



National Initiatives Program: Accredited Training for Sexual Violence Responses Grant Opportunity Guidelines

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Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: support@communitygrants.gov.au Questions should be sent no later than 5.00PM AEST on 21 August 2019
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1 National Initiatives Program: Accredited Training for Sexual Violence Responses processes

The National Initiatives 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 2.1 – Families and Communities. The Department of Social Services works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

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



You complete and submit a grant application

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



We assess 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 and compare it to other applications.



We make grant recommendations

We provide advice, through the Selection Advisory Panel to the decision maker on the merits of each application.



Grant decisions are made

The decision maker 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 Accredited Training for Sexual Violence Responses grant opportunity

You will conduct an independent evaluation of your specific grant activity

1.1 Introduction

These guidelines contain information for the Accredited Training for Sexual Violence Responses grant.

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 Social Services (DSS).

2 About the grant program

The National Initiatives grant program aims to achieve positive outcomes for families, women and their children by working across sectors to improve the safety and wellbeing of children, advancing gender equality and reducing violence against women and their children.

Through the *National Framework for Protecting Australia's Children 2009-2020* and the *National Plan to Reduce Violence against Women and their Children 2010-2022* (the National Plan), DSS collaborates with other Commonwealth agencies and state and territory governments to support and bring about change for vulnerable children, women and families.

The National Plan recognises the gendered nature of family, domestic and sexual violence, and aims to connect the important work being done by all Australian governments, community organisations and individuals to reduce violence so that we can work together to ensure each year, less women experience violence and more women and their children live safely. National Initiatives activities emphasise supporting systems and services for those affected by violence and abuse.

The Fourth Action Plan, which builds on previous actions plans under the National Plan, will focus on preventing violence before it happens, building on the strengths of the domestic, family and sexual violence service system, and providing safe places for those affected by violence.

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

2.1 About the Accredited Training for Sexual Violence Responses grant opportunity

The Australian Government is supporting people affected by sexual violence by investing up to \$4.494 million GST exclusive (across FY2019-20 to FY2021-22) in Accredited Training for Sexual Violence Responses, focusing on priority and at-risk cohorts identified through the national consultations on the Fourth Action Plan of the National Plan.

Whilst sexual violence has been an important pillar of the *National Plan to reduce Violence against Women and their Children 2010-2022* (the National Plan), it is clear from the evidence, and the lived experience of victims, that more needs to be done to eliminate it. Rates of sexual violence are increasing, and remain an area of community concern. High profile cases and attention from the #MeToo movement have drawn national and worldwide attention to the extent of sexual violence

against women. Reporting across the broader population is increasing, particularly after sexual violence cases are reported in the media.

Sexual violence covers a wide range of behaviours including but not limited to, indecent assault, rape, coerced sex, non-fatal strangulation, sexual harassment, technology-facilitated abuse, non-consensual image sharing, female genital mutilation, and other complex forms of violence. In Australia, one in five women have experienced sexual violence since the age of 15 (Personal Safety Survey, 2016), but nearly nine in ten women (87 per cent) did not contact the police about their most recent incident (Australian Bureau of Statistics, 2017). There is significant stigma that prevents people reporting cases of sexual violence. People can make excuses or minimise violence-supportive attitudes and behaviours. The National Community Attitudes Survey (NCAS) found that nearly a third of young men (32 per cent) believe that “a lot of times, women who say they were raped had led the man on and then had regrets” (NCAS, 2017). Often, people can blame victims, by asking questions about why they were in a particular location or situation, making judgements about what a victim was wearing, or whether the victim was under the influence of alcohol or other drugs.

During consultations for the Fourth Action Plan, we heard strong feedback about the need to respond to sexual violence as a form of violence in its own right, as well as a form of domestic and family violence. Our responses to sexual violence need to be reflective of the diversity of victim survivors. Gender, sexual orientation, culturally and linguistically diverse (CALD) backgrounds, Aboriginal and Torres Strait Islander status, disability status and age can affect a woman's experience of sexual violence and their interaction with the service system.

Many people do not know how to safely and appropriately respond when faced with disclosures of sexual violence or harmful sexual behaviours. Improving frontline workers understanding of all forms of sexual violence and their ability to respond safely to disclosures, understand referral points, and support victims without re-traumatising them, is essential to improving community outcomes and reducing rates of violence. This new training would be developed to have a broad reach across a range of professions that interact with people affected by sexual violence, including both the disability workforce and multicultural workers.

2.1.1 Objective of the grant opportunity

The objective of this grant opportunity is to build capability and capacity of the service system by training frontline workers to better recognise and respond to all people who experience sexual violence. Frontline workers receive disclosures of sexual assault; however, many are not adequately trained to respond appropriately to people who disclose.

Sexual violence may form part of family and domestic violence or may be a standalone form of violence, and requires specific and specialised skills, capabilities and responses from frontline workers. These workforces could also work with clients to provide crisis support or referrals, or assist with recovery.

The department is seeking to engage a **consortium partnership** to develop and deliver free accredited training for sexual violence responses. The lead organisation (lead applicant) must be a specialist organisation with sexual violence expertise and must demonstrate relationships with other specialist organisations who work with, or represent, people from diverse backgrounds.

The lead organisation must be one of the following:

- Specialist women's sector and / or specialist sexual violence service.
- Peak advocacy organisation in the sexual violence sector.
- Researcher and/or university with expertise in sexual violence.

An acceptable consortium partnership must include a specialist women's sector and/or specialist sexual violence service. The lead organisation is strongly encouraged to consider a range of organisations with relevant expertise to ensure people from diverse backgrounds are represented including:

- specialist women's sector and/or specialist sexual violence organisations
- peak advocacy organisations
- researchers and/or universities
- community sector organisations
- state and territory governments
- relevant Commonwealth agencies.

2.1.2 Intended outcomes of the grant opportunity

The intended outcomes of the grant opportunity are:

- increased capability and capacity of frontline workers to respond to victims of sexual violence in a supported, rights-based, and autonomous fashion:
 - participants demonstrate increased understanding of all forms of sexual violence
 - participants have increased capacity and capability to respond to and support people affected by sexual violence
 - participants are able to respond in culturally appropriate ways
 - people understand and respond appropriately to the complexities of sexual assault of women with disability
 - participants are equipped with practical techniques that enable them to tailor their responses to the needs and experience of people affected by violence, whether the sexual violence was perpetrated as a standalone form of violence and/or in a domestic and family violence setting
 - victims of sexual violence are not re-traumatised by the act of seeking help.
- building the capacity of frontline workers to respond to victims of sexual violence leads to improved service system responses for priority cohorts:
 - Aboriginal and Torres Strait Islander people affected by sexual violence have access to workers who can support them in culturally appropriate ways. This includes understanding and responding to the unique challenges and experiences Aboriginal and Torres Strait Islander women may face in reporting sexual violence and in accessing appropriate supports
 - people affected by sexual violence in culturally and linguistically diverse (CALD) communities have access to workers who can support them in culturally appropriate ways. Women and children from CALD backgrounds face multiple barriers when reporting sexual violence - ranging from cultural pressures and stigma, through to the inaccessibility of supports due to language or other reasons
 - people affected by sexual violence in rural, regional and remote areas have access to workers who can support them
 - people with disability affected by sexual violence have access to workers who can support them. People with disability are much more likely to have experienced sexual assault by

multiple people across multiple life stages. The training must enable workers to respond appropriately considering the diverse needs of people with disability including those with reduced functional capacity to communicate or interact

- people with diverse sex, sexuality and gender are able to access workers who can support them.

2.1.3 Deliverables

The training package must be developed by sexual violence experts to ensure the package is trauma informed, culturally appropriate, and responsive to the diverse needs of the community.

Specifically the training package is expected to:

- be tailored to the needs of Australia's diverse community, including but not limited to:
 - Aboriginal and Torres Strait Islander people
 - people from culturally and linguistically diverse backgrounds
 - people with disability
 - people with diverse sex, sexuality and gender
 - young people
 - elderly people
 - people living in rural, regional and remote areas
- express clearly how the training must be designed, developed and delivered
- cover all forms of sexual violence
- address the context of the sexual violence experienced by victims, such as
 - strangers
 - acquaintances
 - within a domestic and family violence situation
- be accessible to frontline workers that may interact with individuals or communities affected by sexual violence, including:
 - specialist family, domestic and sexual violence organisations
 - health practitioners
 - allied health
 - the community sector
- undertake research and evaluation of the training package to support, inform and improve the development and delivery of the training.

The training package must also:

- be trauma-informed and underpinned by a rigorous evidence base
- comply with relevant standards
- be accredited by the Australian Skills and Quality Authority (ASQA)
- be delivered by a Registered Training Organisation (RTO)
- be delivered through face-to-online courses or any combination of delivery modes that meet the needs of identified users as determined through consultation with stakeholders

- comply with the requirements of the Digital Transformation Agenda (for online training)
- be able to be delivered across Australia; metropolitan, regional, rural and remote areas.

To support the voluntary take-up of the training package by the sector, it is critical to engage with stakeholders throughout the development of the training module. Training should also be available to workers who have previously attended family and domestic violence training.

2.1.4 Intellectual property

The Commonwealth intends to own all Intellectual Property rights in material created under the agreements, including material that may be used to make trademark applications. Successful applicants will be authorised to use the material for the purpose of undertaking activities under the agreement. The above will be subject to the grant agreement terms and conditions.

3 Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$4.494 million GST exclusive over 3 years for this grant opportunity.

The grant amount applied for cannot exceed the amount of available funds stated in the table below.

Financial Year	2019-20	2020-21	2021-22	TOTAL
Total Funding (GST Exclusive)	\$1.231 million	\$1.618 million	\$1.645 million	\$4.494 million

3.2 Grant period

The maximum grant period is 3 years.

4 Eligibility criteria

This grant opportunity is seeking applications from specialist organisations with sexual violence expertise to develop and deliver training that builds **capability and capacity of frontline workers to better recognise and respond** to all victims of sexual violence. Specialist organisations may include a:

- specialist women's sector and / or specialist sexual violence service
- peak advocacy organisation in the sexual violence sector
- researcher and/or university with expertise in sexual violence.

4.1 Who is eligible to apply for a grant?

To be an eligible specialist organisation with sexual violence expertise you must be one of the following entity types:

- Indigenous Corporation
- Company¹

¹ Company is a company incorporated under the *Corporations Act 2001* (Cth)

- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government²
- Cooperative
- Incorporated Association
- Sole Trader
- Statutory Entity
- Partnership³
- Person⁴
- Trustee on behalf of a Trust⁵.

4.1.1 Developed and delivered in consortium partnerships

Applications **must** be submitted by consortium partnerships. For this grant opportunity, a **consortium partnership** will consist of two or more individuals or organisations who are working together to develop and deliver accredited training on sexual violence.

The lead organisation (lead applicant) must be a specialist organisation with sexual violence expertise and must demonstrate relationships with specialist organisations who work with, or represent, people from diverse backgrounds. Lead organisations must be one of the following:

- Specialist women’s sector and / or specialist sexual violence service.
- Peak advocacy organisation in the sexual violence sector.
- Researcher and/or university with expertise in sexual violence.

An acceptable consortium partnership must include a specialist women’s sector and/ or specialist sexual violence service. The lead organisation is strongly encouraged to consider a range of organisations with relevant expertise to ensure people from diverse backgrounds are represented including:

- specialist women’s sector and/or specialist sexual violence services
- peak advocacy organisations
- researchers and/or universities
- community sector organisations
- state and territory governments

² Includes New South Wales local governments created as Body Politics

³ Partnership – the individual partners will enter into the agreement with the agency. A Partnership Agreement or a list of all individual partners of the partnership may be requested.

⁴ A person is a natural person, an individual, a human being.

⁵ Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form

- relevant Commonwealth agencies
- RTO/s registered by ASQA or a relevant state or territory regulator
- organisations delivering accredited Vocational Education and Training (VET).

The lead applicant submits a grant application on behalf of the consortium partnership and must identify all other consortium members in the application. The lead applicant must be an eligible entity as per the list in Section 4.1.

If successful, the lead applicant will enter into a grant agreement with the Commonwealth, and is solely accountable to the Commonwealth for the delivery of grant activities.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you (as the lead applicant):

- are not an entity type listed in Section 4.1
- are not a specialist organisation with demonstrable sexual violence expertise as outlined in Section 4.1.1
- do not submit your application as part of a consortium partnership with one or more specialist organisations as outlined in Sections 4.1.1 and 7.2.

4.3 What qualifications, skills or checks are required?

If you are successful, all personnel working on the grant activity must maintain a Working with Vulnerable People Registration.

5 What the grant money can be used for

5.1 Eligible grant activities

Eligible grant activities include:

- design of training package
- consultation to develop the training package
- development and production of training materials including printing
- development and production of online training package
- accreditation of the training package
- identification and training of facilitators representing priority cohorts and communities
- delivery of accredited training to frontline workers on sexual violence
- development and implementation of communication and marketing strategies for the Accredited Sexual Violence Training package
- evaluation and review activities, including collection of information from participants for reporting purposes and ongoing package improvement
- completing processes to ensure that the package meets the requirements of the Digital Transformation Agenda.

Existing and new digital products must be consistent with the Commonwealth government requirements set by the Digital Transformation Agency and the Australian Skills Quality Agency.

Delivery of the accredited training package must be for a minimum of 12 months.

5.2 Eligible expenditure

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

Eligible expenditure items are:

- staff salaries and on-costs that can be directly attributed to the provision of grant activities
- operating and administration expenses directly related to the delivery of activities. Examples include:
 - computer / IT / website / software
 - utilities
 - insurance
 - postage
 - stationery and printing
 - travel/accommodation costs for domestic travel for the purposes of stakeholder consultation, training delivery and liaising with DSS
- graphic design and branding
- costs associated with training package content development
- costs associated with supporting participants in rural and remote areas to attend training
- costs associated with evaluation / package improvement.

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

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- development, delivery or promotion of other training products
- grant activities outside of Australia
- purchase of land
- wages not otherwise attributed to the cost of this activity
- major capital expenditure
- covering 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.

6 The assessment criteria

You must address all of the following assessment criteria in the application. The application form includes character limits – up to 6000 characters (approx. 900 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character

limit. All criterion in these Guidelines are weighted evenly and will be scored accordingly during the assessment process.

Criterion 1: Demonstrate your organisation’s specialist expertise and understanding of sexual violence and the need for the funded activity.

In demonstrating your organisation’s specialist expertise, you should include:

- your understanding of how sexual violence is experienced differently across a broad range of cohorts (priority cohorts can be found at Section 2.1.2 of the Guidelines)
- your understanding of the current service environment and the support needs of people affected by sexual violence
- your understanding of current service gaps and how they could be addressed.

Strong applications will demonstrate an understanding of the gendered nature of sexual violence and address the needs of diverse cohorts and intersections of disadvantage experienced by these groups.

Criterion 2: Demonstrate your organisation’s relationship with other specialist and community organisations, and describe how you will collaborate to design a culturally appropriate and trauma-informed accredited training package.

In responding to this criterion you should demonstrate how you and your partner organisations will design the training package to:

- address current gaps in sexual violence responses
- be culturally appropriate, trauma-informed and meet community expectations
- be responsive to the experiences of sexual violence across diverse cohorts
- remain evidence-based and current
- meet best practice expectations for adult learners.

Criterion 3: Detail your organisation’s proposed delivery model, including how you will work with partner organisations to deliver the accredited training package in the specified target communities.

In responding to this criterion, you should include:

- how the training will be delivered, including:
 - proposed delivery method/s (e.g. face-to-face; online; other mechanisms)
 - proposed rollout (e.g. staged approach or other approaches, including number of sessions, and number and type of proposed participants)
- who will deliver the training (e.g. specialist qualified presenters who are representative of the diversity of the Australian community)
- how the training will be promoted (e.g. communication/stakeholder engagement methods).

Criterion 4: Demonstrate your consortium partnership’s suitability, capability and capacity to deliver the training package:

In responding to this criterion, you should:

- describe how your consortium partnership was established and will develop the package in consultation with stakeholders
- describe the roles of all consortium partnership members.

You must provide a draft Activity Work Plan, which will include an indicative budget and implementation timeline. The Activity Work Plan template is available on [GrantConnect](#) and [Community Grants Hub](#) websites.

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 at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda⁶ 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 [GrantConnect](#) or [Community Grants Hub](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 11.00PM AEST on 4 September 2019.

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 or email support@communitygrants.gov.au. The Community Grants Hub do 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.

⁶ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents

7.1 Attachments to the application

All of the following document/s **must** be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided for your use with the grant opportunity documents as specified:

- Activity Work Plan (AWP) – mandatory template attached
- trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.

The purpose of the Activity Work Plan attachment is for organisations to provide their draft plan on how they expect to meet the objectives of the program.

The draft AWP will be reviewed as part of the assessment process but can be further negotiated and finalised after the grant agreement is executed. You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for.

Please note: There is a 2mb limit for each attachment.

7.2 Consortium Partnership applications

Applications must be submitted by **consortium partnerships**. You must have a formal arrangement in place, including an agreed governance structure, with all parties prior to execution of the agreement.

In these circumstances, you must appoint a 'lead applicant'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group.

Lead organisations submitting an application must demonstrate partnership arrangements with:

- other organisations specialising in or led by diverse groups. Relevant specialist organisations include but are not limited to, Aboriginal and Torres Strait Islander led organisations, CALD groups, LGBTQI organisations, disability services/advocates and youth organisations
- RTO/s registered by ASQA or a relevant state or territory regulator.

7.3 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 via support@communitygrants.gov.au.

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.

Written requests to lodge a late application will only be accepted up to two business days before the grant opportunity closes.

The Delegate or their appointed representative⁷ 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. The applicant must then submit the application within three business days.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around November 2019.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	November 2019
End date of grant activity	30 June 2022

7.4 Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub on 1800 020 283 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 AEST on 21 August 2019. 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 team will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

If eligible, DSS will then assess your application against the assessment criteria (see Section 6) and against other applications. We will consider your application on its merits, based on how:

⁷ This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

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

A Selection Advisory Panel will consider whether it provides value with relevant money.⁸

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

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will meet the needs of priority groups or individuals.

8.2 Financial viability

Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- establishing whether relevant persons have any adverse business history (for example current or past bankruptcy)
- assessment of the financial health of an entity.

8.3 Who will assess and select applications?

DSS will assess each eligible and compliant application on its merit and compare it to other eligible applications. Assessment will be undertaken by DSS personnel, who will undertake training to ensure consistent assessment of all applications.

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

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. Assessment personnel 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.

8.4 Who will approve grants?

The Minister for Families and Social Services or the Minister's delegate (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

⁸ See glossary for an explanation of 'value with money'.

- terms and conditions of the grant.

The decision maker can choose to waive the eligibility criteria; however, they must be made aware of the risks.

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.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

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

Individual feedback will also be available upon request 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 Standard Grant Agreement for this grant opportunity.

Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

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 Grant 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. You must not start any Accredited Training for Sexual Violence Responses activities until a grant agreement is executed.

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.

Commonwealth Standard Grant Agreement

We will use a Commonwealth Standard Grant Agreement.

You will have twenty (20) business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

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

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

10.2 Commonwealth Child Safe Framework

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

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

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

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

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

10.3 Multicultural Access and Equity

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

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications.

10.4 How we pay the grant

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 costs, you must meet them yourself.

We will make an initial payment of up to 50% of the 2019-20 yearly allocation on execution of the grant agreement. We will make subsequent payments based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress.

10.5 Grant 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

Grantees must have systems in place to meet their data collection and reporting obligations outlined in their grant agreement. You must submit a completed Activity Work Plan and progress reports in line with the grant agreement.

Performance information (e.g. client characteristics and service delivery information) needs to be collected by grantees at the client level and included in all six monthly performance reporting.

You must submit reports in line with the grant agreement. We will remind you of your reporting obligations before a report is due. Six monthly performance reports must include:

- evidence of your progress toward completion of agreed activities and outcomes
- contributions of participants directly related to the grant activity
- total eligible expenditure incurred to date
- breakdown of Key Performance Indicators, including but not limited to:
 - training course development

- number of courses delivered
- number of participants
- demography of participants
- location of training
- impact and quality of training.

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

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

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

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

Final evaluation report

When you complete the grant activity, you must submit an independent final evaluation report.

Final evaluation reports must:

- be outcome and impact focused
- assess package performance over the funding period and make recommendations for future improvements
- 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 may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

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, 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

You will be required to conduct an independent evaluation of the Accredited Training for Sexual Violence Responses grant opportunity to see how well the outcomes and objectives have been achieved.

12.8 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 Accredited Training for Sexual Violence Responses 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 DSS. 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 DSS [Complaints procedure](#) 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

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 DSS 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 DSS.

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

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

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

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#).

This includes letting you know:

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

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

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

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

As part of your application, you also declare your ability to comply with the [Privacy Act 1988](#) and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must

not do anything, which if done by the Australian Government would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential information

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

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

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the 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 money⁹ or other Consolidated Revenue Fund (CRF) money¹⁰ is to be paid to a grantee other than the Commonwealth; and 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 [entity] 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.
selection criteria	comprise eligibility criteria and assessment criteria.

⁹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹⁰ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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.