Glossary

This table lists the definitions of the standard terms used by the Community Grants Hub. The terms are arranged alphabetically within subject areas.

These terms must be used when defining business requirements, business process steps and data needs.

Terms marked with ◆ have not yet been incorporated into the Conceptual Data Dictionary, which is the formal definition of the Hub's data endorsed by Design Authority.

TERM	DEFINITION
PROGRAM	The administrative instruments established to deliver outcomes that execute government policy. Programs may use a number of different strategies to achieve their objectives including grants, subsidies, payments and services.
Accountable Authority	The person or group of persons responsible for governing the Commonwealth Entity.
Broad Based Program Model ◆	Standard services through a single delivery framework across a wide range of locations and by a number of providers.
Capacity Building and Enabling Projects Program Model ◆	Build capability or capacity of NGOs or a particular service sector to ensure the long-term sustainability of service delivery and cultivate relationships.
Capital Support Program Model ◆	Infrastructure or capital works that include the purchase of land, buildings or infrastructure, or the renovation of existing buildings or infrastructure.
Commonwealth Entity	This is the Government Body (agency or department) charged with delivering the PBS Outcome.
Individualised Support Program Model ◆	Client-led service delivery allowing clients to choose a provider that best suits their needs.
Interested Party	Potential Grant Recipients and beneficiaries who may have valuable insights into how best to design and implement the proposed granting activity and will assist to ensure outcomes are appropriately aligned to public needs.
Minister	A Government minister responsible for the Program.
One-off Program Model ◆	Single grant payment designed to meet a specific need.
PBS Outcome	Defines a government purpose. It is defined in the Appropriation Acts and articulated in the Portfolio Budget Statement. It may contain many programs.
Place Based Program Model ◆	Services to address a need or disadvantage specific to a location or demographic. Similar to Broad Based Program Model but with constraints on location or target demographic.
Policy	A statement of intent to achieve change of a situation. Government uses policy to tackle a wide range of issues impacting on their citizens. Policies may be implemented as programs.
Program Component	The first level decomposition of a PBS Program. It is defined by the Portfolio Budget Statement (PBS).
Program Delegate	The person who is formally delegated (accountable) for the Program delivery. It is usually a senior member of a Government Agency that is responsible for the PBS Outcome
Program Manager	The person who has overall responsibility for the successful planning, implementation, monitoring, closing and reporting of the program
Program Model ◆	The model that a Program Stream is managed under. There are six Program Models determined by a set of rules.
Program Pattern ◆	The set of rules that determine what type of selection process will be applied.
Program Risk	An assessment of a number of factors which measure the risk to achieving the policy objectives, such as innovation, location (remoteness), maturity of the market and the nature of the work. This will potentially change the approach to the market and assessment of Grant Applications

TERM	DEFINITION
Program Sub-Component	The second level decomposition of a Program. It is a classification mechanism for Commonwealth Entities to break up PBS Program Components. It is the first level accessible to agencies to define.
Program Stream	The publically visible component of a Program. All Grants are linked to the Stream, which then links it to the Program.
Program Stream Group	A group of Program Streams joined to simplify analysis or communication. Groups work across Outcomes and Programs as required. Typically, they group Streams for a particular reason such as identifying Program Streams that contribute to a WofG policy priority.
Senior Responsible Owner	Synonym for Program Delegate, required by ANAO's Better Practice Guide to Successful Implementation of Policy Initiatives.
GRANT	An arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth.
Assessment Criteria	The specified principles or standards, against which grant applications will be judged. These criteria assess the merits of a grant application and, in the case of a competitive grant selection process, to determine grant applicant rankings.
Awarded Grant	A Grant that has an executed Grant Agreement or Grant Agreement variation.
Competitive Selection ◆	A selection process for a Grant Funding Round in which applications close on a specified date and applicants are assessed against Selection Criteria and ranked in order of merit.
Co-sponsored Opportunity	Sharing a Grant Opportunity allows for the associated Commonwealth entities to report grants awarded against the Grant Opportunity.
Direct Selection ◆	A direct selection process does not require organisations to apply for a grant and is used in instances where Ministerial or Executive direction is given to fund specific service providers who have a proven record for delivering government outcomes.
Eligibility Criteria	The mandatory rules that a grant applicant must achieve (or be) to qualify for consideration for a grant. Eligibility Criteria may apply in addition to Assessment Criteria. There may be restrictions to certain Party Types.
Financial Payment	A Financial Payment is a monetary transfer to a Grant Recipient. It will consist of one or more Grant Payments.
Forecast Opportunity	A notice of a Commonwealth Entity's anticipated grant opportunities for the coming year.
Grant	An arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money or other Consolidated Revenue Fund money is to be paid to a recipient other than the Commonwealth; and b. which is intended to assist the recipient achieve its goals; and c. which is intended to help address one or more of the Australian Government's policy objectives; and d. under which the recipient may be required to act in accordance with specified terms or conditions.
Grant Activity	Grant Activity is the project /tasks /services that the Grant Recipient is required to undertake with the grant money.
Grant Activity Manager	The person in the agency responsible for the process of engaging and working with Grant Recipients to provide support and ensure reporting requirements and outcomes under the Agreement are met and related funds are effectively managed.
Grant Administration	The whole process of granting activity and includes: planning and design; selection and decision-making; the making of a grant; the management of grant agreements; the ongoing relationship with grants recipients; reporting; and review and evaluation.
Grant Agreement	Sets out the relationship between the parties to the agreement including terms and conditions. It is also used as a collective noun for Grant Agreement, Schedule and Activities.
Grant Agreement Schedule	This is the highest level of service delivery and specifies the details of the grant.
Grant Applicant	An individual, organisation or consortium that is applying or has applied for a grant.

TERM	DEFINITION
Grant Application Process	The steps that must be followed by a Grant Applicant in order to be considered for a grant. It includes the forms and documentation that a Grant Applicant must complete and the Selection Criteria that the grant applicant must address.
Grant Beneficiary	The individual or organisation that directly or indirectly receives a gain or benefit from activities funded by a grant. A Grant Beneficiary may or may not be the Grant Recipient.
Grant Beneficiary Location	This is the place that beneficiary resides or their principal business location.
Grant Beneficiary Measure	Data that measures Grant Activity performance, and contributes to evaluating Program Performance Indicators. Recorded measures may be qualitative or quantitative.
Grant Connect Reference Identifier	The Grant Connect Reference Identifier is unique within Community Grants hub agencies. It is an externally published identifier associated with a single Grant (Opportunity and/or Awarded).
Grant Funding Round	A program (stream) is allocated budget for a particular period to achieve a purpose.
Grant Guidelines	Grant guidelines articulate the grant administration process for stakeholders. It may be one document or a suite of documents that explains the purpose, processes and requirements for a grant
Grant Joint Funding Body	This is another Party responsible for part of the money required by the Grant Recipient. There may be many. This could be a private organisation and/or another level of government.
Grant Milestone	Is a point that must be achieved by the Grant Recipient. It may be a reporting or payment milestone.
Grant Opportunity	A Grant Funding Round that is currently accepting applications from Grant Applicants. A notice will be published on Grant Connect advertising the availability of Commonwealth Grants.
Grant Payment	This is a payment associated with a particular Grant Agreement (through a Grant Schedule).
Grant Recipient	An individual or organisation that has entered into a Grant Agreement with a Commonwealth Entity.
Grantee	Grantee is the legal entity specified in a Grant Agreement and includes, where relevant, its officers, employees, contractors and agents. Outside legal documents, Grant Recipient is preferred.
Non-competitive Selection ◆	A selection process for a Grant Funding Round, in which applications do not have a nominated closing date (see Ongoing Grant Round) and applicants are not ranked in order of merit.
One-off or ad hoc grants	Generally do not involve planned selection processes, but are instead designed to meet a specific need, often due to urgency or other circumstances. These grants are generally not available to a range of applicants or on an ongoing basis.
Ongoing Grant Round	A Grant Opportunity without a defined close date and time. The period during an application process when applications may be submitted for consideration, which does not have a nominated closing date.
Open Selection ◆	Open selection allows all potential grant recipients to apply for a grant.
Other CRF Money	Money that forms part of the Consolidated Revenue Fund other than relevant money or any other money of a kind prescribed by the rules.
Payment Milestone	A Milestone within a Grant Agreement that will allow the release of a payment or automatically generate a payment.
Procurement	Encompasses the whole process of procuring goods and services. It begins when a need has been identified and a decision has been made on the procurement requirement. Procurement continues through the processes of risk assessment, seeking and evaluating alternative solutions, the awarding of a contract, the delivery of and payment for the goods and services and, where relevant, the ongoing management of the contract and consideration of disposal of goods. In addition to the acquisition of goods and services by a relevant entity for its own use, procurement includes the acquisition of goods and services on behalf of another relevant entity or a third party.
Program Guidelines	Synonym for Grant Guidelines.
Request for Payment	A Grant Recipient may request a Financial Payment based on their achievement of a milestone (in the Grant Agreement Schedule).
Restricted Selection ◆	Restricted selection targets potential grant recipients (see Targeted Applicant), based on the specialised requirements of the granting activity.

TERM	DEFINITION
Selection Criteria	The requirements against which Grant Applications will be determined. They comprise Eligibility Criteria and Assessment Criteria
Selection Process	The method used to select potential grant recipients. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
Targeted Applicant	This is where a Grant is only offered to a defined list of Parties. This is due to a pre-qualification process or accepted incumbency.
Watch List	A list of Forecast Opportunity/s a Registered User has elected to 'watch'. The watch list allows registered users to identify and monitor specific Forecast Opportunities of interest and be notified by email should they change in status (Linked to GO, Withdrawn, Cancelled or Archived).
PARTY	**A Person or Organisation that has a relationship with Grants. The existence and details of the Party are managed independently of their role with the Grants Hub.**
Address	The channel details with which a Party may be communicated. Addresses may be physical addresses, postal addresses or electronic addresses.
Accountable Officer	A senior staff member, someone who is able to commit the organisation to a course of action.
Certifying Party	An external Party that issued the accreditation, certificate, license, registration, etc, for a Capability and is authorised to do so.
Client Agency	A Government Entity that has, or may, agree to use grant administration services supplied by the Hub.
Contact Person	The first point of contact for this party for general queries and actions. There may be multiple contact people at an organisation, connected to different Grant Activities.
Electronic Address	Includes online services such as web, email and social media addresses. Includes multi-party audio and video communication services such as phone, video and IP telephony numbers and identifiers (Skype, etc) and non-interactive services that use the same channel such as fax and SMS.
Financial Officer	The contact person for financial matters associated with Grants. Does not imply the Chief Financial Officer. There may be multiple financial people at an organisation, connected to different Grant Activities.
Hub Account Manager	The Hub representative reporting to a Hub Relationship Manager who is responsible for assisting one or more agencies to use the Hub services.
Hub Relationship Manager	The Hub representative who is responsible overall for assisting one of more agencies with implementing their Programs using the Hub services.
Party Address Usage	The usage of an Address for a specific purpose. An organisation will have a business address and a person will have a residential address.
Party Capability	Party Capability is the demonstrated ability for a party to perform an Activity. Capabilities may be internally assessed or externally verifiable such as training completion, certificates or organisational accreditation.
Party Capacity	Party Capacity is a measurement of the size or scale of a Party to undertake a Capability at a Location. It includes human resources, financial, regional capacity measures.
Party Relationship	Relationships between parties. This allows them to form networks of ownership and to identify key roles in Grant Management. A number of standard Relationship types are defined.
Party Type	The classification system for a particular party. A number of standard Party Types are defined, including various types of Government Entity, Private Entity (organisations and people), Partnership, Charity and Trust.
Physical Address	The Address where a person or organisation can be found. A physical address comprises an assigned set of identifiers which are given to a structure to show its location on a street.
Postal Address	A mail and parcel delivery point. It may be a physical address or PO Box, RMB, DX, etc
LOCATION	**A geographical point or area.**
Boundary	A closed, connected set of coordinates that defines a geographic boundary with an area and perimeter. They can be naturally occurring boundaries like lakes and forests or artificial like states, regions or federal electorates.

TERM	DEFINITION
Coordinates	A geographical point, usually expressed as latitude and longitude, and sometimes elevation
Grant Location	The service areas and Service Outlets (delivery points) of a Grant. It will also define the location of Grant Beneficiaries.
Party Location	The location where an organisation provides services, such as a delivery outlet or service coverage area.
Program Location	A Boundary or set of Boundaries that defines the geographical limits of the Program
OTHER	
Business Rule	This compares, computes or validates certain data and then may set other values for processing to select a path or change direction.
Event	The activities that occurred during a business transaction. Event data records what activity occurred, who did it, when it was done and what was the result. An Event records an instance of a Workflow.
Notification	An item of correspondence from or to a Party. Usually occurs during an Event.
Task	An atomic step in an Event that is usually performed as a contiguous piece of work, by one person (or a machine) through to completion.
Workload	The pipeline of current and future work requested by Client Agencies.
Workflow	A repeatable pattern of business activity, organised into a sequence of Tasks.