



Industry Workforce Training Adult Learners Week 2021 to 2024 Grant Opportunity Guidelines

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| Opening date: | 29 April 2021 |
| Closing date and time: | 9:00 PM AEST on 5 May 2021 |
| Commonwealth policy entity: | Department of Education, Skills and Employment |
| Administering entity: | Community Grants Hub |
| Enquiries: | <p>If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au</p> <p>Questions should be sent no later than 5:00 PM AEST on 30 April 2021</p> |
| Date guidelines released: | 29 April 2021 |
| Type of grant opportunity: | Closed non-competitive |

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1. Industry Workforce Training: Adult Learners Week 2021 to 2024 processes

The Industry Workforce Training program is designed to achieve Australian Government objectives.

This grant opportunity is part of the Industry Workforce Training grant program which contributes to the Department of Education, Skills and Employment's Outcome 3: Promote growth in economic productivity and social wellbeing through access to quality skills and training. 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 \(CGRGs\)](#).



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 money.



We make grant recommendations

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



Grant decisions are made

The decision maker (Assistant Secretary, Foundation Skills Branch, 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 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 Industry Workforce Training: Adult Learners Week 2021 to 2024 grant

We evaluate your Adult Learners Week 2021 to 2024 grant activity. We base this on information you provide us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Adult Learners Week 2021 to 2024 grants.

You must read these guidelines before filling out an application.

This document sets out:

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

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 Industry Workforce Training program (the program) forms part of Program 3.1.3 Support for the National Training System of the department's [Portfolio Budget Statement](#). The program will run over 4 years from 2020–21 to 2023–24. The program was announced as part of the 2013–14 Budget and combined 3 programs which directed funding towards support for the national training system. The 3 programs were National Programs, Strengthened Role of Industry Skills Councils, and Industry Training Strategies.

The objective of the program is to support the national training system to deliver skills required by individuals, industry and the economy.

2.1 About the Adult Learners Week 2021 to 2024 grant opportunity

Adult Learners Week is an international event that is celebrated with events and activities across the nation, which are designed to promote the benefits of life-long learning in the home, at work and in the community. Adult Learners Week also provides an opportunity for informed discussion about the current provision of adult learning in Australia and to consider what improvements are needed to take Australia forward. States and territories are responsible for supporting Adult Learners Week at the state and local level, while the Australian Government supports activities that contribute to its national presence.

This grant opportunity is to support the national presence of Adult Learners Week from 2021 to 2024.

The objectives of the grant opportunity are:

- to coordinate and deliver activities to support Adult Learners Week in 2021, 2022, 2023 and 2024
- to register over 400 events on the Adult Learners Week website by the end of Adult Learners Week each year.

The intended outcome of the grant opportunity is:

- to raise awareness of adult learning opportunities on a national scale and encourage adult learners to connect or reconnect to training and learning
- reach over 50,000 people each year through Adult Learners Week social media posts.

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

2.2 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/or 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

The Australian Government has announced a total of up to \$188.835 million GST exclusive over 4 years for the Industry Workforce Training program. This grant opportunity is for \$760,000 GST exclusive over 4 years.

There is no maximum grant amount, but grants cannot exceed the amount of available funds.

3.2 Grant period

You must complete your grant by 31 October 2024.

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 consistent messaging and connections with all aspects of the Australian adult and community education sector that only Adult Learning Australia, as the national peak body, can provide.

4.1 Who is eligible to apply for a grant?

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

The eligible applicant was selected because Adult Learning Australia is the peak body for adult and community education and has a proven record of accomplishment delivering Adult Learners Week since 1999.

| Invited Organisation | Service Delivery Area | Funding (GST exclusive) | | | | |
|------------------------------|-----------------------|-------------------------|-----------|-----------|-----------|-----------|
| | | 2020–21 | 2021–22 | 2022–23 | 2023–24 | TOTAL |
| Adult Learning Australia Ltd | National | \$160,000 | \$200,000 | \$200,000 | \$200,000 | \$760,000 |

No further organisations will be invited to apply.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply for this grant opportunity if you have not received an invitation to apply through GrantConnect and your organisation is not listed as an eligible invited organisation at section 4.1.

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'.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your grant activity must:

- coordinate and deliver activities to support Adult Learners Week in 2021, 2022, 2023 and 2024
- develop media and promotional activities that seek to raise awareness of adult learning opportunities on a national scale and encourage adult learners to connect or re-connect with training and learning.

5.2 Eligible expenditure

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

Eligible expenditure items are:

- Adult Learners Week website domain, hosting, redirection, security, maintenance
- competition, scholarships and small grants prizes and management
- database management, administration of events, calendar and newsletters
- social media management
- advertising
- distribution and postage of campaign packs
- printing and design of posters, bookmarks and any other promotional material agreed to with the department
- venue and domestic travel costs associated with Adult Learners Week Launch
- other costs to support Adult Learners Week as negotiated with the department.

You must incur the expenditure on your grant activities between the start date and end or completion date of your grant agreement for it to be eligible.

5.3 What the grant money cannot be used for

You cannot use the grant for:

- purchase of land
- major capital expenditure
- the covering of retrospective costs
- 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

You must address all of the following assessment criteria in the application. 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 1,000 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 – Project description

Describe the project in detail including how it will be delivered.

When addressing the criterion, you should:

- describe what activities will be undertaken and how many people are expected to participate in, or benefit from, each activity
- describe how the proposed activities will achieve the objectives and outcomes of the grant program listed in section 2.

Criterion 2 – Value for money

Explain how the project will achieve value for money for the Commonwealth.

When addressing the criterion, you should:

- demonstrate how your high-level proposal is innovative and will achieve positive outcomes for the community
- provide a proposal that has been appropriately costed (the level and detail of the costing should be commensurate with the value of the project).

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](#) 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 in section 4.1 is invited to submit a Service Delivery Plan application using the individualised form that was emailed to you. If you have not received the 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.

You can only submit one Service Delivery Plan 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 Service Delivery Plan application
- provide all the information requested
- address all eligibility criteria and assessment criteria
- email your Service Delivery Plan application to the Community Grants Hub at support@communitygrants.gov.au by 9:00 PM AEST on 5 May 2021.

Please include **2020-4877 – Adult Learners Week** in the subject line of your email response. Please keep a copy of your Service Delivery Plan application and any supporting documents submitted.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application, 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.

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.

7.1 Timing of grant opportunity processes

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

Late applications

The delegate or their appointed representative² 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.

Expected timing for this grant opportunity

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

Table 1: Expected timing for this grant opportunity

| Activity | Timeframe |
|---|------------------------------------|
| Assessment of application | Within 1 week of the closing date |
| Approval of outcome of selection process | Within 4 weeks of the closing date |
| Negotiations and award of grant agreement | Within 6 weeks of the closing date |
| Earliest start date of grant activity | June 2021 |
| End date of grant activity | 31 October 2024 |

7.2 Questions during the application process

Only the invited applicant's 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 AEST on 30 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

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 assess your application against the assessment criteria (see section 6). We will consider your application on its merits, based on:

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

² This may be the Department of Education, Skills and Employment delegate or nominated staff member at the EL2 level or above.

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.

8.2 Who will assess applications?

A delegate/delegates from the department will assess the eligible and compliant application on its individual merit against the assessment criteria and whether it represents value with relevant money. The department uses this information to help them develop recommendations 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.

8.3 Who will approve grants?

The Assistant Secretary, Foundation Skills Branch within the department (the decision maker) decides which grants to approve based on the recommendations and the availability of grant funds for the purposes of the grant program.

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

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

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

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

Each 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 8 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 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- 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 payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

10.3 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
- 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

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.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- 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.

You must discuss any reporting delays with us as soon as you become aware of them.

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.

12.3 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.

Unspent funds must be returned to the department.

12.4 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.

12.5 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.

12.6 Record keeping

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

12.7 Evaluation

We will evaluate the grant opportunity 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.

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 [complaints procedures](#) apply 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 SEE@dese.gov.au.

Complaints about the selection process

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

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

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the 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 applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

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

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

Conflicts of interest for Australian Government 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 (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 department 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) | establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration. |
| completion date | the expected date that the grant activity must be completed and the grant spent by. |
| co-sponsoring entity | when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it. |
| date of effect | can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable. |
| decision maker | the person who makes a decision to award a grant. |
| eligibility criteria | refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria. |
| funding arrangement manager | the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement. |

| Term | Definition |
|--|---|
| grant | 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 Department of Education, Skills and Employment Portfolio Budget Statement program. |
| National Redress legislation | means the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 . |
| 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. |

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 |
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| 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. |