



Students Support Package

The Smith Family's Growing Careers Project

Grant Opportunity Guidelines

Opening date:	19 March 2021
Closing date and time:	9:00 PM AEDT on 25 March 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 22 March 2021
Date guidelines released:	19 March 2021
Type of grant opportunity:	Closed non-competitive

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1. Students Support Package: The Smith Family's Growing Careers Project processes

The Smith Family's Growing Careers Project is designed to achieve Australian Government objectives.

This grant opportunity contributes to Department of Education, Skills and Employment's Outcome 1, Program 1.5 – Early Learning and Schools Support. The Department of Education, Skills and Employment works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

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



You complete and submit a grant application

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



We assess your grant application

We assess your application against the assessment criteria including an overall consideration of value with money.



We make grant recommendations

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



Grant decisions are made

The decision maker (First Assistant Secretary of the Improving Student Outcomes Division, Department of Education, Skills and Employment) decides which applications are 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 Smith Family's Growing Careers Project grant opportunity

We may evaluate your specific grant activity, The Smith Family's Growing Careers Project. We may base this on information you provide us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for The Smith Family's Growing Careers Project grant.

You must read these guidelines before filling out an application.

This document sets out:

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

2. About the grant program

The Smith Family's Growing Careers Project (the program) will run over 4 years from 2020–21 to 2023–24. The program was announced in the 2020–21 Budget as part of the Students Support Package. This grant contributes to the achievement of *Program 1.5 – Early Learning and Schools Support* of the department's [Portfolio Budget Statement](#).

The objective of the program is to enable The Smith Family's Growing Careers Project to support up to 76,725 disadvantaged high school students across Australia to access The Smith Family's career education and mentoring programs.

The intended outcome of the program is to provide students attending The Smith Family's Learning for Life partner schools to build their skills, knowledge, attitudes and behaviours to improve Year 12 (or equivalent) completion rates and successful transitions to work or to further education and training.

The Smith Family's Learning for Life Partner schools include many schools from regional and outer-metropolitan communities and students from Aboriginal and Torres Strait Islander and culturally and linguistically diverse backgrounds.

Key performance indicators will be provided in the Project Implementation plan and progress on outcomes will be reported in progress reports.

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

2.1 Response to COVID-19 (coronavirus)

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.

COVID-19 represents a significant challenge both in Australia and internationally. Some members of the community may be particularly vulnerable to COVID-19. For this reason, applicants should carefully consider their projects and activities, to ensure that they can be safely delivered, including adhering to COVID-19 social distancing or other public health measures.

Successful projects will need to comply with the relevant social distancing or other public health measures in place at the time they are delivered (this includes national, state and local government requirements). Australian Government information and advice for limiting the spread of COVID-19 is available on the [Department of Health website](#).

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.

Your application should include information about how your proposed activity will comply with COVID-19 requirements.

3. Grant amount and grant period

3.1 Grants available

For this grant opportunity, up to \$38.2 million (GST exclusive) is available over 4 years from 2020–21 to 2023–24.

Funding must only be used for the purpose for which it will be provided.

3.2 Grant period

The maximum grant period is approximately 4.5 years.

You must complete your project activity by 30 December 2024. The grant agreement end date will be 30 June 2025.

4. Eligibility criteria

This grant opportunity is a closed non-competitive grant selection process. The department considers that this is an appropriate type of selection process considering the nature of the grant is specifically dependent on The Smith Family's Growing Careers Project.

4.1 Who is eligible to apply for a grant?

To be eligible to receive a grant, you must be the invited organisation listed below and have received an Invitation with Service Delivery Plan application through GrantConnect.

The eligible applicant was determined on the basis that this grant is to support The Smith Family's existing program.

Invited organisation	Funding (GST exclusive)				
	2020–21	2021–22	2022–23	2023–24	TOTAL
The Smith Family ABN: 28 000 030 179	\$4.1 million	\$9.6 million	\$11 million	\$13.5 million	\$38.2 million

No further organisations will be invited to apply.

The grant will be paid in instalments against deliverables (such as reports) across 2020–21 to 2023–24 by the Commonwealth in accordance with the agreed milestones, and compliance by the grantee with its obligations under the grant agreement.

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.

You are also not eligible to apply if you 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'.

4.3 What qualifications, skills or checks are required?

If you are successful, The Smith Family staff and volunteers working with children on the grant activity must ensure the following:

- Compliance with all relevant legislation relating to the employment or engagement of Child-Related Personnel in relation to the activity, including all necessary Working With Children Checks however described.
- Working With Children Checks obtained in accordance with this clause remain current and that all Child-Related Personnel continue to comply with all relevant legislation for the duration of their involvement in the activity.
- Must have the relevant skills, qualifications and/or experience to deliver the grant activity.

5. What the grant money can be used for

5.1 Eligible grant activities

The Smith Family may only spend grant funds on its Growing Careers Project with the aim to support up to 76,725 disadvantaged students across Australia by the end of 2023–24.

Each scheduled payment, as per the grant agreement, will be contingent on the provision of milestone reports, and evidence of work being undertaken.

Costs that the grant can be used for include:

- strategies and processes to coordinate program delivery
- delivering the Growing Careers Project to students
- providing suitably skilled and experienced program facilitators to deliver the Growing Careers Project in participating schools
- providing resources and teaching materials associated with delivery of the Growing Careers Project
- strategies to capture feedback from participating schools and students.

5.2 Eligible expenditure

You can only spend the grant on eligible grant activities or agreed project activities.

If your Invitation with Service Delivery Plan application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

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

Eligible expenditure items are (for example):

- program management including scoping, design, implementation, delivery and maintenance
- development of career programs/resources
- costs associated with training staff to deliver the Careers suite
- staff wages or salaries directly attributed to the delivery of the project.

You must incur the expenditure on your grant activities or agreed project activities between the start date and end or completion date for your grant agreement.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- major capital expenditure
- covering of retrospective costs
- wages or salaries that are not directly attributed to the delivery of the project
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- 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.

6. The assessment criteria

As part of your application, you must address the following criteria. 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. A word limit of 750 words per criterion applies.

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.

Criterion 1 – Objectives and outcomes

Describe how you will achieve the objectives and outcomes of the grant program as outlined in section 2.

In responding to this criterion you should include:

- a description and objectives of the project, including how it will be implemented, delivered and promoted
- details about who will benefit, how this information will be collected, the intended outcomes, and how the outcomes will be measured
- how your project represents value with money.

Criterion 2 – Organisation’s capability

Demonstrate your organisation's capability and capacity to successfully deliver the project on time and within budget.

In responding to this criterion you should include:

- a description of your organisation’s prior experience in delivering similar projects
- details about your organisation’s capability to meet reporting and performance requirements.

Criterion 3 – Compliance

Describe what steps will be taken to ensure The Smith Family staff and volunteers working with children understand and comply with child safety obligations, including ensuring compliance with the relevant state and territory laws and policies relating to working with children and vulnerable people.

7. How to apply

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

These documents are found on the GrantConnect website. Any changes to grant documentation are published and addenda¹ will be published on GrantConnect and only accessible by the invited organisation. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

Only the invited organisation can access these documents.

The organisation listed at section 4.1 is invited to submit an Invitation with Service Delivery Plan application using the individualised form that was emailed to you.

If you have not received the Invitation with Service Delivery Plan application in your invitation email, please contact 1800 020 283 (option 1) or email support@communitygrants.gov.au before the application closing date.

To apply you must:

- complete the Invitation with Service Delivery Plan application
- 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 AEDT on 25 March 2021.

Once you have completed your application, you must email it and all required attachments to support@communitygrants.gov.au

Please include **2020-4614 –The Smith Family’s Growing Careers Project** in the subject line of your email response. Please keep a copy of your Invitation with Service Delivery Plan and any supporting documents submitted.

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.

You must make sure that your Invitation with Service Delivery Plan application is complete and accurate and submitted in accordance with these guidelines. 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, 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.

7.1 Timing of grant opportunity processes

You must submit your application before the closing date.

Late applications

We will not accept a late application.

Expected timing for this grant opportunity

If you are successful, you will be expected to be able to commence your grant activity around May 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of application	Within 1 week of the closing date
Approval of outcomes of selection process	Within 3 weeks of the closing date
Negotiations and award of grant agreements	Within 4 weeks of the closing date
Earliest start date of grant activity	May 2021
End date of grant activity	30 December 2024
End date of grant agreement	30 June 2025

7.2 Questions during the application process

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

The question period will close at 5:00 PM AEDT on 22 March 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

This grant opportunity has been established as a closed non-competitive grant selection process. The department considers this is an appropriate type of selection process considering the nature of the grant is specifically dependent on the delivery of The Smith Family's Growing Careers Project.

The Smith Family has been identified as the appropriate applicant because this grant is to support the delivery of their existing program.

Only the application from the invited organisation listed in section 4.1 will be reviewed against the eligibility criteria and then considered through a closed non-competitive grant process.

If eligible, the department will then assess your application against the assessment criteria (see section 6). The department will consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money².

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

- the overall objective to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the objective and outcomes
- how the organisation will promote grant activities to target communities.

The following assessment rating will be used when undertaking the assessment of the application. This rating will be used to inform the delegate of the merit of the application.

- Fully meets the selection criteria
- Partially meets the selection criteria
- Does not meet any of the selection criteria

The application must score a rating of "fully meets the selection criteria" or "partially meets the selection criteria" for it to be considered for funding.

8.2 Who will assess applications?

Assessors, comprised of department staff, will assess the application on its individual merit against the assessment criteria and whether it represents value with money. The department uses this information to help them recommend to the decision maker whether the eligible organisation is to be awarded a grant. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The department may seek additional information about you or your application, which may delay completion of the selection process. This may be done from within the Commonwealth, even if the sources are not nominated by you as referees. The department may also consider information about you or your application that is available through the normal course of business.

² See glossary for an explanation of 'value with money'.

8.3 Who will approve grants?

The First Assistant Secretary of the Improving Student Outcomes Division, of the department (the decision maker) will make the final decision to approve a grant.

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

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

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

9. Notification of application outcomes

We will advise you of the outcome of your application, following a decision by the First Assistant Secretary. If you are successful, you will be advised of any specific conditions attached to the grant.

9.1 Feedback on your application

Individual feedback will not be provided for this grant opportunity.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement will only be entered into once there is legislative authority in place for the program.

We will offer the successful applicant a Commonwealth Simple Grant Agreement for this grant opportunity.

The agreement has general grant conditions that cannot be changed. A sample grant agreement will be 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 you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your project before you have an executed grant agreement, you do so at your own risk.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the program delegate. 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 use a Commonwealth Simple Grant Agreement.

You will have 5 business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

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

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

10.2 Commonwealth Child Safe Framework

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

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

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

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

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

10.3 Multicultural access and equity

The Australian Government's *Multicultural Access and Equity Policy* obliges Australian Government agencies to ensure their policies, programs and services – including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

10.4 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant, including wages
- timeline of payments and associated milestones.

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments according to an agreed schedule and satisfactory progress as set out in the grant agreement.

10.5 Grants payments and GST

Payments will be GST inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). 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
- ABN
- nominated contact details
- bank account details.

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

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

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

You must submit an implementation plan, 6 monthly progress reports, final report and annual financial acquittal in line with the grant agreement. The reports are to be provided in accordance with the dates set out in the grant agreement. We will remind you of your reporting obligations before a report is due. You must discuss any reporting delays with us as soon as you become aware of them.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount. Your reporting must include the following:

Implementation plan

You must submit a draft and final implementation plan in line with the grant agreement, which must include (but is not limited to) the following:

- timeline for how the grantee will deliver Growing Careers Project
- list of communities that will have access to the Growing Careers Project
- an estimated breakdown by financial year of the up to 76,725 disadvantaged young people that will participate in the Growing Careers Project
- outline all programs to be delivered within the Growing Careers Project
- an outline of proposed promotion activities
- strategies for the delivery of the Growing Careers Project in Learning for Life communities across Australia, including:
 - eligibility of students to participate in the Growing Careers Project
 - selection of students and recruitment of the up to 76,725 students to participate in the Growing Careers Project
 - role of the school and/or other organisations in delivering the Growing Careers Project
 - any specific strategies used for supporting:
 1. Aboriginal and Torres Strait Islander students.
 2. Students with a disability.
 3. Culturally and linguistically diverse students.
- recruitment process of any extra personnel required for the project, including program co-ordinators and any volunteers
- names and roles of any subcontractors or other organisations you may require for the project
- a budget for the activities required to deliver the Growing Careers Project
- a risk management plan

- a data and reporting plan which provides:
 - a description of information and data that is or will be collected in respect of each participant in the program (for example, demographic, performance and improvement)
 - the information and data on disadvantaged young people to be provided for evaluation purposes
 - demographic, participation, progress and other data, indicators and analysis to be reported to the department during the project period
- events that our Minister can attend each year during the project period and other media opportunities relating to the project
- governance arrangements and membership of governance group
- any other information that we reasonably require prior to the submission of the draft and final project implementation plan.

You must review the implementation plan and amend it as necessary, as specified in the grant agreement.

Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes against the approved implementation plan
- show the total eligible expenditure incurred to date against the budget in the approved implementation plan
- number of programs delivered and location of schools where the program is delivered; and the number of participants in the Growing Careers Project
- include any challenges encountered in delivering the Growing Careers Project and how they were addressed
- summary of any media coverage about the project (including links to, or copies of, the media coverage)
- any other information that the Commonwealth reasonably requires, and which is notified to you prior to submission of the progress report
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

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

Final report

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

Final reports must:

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

Financial declaration

We will ask you to provide a financial declaration for each funded financial year that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

Audited financial acquittal report

We will ask you to provide an independently audited financial acquittal report at the end of the project period. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

Unspent funds must be returned to the department.

Monthly and ad-hoc reports

We may ask for a monthly snapshot of how you are tracking with the delivery of the Growing Careers Project. This may include numbers of students participating in the Growing Careers Project suite of programs.

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

Progress meetings

The department will arrange regular meetings to discuss progress against agreed milestones in the implementation plan.

Progress monitoring

The department will monitor progress by assessing the reports you submit 6 – monthly and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, ask for more information or an independent audit of claims and payments.

12.3 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager 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.

12.4 Compliance visits

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

12.5 Record keeping

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

12.6 Evaluation

We may undertake an independent evaluation of 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.

12.7 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:

‘The Smith Family’s Growing Careers Project received grant funding from the Australian Government.’

13. Probity

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

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

13.1 Enquiries and feedback

Complaints about this grant opportunity

The department’s online [feedback and enquiry form](#) can be used for 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 the department at EngagementTeam@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. The applicant can use the [online complaints form](#) on the [Department of Social Services](#) website, by phone or mail.

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 Community Grants Hub or the department 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 the department.

The Commonwealth Ombudsman can be contacted on:

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

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

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

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

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

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

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

13.3 Privacy

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

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

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

The Australian Government may also use and disclose information collected about you under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on [GrantConnect](#) as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us in your application, including personal information, with other Commonwealth entities, the responsible Minister, Assistant Ministers and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by Australian law.

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

13.4 Confidential information

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

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

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

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs) 2017	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
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.

Term	Definition
funding arrangement manager	the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
grant	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: <ul style="list-style-type: none"> a. under which relevant money³ or other Consolidated Revenue Fund (CRF) money⁴ 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.
National Redress legislation	means the National Redress Scheme for Institutional Child Sexual Abuse Act 2018

³ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁴ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Portfolio Budget Statement (PBS) Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> ▪ quality of the project proposal and activities ▪ fit for purpose of the proposal in contributing to government objectives ▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved ▪ potential grantee's relevant experience and performance history.