combined contribution of the Cheung Kong Group and the Commonwealth.

This funding will be distributed equally between the successful Australian universities that elect to participate in this grant opportunity. Therefore, the total approved funding amount per university will depend on the number of universities that submit an application. If all the invited universities listed in section 4.1 apply, the minimum grant funding awarded per university under this grant opportunity is expected to be approximately **\$26,000**. Grantees may be approved for a greater funding amount if only some of the invited universities apply.

Grantees must use their grant funding to support short-term mobility opportunities for at least 4 students, 2 outgoing and 2 incoming. If more students are supported, numbers of outgoing and incoming students participating in the mobility opportunities must be equal. Given the funding available for this first grant round, grantees are expected to expend an average of \$5,500 per student. Australian universities are responsible for selecting students to participate in mobility opportunities.

Grantees are encouraged to consider contributing additional funding from their own resources to support short-term mobility opportunities for eligible students.

Commonwealth grant funding under this grant opportunity cannot exceed the amount of available funds.

3.2 Grant period

This grant opportunity is available in the 2020–21 financial year. The opening date for applications is 10 March 2021 and the closing date for applications is 8 April 2021.

The maximum grant period is 2 years.

Future grant opportunities under the program are expected to be offered annually. The opening and closing date for applications for future application rounds will be announced at a later time.

4. Eligibility criteria

This grant opportunity is a demand driven grant selection process. The department considers this an appropriate type of selection process considering the nature of the grant is specifically dependent on participation from Australian universities.

4.1 Who is eligible to apply for a grant?

To be eligible to receive a grant, you must:

- be one of the listed invited organisations (an Australian university)
- have Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registration
- have received an invitation to apply through GrantConnect
- have an agreement which enables (or can otherwise confirm a plan to implement) eligible short-term mobility opportunities with a university in a specified Asian country (see section 4.3) for equal numbers of eligible outgoing Australian students and eligible incoming Asian students.

The list of eligible applicants is consistent with the 42 'Table A' and 'Table B' universities as listed in the [Higher Education Support Act 2003](#).

	Invited Organisation	ABN
1.	Australian Catholic University	15 050 192 660
2.	Batchelor Institute of Indigenous Tertiary Education	32 039 179 166
3.	Bond University	88 010 694 121
4.	Central Queensland University	39 181 103 288
5.	Charles Darwin University	54 093 513 649
6.	Charles Sturt University	83 878 708 551
7.	Curtin University	99 143 842 569
8.	Deakin University	56 721 584 203
9.	Edith Cowan University	54 361 485 361
10.	Federation University Australia	51 818 692 256
11.	Flinders University	65 542 596 200
12.	Griffith University	78 106 094 461
13.	James Cook University	46 253 211 955
14.	La Trobe University	64 804 735 113
15.	Macquarie University	90 952 801 237
16.	Monash University	12 377 614 012
17.	Murdoch University	61 616 369 313
18.	Queensland University of Technology	83 791 724 622
19.	Royal Melbourne Institute of Technology	49 781 030 034
20.	Southern Cross University	41 995 651 524
21.	Swinburne University of Technology	13 628 586 699

	Invited Organisation	ABN
22.	The University of Adelaide	61 249 878 937
23.	The Australian National University	52 234 063 906
24.	The University of Canberra	81 633 873 422
25.	The University of Melbourne	84 002 705 224
26.	The University of Newcastle	15 736 576 735
27.	The University of Notre Dame Australia	69 330 643 210
28.	The University of Queensland	63 942 912 684
29.	The University of Sydney	15 211 513 464
30.	The University of Western Australia	37 882 817 280
31.	Torrens University Australia	99 154 937 005
32.	University of Divinity	95 290 912 141
33.	University of New England	75 792 454 315
34.	University of New South Wales	57 195 873 179
35.	University of South Australia	37 191 313 308
36.	University of Southern Queensland	40 234 732 081
37.	University of the Sunshine Coast	28 441 859 157
38.	University of Tasmania	30 764 374 782
39.	University of Technology Sydney	77 257 686 961
40.	University of Western Sydney	53 014 069 881
41.	University of Wollongong	61 060 567 686
42.	Victoria University	83 776 954 731

No further organisations will be invited to apply.

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 section 4.1.

4.3 Specified countries

This grant opportunity supports short-term mobility opportunities in, and students from, the following countries: Australia, Brunei Darussalam, Cambodia, China, Hong Kong, India, Indonesia, Japan, Republic of Korea, Laos, Malaysia, Mongolia, Myanmar, Republic of the Philippines, Singapore, Thailand and Vietnam.

Mobility opportunities in, and students from, any other countries will not be supported.

4.4 Additional requirements for grantees

For grantees, all relevant personnel working on the mobility opportunities must maintain the following registration/checks as required by their relevant jurisdiction:

- Working With Vulnerable Persons Registration
- Working With Children Check.

5. What the grant money can be used for

5.1 Eligible grant activities

Grantees must only use their grant to support short-term mobility opportunities (see section 5.2) for eligible students (see sections 5.3 and 5.4).

5.2 Short-term mobility opportunities

Grantees must offer short-term mobility opportunities under a student exchange agreement with a university in a specified country (see section 4.3). Types of mobility opportunities may include short-term study, research, and practicums or clinical placements. These opportunities must be no more than one semester in duration. Where relevant, and subject to satisfactory academic progress, participating in a mobility opportunity should result in a student receiving credit towards the award for which they are studying at their home university.

Grantees may also choose to offer one-off mobility opportunities such as study tours between Australia and one of the specified countries (see section 4.3).

For this first grant round, all mobility opportunities must be completed between 1 July 2021 and 30 June 2023.

Grantees must be able to demonstrate that the process used to select students to participate in mobility opportunities is transparent, fair and independent, and provide this evidence to the department on request.

Grantees must also be able to provide evidence to the department on request that they have appropriate governance procedures in place for managing their grant activity in accordance with their grant agreements and these guidelines.

5.3 Eligible outgoing Australian students

An eligible outgoing Australian student must:

- be an Australian citizen or Australian permanent resident
- be enrolled at the grantee
- be enrolled at the commencement of the short-term mobility opportunity in a course that results in a qualification at Australian Qualifications Framework level 7-10 at the grantee
- not previously have been supported by grant funding under the program.

5.4 Eligible incoming Asian students

An eligible incoming Asian student must:

- not be an Australian citizen or Australian permanent resident
- study in a course at Australian Qualifications Framework level 7-10 at the grantee under a student exchange arrangement agreed between the provider and its Asian partner university
- study on a student visa (Subclass 500)
- not previously have been supported by grant funding under the program.

5.5 Eligible expenditure

Grantees must only spend the grant on eligible expenditure incurred on eligible grant activities.

Eligible expenditure items are:

- student travel costs (airfares and transfers) related to the short-term mobility opportunity
- student accommodation costs while participating in the short-term mobility opportunity
- student living expenses while participating in the short-term mobility opportunity
- student travel insurance related to the short-term mobility opportunity
- student visa fees
- any other expenditure, excepting those listed in section 5.6, incurred for the sole purpose of enabling a student's participation in a short-term mobility opportunity.

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

Not all expenditure on grant activities may be eligible for grant funding. The department makes the final decision on what is eligible expenditure.

Grantees must incur the expenditure on their grant activities between the commencement date and completion date of their grant agreement for it to be eligible.

5.6 What the grant money cannot be used for

Grantees cannot use the grant for:

- short-term mobility opportunities in or for students from countries other than those listed in section 4.3
- costs incurred in the preparation of a grant application or related documentation
- costs incurred in advertising short-term mobility opportunities to students, or otherwise publicising their grant activity
- costs incurred in administering their grant activity, including staff costs
- costs incurred by a student participating in a short-term mobility opportunity that are not directly related to the student's participation in the opportunity
- purchase of land
- major capital expenditure
- covering of retrospective costs
- costs incurred in general ongoing administration of their organisation, such as electricity, phone and rent
- major construction/capital works
- 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. How to apply

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

The Grant Opportunity Guidelines can be found on the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to these guidelines will be published on both sites. All other grant opportunity documentation (including the online application form) will only be available to invited applicants via GrantConnect. Addenda¹ to these grant opportunity documents will only be published on GrantConnect.

By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

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](#)
- provide all the information requested
- address all eligibility criteria
- submit your application to the Community Grants Hub by 11:00 PM AEST on 8 April 2021.

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 Act 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 (option 1) or email support@communitygrants.gov.au. The Community Grants Hub does 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.

¹ Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

6.1 Timing of grant opportunity processes

You must submit the application before the closing date.

Late applications

We will not accept any late applications.

Expected timing for this grant opportunity

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	Up to 3 weeks from closing date for applications
Approval of outcomes of selection process	Up to 7 weeks from closing date for applications
Negotiations and award of grant agreements	Up to 11 weeks from closing date for applications
Earliest start date of grant activity	As stated in your grant agreement, if successful
End date of grant activity	As stated in your grant agreement, if successful

6.2 Questions during the application process

You may contact us to ask questions during the application submission period. Only invited applicants' questions will be responded to during the application submission period. Please contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions are posted on the [GrantConnect](#).

The question period will close at 5:00 PM AEDT on 30 March 2021. Following this time, only questions about using and/or submitting the application form will be answered.

7. The grant selection process

7.1 Assessment of grant applications

We will review your application against the eligibility criteria. Only eligible applications from the eligible invited organisations listed in section 4.1 will be considered through a demand driven grant process.

7.2 Who will assess the applications?

The Community Grants Hub will assess whether the application is eligible. Assessors within the Community Grants Hub are Commonwealth staff, who will undertake training to ensure consistent assessment of all applications.

The Selection Advisory Panel, made up of department staff, uses this information to help it recommend whether the eligible organisation is to be awarded a grant.

7.3 Who will approve grants?

The Minister for Education and Youth is the decision maker who decides which applications to approve for receipt of a grant with reference to the recommendations of the Selection Advisory Panel and the availability of grant funding for the grant opportunity.

The decision maker'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.

In making grant decisions, the decision maker will take into account considerations such as eligibility, and ensuring a balanced allocation of mobility opportunities between eligible Australian and eligible Asian students.

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

8. Notification of application outcomes

We will write to applicants about the outcome of their applications. If applicants are successful, they will be advised of any specific conditions attached to the grant.

9. Successful grant applications

9.1 The grant agreement

Successful applicants 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 as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with successful applicants before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If successful applicants choose to start their projects before they have an executed grant agreement, they do so at their own risk.

Each 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.

Successful applicants will have 10 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 the successful applicant and the Commonwealth have signed the agreement. During this time, we will work with successful applicants 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 grants on the information successful applicants provide in their applications.

Grantees 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.

9.2 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 will also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly. For grantees, all relevant personnel working on the mobility opportunities must also maintain valid Working with Children Checks as required by their relevant jurisdiction

Grantees will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the grantees prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement, grantees must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

9.3 How we pay the grant

The grant agreement will state the maximum grant amount to be paid. Payment will only be made once the grant agreement has been executed.

We will not exceed the maximum grant amount under any circumstances. Grantees are responsible for meeting any additional costs they incur in delivering mobility opportunities under the grant opportunity.

We will pay 50% of the grant on execution of the grant agreement and the remaining 50% of the grant on acceptance of your Work Plan (see section 11.2). Grantees will be required to report how they spent the grant funds at the completion of the grant activity (see section 11.2).

9.4 Grants payments and GST

Successful applicants should consider speaking to a tax advisor about the effect of receiving funding before they enter into an agreement. They can also visit the [Australian Taxation Office website](#) for more information.

10. Announcement of grants

If you successfully apply for grant funding, 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](#).

The Minister and/or the department may publicly announce grantees. The department may also publish details of subsequent mobility exchanges completed as a result of this grant opportunity on its website or through other media.

Such public details may also include information provided by grantees, which is compiled or obtained during the assessment of applications, negotiation of grant agreements and during mobility exchanges. This excludes information that the Commonwealth determines is confidential.

Where relevant, it is grantees' responsibility to seek and receive appropriate consent from students for their details and images to be used by the department for promotion of the grant opportunity, prior to undertaking the mobility exchange. Grantees must retain a record of each student's consent to their information being shared with the department and the following organisations:

- other Australian Government departments and agencies
- Australian parliamentarians and parliamentary committees
- contractors and agents of the department
- Powercor Australia Ltd (representing the Cheung Kong Group in Australia)
- in publicly available promotional material, information and publications in hardcopy and/or on the internet.

11. How we monitor your grant activity

11.1 Keeping us informed

Grantees should let us know if anything is likely to affect their grant activities or organisation.

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

Grantees must also inform us of any changes to their:

- business name
- addresses
- nominated contact details
- bank account details
- provider registration
- CRICOS registration.

Grantees must inform us if anything is likely to affect their grant agreement or the delivery of the mobility opportunities as specified in their grant agreements. If grant recipients are having difficulties delivering their grant activities as a result of COVID-19-related restrictions, they should contact us for advice.

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

Grantees must notify us of events relating to their grants and provide an opportunity for the Minister or their representative to attend.

11.2 Reporting

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

Work Plan

Each grantee must submit a Work Plan by the due date specified in the grant agreement, which describes:

- the Asian university with which they have a student exchange agreement that will support short-term mobility opportunities funded by this grant opportunity
- the student exchange agreement itself (parties, purpose, date of effect and duration)
- the short-term mobility opportunities they will provide for eligible students (purpose, location and duration, including expected start and completion dates between 1 July 2021 and 30 June 2023)
- the number of eligible students (domestic and international) they will support
- the transparent, fair and independent process they will use to select students to participate in mobility opportunities
- how the grant funding will support the mobility opportunities
- any additional funding or in-kind contributions that they will contribute to mobility opportunities
- how they will acknowledge the contribution of the Cheung Kong Group to the short-term mobility opportunities they will provide for eligible students
- how they will manage students' personal information and share it with other organisations as permitted by these guidelines (see section 11) in accordance with the Australian Privacy Principles.

Progress Report

Grantees must submit a Progress Report at the time specified in their grant agreement which describes the progress they have made against their Work Plan. In addition, the report must include:

- any changes to the grantee's Work Plan
- the following data on students who have been allocated or completed a mobility opportunity:
 - name
 - CHESSN and/or HEIMS ID number and/or Student Identification Code (E313)
 - age
 - gender
 - country of origin
 - course of study and the qualification it contributes to
 - mobility opportunity (purpose, location and duration, including expected start and completion date)
- if a student was not able to take up an allocated mobility opportunity, information on why they were unable to do so

- the following data on students who applied for, but were not allocated, a mobility opportunity:
 - number of students
 - course of study and the qualification it contributes to
 - mobility opportunity (purpose, location and duration, including expected start and completion date)
 - reasons for non-allocation of mobility opportunity (for example, ineligible application, ineligible student, more eligible students than opportunities available)
- grant funding expended to date
- any funding or in-kind contributions made to the mobility opportunities from the grantee's own resources
- any requests made by other organisations for students' personal information as permitted by these guidelines and the outcome of those requests.

Final Report

Grantees must submit a Final Report at the conclusion of their grant agreement or at the conclusion of all mobility opportunities, whichever comes first. This Final Report must:

- describe any changes to their Work Plan
- describe the grantee's performance against their Work Plan
- provide the following data on students who have been allocated or completed a mobility opportunity:
 - name
 - CHESSN and/or HEIMS ID number and/or Student Identification Code (E313)
 - age
 - gender
 - country of origin
 - course of study and the qualification it contributes to
 - mobility opportunity (purpose, location and duration, including expected start and completion date)
- if a student was not able to take up an allocated mobility opportunity, provide information on why they were unable to do so
- provide the following data on students who applied for, but were not allocated, a mobility opportunity
 - number of students
 - course of study and the qualification it contributes to
 - mobility opportunity (purpose, location and duration, including expected start and completion date)
 - reasons for non-allocation of mobility opportunity (for example, ineligible application, ineligible student, more eligible students than opportunities available)
- provide the grantee's reflections on the program and the mobility opportunities
- describe how the grantee acknowledged the contribution of the Cheung Kong Group to the mobility opportunities they provided for students

- specify the total amount of grant funding expended and any grant funding unexpended
- describe any funding or in-kind contributions made to the mobility opportunities from the grantee's own resources
- any requests made by other organisations for students' personal information as permitted by these guidelines and the outcome of those requests.

11.3 Financial declaration

We will ask each grantee to provide a financial declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money. The department requires the return of any unspent funds.

11.4 Grant agreement variations

We recognise that unexpected events may affect grantees' progress, including external factors such as travel advisories (see section 11.8), critical incidents (see section 11.9) and restrictions introduced in response to the COVID-19 pandemic. In the event that an unexpected event has affected progress, grantees can request a variation to their grant agreements. Grantees can request a variation by contacting their Funding Arrangement Manager in the Community Grants Hub.

Grantees should not assume that a variation request will be successful. We will consider requests based on provisions in the grant agreement and the likely effect on achieving outcomes.

11.5 Underperformance and non-compliance

We may visit grantees during or at the completion of their grant activity to review their compliance with the grant agreement. We will provide grantees with reasonable notice of any compliance visit.

In the case of underperformance or non-compliance with the requirements of a grant agreement, the department may take remedial action including:

- consultation and negotiation with the grantee
- referral to proper authorities for investigation of improper use of funds and recovery of funds where appropriate.

11.6 Record keeping

We may also inspect the records grantees are required to keep under the grant agreement.

Grantees must hold and maintain appropriate and adequate records for 7 years after the conclusion of the grant agreement to satisfy all claims, audit and compliance reporting, and review and evaluation requirements.

11.7 Evaluation

The Commonwealth will evaluate the grant opportunity to determine the extent to which the objectives and expected outcomes were achieved. It may use information from applications and reports for this purpose. It may also ask grantees for more information to help us understand how the grant opportunity affected them and evaluate the effectiveness of the grant opportunity in achieving its outcomes.

The Commonwealth may contact grantees up to 5 years after their grant agreement has concluded for more information to assist with this evaluation.

11.8 Student welfare

The welfare and safety of students participating in mobility exchanges under the grant opportunity is of utmost importance. Grantees are responsible for the welfare and safety of students.

Invited organisations must consider the risks of travel to all eligible locations before deciding whether to apply. They must ensure strategies and services are in place to support student welfare and safety.

Grantees must not permit students to participate in mobility exchanges and/or travel to a location for which the Department of Foreign Affairs and Trade travel advice is 'Do not travel' on [Smartraveller](#).

In the case that a location is upgraded to 'Do not travel', subsequent to funding approval by the department, the grantee must either seek an alternative location by obtaining written approval from the department to vary the grant agreement and alter the mobility exchange (see section 11.4) or refund the grant funding to the department.

In the case that a location is upgraded to 'Do not travel' when a student is there or is in transit to it, grantees must make all endeavours to return the student safely to Australia at the earliest opportunity in accordance with Australian Government directives and advice.

Grantees must advise students to make independent inquiries about the risks involved in international travel. This should include visiting [Smartraveller](#) for current information about international travel risks, how to prepare for international travel, and how to subscribe to relevant travel advisories.

Grantees must also advise incoming students of the risks of travel to Australia, how to prepare for travel to Australia, and how to keep up to date with information that may affect their travel to Australia. This includes information on any local restrictions introduced in response to the COVID-19 pandemic.

11.9 Critical incidents

There may be circumstances, such as natural disasters, epidemics/pandemics, serious incidents or political disturbances, where the department must be provided with details of the status of a mobility exchange and the welfare of participating students. If contacted by the department or the Community Grants Hub, grantees must provide the requested information in an appropriate and timely manner.

All grantees must have a critical incident plan in place for their mobility exchanges. Critical incident plans must include emergency contacts, reporting requirements and details of how critical incidents will be handled should they arise.

12. 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. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

12.1 Enquiries and feedback

Complaints about this grant opportunity

All complaints about this grant opportunity, including grant decisions, must be made in writing through the [feedback and enquiries form](#) on the department's website.

Any questions you have about grant decisions for this grant opportunity should be sent to DACEP@dese.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 [online complaints form](#) on the [Department of Social Services](#) website, or contact the Department of Social Services' Complaints line.

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the department or the Community Grants Hub has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the department or the Community Grants Hub.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

12.2 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 the department officers, the Community Grants Hub staff, any member of a committee, an advisor, and/or you or any of your personnel have a:

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

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

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

Conflicts of interest for Australian Government officers 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.

12.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and give out information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

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

As part of your application, you declare your ability to comply with the Privacy Act 1988 and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department, would breach an Australian Privacy Principle as defined in the Act.

12.4 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 3 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.

12.5 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 is to give 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 be granted access to these documents if preventing access to these documents is needed to protect essential public interests and private and business affairs of persons to 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 Team
 Government and Executive Services Branch
 Department of Social Services (DSS)
 GPO Box 9820
 Canberra ACT 2601

By email: foi@dss.gov.au

13. 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.
Cheung Kong Group	refers to CK Infrastructure Holdings Ltd, represented in Australia by Powercor Australia Ltd.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when 2 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.
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> <ul style="list-style-type: none"> a. under which relevant money² or other Consolidated Revenue Fund (CRF) money³ 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.
grantee	the individual/organisation which has been selected to receive a 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.
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.

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
selection advisory panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
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.