



Grants-in-Aid Grant Opportunity Guidelines

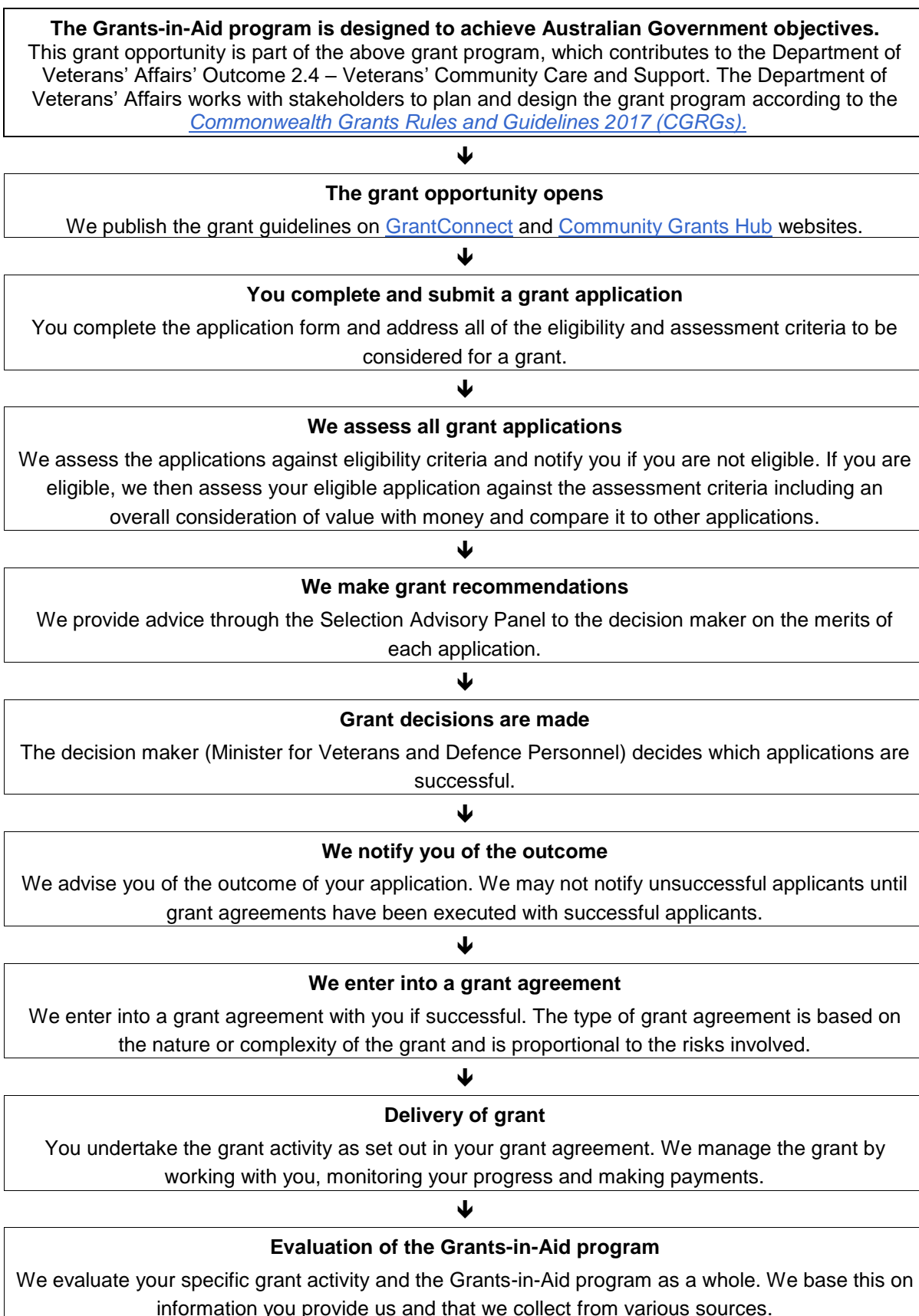
Opening date:	15 January 2020
Closing date and time:	11:00PM AEDT on 27 February 2020
Commonwealth policy entity:	Department of Veterans' Affairs
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5:00PM AEDT on 20 February 2020
Date guidelines released:	15 January 2020
Type of grant opportunity:	Targeted competitive

Contents

1. Grants-in-Aid processes	4
1.1 Introduction	5
2. About the grant program	5
2.1 About the Grants-in-Aid grant opportunity	5
3. Grant amount and grant period	6
3.1 Grants available	6
4. Eligibility criteria	6
4.1 Who is eligible to apply for a grant?	6
4.2 Additional eligibility requirements	7
4.3 Who is not eligible to apply for a grant?	7
5. What the grant money can be used for	7
5.1 Eligible expenditure	7
5.2 What the grant money cannot be used for	8
6. The assessment criteria	8
7. How to apply	9
7.1 Timing of grant opportunity processes	10
7.2 Questions during the application process	11
8. The grant selection process	11
8.1 Assessment of grant applications	11
8.2 Who will assess and select applications?	11
8.3 Who will approve grants?	12
9. Notification of application outcomes	12
9.1 Feedback on your application	12
10. Successful grant applications	12
10.1 The grant agreement	12
10.2 How we pay the grant	13
10.3 Grant payments and GST	13
11. Announcement of grants	14
12. How we monitor your grant activity	14
12.1 Keeping us informed	14
12.2 Reporting	14
12.3 Evaluation	14
12.4 Acknowledgement	14
13. Probity	15
13.1 Enquiries and feedback	15
13.2 Conflicts of interest	15
13.3 Privacy	16

13.4	Confidential information	16
13.5	Freedom of information.....	17
14.	Glossary.....	18

1. Grants-in-Aid processes



1.1 Introduction

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

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 Veterans' Affairs.

2. About the grant program

The Grants-in-Aid program (the program) is a single annual grant offer for the 2020-21 financial year.

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

The intended outcomes of the program are to:

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

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

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

2.1 About the Grants-in-Aid grant opportunity

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

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

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

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

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

3. Grant amount and grant period

3.1 Grants available

For this grant opportunity \$145,000 GST exclusive is available for the 2020-21 financial year. The maximum grant amount is \$10,000. Grants are limited to one per organisation.

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

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

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

The Grants-in-Aid program funds projects that are planned for the future. Funding is not available as a reimbursement for costs already incurred.

4. Eligibility criteria

4.1 Who is eligible to apply for a grant?

ONLY bona fide national incorporated ESOs are eligible to apply.

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

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

4.2 Additional eligibility requirements

To be eligible an application must support a discrete project that addresses a specific problem or issue, rather than supporting business-as-usual running costs (see Section 5.2 for examples of what comprises business-as-usual costs).

We cannot fund applications from an organisation that has outstanding acquittals for any previous DVA grant funding.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you:

- are not a bona fide national incorporated ESO
- receive funding from another government source that will entirely meet the costs of the project proposed under this grant opportunity¹.

5. What the grant money can be used for

Grant funding is intended to fund discrete projects or activities that address a specific problem or issue, rather than everyday business-as-usual costs.

Requested items should relate to the role of national ESOs as co-ordinating and representative bodies.

Examples of discrete projects that address a specific issue could be a national conference to develop a five-year business plan or training in representational skills for key spokespeople in the organisation.

5.1 Eligible expenditure

You must incur the expenditure on your grant activities between 1 July 2020 and 30 June 2021 for it to be eligible.

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

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

- accommodation expenses (interactions with local, state/territory and Commonwealth government bodies or attendance at conferences, etc.)
- travel expenses (interactions with local, state/territory and Commonwealth Government bodies or attendance at conferences, etc.)
- venue hire (hosting annual general meetings or other meetings, etc.)
- organisational improvements (e.g. training in representational skills for key spokespeople in the organisation etc).

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

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

Not all expenditure on your grant activity may be eligible for grant funding. The program delegate makes the final decision to approve a grant and the amount of funding to be awarded.

5.2 What the grant money cannot be used for

You cannot use the grant for the following activities:

- wages
- business-as usual costs (see below for more information)
- the covering of expenditure made outside the period 1 July 2020 to 30 June 2021
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as utilities (e.g. electricity, phone and rent)
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

We cannot provide a grant if you receive funding from another government source for the same purpose as the project proposed under this granting opportunity.

Business-as-usual costs may include:

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

6. The assessment criteria

You must address both of the following assessment criteria in the application. We will assess your application based on the weighting given to each criterion detailed below.

The application form includes character limits and will not accept characters beyond the stated limit. Please note spaces are included in the character limit.

Criterion 1 - Weighting 50%

The extent to which the funding will support discrete projects or activities that will meet one or more of the program outcomes

Criterion 2 – Weighting 50%

The number and range of services to be provided for the benefit of the Australian veteran community through specific activities such as:

- annual general meetings
- annual reports

- events that foster camaraderie
- liaison with DVA
- liaison with the office of the Minister for Veterans and Defence Personnel
- newsletters.

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](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda² will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You can only submit one application form for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress.

To apply you must:

- complete the online application form on the [GrantConnect](#) or [Community Grants Hub](#) websites.
- 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 11:00PM AEDT on 27 February 2020.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

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

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

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

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

² Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents.

7.1 Timing of grant opportunity processes

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

Late applications

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

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

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

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub. The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

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

Requests for a late application must be made within three days of the grant opportunity closing, unless otherwise specified in the Grant Opportunity Guidelines.

The Delegate or their appointed representative³ will determine whether a late application will be accepted. The decision of the Delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around 1 July 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	15 January 2020 to 11:00 PM on 27 February 2020
Assessment of applications	4 weeks
Approval of outcomes of selection process	6-7 weeks from completed assessment
Negotiations and award of grant agreements	4 weeks from grant being approved
Notification to unsuccessful applicants	2 weeks following approval
Earliest start date of grant activity	1 July 2020

³ This may be the Community Grants Hub Delegate or nominated staff member of the Department of Veterans' Affairs at the EL2 level or above.

Activity	Timeframe
End date of grant activity	30 June 2021

7.2 Questions during the application process

If you have any questions during the application period contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

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

The question period will close at 5:00PM AEDT on 20 February 2020. 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

The Assessment Centre will review your application against the eligibility criteria. Only eligible and compliant applications will move to the next stage. Eligible applications will be considered through a targeted competitive grant process.

If eligible, DVA will then assess your application against the assessment criteria (see Section 6) and against other applications. A Selection Advisory Panel, comprised of DVA employees from relevant business areas, will consider your application on its merits, based on how:

- well it meets the criteria
- it compares to other applications.

8.2 Who will assess and select applications?

The Assessment Centre, made up of Community Grants Hub staff, will undertake a preliminary assessment of each application to determine its eligibility.

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

Following the preliminary assessment, a Selection Advisory Panel, comprised of DVA employees from relevant business areas, will consider each application against the assessment criteria and compare it to other eligible applications.

The Selection Advisory Panel will consider whether applications provide value with relevant money⁴. When assessing the extent to which the applications represent value with relevant money, the Selection Advisory Panel will have regard to the:

- overall objective/s to be achieved in providing the grant
- extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.

The Selection Advisory Panel may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The Selection Advisory

⁴ See glossary for an explanation of 'value with money'.

Panel may also consider information about you or your application that is available through the normal course of business.

The Selection Advisory Panel recommends to the decision maker which applications to approve for a grant.

8.3 Who will approve grants?

The Minister for Veterans and Defence Personnel (the decision maker) decides which grants to approve based on the recommendations of the Selection Advisory Panel and the availability of grant funds for the purposes of the grant program.

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

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

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

9. Notification of application outcomes

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

9.1 Feedback on your application

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

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

10. Successful grant applications

10.1 The grant agreement

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

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

You must incur the expenditure on your grant activities between 1 July 2020 and 30 June 2021. If your grant application is unsuccessful, we are not responsible for any expenditure incurred.

We must execute a grant agreement with you before we can make any payments.

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

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

Letter of Agreement

We will send you a Letter of Agreement and the corresponding grant conditions providing you with an offer. You accept the offer by signing and returning the Letter of Agreement to us by the date stipulated in the Letter of Agreement. We consider the agreement to be executed from the date the grant agreement has been signed by both parties.

10.2 How we pay the grant

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

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

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

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

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

10.3 Grant payments and GST

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

Organisations registered for GST:

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

Organisations NOT registered for GST:

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

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

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

financial advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the [Australian Taxation Office website](#) for more information.

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

11. Announcement of grants

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

12. How we monitor your grant activity

12.1 Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

12.2 Reporting

As detailed in your Letter of Agreement, you may be required to submit a financial declaration on completion of your project.

Where required you must submit the completed financial declaration to confirm that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

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

12.3 Evaluation

We will evaluate the Grants-in-Aid 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.

12.4 Acknowledgement

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

‘This grant activity received grant funding from the Australian Government.’

13. Probity

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

These guidelines may be changed by the Department of Veterans' Affairs. 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 of Veterans' Affairs Feedback Management Policy](#) applies to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to support@communitygrants.gov.au

Complaints about the selection process

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

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

Phone: 1800 634 035

Email: complaints@dss.gov.au

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

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the Department of Veterans' Affairs 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 Department of Veterans' Affairs.

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 of Veterans' Affairs and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel

- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

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

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

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

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

13.3 Privacy

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

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

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

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

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

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department of Veterans' Affairs 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 three 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.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it.
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.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money⁵ or other Consolidated Revenue Fund (CRF) money⁶ 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	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Department of Veterans' Affairs Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant.
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.

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁶ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

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