



## Grants-in-Aid Grant Opportunity Guidelines

<b>Opening date:</b>	23 March 2021
<b>Closing date and time:</b>	9:00 PM AEST on 6 May 2021
<b>Commonwealth policy entity:</b>	Department of Veterans' Affairs
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	<p>If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a></p> <p>Questions should be sent no later than 5:00 PM AEST on 29 April 2021</p>
<b>Date guidelines released:</b>	23 March 2021
<b>Type of grant opportunity:</b>	Targeted competitive

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## 1. Grants-in-Aid processes

**The Grants-in-Aid program is designed to achieve Australian Government objectives.**

This grant opportunity is part of the above grant program, which contributes to the Department of Veterans' Affairs' Program 2.4 – Veterans' Community Care and Support. The Department of Veterans' Affairs works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



**The grant opportunity opens**

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



**You complete and submit a grant application**

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



**We assess all grant applications**

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



**We make grant recommendations**

We provide advice through the Grant Advisory Committee to the decision maker on the merits of each application.



**Grant decisions are made**

The decision maker (Minister for Veterans' Affairs) decides which applications are successful.



**We notify you of the outcome**

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



**We enter into a grant agreement**

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



**Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



**Evaluation of the Grants-in-Aid program**

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

## 1.1 Introduction

These guidelines contain information for the Grants-in-Aid program.

**PLEASE NOTE: There have been changes to the definition of ‘a national Ex-Service Organisation (ESO)’ under the 2021–22 Grants-in-Aid funding round (section 4.1 of these guidelines). Please ensure you read these guidelines carefully before filling out an application form.**

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Veterans' Affairs (DVA).

## 2. About the grant program

The Grants-in-Aid program (the program) is a single annual grant offer for the 2021–22 financial year.

The program aims to fund discrete projects or activities by national ex-service organisations (ESOs) that address a specific problem or issue and will achieve a clear benefit to the ex-service and Defence community.

The intended outcomes of the program are to:

- encourage co-operation and communication between the ex-service community, ESOs and the Australian Government
- assist ESOs to:
  - support their branches, sub-branches and affiliated organisations in performing compensation or wellbeing advocacy or other welfare work
  - advance the objectives of all ESOs more generally, including improved co-operation and communication between national bodies, branches, sub-branches and affiliated organisations on repatriation and military compensation matters.

Grants-in-Aid funding forms part of Program 2.4 Veterans' Community Care and Support.

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

### 2.1 About the Grants-in-Aid grant opportunity

The grant opportunity aims to support the role of national ESOs to provide coordinating and representational support for the Australian veteran and Defence community.

This program is open to national ESOs and provides funding to encourage cooperation and communication between the ex-service community, ESOs and the Australian Government. Funding for national ESOs aims to encourage the national advancement of the objectives of ESOs.

The objective of the grant opportunity is to fund discrete projects or activities that address a specific problem or issue and will achieve a clear national benefit to the Australian ex-service and Defence community.

Grant applications will be assessed against how they will meet one or more of the program outcomes and whether the funding will support discrete projects or activities including how the project or activity assists national ESOs to:

- support their branches, sub-branches and affiliated organisations in performing compensation or wellbeing advocacy or other welfare work
- advance the objectives of all ESOs more generally
- improve co-operation and communication between national bodies, branches, sub-branches and affiliated organisations on repatriation and military compensation matters
- encourage co-operation and communication between the ex-service community, ESOs and the Australian Government.

### **DVA's response to COVID-19 (Coronavirus) and changes to Grants-in-Aid grants**

***IMPORTANT: At the time of publication, there are a range of public health and other measures in place as part of Australia's response to COVID-19.***

DVA's number one priority is the health and wellbeing of Australia's veteran community. COVID-19 represents a significant challenge both in Australia and internationally. Some members of the veteran community may be particularly vulnerable to COVID-19. For this reason, **applicants should carefully consider the activities that funding is being sought for, to ensure that they can be safely delivered, including adhering to COVID-19 social distancing or other public health measures.**

Australian Government information and advice for limiting the spread of COVID-19 is available on the [Department of Health website](#).

Successful grants will need to comply with the relevant social distancing or other public health measures in place at the time the activity is delivered (this includes national, state and/or local government requirements).

You are strongly encouraged to adapt proposed activities in your application to allow for social distancing and ensure the safety of participants, for example by undertaking virtual (online) consultations and meetings, rather than face-to-face events.

There is considerable flexibility in the guidelines for the types of projects that can be funded.

**PLEASE NOTE: the definition of 'a national ESO' has been updated for the 2021–22 Grants-in-Aid funding round. The definition of a national ESO is outlined in section 4.1 of these guidelines.**

## 3. Grant amount and grant period

### 3.1 Grants available

This grant opportunity is funded under the Grants-in-Aid program within DVA's [Portfolio Budget Statement](#). The Australian Government announced a total of \$725,000 over 5 years from 2019–20 to 2023–24 for the Grants-in-Aid program.

For this grant opportunity up to \$145,000 GST exclusive is available for the 2021–22 financial year. There is no minimum grant amount but the maximum grant amount is \$10,000. Grants are limited to one per organisation. There is one Grants-in-Aid funding round each year.

Eligible applications will be considered against the assessment criteria and the most highly ranked will be recommended for funding, within the capacity of the program's annual funding limit.

Only eligible activities will be funded which may result in some successful applications receiving less funding than requested.

The decision maker makes the final decision on the grant amount awarded.

### 3.2 Grant period

The maximum grant period is one year.

## 4. Eligibility criteria

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

ONLY national ESOs are eligible to apply.

For the purposes of Grants-in-Aid grants, a national ESO is considered to be an organisation:

- which has direct links to the ex-service community
- whose membership consists primarily of veterans, past and present members of the Australian Defence Force (ADF) and/or their dependants and has branches of offices in a majority of states and territories
- which is established primarily to represent the interests of members, to provide pensions, advocacy and/or welfare assistance to veterans, past and present members of the ADF and/or their dependants
- which does not operate as a business or charge any fee for acting on behalf of the veterans, past and present members of the ADF and/or their dependants in the provision of claims or welfare services
- which has objectives that aim to benefit the welfare of its members nationally
- which is incorporated in the states and territories in which it is established and/or acts, and is registered with the Australian Charities and Not-for-Profits Commission.

### 4.2 Additional eligibility requirements

We cannot fund applications from an organisation that has outstanding acquittals for any previous DVA grant funding at the closing date and time for this grant opportunity.

### 4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you:

- are not a national ESO
- receive funding from another government source that will entirely meet the costs of the project proposed under this grant opportunity<sup>1</sup>
- are an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

### 4.4 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the grant activity must maintain the following checks and registrations (if applicable):

- Working with Children
- Working with Vulnerable People.

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

**Important: applications should only be submitted for activities that can be safely undertaken in accordance with COVID-19 social distancing or other public health measures.**

### 5.1 Eligible grant activities

Grant funding is intended to fund discrete projects or activities that address a specific problem or issue, rather than everyday business-as-usual costs (see section 5.3 below for examples of what comprises business-as-usual costs).

Proposed projects or activities should relate to the role of national ESOs as co-ordinating and representative bodies.

Examples of discrete projects that address a specific issue could be a national conference to develop a 5 -year business plan, training in representational skills for key spokespeople in the organisation, or projects that help national ESOs further develop their capacity to support veterans and their families.

### 5.2 Eligible expenditure

You must incur the expenditure on your grant activities between the Activity Start Date stipulated in your agreement and 30 June 2022 for it to be eligible.

**Please note:** if your grant application is unsuccessful, we are not responsible for any expenditure incurred. You can only spend the grant on eligible expenditure you have incurred on eligible grant activities.

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<sup>1</sup> You may be contacted to provide further information on any items funded for the same purpose as the project proposed under this grant opportunity.

These eligible items could include but are not limited to, costs associated with:

- purchase or upgrade of IT equipment and services to enable virtual meetings and other online engagement activities with members and stakeholders
- organisational improvements and capacity-building activities (for example, training in representational skills for key spokespeople in the organisation etc.)
- accommodation expenses (interactions with local, state/territory and Commonwealth government bodies or attendance at conferences etc.) where safe to do so, and in accordance with COVID-19 social distancing or other public health measures
- travel expenses (interactions with local, state/territory and Commonwealth government bodies or attendance at conferences etc.) where safe to do so, and in accordance with COVID-19 social distancing or other public health measures
- venue hire (hosting annual general meetings or other meetings etc.) where safe to do so, and in accordance with COVID-19 social distancing or other public health measures.

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 your grant activity may be eligible for grant funding. The program delegate makes the final decision to approve a grant and the amount of funding to be awarded.

### **5.3 What the grant money cannot be used for**

You cannot use the grant for the following activities:

- wages
- business-as usual costs (see below for more information)
- the covering of expenditure made outside the period from the Activity Start Date stipulated in your agreement to 30 June 2022
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as utilities (for example, electricity, phone and rent)
- major construction/capital works
- overseas travel
- 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 as the project proposed under this granting opportunity.

Business-as-usual costs may include:

- capital equipment (for example, computers used solely for administrative purposes and office furniture)
- fundraising activities
- consumables (for example, stationery)
- maintenance and repairs
- service charges (including additional warranties, service agreements and maintenance)
- services that are considered to be part of the 'core' business of an organisation (for example, provision of advocacy services).

## 6. The assessment criteria

You must address both of the following assessment criteria in the application.

You are strongly encouraged to adapt proposed activities in your application to allow for social distancing and ensure the safety of participants, for example, by undertaking virtual (online) activities rather than face-to-face events. In your response to the below assessment criteria, you should include information about how your proposed activity will comply with COVID-19 requirements. This is particularly important for activities that place participants in close physical proximity, such as group activities and social events in confined spaces.

Each of the assessment criteria listed below has an equal weighting so you should provide an equivalent amount of information in responding to each criterion.

The application form includes character limits. The application form will not accept characters beyond this limit and additional attachments will not be considered. Please note spaces are included in the character limit.

When addressing the assessment criteria, succinct responses up to 1,000 characters (approx. 150 words) per criterion are sufficient.

### **Criterion 1: Project need and suitability**

**Describe your project and why it is needed.**

A strong response will address the following:

- What is the specific problem or issue you have identified?
- What is the discrete project or activity you will undertake to address the identified issue, and how many people do you expect will participate? (What will you do? Who will it help?)

## Criterion 2: Achieving Outcomes

**Describe how the national ex-service and Defence community will benefit and how you will achieve program outcomes.**

A strong response will address the following:

- What outcomes do you expect to achieve from your project, and how do these relate to the Grants-in-Aid Program outcomes? (Why is it important and what will change?)

The intended outcomes of the program are to:

- encourage co-operation and communication between the ex-service community, ESOs and the Australian Government
- assist ESOs to:
  - support their branches, sub-branches and affiliated organisations in performing compensation or wellbeing advocacy or other welfare work
  - advance the objectives of all ESOs more generally, including improved co-operation and communication between national bodies, branches, sub-branches and affiliated organisations on repatriation and military compensation matters.

## 7. How to apply

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

These documents are found on the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda<sup>2</sup> will 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 the [GrantConnect](#) or [Community Grants Hub](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application to the Community Grants Hub by 9:00 PM AEST on 6 May 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 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

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<sup>2</sup> 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.

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](mailto: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 the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

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

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

## **7.1 Timing of grant opportunity processes**

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

### **Late applications**

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

### **How to lodge a late application**

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub. 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.

The late application request form and instructions for how to submit it can be found on the [Community Grants Hub website](#).

Written requests to lodge a late application will only be accepted within 3 days after the grant opportunity has closed.

The Delegate or their appointed representative<sup>3</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.

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<sup>3</sup> This may be the Department of Veterans' Affairs Delegate or nominated staff member at the EL2 level or above.

## Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around July 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 23 March 2021 Close: 9:00 PM AEST on 6 May 2021
Assessment of applications	Within 4 weeks from the closing date
Approval of outcomes of selection process	Within 11 weeks from the closing date
Notification to unsuccessful applicants	Within 12 weeks from the closing date
Negotiations and award of grant agreements	Within 15 weeks from the closing date
Earliest start date of grant activity	July 2021
End date of grant activity	June 2022

## 7.2 Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto: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](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00 PM AEST on 29 April 2021. Following this time, only questions about using and/or submitting the application form will be answered.

## 8. The grant selection process

### 8.1 Assessment of grant applications

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines.

The Community Grants Hub will review your application against the eligibility criteria. Only eligible and compliant applications will move to assessment.

Eligible applications will be considered and assessed by DVA through a targeted competitive grant process.

### 8.2 Who will assess and select applications?

DVA will assess all eligible applications against the assessment criteria (see section 6), and against other applications. We will consider your application on its merits, based on:

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

Assessing value with relevant money includes consideration of the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:

- quality of the project proposal and activities
- if the proposal is fit for purpose in contributing to government objectives
- whether the absence of a grant is likely to prevent the grantee and government's outcomes being achieved
- the potential grantee's relevant experience and performance history.

DVA assessors will provide an initial ranking of applications to inform the deliberations of DVA Grants Advisory Committee. The Grants Advisory Committee comprises senior DVA officials and recommends to the decision maker which applications to approve for a grant.

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

A strategy for any potential conflict of interest that could be identified between DVA officials and applicants is in place.

Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

### 8.3 Who will approve grants?

The Minister for Veterans Affairs (the decision maker) decides which grants to approve, taking into account the recommendations of the Grants Advisory Committee and the availability of grant funds for the purposes of the grant program.

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.

**Please note:** there is no appeal mechanism for decisions to approve or not approve a grant.

## 9. Notification of application outcomes

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

### 9.1 Feedback on your application

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

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

## 10. Successful grant applications

### 10.1 The grant agreement

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

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

You must incur the expenditure on your grant activities between the Activity Start Date stipulated in your agreement and 30 June 2022.

If your grant application is unsuccessful, we are not responsible for any expenditure incurred. We must execute a grant agreement with you before we can make any payments.

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

We may manage the grant agreement through our Grant Recipient Portal. Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

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

#### **Commonwealth Simple Grant Agreement**

We will send you a Commonwealth Simple Grant Agreement and the corresponding grant conditions and supplementary terms providing you with an offer. You accept the offer by signing and returning the Commonwealth Simple Grant Agreement to us within 15 business days from the date of a written offer (as stipulated in the grant agreement). The grant agreement is not considered to be executed until both you and the Commonwealth have signed the grant agreement.

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

### 10.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

A child safety clause may be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

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

### **10.3 Specific legislation, policies and industry standards**

If you are successful, relevant personnel working on the grant activity must maintain Working with Children checks and Working with Vulnerable People registration (if applicable).

### **10.4 How we pay the grant**

The grant agreement will state the maximum grant amount to be paid and the timing of the payment.

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

We will pay 100% of the grant on execution of the grant agreement. You will be required to provide a financial declaration at the completion of the grant activity.

The following conditions apply to Grants-in-Aid funding:

- (a) Grants are not guaranteed in any year. An ESO should not consider that the funding received is ongoing. All applicants must reapply for funding in each Grants-in-Aid funding round.
- (b) In general, funds cannot be used for anything other than the specific purpose(s) for which they were approved.
- (c) Surplus or underspent funds must be returned to DVA in line with the conditions set out in the grant agreement and the established acquittal process.
- (d) Funds are generally allocated to successful applicants at the beginning of the financial year, enabling a planned approach for the allocation of grants.
- (e) Where requests for funds exceed the available funds, applicants may receive partial or nil funding.

## 10.5 Grant payments and GST

The Australian Taxation Office (ATO) advises that DVA grants are considered a Financial Assistance Payment and so they are not subject to GST. In accordance with that advice:

### Organisations registered for GST:

- are required to calculate the GST exclusive component of the cost of any item or service purchased for their proposed activity
- provide the final total GST exclusive amount in their grant application
- can claim an input tax credit through their BAS Statement to the ATO, for the GST component of purchased items or services.

### Organisations NOT registered for GST:

- are not able to request an input tax credit from the ATO for the GST component of purchased items or services
- are required to provide the final GST inclusive amount in their grant application.

The maximum grant amount is \$10,000. Grants are limited to one per organisation.

If you have any queries in relation to the transactions you enter into with third parties as a result of a grant received under the program, you may wish to speak with the ATO or your financial 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.

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

## 11. Announcement of grants

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

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activities or organisation.

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

You must also inform us of any changes to your:

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

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

## 12.2 Reporting

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

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

### Final report

When you complete the grant activity, you must submit a final report using the template provided with your grant agreement, which will include instructions on how and where to submit the report.

Final reports must:

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

## 12.3 Financial declaration

We will ask you 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.

Unspent funds must be returned to DVA.

## 12.4 Grant agreement variations

We recognise that social distancing and other public health measures in place due to COVID-19 may affect your progress. If your organisation can demonstrate that it requires more time to complete the project due to COVID-19, DVA will consider extending the length of the agreement at a later date. This flexibility will ensure projects can be completed within a reasonable timeframe and continue to deliver great support to the veteran community. You can request a variation by contacting your Funding Arrangement Manager in the Community Grants Hub.

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

## 12.5 Evaluation

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

## 12.6 Acknowledgement

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

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

## 13. Probity

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

These guidelines may be changed by DVA. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

### **13.1 Enquiries and feedback**

#### **Complaints about this grant opportunity**

The [DVA Feedback Management Policy](#) applies to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)

#### **Complaints about the selection process**

Applicants can contact the complaints service with complaints about the Community Grants Hub's service/s or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the complaints form on the [Department of Social Services website](#), by phone or mail.

Phone: 1800 634 035

Email: [complaints@dss.gov.au](mailto:complaints@dss.gov.au)

Mail: DSS Feedback, Complaints  
GPO Box 9820  
Canberra ACT 2601

#### **Complaints to the Ombudsman**

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

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)

### **13.2 Conflicts of interest**

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the DVA 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 or member of an external panel
- 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 DVA and the Community Grants Hub in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

### **13.3 Privacy**

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

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

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

### **13.4 Confidential information**

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

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

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the 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.

### **13.5 Freedom of information**

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

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

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

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

By email:         [foi@dss.gov.au](mailto:foi@dss.gov.au)

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a> .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
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.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	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.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>4</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>5</sup> is to be paid to a grantee other than the Commonwealth</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ol>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
Grants Advisory Committee	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
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 Department of Veterans' Affairs Portfolio Budget Statement program.

<sup>4</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>5</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
National Ex-Service Organisation (ESO)	<p>For the purposes of Grants-in-Aid grants, a national ESO is considered to be an organisation:</p> <ul style="list-style-type: none"> <li>▪ which has direct links to the ex-service community</li> <li>▪ whose membership consists primarily of veterans, past and present members of the Australian Defence Force (ADF) and/or their dependants and has branches of offices in a majority of states and territories</li> <li>▪ which is established primarily to represent the interests of members, to provide pensions, advocacy and/or welfare assistance to veterans, past and present members of the ADF and/or their dependants</li> <li>▪ which does not operate as a business or charge any fee for acting on behalf of the veterans, past and present members of the ADF and/or their dependants in the provision of claims or welfare services</li> <li>▪ which has objectives that aim to benefit the welfare of its members nationally</li> <li>▪ which is incorporated in the states and territories in which it is established and/or acts, and is registered with the Australian Charities and Not-for-Profits Commission.</li> </ul>
National Redress legislation	means the <a href="#">National Redress Scheme for Institutional Child Sexual Abuse Act 2018</a> .
Portfolio Budget Statement (PBS) program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.

Term	Definition
value with relevant money	<p>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> <li>▪ potential grantee's relevant experience and performance history.</li> </ul>