



**Australian Government**  
**Department of Agriculture,  
Water and the Environment**

**Community  
Grants Hub**  
Improving your grant experience



# National Farm Safety Education Fund: Improving Farm Safety Practices Grant Opportunity Guidelines

<b>Opening date:</b>	17 June 2021
<b>Closing date and time:</b>	9:00 PM AEST on 11 August 2021
<b>Commonwealth policy entity:</b>	Department of Agriculture, Water and the Environment
<b>Administering entity:</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5:00 PM AEST on 4 August 2021
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# 1 National Farm Safety Education Fund: Improving Farm Safety Practices processes

## **The National Farm Safety Education Fund is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to the Department of Agriculture, Water and the Environment's Outcome 3 – More sustainable, productive, internationally competitive and profitable Australian agricultural, food and fibre industries through policies and initiatives that promote better resource management practices, innovation, self-reliance and improved access to international markets. The Department of Agriculture, Water and the Environment 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 the [GrantConnect](#) and [Community Grants Hub](#) websites.



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

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



## **We assess all grant applications**

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money 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 (**the Minister for Agriculture, Drought and Emergency Management, or his delegate**) 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 National Farm Safety Education Fund: Improving Farm Safety Practices**

We evaluate your specific grant activity and the National Farm Safety Education Fund: Improving Farm Safety Practices as a whole. We base this on information you provide us and that we collect from various sources.

## 1.1 Introduction

These guidelines contain information for the National Farm Safety Education Fund: Improving Farm Safety Practices grants.

You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub (the Hub) on behalf of the Department of Agriculture, Water and the Environment (the department).

## 2 About the grant program

The National Farm Safety Education Fund (the program) was a 2019 election commitment of \$3.5 million (GST exclusive) to support activities that improve farm safety outcomes, through increased awareness of farm safety and education to help prevent farm accidents.

The program aligns with the department's purpose of partnering and regulating to enhance Australia's agriculture, unique environment and heritage, and water resources.

With one in 5 workplace fatalities occurring on farms, improving farm safety awareness and education will benefit Australia's farmers, farm workers, families and the regional communities they support.

Funding of \$1.9 million has been allocated to Farmsafe Australia to undertake a range of activities that will deliver on the government's commitment to safer farms and reduce on-farm injuries and fatalities, and to develop the [National Farm Safety Education Fund Strategy](#) (the Strategy), which was released on 17 March 2021.

The priorities of this grant opportunity were informed by the Strategy.

The Department of Agriculture, Water and the Environment and the Community Grants Hub administer the program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

### 2.1 About the National Farm Safety Education Fund: Improving Farm Safety Practices grant opportunity

The purpose of the National Farm Safety Education Fund: Improving Farm Safety Practices grant opportunity is to support projects that result in improved farm safety outcomes nationally.

The objective of the grant opportunity is better and more effective communication to farmers and those that live and work on Australian farms and in related industries, to improve their understanding and uptake of the behaviours and practices associated with farm safety.

The grant opportunity will support projects focused on education and capacity building in 2 priority areas. These priorities were informed by the Strategy.

1. The next generation of farmers
  - a. We are seeking project proposals that improve farm safety education and related attitudinal and behavioural change, in young children on farms, primary students, and/or secondary students
2. Industry-endorsed training and continued learning
  - a. We are seeking project proposals that develop and/or deliver well designed, fit-for-purpose basic farm safety training
  - b. Project proposals should, where possible, consider how to tailor training to different farm types, activities and workers (for example, seasonal workers, migrant workers and backpackers)
  - c. Project proposals should either fund the development and/or delivery of courses that can be vocational education and training (VET) accredited, or provide good reason why the development and/or delivery of other courses should be funded
  - d. You may seek funding to evaluate, tailor and enhance existing VET accredited training programs. We will not fund evaluation of courses that have already been evaluated

Project proposals should, where possible, be clearly informed by existing evidence and recommend ways to develop and apply this evidence to relevant activities in the priority areas.

The intended outcome of the grant opportunity is that farmers and those that live and work on Australian farms and in related industries have:

- increased positive attitude shift towards farm safety practices
- increased uptake of farm safety practices.

## 3 Grant amount and grant period

### 3.1 Grants available

The Australian Government has announced up to \$1.6 million (GST exclusive) is available to 30 June 2023.

There is no maximum grant amount, but grants cannot exceed the amount of available funds. It is anticipated that several projects will be funded for up to 2 years.

### 3.2 Grant period

The maximum grant period is 2 years. Grant activities must be completed by June 2023.

## 4 Eligibility criteria

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

Organisations must be eligible as per these guidelines at the time of submitting an application.

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

To be eligible, you must be one of the following entity types:

- Indigenous Corporation
- Company<sup>1</sup>
- 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 Government<sup>2</sup>
- Cooperative
- Incorporated Association
- Statutory Entity.

If you are applying as a Trustee on behalf of a Trust<sup>3</sup>, the Trustee must have an eligible entity type as listed above.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above<sup>4</sup>. Eligible organisations can form a consortium with ineligible organisations. The eligible organisation must apply. Applications received from ineligible organisations will not be accepted.

## 4.2 Additional eligibility requirements

Before you apply, you must:

- have an Australian Business Number (ABN)
- have an account with an Australian financial institution.

If you do not meet these additional requirements, you will not be eligible.

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<sup>1</sup> Company is a company incorporated under the *Corporations Act 2001* (Cth).

<sup>2</sup> Includes New South Wales local governments created as body politics.

<sup>3</sup> 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. Trustees must be an eligible entity type as stated in section 4.1. Both the Trust's and Trustee's details will be collected in the application form.

<sup>4</sup> The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. Consortia are eligible to apply and the relevant conditions applicable to consortia are in section 7.1.

### **4.3 Who is not eligible to apply for a grant?**

You are not eligible to apply if you are a/an:

- organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- Unincorporated Association
- Non-Corporate Commonwealth Entity
- Sole Trader
- International Entity
- Partnership
- Person.

Additionally, government departments are not eligible to apply.

### **4.4 What qualifications, skills or checks are required?**

If you are successful, relevant personnel working on projects who have contact with children must maintain the following:

- Working with Vulnerable People registration
- Working with Children Check.

If you are successful, relevant personnel working on projects relating to training must comply with Australian Skills Quality Authority accreditation.

## **5 What the grant money can be used for**

### **5.1 Eligible grant activities**

To be eligible, your grant activity must only be used for costs directly incurred in carrying out or administering the project as defined in your grant agreement. Eligible activities could include (but are not limited to):

- developing formal education modules, courses or literature
- delivering activities that increase participants' farm safety knowledge and behavioural change
- developing or evaluating existing data sets to support delivery of proposed projects.

### **5.2 Eligible expenditure**

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

Eligible expenditure items may include (but are not limited to):

- wages
- contribution to the reimbursement of training costs (for example, travel, accommodation and meals)
- costs associated with developing formal education modules, courses and literature
- travel (for example, contribution to the reimbursement of fuel costs)
- accreditation costs (for example, costs incurred to evaluate, tailor or enhance existing VET accredited training programs).

Not all expenditure on your grant activities may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

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

### **5.3 What the grant money cannot be used for**

You cannot use the grant for:

- evaluation of courses that have already been evaluated
- purchase of land
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

We cannot provide a grant if you receive funding from another government source for the same purpose.

## **6 The assessment criteria**

You must address all of the following assessment criteria in the application.

All the assessment criteria are equally weighted.

The application form includes character limits – up to 6,000 characters (approximately 950 words) per criterion. The application form will not accept characters beyond this limit. Please note, spaces are included in the character limit.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

We will only award funding to applications that score highly against all assessment criteria.

We will consider a balance of the 2 priority areas of the grant opportunity in determining successful applications.

We will consider the spread of commodities in determining successful applications.

We will consider the extent to which the supporting evidence in the application demonstrates that it will contribute to meeting the grant opportunity outcome and objective.

Applications are highly encouraged to leverage existing initiatives. If relevant, applications should describe how the project will build on or complement (and not duplicate) existing activities, priorities and strategies, such as the [Strategy](#).

Applications for projects that demonstrate they can be rolled out nationally are desirable (the project itself may be a localised pilot).

### **Criterion 1**

Describe how your project proposal will contribute to the grant opportunity and intended outcomes.

You must demonstrate this through identifying:

- how the project will achieve the objective and intended outcome of the grant opportunity (refer to section 2)
- how the project is focused on one or more of the priority areas of the grant opportunity (refer to section 2)
- how the project will engage relevant stakeholders (for example, next generation of farmers and/or current workforce) and the extent to which the project leverages existing initiatives
- how the project will monitor, evaluate and measure project outcomes
- anticipated short-, medium- and long-term project outcomes.

### **Criterion 2**

Describe your organisation's experience working with and delivering projects for your community.

You must demonstrate this through identifying:

- details of the key personnel engaged in delivering the project/sub-projects or collaboration with relevant/specialist organisations
- particular skills or expertise that personnel/project partners will bring to the project
- proposed governance arrangements to manage the project effectively, including management of consortia (if applicable).

### **Criterion 3**

Describe how your project proposal represents value for money.

You must demonstrate this through identifying:

- how the project outputs will be delivered on time and within budget (project management arrangements)
- project risks including the level of risk and how risks will be managed
- the project budget including items that are eligible, reasonable and relevant to the project activities (taking into account the scale of the project)
- how your project is an innovative or previously proven successful approach to engaging with the particular cohort/vulnerable group/community/locality your project seeks to target
- the issues facing the particular cohort/vulnerable group/community/locality your project seeks to target.

## 7 How to apply

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

These documents are found on the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda<sup>5</sup> 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 may submit more than one application form for each project. A separate application form must be submitted for each project. If more than one application is submitted for the same project, 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/s to the Community Grants Hub by 9:00 PM AEST on 11 August 2021.

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 Act 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application 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](mailto: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.

Late applications will not be accepted in any circumstance.

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.

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<sup>5</sup> Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

## 7.1 Joint (Consortia) applications

We recognise that some organisations may want to join together as a group to deliver a project.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The lead organisation of a consortium must also be an eligible entity type as outlined in section 4.1. The application must identify all other members of the proposed group. All members of the consortium must comply with the National Redress legislation.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

## 7.2 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We will not accept late applications.

### Expected timing for this grant opportunity

If you are successful, you will be expected to start your project around November 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	Up to 2 weeks
Approval of outcomes of selection process	Up to 2 weeks
Negotiations and award of grant agreements	Up to 4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	November 2021
End date of grant activity	June 2023

## 7.3 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](mailto:support@communitygrants.gov.au).

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00 PM AEST on 4 August 2021. Following this time, only questions about using and/or submitting the application form will be answered.

# 8 The grant selection process

## 8.1 Assessment of grant applications

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines.

We will assess all applications for eligibility and compliance against the requirements of the application process. Eligible applications will then be considered through an open competitive grant process.

Whilst not mandatory, project proposals that can be VET accredited are encouraged.

Preference may be given to applications who can prove their project proposal can be VET accredited.

## **8.2 Who will assess and select applications?**

The department will undertake a preliminary assessment against the selection criteria. The preliminary assessment will provide an initial ranking of applications to inform the deliberations of the Selection Advisory Panel.

The Selection Advisory Panel will be established by the department and may include a mix of departmental employees, experts from the sector, and other Commonwealth officers with relevant specialist expertise.

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 will assess whether the application represents value with money and will make final recommendations to the decision maker by taking into account:

- the initial preliminary score against the assessment criteria
- how well it compares to other applications
- the overall objective/s to be achieved in providing the grant
- whether the project can be VET accredited
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the National Farm Safety Education Fund: Improving Farm Safety Practices grant round
- how the grant activities will target groups or individuals
- the risks, financial, fraud and other, that the applicant or project poses for the department
- the risks that the applicant or project poses for the Commonwealth.

## **8.3 Who will approve grants?**

Based on the value of the grant round, and in line with the department's Financial Delegations, the Minister for Agriculture, Drought and Emergency Management or his delegate will be the decision maker for this round. The decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel, taking into consideration any further information that may become known, including 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 will be 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 to access information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will be available upon request. Applicants seeking individual feedback should submit requests to [crops@awe.gov.au](mailto:crops@awe.gov.au).

Requests for individual feedback will only be accepted within 30 days of receipt 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 Commonwealth Standard Grant Agreement for this grant opportunity.

The Commonwealth Standard Grant Agreement has standard grant conditions that cannot be changed. Sample grant agreements are available on the GrantConnect and Community Grants Hub websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed.

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

We may manage the grant agreement through our Grant Recipient Portal. Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

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

### **Commonwealth Standard Grant Agreement**

We will use a Commonwealth Standard Grant Agreement.

You will have 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.

## 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 Specific legislation, policies and industry standards**

Whilst you are required to be compliant with all relevant laws and regulations, for project proposals relating to contact with children, you will be requested to demonstrate compliance with the following legislation/policies/industry standards:

- Working with Vulnerable People
- Working with Children.

To be eligible for a grant, you must declare in your application that you comply with these requirements. You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

### **10.4 How we pay the grant**

The grant agreement will state the:

- maximum grant amount to be paid
- schedule of payments (based on the budget proposal and subject to negotiation between the department and the grant recipient)
- reporting requirements.

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

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

Payments will be made according to schedules agreed between grant recipients and the department, as recorded in the grant agreement. Payment schedules will reflect the nature of the proposal, and may be linked to the achievement of project milestones and key performance indicators. Release of each payment may depend on your organisation meeting all requirements as specified in the grant agreement.

## 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 project or organisation.

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

You must also inform us of any changes to your:

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

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

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

### 12.2 Reporting

You must submit reports in line with the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed milestones and outcomes
- expenditure of the grant.

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.

#### Activity Work Plan

You will be required to work with the department to complete an Activity Work Plan on the template provided by us with your grant agreement. An Activity Work Plan will be used to outline the specific

grant requirements. The Activity Work Plan documents planned deliverables, milestones and outputs for the funded project as well as risk management and community engagement relevant to the funded project.

Successful applicants' progress and outcomes against the Activity Work Plan will be monitored throughout the grant through regular reports.

### **Progress reports**

Progress reports must:

- include evidence of your progress toward completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We may 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.

### **Ad-hoc reports**

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

### **Final report**

When you complete the project, you must submit a final report.

Final reports must:

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

## **12.3 Audited financial acquittal report**

### **Non-audited financial acquittal report**

We may ask you to provide a non-audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement and declare unspent funds.

## **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

We will evaluate the National Farm Safety Education Fund: Improving Farm Practices grant opportunity to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

## 12.8 Acknowledgement

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

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

# 13 Probity

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

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

## 13.1 Enquiries and feedback

### Complaints about this grant opportunity

The department's [Suggestions Compliments Complaints and Procurement Process](#) apply to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to the Program Manager at [crops@awe.gov.au](mailto:crops@awe.gov.au).

### Complaints about the selection process

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

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

Phone: 1800 634 035

Email: [complaints@dss.gov.au](mailto:complaints@dss.gov.au)

Mail: Complaints  
GPO Box 9820  
Canberra ACT 2601

## Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 13.2 Conflicts of interest

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

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer 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 interest or that, to the best of your knowledge, there is no conflict of interest.

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

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

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

## 13.3 Privacy

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

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

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

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

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

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

### **13.4 Confidential information**

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

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

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the 3 conditions below.

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

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

### **13.5 Freedom of information**

All documents that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian

Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

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

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

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

## 14 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a> .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	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> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>6</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>7</sup> is to be paid to a grantee other than the Commonwealth</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ol>
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.
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.
<a href="#">GrantConnect</a>	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.
grantee	the individual/organisation which has been selected to receive a grant.
National Redress legislation	means the <a href="#">National Redress Scheme for Institutional Child Sexual Abuse Act 2018</a> .
Portfolio Budget Statement (PBS) program	described within the entity's <a href="#">Portfolio Budget Statement</a> , 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.

<sup>6</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>7</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> <li>▪ quality of the project proposal and activities</li> <li>▪ fit for purpose of the proposal in contributing to government objectives</li> <li>▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>▪ potential grantee's relevant experience and performance history.</li> </ul>