

# Disability and Carer Support National Disability Advocacy Program Grant Opportunity Guidelines

Opening date:	<b>12 April 2018</b>
Closing date and time:	<b>2:00pm AEST on 10 May 2018</b>
Commonwealth policy entity:	Department of Social Services
Enquiries:	If you have any questions, please contact Phone: 1800 020 283 or Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a>
Date guidelines released:	<b>12 April 2018</b>
Type of grant opportunity:	Restricted competitive

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# 1. Disability and Carer Support: National Disability Advocacy Program

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

This grant opportunity is part of the above Grant Program which contributes to the Department of Social Services Outcome 3. The Department of Social Services (the Department) works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



## **The grant opportunity opens**

We publish the grant guidelines and advertise on GrantConnect and the Community Grants Hub websites.



## **You complete and submit a grant application**



## **We assess all grant applications**

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



## **We make grant recommendations**

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



## **Grant Decisions are made**

The decision maker decides which grant applications are successful.



## **We notify you of the outcome**

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



## **We enter into a grant agreement or a letter of agreement**

We will enter into a grant agreement or letter of agreement with successful applicants. The type of grant agreement is based on the nature of the grant and 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 Disability and Carer Support Program/National Disability Advocacy Program**

We evaluate the specific grant activity and Disability and Carer Support Program/National Disability Advocacy Program as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1 Role of the Community Grants Hub

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

## 1.2 About the grant program

The Department administers the National Disability Advocacy Program (NDAP), which falls under Outcome 3: Disability and Carers – Program 3.1: Disability, Mental Health and Carers, Disability and Carer Support Activity, of the Department’s Portfolio Budget Statement.

NDAP aims to provide people with disability access to effective advocacy that promotes, protects and ensures their full and equal enjoyment of all human rights enabling full community participation.

Organisations funded through NDAP receive funding under the *Disability Services Act 1986 (DSA)* available at <https://www.legislation.gov.au>. The Australian Government has legislated standards that define the elements of quality support for people with disability – the *National Standards for Disability Services*. All NDAP providers must comply with the *DSA* and the applicable standards, as well as all relevant Commonwealth, State and Territory legislation.

NDAP providers are funded to provide disability advocacy support:

- delivered from specified locations;
- to a specified number of people;
- covering a specified coverage area (these are currently either state-wide, or by Australian Bureau of Statistics Statistical Areas); and
- using the specified model, or models of disability advocacy support.

More specific information about NDAP can be sourced from the NDAP Operational Guidelines located on the Department’s website at: [National Disability Advocacy Operational Guidelines](#).

The NDAP grant opportunity will be undertaken according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).

## 1.3 About the grant opportunity

The purpose of this grant opportunity is to improve coverage of disability advocacy support across Australia by addressing existing gaps in service provision.

Grants will be available to successful applicants to deliver supports within the defined coverage areas in New South Wales (NSW) and Queensland (QLD) for 2 years from 2018-19 to 2019-20.

Providing funding for these areas will ensure people with disability have more equitable access to NDAP supports, according to the proportion of people with disability living in their jurisdiction.

These guidelines contain information relevant to the restrictive competitive process used to select successful applicants.

This document sets out:

- the purpose of the grant opportunity;
- the eligibility and assessment criteria;
- how grant applications are monitored and evaluated; and
- responsibilities and expectations in relation to the opportunity.

You must read this document before filling out an application.

## 2. Grant amount

A total of \$4,209,060 (GST exclusive) over 2 years is available for this grant opportunity, starting in September 2018 (see **Table 2.1** below).

**Table 2.1: Proposed allocation by financial year**

Financial year	NSW	QLD	Total
2018-19	\$1,144,731	\$959,799	\$2,104,530
2019-20	\$1,144,731	\$959,799	\$2,104,530

Funding provided under this grant opportunity must be used to assist all people with disability (no specialisation) residing within defined coverage areas - with ninety per cent to be used to support individuals and the remaining ten per cent to address systemic issues.

Funding is not to be used to deliver supports currently provided for in existing NDAP or state government funding agreements (where applicable); it is expected that new areas will be serviced and/or additional clients will be assisted as a result of the additional grant monies. Applications will be accepted for the coverage areas (which are made up of the listed Statistical Areas) up to the maximum amount per area. Further information about the coverage areas identified for this grant opportunity, the Statistical Areas they encompass, and the funding available to service each coverage area can be viewed in **Table 2.2** below.

**Table 2.2 List of coverage areas and Statistical Areas<sup>1</sup> by state, funded under this grant opportunity**

Coverage area	Australian Bureau of Statistics Statistical Area/s (SA/s)	Maximum funding available
1	SA4 - Gold Coast	\$312,477
2	SA4 - Ipswich	\$209,146
3	SA4 - Toowoomba SA4 - Darling Downs - Maranoa	\$194,587
4	SA4 - Mackay	\$83,445
5	SA2 - Gayndah - Mundubbera SA2 - Kingaroy SA2 - Kingaroy Region - North SA2 - Kingaroy Region - South SA2 - Monto - Eidsvold SA2 - Nanango SA2 - Cooloola SA2 - Gympie - North SA2 - Gympie - South SA2 - Kilkivan	\$74,568
6	SA4 - Fitzroy	\$85,576
7	SA3 - Shoalhaven SA2 - Batemans Bay SA2 - Batemans Bay - South SA2 - Broulee - Tomakin SA2 - Eurobodalla Hinterland SA2 - Moruya - Tuross Head	\$115,583
8	SA4 - Central Coast	\$247,767
9	SA3 - Lower Hunter SA3 - Maitland SA3 - Upper Hunter	\$123,884
10	SA2 - Bourke - Brewarrina SA2 - Cobar SA2 - Nyngan – Warren SA2 - Broken Hill SA2 - Far West SA2 - Dubbo - East SA2 - Dubbo - South SA2 - Dubbo - West SA2 - Dubbo Region SA2 - Narromine SA2 - Wellington	\$67,050
11	SA3 - Bathurst SA3 - Lachlan Valley SA3 - Orange SA3 - Lithgow - Mudgee	\$143,041
12	SA4 - Sydney -Baulkham Hills and Hawkesbury SA4 - Sydney - Blacktown SA3 - Ku-ring-gai SA3 - Auburn SA3 - Merrylands - Guildford	\$181,847
13	SA3 - Bankstown	\$265,559

<sup>1</sup> Note: Statistical Area data can be obtained by browsing regions on the Australian Bureau of Statistics website at <http://stat.abs.gov.au/itt/r.jsp?databyregion>

Coverage area	Australian Bureau of Statistics Statistical Area/s (SA/s)	Maximum funding available
	SA4 - Sydney - Outer South West SA4 - Sydney - Outer West and Blue Mountains SA4 - Sydney - South West	

### 3. Grant eligibility criteria

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

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

During a detailed analysis of current NDAP coverage, it was identified that there are differences between current advocacy service availability in NSW and QLD.

In NSW, there are a number of NDAP providers delivering services in or around the identified coverage areas.

In Queensland, there are fewer NDAP providers and larger geographical areas without Commonwealth coverage. The Queensland areas not currently funded by NDAP are being serviced by a network of state funded organisations who provide individual advocacy to all people with disability.

These differences necessitated an alternate approach to applicant eligibility for each state, as outlined below.

##### Criteria for eligibility

In order to achieve the greatest cost efficiencies in delivering services under this grant opportunity, applications will only be accepted from:

##### For coverage areas in NSW

- Existing NDAP providers that are delivering services in, or in close proximity to, the coverage area/s they are applying to service (i.e. providers in NSW, QLD, ACT or northern Victoria).

##### For coverage areas in QLD

- Existing NDAP providers that are delivering services in, or in close proximity to, the coverage area/s they are applying to service (i.e. providers in NSW and QLD); and
- Organisations funded by the QLD state government that deliver independent advocacy to individuals with disability, irrespective of the type of disability or cultural background, and have an existing presence in identified gap area/s. These organisations will only be eligible to apply to service coverage areas (listed in Table 2.2) in which they have an existing presence.

A list of the organisations that will be invited to apply for this grant opportunity are included in **Table 3.1.1** below:

**Table 3.1.1 – List of organisations eligible to apply for this grant opportunity**

Ability Incorporated
ACT Disability Aged & Carer Advocacy Service Incorporated
ADA Australia
Advocacy for Inclusion Incorporated
Advocacy Law Alliance Incorporated
Capricorn Citizen Advocacy Incorporated
Gold Coast Disability Advocacy Incorporated
Illawarra Advocacy Incorporated
Independent Advocacy in the Tropics Incorporated
Intellectual Disability Rights Service Incorporated
Ipswich Regional Advocacy Services Incorporated
Mackay Advocacy Incorporated
Multicultural Disability Advocacy Association of NSW Incorporated
Newell Advocacy Incorporated
People With Disability Australia Incorporated
Queensland Advocacy Incorporated
Regional Disability Advocacy Service
Rights In Action Incorporated
Rights Information and Advocacy Centre Incorporated
Self Advocacy Sydney
Side By Side Advocacy Incorporated
Speaking Up For You Incorporated
Spinal Cord Injuries Australia
Sunshine Coast Citizen Advocacy Programme Incorporated
Sydney Region Aboriginal Corporation
Synapse
TASC National Limited
The Institute For Family Advocacy & Leadership Development Association Incorporated

Applications will be considered from organisations seeking to establish subcontracting arrangements for some/all services to be delivered using funding available under this grant opportunity.

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

You are not eligible to apply for this grant if you have not been approached through an invitation to apply. Negotiations will not be entered into with organisations who wish to apply but have not been approached by the Department.

## 3.3 What qualifications or skills are required?

Organisations seeking funding under this grant opportunity must comply with the *DSA* and all relevant Commonwealth, State and Territory legislation, including the legislated standards (National Standards for Disability Services).

## 4. Eligible grant activities

### 4.1 What can the grant money be used for?

You can use the grant for the following activities:

- staff salaries and on-costs which can be directly attributed to the provision of NDAP services in the identified coverage area or areas as per the grant agreement;
- capital works (only with prior approval by the Department<sup>2</sup>);
- employee training for paid and unpaid staff including Committee and Board members, that is relevant, appropriate and in line with NDAP; and
- operating and administration expenses directly related to the delivery services, such as:
  - telephones;
  - rent and outgoings;
  - computer/IT/website/software;
  - insurance;
  - utilities;
  - postage;
  - stationery and printing;
  - accounting and auditing; and
  - travel/accommodation costs.

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

### 4.2 What the grant money cannot be used for?

Grants are not provided for:

- purchase of land;
- the covering of retrospective costs;
- costs incurred in the preparation of a grant application or related documentation;
- overseas travel; and
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

## 5. The grant selection process

Eligible applications will be considered through a restricted competitive grant process. First we will assess your application against the eligibility criteria. Only eligible applications will move to the next stage. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested.

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<sup>2</sup> There is provision under the *DSA*, whereby funding for capital works or improvements to premises may be granted. NDAP providers must obtain approval from the Department of Social Services prior to spending program funding on capital works or improvements

If you select more than one coverage area in your application form, the first coverage area selected will be used for your assessment. A separate application must be submitted for every coverage area for which you are seeking funding.

In the application form, you will need to select the Statistical Areas that make up the coverage area you are applying for, noting that it is not acceptable to tick only some of the Statistical Areas. For example, if you are applying for coverage area 9, you will need to select the Statistical Area 3's - Lower Hunter, Maitland and Upper Hunter.

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

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

## 6. The assessment criteria

### **Criterion 1: Describe your organisation's capabilities and capacity to deliver advocacy via this grant.**

Your response should outline:

- your track record in delivering advocacy supports and meeting performance indicators and terms of your current NDAP and/or state government grant;
- how you will deliver advocacy support consistent with the NDAP Operational Guidelines, including how you will address existing, potential or perceived conflicts of interest;
- any experience your organisation has had delivering services in larger regional areas, from multiple sites or via visiting services; and
- details of the skills and experience of any subcontractor/s to be used and how it will benefit potential clients.

### **Criterion 2: Explain how your organisation will achieve value for money with the grant funding.**

Your response should:

- explain how your organisation will achieve positive outcomes for the community that would not occur without grant funding; and
- outline what will be achieved with the funding, including the number of clients you expect to assist.

### **Criterion 3: Describe your organisation's capability to successfully deliver the activity in the coverage area.**

Your response should:

- provide information about your organisation's current operations and how this will translate to effective service delivery in the coverage area you are seeking to service; and

- demonstrate awareness of the demographics and local characteristics of the coverage area and how service delivery will be designed to meet the needs of people with disability living in the coverage area.

All assessment criteria are given equal weighting. Your responses to each assessment criteria should be limited to 900 words per criteria.

## 7. The grant application process

### 7.1 Overview of application process

You must read these grant guidelines, the application form, the Questions and Answers, the NDAP Operational Guidelines and the draft grant agreement before you submit an application.

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

You must address all of the eligibility and assessment criteria to be considered for a grant. Please complete each section of the application form and make sure you provide the information we have requested.

You will be asked to include a funding breakdown for each Statistical Area in the **Area Financials** section of the application form, and must provide an indicative funding level for every Statistical Area as a minimum in order to be compliant. For example, if you are applying for coverage area 9 you will need to select the Statistical Area 3s - Lower Hunter, Maitland and Upper Hunter, and apply an indicative funding level for each Statistical Area. Your application will be assessed, however, on the strength of your claims against the selection criteria in delivering services to each coverage area, rather than each Statistical Area that comprises the coverage area. Please keep a copy of your application and any supporting papers.

### 7.2 Application process timing

Submit your application by the closing time and date below. Late applications will not be accepted. If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date, the Community Grants Hub may determine that there were exceptional circumstances beyond the applicant's control that meant they could not meet the deadline. Examples of exceptional circumstances could include, but may not be limited to:

- Community Grants Hub infrastructure failures;
- natural disasters;
- power outages affecting the ability of the applicant to submit their application by the deadline; and
- death or disability of key personnel.

Information on the Community Grants Hub [late application policy](#) is available on the [Community Grants Hub](#) website.

The granting activities are expected to commence in September 2018 and cease on 30 June 2020. You must spend the grant by the end date.

**Table 7.2: Expected timing for this grant opportunity**

Activity	Timeframe
Application period	Open: 12/04/2018 Close: 10/05/2018
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Activity commences	9/2018
End date	30/06/2020

## 7.3 Completing the grant application

You must submit your grant application using the application form, which is available on the [GrantConnect](#) website. The Application Form can only be accessed by invitees for this grant opportunity. The application form includes help information.

A separate application must be submitted for every coverage area for which you are seeking funding.

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

The Department will not provide application forms or accept applications for this grant opportunity that are not submitted using the online form.

You must make sure that your application is complete and accurate and submitted in accordance with these Guidelines.

If you find a mistake in your application after it has been submitted, you should contact the Community Grants Hub by phone on 1800 020 283 or by email at [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) straight away. The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

You cannot change your application after it has been submitted.

## 7.4 Questions during the application process

Only invited applicants' questions will be responded to during the application period, please call the Community Grants Hub on 1800 020 283 or email to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The Community Grants Hub will respond to emailed questions within five working days. Answers to questions will be posted on [GrantConnect](#) and are only accessible by invited applicants.

## 7.5 Further grant opportunities

In the event that there are insufficient suitable applications to meet program objectives, the Department may approach organisations directly and invite them to apply.

## 8. Assessment of grant applications

### 8.1 Who will assess applications?

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

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

An Expert Panel comprised of Department personnel will then review all ranked applications to inform the final recommendations for funding.

The Expert Panel will make recommendations having regards to:

- overall objectives for each Program;
- conformance with eligibility criteria;
- distribution of providers across all locations;
- how the services and/or project will be delivered;
- existing and/or potential market failure;
- value for money; and
- (if known) minimise possible duplication with other Commonwealth/State/Territory government programs/service delivery.

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

Only applicants that have been shortlisted and referred to the Expert Panel will be asked to provide audited financial statements for the previous two financial years.

### 8.2 Who will approve grants?

The Expert Panel will make recommendations to the Branch Manager, Supported Employment Policy, Access and Engagement Branch. The Minister for Social Services will make the final decision to approve a grant.

The Minister's decision is final in all matters, including:

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

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

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

## 9. Notification of application outcomes

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

Individual feedback will not be provided for this grant opportunity.

### 9.1 Feedback on your application

A Feedback Summary will provide general round-specific information and will include main strengths and areas of improvement for the applications received in this round. A copy will be forwarded with advice of the outcome of your application, and will also be available to view on the Community Grants Hub website. No individual feedback will be provided on applications.

## 10. Successful grant applications

### 10.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department. Streamlined Grant Agreement - General Grant Conditions will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

The Department will negotiate agreements with successful applicants before the commencement of the grant activity in September 2018. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

Where a grantee fails to meet the obligations of the grant agreement, the Department may:

- terminate the entire grant agreement;
- shorten the entire grant funding period; and
- withhold payment until issue is resolved.

You should not make financial commitments until a grant agreement has been executed by the Commonwealth.

### 10.2 How the grant will be paid

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

We will not exceed the maximum grant amount under any circumstances. If you incur extra eligible expenditure, you must pay it yourself.

Grant funding will be paid in six monthly instalments, with the first payment to be made on/around 1 September 2018 and subsequent payments made on the basis that agreed milestones are achieved and funds are expended on eligible activities.

## 11. Announcement of grants

If successful, your grant will be listed on GrantConnect and the Department's websites 21 calendar days after the date of effect as required by Section 5.3 of the *CGRGs*.

## 12. Delivery of grant activities

### 12.1 Your responsibilities

You must submit reports in line with the timeframes in the grant agreement. We will provide sample templates for these reports in the grant agreement. We will expect you to report on:

- progress against agreed project milestones; and
- eligible expenditure of grant funds.

You will be responsible for:

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

### 12.2 The Community Grants Hub's responsibilities

The Community Grants Hub will:

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

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

### 12.3 Grant payments and GST

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

### 12.4 Reporting

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

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

Information must be provided in accordance with the [Data Exchange Protocols](#).

The Department will evaluate the NDAP to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

## 12.5 Acknowledgement

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

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

## 13. Probity

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

**Note:** These guidelines may be changed from time-to-time by the Department. When this happens the revised guidelines will be published on [GrantConnect](#).

### 13.1 Complaints process

#### **Complaints about the NDAP**

The Department's [Complaints Procedures](#) apply to complaints about the NDAP grant process. All complaints about a grant process must be lodged in writing.

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

#### **Complaints about the Process**

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

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

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

Applicants can also lodge a complaint about the Department's service(s) using the complaints form on the [Departments website](#).

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

If you do not agree with the way 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 Department.

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 Conflict of interest

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

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

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

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

The chair of the Expert Panel will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*. We publish our conflict of interest policy available on the [Community Grant Hub](#) website.

## 13.3 Privacy: confidentiality and protection of personal information

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

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

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

Your personal information can only be disclosed to someone else:

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

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

We may reveal confidential information to:

- the committee and other 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; and
- a House or a Committee of the Australian Parliament.

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

- *Public Service Act 1999*;
- *Public Service Regulations 1999*;
- *Public Governance, Performance and Accountability Act*;
- *Privacy Act 1988*;
- *Crimes Act 1914*; and
- *Criminal Code Act 1995*

We'll treat the information you give us as sensitive and therefore confidential if it meets all of the four conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential;
2. the information is commercially sensitive;

3. revealing the information would cause unreasonable harm to you or someone else; and
4. you provide the information with an understanding that it will stay confidential.

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

## 13.4 Freedom of Information

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

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

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

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

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

## 14. Glossary

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

Term	Definition
	b) which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity	Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement. (Proposed definition in the grants taxonomy)
grant agreement	Grant agreement means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth.
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants. (Proposed definition in the grants taxonomy)
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities
grantee	An individual/organisation that has been awarded a grant. (Proposed definition in the grants taxonomy)
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.