



Justice Services

Legal advice service supporting the Royal Commission into Defence and Veteran Suicide

Grant Opportunity Guidelines

Opening date:	19 July 2021
Closing date and time:	9:00 pm AEST on 30 July 2021
Commonwealth policy entity:	Attorney-General's Department
Administering entity:	Community Grants Hub
Enquiries:	<p>If you have any questions, contact</p> <p>Community Grants Hub</p> <p>Phone: 1800 020 283 (option 1)</p> <p>Email: support@communitygrants.gov.au</p> <p>Questions should be sent no later than 5:00 pm AEST on 23 July 2021</p>
Date guidelines released:	19 July 2021
Type of grant opportunity:	Targeted competitive

Contents

1	Legal advice service supporting the Royal Commission into Defence and Veteran Suicide	4
1.1	Introduction	5
2	About the grant program	5
2.1	About the legal advice service grant opportunity	5
2.1	Response to COVID-19 (coronavirus)	6
3	Grant amount and grant period	6
3.1	Grants available	6
3.2	Grant period	7
4	Eligibility criteria	7
4.1	Who is eligible to apply for a grant?	7
4.2	Who is not eligible to apply for a grant?	8
4.3	What qualifications, skills or checks are required?	8
5	What the grant money can be used for	8
5.1	Eligible grant activities	8
5.2	Eligible locations	9
5.3	Eligible expenditure	9
5.4	What the grant money cannot be used for	10
6	The assessment criteria	10
7	How to apply	11
7.1	Attachments to the application	12
7.2	Joint (Consortia) applications	13
7.3	Timing of grant opportunity processes	13
7.4	Questions during the application process	13
8	The grant selection process	14
8.1	Assessment of grant applications	14
8.2	Who will assess and select applications?	14
8.3	Who will approve grants?	14
9	Notification of application outcomes	15
9.1	Feedback on your application	15
10	Successful grant applications	15
10.1	The grant agreement	15
10.2	Commonwealth Child Safe Framework	16
10.3	Specific legislation, policies and industry standards	16
10.4	How we pay the grant	17
10.5	Grant payments and GST	17
11	Announcement of grants	17
12	How we monitor your grant activity	17

12.1	Keeping us informed	17
12.2	Reporting	18
12.3	Audited financial acquittal report.....	18
12.4	Grant agreement variations	18
12.5	Record keeping.....	18
12.6	Evaluation	18
12.7	Acknowledgement.....	19
13	Probity.....	19
13.1	Enquiries and feedback	19
13.2	Conflicts of interest	20
13.3	Privacy	20
13.4	Confidential information	21
13.5	Freedom of information.....	21
14	Glossary.....	23

1 Legal advice service supporting the Royal Commission into Defence and Veteran Suicide

The grant is designed to achieve Australian Government objectives

This grant opportunity is part of Program 1.4 Justice Services, which contributes to the Attorney-General's Department's Outcome 1: A just and secure society through the maintenance and improvement of Australia's law, justice, security, and integrity frameworks. The Attorney-General's Department 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 Attorney-General, Attorney-General's Department) 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 Legal advice service supporting the Royal Commission into Defence and Veteran Suicide grant opportunity

We evaluate your specific grant activity and the Justice Services: Legal advice service supporting the Royal Commission into Defence and Veteran Suicide grant opportunity 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 Legal advice service supporting the Royal Commission into Defence and Veteran Suicide (the legal advice service) grant/s.

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 Attorney-General's Department (the department).

2 About the grant program

The legal advice service will run over 2 years from 2021–22 to 2022–23. On 19 April 2021, the Prime Minister announced the establishment of the Royal Commission into Defence and Veteran Suicide (the Royal Commission). The Letters Patent, issued on 8 July 2021 under the *Royal Commissions Act 1902*, set out the terms of reference.

Program 1.4 of the department's [Portfolio Budget Statement](#) includes a sub-program for payments for the provision of community legal services – Legal advice supporting the Royal Commission into Defence and Veteran Suicide.

A national legal advice service will be established to support this measure.

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

2.1 About the legal advice service grant opportunity

The objective of the legal advice service is to provide legal advice and information to members of the public wishing to engage with the Royal Commission. The legal advice service seeks to assist Australian Defence Force (ADF) personnel and veterans, and their families, carers and supporters to access and engage with the Royal Commission. It will be an independent, trauma-informed, culturally safe and accessible service that will be delivered nationally. The legal advice service will enable people to understand their legal rights and options in engaging with the Royal Commission.

The legal advice service will provide referral to counselling and other support services to ensure a holistic and cooperative approach to assisting people to engage with the Royal Commission. The legal advice service will not require the individual to be a formal witness of the Royal Commission.

The service will run for the duration of the Royal Commission. The legal advice service will target ADF personnel and veterans, and their families, carers and supporters.

The express outcomes of the grant activity is the provision of a free national legal advice service that will:

- **be national** – a legal assistance service that has the ability to scale nationally before the commencement of hearings of the Royal Commission. The service is to provide an ongoing presence in the city where the Royal Commission is located, as well as communities with significant numbers of ADF personnel – for example, Townsville
- **be experienced** – experienced, suitably qualified and trained employees to provide legal advice and information to the public including ADF personnel and veterans, and their families, carers and supporters in relation to the Royal Commission, including preparation of voluntary submissions and private sessions where appropriate
- **be accessible** – provide appropriate arrangements including accessible locations, technology and communication facilities
- **be culturally appropriate** – the legal advice service must provide a culturally safe service
- **be able to refer** – use existing networks and have the ability to create referrals for individuals seeking legal representation for appearances before the Royal Commission. Referrals are to include other services, such as advocacy, social and psychological support services
- **establish governance** – have strong, existing governance and financial arrangements to support the delivery of a national service
- **work with the Royal Commission** – ability to work closely with the Royal Commission, ensuring there are appropriate resources available, particularly during hearing dates.

2.1 Response to COVID-19 (coronavirus)

At the time of publication, there are a range of public health and other measures in place as part of Australia's response to COVID-19.

COVID-19 represents a significant challenge both in Australia and internationally. Some members of the community may be particularly vulnerable to COVID-19. For this reason, applicants should carefully consider their activities, to ensure that they can be safely delivered, including adhering to COVID-19 social distancing or other public health measures.

You are strongly encouraged to adapt proposed activities in your application to allow for social distancing and ensure the safety of participants.

Your application should include information about how your proposed activity will comply with COVID-19 requirements.

Successful applicants will need to comply with the relevant social distancing or other public health measures in place at the time they are delivered (this includes national, state and local government requirements). Australian Government information and advice for limiting the spread of COVID-19 is available on the [Department of Health website](#).

3 Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of up to \$9.482 million (excluding GST) over 2 years for the provision of the legal advice service supporting the Royal Commission.

For this grant opportunity, up to \$5.070 million is available in 2021–22 and up to \$4.412 million is available in 2022–23.

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

3.2 Grant period

The grant will run from 16 September 2021 to 30 June 2023. The maximum grant period is 2 years.

The department may seek to vary the grant period if the Royal Commission is extended beyond the expected reporting date of 15 June 2023.

4 Eligibility criteria

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

4.1 Who is eligible to apply for a grant?

To be eligible to apply for a grant, you must be one of the listed invited organisations and have received an invitation to apply through GrantConnect.

The list of eligible applicants was determined based on the need for the establishment of a national legal advice service that will meet the requirements of all individuals, including (ADF) personnel and veterans, and their families, carers and supporters to access and engage with the Royal Commission. Furthermore, the eligible applicants have experience and specialist expertise and knowledge in delivering legal assistance services.

Invited organisations		ABN
Community Legal Centres Australia		67 757 001 303
Members of National Legal Aid	Legal Aid ACT	40 848 011 291
	Tasmania Legal Aid	70 223 103 968
	Legal Aid New South Wales	81 173 463 438
	Legal Aid Queensland	69 062 423 924
	Legal Aid Commission of Western Australia	96 166 412 580
	Legal Services Commission of South Australia	90 731 571 498
	Northern Territory Legal Aid Commission	74 014 891 677
	Victoria Legal Aid	42 335 622 126
Members of National Aboriginal and Torres Strait Islander Legal Service	Aboriginal and Torres Strait Islander Legal Service (Qld) Ltd	11 116 314 562
	Aboriginal Legal Service (NSW/ACT) Limited	93 118 431 066
	North Australian Aboriginal Justice Agency	63 118 017 842
	Aboriginal Legal Service of Western Australia	61 532 930 441
	Aboriginal Legal Rights Movement, South Australia	32 942 723 464
	Victorian Aboriginal Legal Service	45 926 675 900
	Tasmanian Aboriginal Legal Service	84 832 275 866

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 above¹. Eligible organisations can form consortia with ineligible organisations.

4.2 Who is not eligible to apply for a grant?

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

You are also not eligible to apply if you are an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

4.3 What qualifications, skills or checks are required?

If you are successful, all relevant personnel working on the grant activity must maintain a:

- Working with Vulnerable People registration
- Working with Children Check
- current legal practitioner certificate with the relevant state/territory legal practitioner board.

5 What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your grant activity must create and operate a trauma-informed national legal advice service to support the objectives of the Royal Commission.

- The service will provide:
 - free legal advice, information and referral to be provided through a national telephone advice line, a website and face-to-face services in key locations (including where the Royal Commission will be located and regional areas where there are ADF personnel)
 - community outreach and liaison
 - community information and education sessions.
- The service must consist of:
 - appropriately qualified legal and support staff
 - specialist staff for Aboriginal and Torres Strait Islander clients
 - specialist staff trained and experienced in dealing with trauma and mental health.

¹ 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 7.2.

- The service must develop a close working relationship with key stakeholders and establish referral pathways with:
 - the Royal Commission
 - relevant support services (for example, counselling services for ADF personnel and veterans)
 - the department.
- The service is to be governed under an existing governance structure and/or a specialist board appointed for the activity.

5.2 Eligible locations

Your grant activity must provide Australia-wide delivery of a legal advice service to individuals seeking to engage with the Royal Commission.

An ongoing presence is required where the Royal Commission is based and in regional areas where there is a large amount of ADF personnel.

5.3 Eligible expenditure

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

Eligible expenditure items include but are not limited to:

- employee salary and on-going costs that can be directly attributed to the provision of the grant activity
- employee training specifically related to the delivery of the legal advisory service
- counselling services and/or vicarious trauma support services for employees
- administration expenses directly related to the funded activity:
 - rent and outgoings
 - computer/information/software
 - webpage costs
 - telephones, including costs for information line/call centre
 - insurance
 - utilities
 - postage
 - stationery and printing, including communication/publication material
 - interpreter services
 - travel costs and vehicles used to deliver outreach services including legal assistance and community legal education, attend Royal Commission hearings and visit clients who are unable to travel to office locations
 - audit costs
 - costs associated with referrals.

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

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

Not all expenditure on your grant activity may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure.

5.4 What the grant money cannot be used for

You cannot use the grant for:

- activities for the same purpose that is already funded on an ongoing basis by another Australian state, territory or local government
- costs incurred in assisting an individual and/or organisation who has been called as a witness for the Royal Commission (funding for legal representation and associated disbursements for witnesses is provided through the department's legal financial assistance scheme)
- purchase of land
- wages not directly related to the delivery of the service
- major capital expenditure without prior approval
- 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 without prior approval
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

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

6 The assessment criteria

You must address all of the following assessment criteria in the application. Each of the assessment criteria listed below has an equal weighting so you should provide an equivalent amount of information in responding to each criterion.

The application form includes character limits – up to 4,000 characters (approximately 600 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.

You are strongly encouraged to adapt proposed activities in your application to allow for social distancing and ensure the safety of participants. In your response to the below assessment criteria, you should include information about how your proposed activity will comply with COVID-19 requirements. This is particularly important for activities that place participants in close physical proximity.

Criterion 1 - How will the needs of individuals seeking to engage with the Royal Commission be met?

When addressing the criterion, strong applicants will demonstrate:

- experience in providing a trauma-informed, culturally appropriate, accessible legal service for individuals. Experience in delivering legal services for ADF personnel and veterans and experience in working with Royal Commission/s are highly desirable
- training, policies and procedures to provide a trauma-informed, culturally appropriate, accessible legal service
- means for referral to assist individuals to access community supports for counselling and other legal practitioners.

Criterion 2 - How will the legal advice service be delivered?

When addressing the criterion, strong applicants will demonstrate:

- how it will provide a trauma-informed, culturally appropriate, accessible legal service for individuals, including ADF personnel and veterans, and their family members, carers and supporters. This should include any proposed sub-contractor arrangements
- locations (noting that an ongoing presence needs to be where the Royal Commission is located), scaling and timeframe for the delivery of the service for the length of the Royal Commission
- policies, procedures and systems in place to deal with conflicts of interest, confidentiality, safety of clients and staff and risk assessments. Provide information on insurance and professional indemnity
- engagement strategy, including for clients, the Royal Commission, referral organisations (counselling, other legal representatives).

Criterion 3 - Describe your capacity to deliver the legal advice service.

When addressing the criterion, strong applicants will demonstrate:

- a costed budget for the term of the grant activity, include any proposed sub-contractor arrangements
- the ability to develop, implement, manage and monitor grant activities to achieve positive outcomes relevant to the grant activity
- strong governance and financial arrangements that exist in your organisation.

7 How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement and Questions and Answers.

The Grant Opportunity Guidelines can be found on the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to these guidelines will be published on both sites. All other grant opportunity documentation (including the online application form) will only be available to invited

applicants via GrantConnect. Addenda² to these grant opportunity documents will only 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](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application by 9:00 pm AEST on 30 July 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 submitted application prior to the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

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

If we find an error or something missing, we may ask you for clarification or additional information.

This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

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

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

7.1 Attachments to the application

The following document completed on the mandatory template must be attached to your application for it to be considered compliant and for it to proceed to assessment. The mandatory template is provided for your use with the grant opportunity documents as specified.

- Activity Budget

If the mandatory template is not used, your application will be considered non-compliant and will not proceed to assessment.

² 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.

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 Joint (Consortia) applications

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

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 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.

7.3 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.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around September 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	Within 2 weeks from the closing date
Approval of outcomes of selection process	Within 4 weeks from the closing date
Notification to unsuccessful applicants	Within 4 weeks from the closing date
Negotiations and award of grant agreements	Within 7 weeks from the closing date
Earliest start date of grant activity	As stated in your grant agreement, if successful
End date of grant activity	As stated in your grant agreement, if successful

7.4 Questions during the application process

If you have any questions during the application period, only invited applicants' questions will be responded to during the application submission period. Please contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

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

The question period will close at 5:00 pm AEST on 23 July 2021. Following this time, only questions about using and/or submitting the application form will be answered.

8 The grant selection process

8.1 Assessment of grant applications

Only applications from the invited organisations listed in section 4.1 will be reviewed against the eligibility criteria and then considered through a targeted competitive grant process.

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

- how well it meets the criteria
- how well it compares to other applications
- whether it provides value with relevant money.

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

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 senior employees of the department 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 relevant money and will make final recommendations to the decision maker by taking into account:

- the initial preliminary score against the assessment criteria
- the overall objective/s to be achieved in providing the grant
- whether the proposed project is in scope
- the relative value of the grant sought
- the extent to which the applicant demonstrates a commitment to the grant activity
- how the grant activity will target groups or individuals.

The Selection Advisory Panel may seek additional information from the applicant to assist in making its final recommendations.

8.3 Who will approve grants?

Based on the value of the grant round, and in line with the department's Financial Delegations, the Deputy Secretary 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 are advised of any specific conditions attached to the grant.

9.1 Feedback on your application

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

Individual feedback will not be provided for this grant opportunity.

10 Successful grant applications

10.1 The grant agreement

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

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

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

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 10 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 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you will be requested to demonstrate compliance with the relevant legislation/policies/industry standards.

10.3.1 Legal practitioner legislation, rules and code of conduct

The successful applicant is required to ensure all persons involved in the delivery of the legal advice service comply with all relevant legislations, rules, and code of conduct in the provision of legal services in the states and territories of Australia.

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.

10.3.2 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 culturally and linguistically diverse (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 payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

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 no later than 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 activity 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 provide sample templates for these reports as appendices in 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 grant activity's 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 must submit a completed Activity Work Plan on the template provided 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. The Activity Work Plan also documents 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.

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

12.3 Audited financial acquittal report

We will ask you to provide an independently audited financial acquittal report annually. 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 Record keeping

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

12.6 Evaluation

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

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

12.7 Acknowledgement

All materials related to grants under the program must acknowledge the Commonwealth by saying: 'Legal advice service supporting the Royal Commission into Defence and Veteran Suicide – an Australian Government initiative.'

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

'This legal advice service 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 will be published on the [GrantConnect](#) and the [Community Grants Hub](#) websites.

13.1 Enquiries and feedback

Complaints about this grant opportunity

The department's [Client Service Charter](#) 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 the Legal Assistance Branch at finass@ag.gov.au.

Complaints about the selection process

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

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

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department and 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 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 is to give 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

14 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 (PGPA Act) .
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.
co-sponsoring entity	when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
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"> a. under which relevant money³ or other Consolidated Revenue Fund (CRF) money⁴ is to be paid to a grantee other than the Commonwealth b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
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.
grantee	the individual/organisation which has been selected to receive a grant.
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.
National Redress legislation	means the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 .
Portfolio Budget Statement (PBS) program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.

³ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁴ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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"> ▪ 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.