

Families and Communities Program Redress Support Services Grant Opportunity Guidelines

Opening date:	23 August 2018
Closing date and time:	2.00pm AEST on 5 October 2018
Commonwealth policy entity:	Department of Social Services
Enquiries:	If you have any questions, please contact: Phone: 1800 020 283 Email: support@communitygrants.gov.au
Date guidelines released:	23 August 2018
Type of grant opportunity:	Open competitive

Contents

- Families and Communities Program: Redress Support Services Processes** **4**
- 1.1 Role of the Community Grants Hub 5
- 1.2 About the grant program 5
- 1.3 About the Grant Opportunity 7
- 1.4 Grant Opportunity outcomes 8
- 1.5 Redress Support Services delivery 10
- 1.6 Target group 11
- 1.7 Engagement with other services 11
- 1.8 Service gaps 12
- 2. Grant amount** **13**
- 3. Grant eligibility criteria** **13**
- 3.1 Who is eligible to apply for a grant? 13
 - 3.1.1 Legal entities 13
 - 3.1.2 Non-legal entities 14
- 3.2 Who is not eligible to apply for a grant? 14
- 3.3 Additional eligibility requirements 15
- 3.4 What qualifications or skills are required? 15
- 4. Eligible grant activities** **16**
- 4.1 What the grant money can be used for 16
- 4.2 What the grant money cannot be used for 16
- 5. The grant selection process** **17**
- 5.1 Financial viability 17
- 6. The assessment criteria** **17**
- 7. The grant application process** **19**
- 7.1 Overview of the application process 19
- 7.2 Application process timing 19
- 7.3 Completing the grant application 20
- 7.4 Attachments to the application 20
- 7.5 Applications from consortia 21

7.6	Questions during the application process	22
7.7	Further grant opportunities	22
8.	Assessment of grant applications	22
8.1	Who will assess applications?	22
8.2	Who will approve grants?	23
9.	Notification of application outcomes	23
9.1	Feedback on your application	23
10.	Successful grant applications	24
10.1	The grant agreement	24
10.2	How the grant will be paid	24
11.	Announcement of grants	25
12.	Delivery of grant activities	25
12.1	Your responsibilities	25
12.2	Department of Social Services' responsibilities	26
12.3	Grant payments and GST	26
12.4	Reporting	26
12.5	Evaluation	27
12.6	Acknowledgement	27
12.7	Multicultural Access and Equity	27
13.	Probity	28
13.1	Complaints process	28
13.2	Conflict of interest	29
13.3	Privacy: confidentiality and protection of personal information	30
13.4	Freedom of information	31
14.	Consultation	32
15.	Glossary	33

Families and Communities Program: Redress Support Services Processes

The Program is designed to achieve Australian Government objectives

This grant opportunity is part of the National Redress Scheme for people who have experienced institutional child sexual abuse, which contributes to Department of Social Services Outcome 2: Families and Communities. The Department of Social Services works with stakeholders to plan and design the grant programs according to the *Commonwealth Grants Rules and Guidelines*.



The grant opportunity opens

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



You complete and submit a grant application

You must read these grant guidelines before you submit your application. These guidelines can be found on [GrantConnect](#). Note: Any addenda for this grant opportunity will be published on GrantConnect, and by registering on this website you will be automatically notified of any changes.



We assess all grant applications

We assess the applications against eligibility criteria. We then assess your application against the assessment criteria including an overall consideration of value for money, compare it to other applications and allocate grant funding to priority service areas and service type.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which grant 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 an agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and 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 grant opportunity

We evaluate the specific grant activity. We base this on information you provide to us and that we collect from various sources.

1.1 Role of the Community Grants Hub

The Community Grants Hub will administer this grant opportunity on behalf of the Department of Social Services (the Department) under a whole of Australian Government initiative to streamline grant processes across agencies.

1.2 About the grant program

Redress Support Services are a component of Outcome 2: Families and Communities Program within the National Redress Scheme component of the Families and Children Activity.

Redress Support Services will provide timely and seamless access to trauma-informed and culturally appropriate community-based support services to support people's engagement with the National Redress Scheme (the Scheme).

The National Redress Scheme

The Scheme was established in response to the Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission). It is a way to acknowledge that many children were sexually abused in Australian institutions, to hold institutions to account for this abuse, and help people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a monetary payment. The Scheme started on 1 July 2018 and will run for 10 years.

The Scheme is available to people:

- who experienced sexual abuse when they were a child
- before 1 July 2018, and
- in an institutional setting.

In addition, to access redress, a person must be:

- born before 30 June 2010, and
- an Australian citizen or permanent resident.

Other conditions apply before a person can access redress.

Up-to-date information on the Scheme is available on the [National Redress Scheme](#) website.

The role of Redress Support Services

Redress Support Services will support people's engagement with the Scheme by:

- communicating and promoting the Scheme to people affected by institutional child sexual abuse,
- providing guidance and support to people considering applying,
- providing timely and accurate information to people about the Scheme,
- providing practical support to people completing applications for redress, and
- providing professional and trauma-informed support to people throughout their engagement with the Scheme.

For many people who experienced institutional child sexual abuse, applying for redress may be the first time they disclose their abuse, and for many applicants it may trigger associated trauma.

The target group seeking support from Redress Support Services is highly diverse, and includes particularly vulnerable groups of people who may face complex barriers and other difficulties engaging with the Scheme.

Anticipating the extent of historical institutional child sexual abuse across Australia is difficult, however the Royal Commission estimated that there could be as many as 60,000 people who experienced institutionalised child sexual abuse.

Although participation in the Scheme is voluntary, uptake has been highly encouraging. All state and territory governments and an increasing number of non-government institutions have joined the Scheme. Institutions continue to engage constructively and it is expected that the number of participating institutions will continue to grow. Institutions not currently participating in the Scheme will have two years from its commencement to join the Scheme.

The strong willingness to join the Scheme means there is already a high demand for Redress Support Services within the community, and applicants should expect this demand to continue over the short-to-medium term life of the Scheme.

The Department is already funding organisations to deliver Redress Support Services across Australia. Prior to the Scheme commencing, these organisations delivered Royal Commission Support Services to assist people engaging with the Royal Commission.

This grant opportunity is envisaged to fill service gaps by providing funding opportunities for new and existing providers to respond to new and emerging client groups or broaden an existing service presence across a broader geographic area. For example, this could include extending services to support people living in rural and remote areas or people from culturally and linguistically diverse backgrounds that may wish to access the Scheme, and culturally appropriate and targeted approaches for Aboriginal or Torres Strait Islander peoples. It may also include tailored support for child applicants, or improved accessibility to the Scheme for people with disability.

Organisations will need to demonstrate capabilities to provide trauma-informed and culturally appropriate support to groups of people either considering applying for the Scheme or during their engagement with it. This includes, for example, people with disability, Indigenous Australians, and people from culturally or linguistically diverse backgrounds.

Redress Support Services must, at all times, ensure and maintain a good understanding of their client needs and demonstrate flexibility to ensure clients have equitable and appropriate access to the Scheme. This requirement will need to be satisfied by all organisations that deliver Redress Support Services, including those operating as part of a partnership, as a subcontracted organisation or through a consortium arrangement.

The Program will be undertaken according to the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

1.3 About the Grant Opportunity

These guidelines outline the requirements for the new Redress Support Services.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how to apply for the grant opportunity
- how grant applications are monitored and evaluated, and
- responsibilities and expectations in relation to the opportunity.

You must read this document before filling out an application.

Purpose of this grant opportunity

This grant selection opportunity to deliver Redress Support Services is expected to commence from March 2019 until 30 June 2021. Redress Support Services will provide support to applicants under the Scheme. This includes support for people who experienced institutional child sexual abuse regardless of whether the responsible institution has or has not opted into the Scheme.

For many people who experienced institutional child sexual abuse, applying for redress may be the first time they disclose their abuse, and for many applicants it may trigger associated trauma. Providing community-based support services to individuals is therefore a key component of the Scheme.

Redress Support Services will be underpinned by evidence-based practice, design and delivery principles that ensure:

- A tailored but flexible approach to support people to engage in the redress process.
- The importance of validating and respecting the different histories of people affected by institutional child sexual abuse.
- The person who experienced the child sexual abuse is central to all service design and delivery.
- People who experienced child sexual abuse are empowered to make their own informed choices.
- Service delivery staff have appropriate specialist skills / training and understand trauma and the unique and varied impacts of past institutional practices.
- Where service delivery organisations have existing or historical links to institutions that were involved in past child welfare policies, practices or services, or who may have been responsible for institutional child sexual abuse, services will be transparent and, where necessary, publically acknowledge their involvement in past practices and/or links to organisations or individuals involved in past practices, confirm their commitment to deliver high-quality and independent services, and outline their policies for handling real and perceived conflicts of interest.

Particularly vulnerable groups of people that may engage with the Scheme include, but are not limited to:

- Forgotten Australians
- Former Child Migrants
- Indigenous Australians, including Stolen Generations
- people with disability, including people with an intellectual disability
- people with mental health difficulties
- people from culturally and linguistically diverse backgrounds
- people with low literacy
- people under the age of 18
- people living in rural and remote areas
- people who are experiencing homelessness
- people living in residential care
- people who experienced abuse in a religious or clerical institution, and
- other cohorts with specific support needs.

Services will be delivered nationally through various delivery methods to ensure accessibility for Scheme applications across Australia. Delivery methods may include, but are not limited to:

- face-to-face settings
- outreach services
- national telephone support or
- online support.

1.4 Grant Opportunity outcomes

The primary objective of Redress Support Services is to provide flexible, timely and transparent assistance and support to people engaging with the Scheme.

The roles of the Redress Support Services are to:

- Provide accessible, client-focused support and counselling at all stages of the Scheme.
- Support people to describe their experience in their application.
- Support people through the application and outcomes process, including providing support during stages of the process they may find difficult such as attending legal advice sessions to sign the acceptance document, which gives effect to the statutory release or participating in a direct personal response.
- Provide support through qualified practitioners and trained professionals.
- Ensure equitable and appropriate access for particularly vulnerable groups of people.
- Provide access to interpreting or cultural translation services as required.
- Support people who receive an offer of redress with supportive, warm-referrals to the Scheme's legal support services.
- Assist people who accept an offer of redress with engaging with the relevant institution for a direct personal response.
- Provide supportive referrals to legal support services, financial support services, counselling and psychological care providers.
- Refer to or collaborate with appropriate services to provide social and practical support to clients during the application process such as housing, health, mental health, financial and aged care services in order to meet the critical needs of the individual.
- Collaborate with other organisations, such as local community groups, to support people's engagement with the Scheme.
- In cases where an individual is unable to access the Scheme, provide a warm referral to other existing support services to continue their care.
- Work with the relevant Australian Government departments and other relevant organisations as required to ensure successful implementation and continuous improvement of the Redress Support Services.
- Support and participate in the Scheme's evaluation process.

Support is available to clients:

- Prior to application so clients understand the application process from end to end, the eligibility requirements, and the steps involved.
- During the application process, answering questions clients may have, and helping them complete and lodge applications.
- During the notification periods so the client can understand what is being communicated and be provided with support to help process the information.
- When a decision is made in respect to the application.
- After the offer of redress is issued to the client to help them access counselling and psychological care, a direct personal response or other related referral.

The expected outcomes of the proposed Redress Support Services are for people who have experienced institutional child sexual abuse to have:

- been treated with dignity and respect, with an acknowledgement that their experience of childhood sexual abuse was wrong and should never have happened
- accessed flexible support services through the application process when needed
- been well informed of the Scheme process
- been assisted, through sensitive support, to complete their application and process the assessment outcome
- a good understanding of support services available for themselves and their families/support network
- support from individuals and organisations independent from past providers of care and/or institutions responsible for institutional child sexual abuse
- support to understand and manage an offer of redress, and
- been safely referred to ongoing supports once engagement with the Scheme has finished.

1.5 Redress Support Services delivery

Applicants to this grant opportunity may provide Redress Support Services through an appropriate delivery method or methods that best meets the objectives and requirements of this grant opportunity. Applicants can only submit one application to this grant opportunity using the correct application form. For more information on applications, see section 6: The Grant Selection process.

There is no prescribed service delivery method under this grant opportunity. All applicants must explain how their proposed service delivery method will specifically address service gaps and improve equity and access of support services to particularly vulnerable groups of people wishing to engage with the Scheme.

Some examples of service delivery methods that may be considered under this grant opportunity (noting this is not an exhaustive list) include:

- Location-based supports delivered through face-to-face settings, which may or may not be complemented by outreach services and community engagement.
- National telephone support, which may also include national online support, delivered nationally by staff trained in telephone and online counselling using specialised telephone and online facilities.

You must also provide an Independence Assurance document using the template provided. See section 7.4: Attachments to the application.

1.6 Target group

The target group for Redress Support Services are people who have experienced sexual abuse as children (under the age of 18 years), in institutional contexts before the commencement of the Scheme on 1 July 2018.

This target group is highly diverse, and includes particularly vulnerable groups of people who may have difficulties engaging with the Scheme. This includes people that traditionally face barriers accessing Government services due to factors including lower levels of literacy, limited computer literacy or access, and disengagement. Specific cohorts may include, but are not limited to:

- Forgotten Australians
- Former Child Migrants
- Indigenous Australians, including Stolen Generations
- people with disability, including people with an intellectual disability
- people with mental health difficulties
- people from culturally and linguistically diverse (CALD) backgrounds
- people with low literacy
- people under the age of 18
- people living in rural and remote areas
- people who are experiencing homelessness
- people living in residential care
- people who experienced abuse in a religious or clerical institution, and
- other cohorts with specific support needs.

Applicants must consider the target group when developing and delivering support services under this grant opportunity. Applicants must show how their proposed delivery method will meet the objectives of this grant opportunity for one or more particularly vulnerable groups of people who may engage with the Scheme.

While the primary target client is the individual survivors of institutional child sexual abuse, where support services deem that it is in the best interest in meeting the critical needs of the client, Redress Support Services may assist affected family members.

1.7 Engagement with other services

In addition to Redress Support Services, there are two supplementary components of support available to people engaging with the Scheme:

- Free legal support services to ensure applicants have access to independent expert legal advice while they engage with the Scheme. Services will be available through face-to-face meetings or by telephone to assist people:
 - with advice on other options available to them, including access to compensation through other schemes or common law rights and claims
 - prior to the application to ensure people understand the requirements of the Scheme and the application process
 - during completion of a person's application

- after a person receives an offer of redress and elects to seek an internal review, and
- with advice on the effect of signing the Deed of Release.
- Free financial support services available through existing Commonwealth Financial Counsellors, which are a confidential service that assists people to address their financial problems and debt. Services are delivered through community and local government organisations in each state and territory, and are available face-to-face or by calling the National Debt Helpline.

Redress Support Services will be required to provide referrals to these services as needed to create holistic service delivery for those affected by institutional child sexual abuse.

Redress Support Services will be required to engage with other parties delivering Redress outcomes, such as counselling and psychological care providers or institutions delivering a direct personal response, to support people to engage these elements of the Scheme.

The Department of Human Services will be responsible for delivering the Scheme, including administering the Scheme's application process and providing general assistance to people engaging with the Scheme. For example, this may consist of assisting people with any technical difficulties when submitting an application. Redress Support Services will be engaged to support the successful implementation and continuous improvement of the Scheme.

1.8 Service gaps

To ensure equitable coverage and access to support services across geographic locations and vulnerable cohorts, Redress Support Services may use Department approved subcontracting arrangements and brokerage to provide support for clients with specialised needs or in rural and remote locations where the funded Redress Support Services provider is unable to deliver the service directly.

There is no prescribed arrangement for how providers may engage with other providers to fill service gaps so long as the service provider can satisfy the Department that the proposed arrangements will maintain sufficient protections and quality control protections in the provision of trauma informed and culturally appropriate care. Grantees should consider the capabilities of their services and other suitable providers within their professional or local networks when applying for this grant opportunity. Some possible arrangements may include:

- a partnership with a qualified local health service that can deliver outreach services.
- a subcontracting arrangement to another provider with specialist capabilities to address a particular local cohort of high demand, such as an area with a high proportion of former child migrants, or
- a consortium arrangement comprised of multiple providers with the objective of ensuring comprehensive service coverage over a large geographical area.

All grantees should take reasonable steps in determining the suitability and quality of any outsourced providers, and ensuring their services are consistent with the eligibility requirements as outlined in these Grant Opportunity Guidelines before applying for this grant

opportunity. This includes the nature of the arrangement, and how the capabilities of the outsourced organisations and its staff will meet the requirements of this grant opportunity. It is also necessary for grantees to be aware of and ensure all outsourced providers declare any actual or perceived conflicts of interests with individuals and/or organisations with historical links to institutional child abuse.

The Department will favourably consider organisations that are able to provide comprehensive service coverage in their proposed service area.

2. Grant amount

Up to \$5.4 million over 2 years and 3 months is available for this grant opportunity, starting from March 2019 and ceasing 30 June 2021.

Applicants can apply for up to a maximum of \$1,500,000 in funding under this grant opportunity over the funding period. Successful organisations may receive less funding than requested.

Subsequent grant processes will be undertaken at a later stage to ensure community-based Redress Support Services continue throughout the life of the Scheme (2018-2028).

The number or types of applicants that will be recommended for funding through this grant opportunity is not prescribed. The number and types of organisations funded to deliver Redress Support Services will be determined against a number of factors, including the extent to which services can adequately and appropriately address service gaps or the support needs of particularly vulnerable groups of clients.

3. Grant eligibility criteria

We cannot consider your application if it does not meet **all** the eligibility criteria.

3.1 Who is eligible to apply for a grant?

3.1.1 Legal entities

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

- Indigenous Corporation
- Company
- Cooperative
- Incorporated Association
- Partnership¹
- Trustee on behalf of a Trust²

¹ Partnership – the individual partners will enter into an agreement with the Department. A Partnership Agreement or a list of all individual Partner/s of the Partnership may be requested

² Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply with providing the signed Trust Deed and any subsequent variations with the Application Form

Applications from consortia are acceptable, as long as you have a lead applicant who is the main driver of the project and is eligible as listed at in Section 3.1.1.

3.1.2 Non-legal entities

Certain non-legal entity types can be considered eligible for this Redress Support Services grant opportunity. The following non-legal entity type are eligible for this grant opportunity:

- Unincorporated Associations

3.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are any of the following legal entity types:

- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government
- International Entity
- Sole Trader
- Statutory Entity
- Person

You are also not eligible to apply if you meet any of the following criteria:

- You are a state, territory, or non-government institution, or a related institution (whether a legal or non-legal entity), named by the Royal Commission into Institutional Responses to Child Sexual Abuse as an institution where historical child sexual abuse occurred.
- You are a state, territory or non-government institution that is a participating institution for the purposes of the National Redress Scheme, within the meaning of the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018*, in any of the following capacities:
 - as a representative for a participating defunct institution
 - as a participating lone institution (including incorporated and unincorporated lone institutions)
 - as a representative for a participating lone institution
 - as a member of a participating group, including associates of other participating institutions within a participating group
 - as a representative for a participating group.

Please Note: The above list is not definitive. If your entity type is not listed in 3.1 above you are not eligible to apply and your application will not be assessed.

3.3 Additional eligibility requirements

You must have the following additional eligibility requirements:

- be registered for the purposes of GST, or be willing to register prior to the execution of the Grant Agreement.

3.4 What qualifications or skills are required?

The scope of the Redress Support Services is specialised. Staff working on the grant activity must be suitably trained and experienced in responding to complex trauma, with a deep understanding of the often complex practical support and emotional needs of people affected by child sexual abuse and people affected by past institutional and child-welfare practices and policies.

Staff must have relevant qualifications in psychology, social work, counselling or other relevant fields or substantial similar experience, with an understanding of child sexual abuse and trauma.

Services must ensure staff are trained in cultural safety/awareness and in supporting people from Aboriginal and Torres Strait Islander and culturally and linguistically diverse backgrounds.

Applicants must comply with the Department's ['Vulnerable Persons, Police Check and Criminal Offences' policy](#) as stated in the – Commonwealth Standard Grant Conditions.

Funding for professional development and access to supervision is included as part of the model. This reflects the specialised nature of the support services, and the importance of supporting staff through work that can be challenging professionally and personally.

Redress Support Services are required to provide appropriate:

- Continuous professional development to support practitioners to maintain and improve appropriate skills and knowledge to support individuals affected by child sexual abuse.
- Access to supervision, complemented by debriefing arrangements as appropriate, to support staff wellbeing with this challenging work.

Your application should include costs for providing continuous professional development and access to supervision.

Redress Support Services staff are required to participate in Scheme-specific training sessions. This should be considered when completing your application.

4. Eligible grant activities

4.1 What the grant money can be used for

The grant can be used for the following grant activities:

- delivery of support service activities, including providing information and support to assist clients to access the National Redress Scheme
- staff salaries and on-costs which can be directly attributed to the provision of the Redress Support Service in the identified service area/s as per the grant agreement
- employee training for paid and unpaid staff that is relevant, appropriate and in line with Redress Support Services objectives
- relevant staff supervision and support for those working with Redress Support Services clients
- departmental approved subcontracting arrangements and brokerage to provide support for clients with specialised needs or in rural and remote locations where the funded Redress Support Services provider is unable to deliver the service directly.

Costs that the grant can be used for are:

- operating and administration expenses directly related to the delivery of services, such as:
 - telephones
 - rent and outgoings
 - computer/IT/website/software
 - insurance
 - utilities
 - postage
 - stationery and printing
 - accounting and auditing
 - travel/accommodation costs
 - assets that can be reasonably attributed to meeting agreement deliverables
 - screening processes for paid, unpaid and sub-contracted staff.

4.2 What the grant money cannot be used for

Grants are not provided for:

- purchase of land
- covering retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- major construction/capital works
- overseas travel, and
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

5. The grant selection process

For Redress Support Services grants, we are inviting applications through an open competitive selection process.

One application form is provided for this grant opportunity.

We will assess your application against the eligibility criteria. Only eligible applications will move to the next stage. If more than one application for the grant opportunity is submitted, only the last application will be considered.

We will then assess your application against the assessment criteria set out below. Your application will be considered on merit, based on:

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

You must provide an Independence Assurance with your application. See item 7.4 - Attachments to the application.

5.1 Financial viability

Grant applicants may be subject to a Financial Viability assessment. The Financial Viability assessment forms part of the risk mitigation strategy and can include:

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

6. The assessment criteria

You will need to address all of the following assessment criteria in your application. Each criteria will be weighted equally. The amount of detail you provide in your application should be relative to the project size, complexity and grant amount requested.

Criterion 1: Demonstrate your understanding of institutional child sexual abuse and its impacts on people, with specific reference to highly vulnerable groups.

Your response **should**:

- Demonstrate your understanding and knowledge of the various impacts of childhood sexual abuse, including your specialist understanding of one or more of the highly vulnerable target groups (see item 1.6).
- Demonstrate how your organisation has and continues to build this understanding and knowledge.
- Provide evidence to show your organisation's efforts to ensure services are trauma-informed, culturally appropriate and equally accessible by all people engaging with the Scheme.

Criterion 2: Describe your proposed service delivery model for Redress Support Services to meet the needs of highly vulnerable groups.

Your response **should**:

- Describe your proposed approach to delivering services.
- Describe how your proposed approach will meet the objectives and intended outcomes of Redress Support Services, specifically addressing service gaps and improve equity and access of support services for one or more of the highly vulnerable target groups.
- Describe your service reach in your proposed service coverage area, including any partnership or consortium arrangements, describe the service reach of this arrangement and what each outsourced provider will contribute to this service reach.

Criterion 3: Demonstrate your organisation's capacity and expertise to deliver Redress Support Services.

Your response **should**:

- Provide an overview of your organisation, including governance structures, geographical coverage, and dispute resolution policies.
- Describe how you propose to collaborate and link with other organisations to meet the needs of clients in areas where you may not have a current or permanent presence, including through any partnerships or consortium arrangements.
- Describe the experience and/or qualifications of staff who will deliver services and how you will ensure they are appropriately skilled and supported, including staff from other organisations funded through any partnerships or consortium arrangements.

Criterion 4: Describe how your organisation will ensure independence from institutions or individuals with links to instances of institutional child abuse.

Your response **should**:

- Describe your organisation's policies and procedures to manage actual or perceived conflict of interest with institutions or individuals with links to instances of institutional child abuse.
- Describe how you will identify, manage and maintain the independence of your organisation from institutions or individuals responsible for institutional child abuse, including for staff and other services you work with, including organisations and their staff engaged through any partnership or consortium arrangements.

All assessment criteria are given equal weighting. The application form includes word limits (maximum 900 words per criterion response).

7. The grant application process

7.1 Overview of the application process

You must read these grant guidelines, the application form, the Questions and Answers and the draft grant agreement before you submit an application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

You must address all of the eligibility and assessment criteria to be considered for a grant. Please complete each section of the application form and make sure you provide the information we have requested.

Please keep a copy of your application and any supporting papers.

Once you have completed the application form, you must submit it electronically by using the submission section at the end of the form. Following electronic submission, a message with your Submission Reference ID will appear on your screen. An email will be sent to the main email contact provided in the application form. A PDF version of your application form is also included in this email.

7.2 Application process timing

The application period for this grant opportunity is open on **23 August 2018**, and closes at **2pm AEST on 5 October 2018**. You must submit your application by the closing time.

If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date, the Community Grants Hub may determine that there were exceptional circumstances beyond the applicant's control that meant they could not meet the deadline. Examples of exceptional circumstances could include, but may not be limited to:

- Community Grants Hub infrastructure failures,
- natural disasters,
- power outages affecting the ability of the applicant to submit their application by the deadline, and
- death or disability of key personnel.

Information on the Community Grants Hub [late application policy](#) is available on the [Community Grants Hub website](#).

The expected commencement date for the granting activities is 1 March 2019 and the expected completion date is 30 June 2021. You must spend the grant by the end date and any unspent funding after the end date of the grant must be returned to the Commonwealth.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 23 August 2018 Close: 2pm AEST 5 October 2018
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	4 weeks
Notification to unsuccessful applicants	2 weeks
Activity commences	1 March 2019
End date	30 June 2021

7.3 Completing the grant application

You must submit your grant application using the application form, which is available on the [GrantConnect](#) website. The application form includes help information.

This is an online application form that you must submit electronically. If you have any technical difficulties please contact 1800 020 283 or email support@communitygrants.gov.au.

The Community Grants Hub will not provide application forms or accept applications for this grant opportunity by fax or mail.

You must make sure that your application is complete and accurate and submitted in accordance with these Guidelines.

If you find a mistake in your application after it has been submitted, you should contact the Community Grants Hub by phone on 1800 020 283 or by email at support@communitygrants.gov.au straightaway. The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

7.4 Attachments to the application

The following completed document **must** be included with your application:

- **Attachment A: Independence Assurance.**

Demonstrating independence from institutions responsible for institutional child abuse is a key principle of the Scheme.

You must use the Independence Assurance template to provide detailed information about any conflict of interest, actual or perceived, with institutions, organisations or individuals responsible for abuse of children in institutional settings. This may include (but is not limited to) legal, financial or personal relationships with organisations or individuals who have been

publicly identified as responsible for institutional child sexual abuse, especially those identified by the Royal Commission.

All applicants must provide one completed Independence Assurance document. Applicants proposing to enter a partnership or consortium arrangement with one or more organisations must provide a completed Independence Assurance document for each organisation within the arrangement detailing any actual or perceived conflicts of interest by the organisation or individuals engaged by the organisation in a professional capacity. Not using and submitting the correct template, or the correct number of documents for any proposed arrangement with other organisations, will result in your application not progressing to assessment. Only attach the completed template you have been asked to include.

The Selection Advisory Panel will consider the risk relating to your Independence Assurance to inform the final recommendations for funding (see section 8.1).

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

7.5 Applications from consortia

Some organisations may apply as a consortium to deliver grant activities. A consortium is two or more businesses who are working together to combine their capabilities when developing and delivering a grant activity.

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the application form and identify all other members of the proposed consortium in the application.

Any applications received on behalf of a consortium will be subject to the same eligibility requirements and selection criteria as applications received from non-consortiums. When applying as a consortia, organisations should ensure their application clearly details how they will work together to collectively address the requirements under this grant opportunity, noting that responsibility for the grant remains with the lead organisation.

All members of the consortia must be able to demonstrate independence from institutions, organisations or individuals responsible for institutional sexual abuse (see Section 7.4). It is the responsibility of the lead organisation to ensure conflict of interest matters are satisfied.

7.6 Questions during the application process

Questions will be responded to during the application period. Please call the Community Grants Hub on 1800 020 283 or email support@communitygrants.gov.au. The Community Grants Hub will respond to emailed questions within five working days. Answers to questions will be posted on [GrantConnect](#).

The question period will close at 5.00pm AEST 28 September 2018. Following this time, only questions relating to using and/or submitting the application form will be answered.

7.7 Further grant opportunities

In the event that there are insufficient suitable applications to meet program objectives, the Department may approach organisations directly and invite them to apply through a direct selection process.

8. Assessment of grant applications

8.1 Who will assess applications?

An assessment team will assess all eligible and compliant applications based on their merits. The assessment team will be comprised of departmental staff. The assessment team will undertake training to ensure consistent assessment of all applications.

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

A Selection Advisory Panel which may include Department of Social Services National and State Office staff, a representative from the Department of Human Services, state and territory government representatives, and other relevant experts will then review all ranked applications to inform the final recommendations for funding.

The Selection Advisory Panel will make recommendations having regards to:

- overall objectives for the Program
- conformance with eligibility criteria
- distribution of providers across all locations
- how services will be delivered
- the appropriateness of staffing qualifications
- how actual or perceived conflicts of interest may affect service delivery
- how associations with organisations responsible for institutional child sexual abuse may affect service delivery
- existing and/or potential market failure
- value for money, and
- whether there is duplication with other Commonwealth/State/Territory government programs/service delivery.

The Department also reserves the right to use information from:

- Department of Social Services databases
- other Australian Government agencies, such as the Australian Taxation Office and Australian Securities and Investments Commission
- state or territory agencies
- law enforcement agencies
- credit reference agencies
- courts or tribunals
- publicly available information, or
- any other appropriate organisation or person reasonably required as part of these checks.

Information obtained from checks on applicants described in this section may be taken into account during the assessment of applications or in making the final decision to offer funding.

8.2 Who will approve grants?

The Selection Advisory Panel will make recommendations to the delegate, which is the Deputy Secretary, Families and Communities. The delegate will make the final decision to approve a grant.

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

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

The delegate must not approve funding if they reasonably consider the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

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

9. Notification of application outcomes

You will be advised of the outcomes of your application in writing, following a decision by the Minister for Social Services. If you are successful, you will also be advised about any specific conditions attached to the grant.

9.1 Feedback on your application

Successful and unsuccessful applicants will have the opportunity to seek feedback on their application within 30 days of receiving an outcome notification.

10. Successful grant applications

10.1 The grant agreement

Successful applicants must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Social Services. The Department of Social Services will use the *Commonwealth Standard Grant Agreement*. Standard terms and conditions for the grant agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

The successful applicant will be required to provide:

- Information using the Department of Social Services Data Exchange
- Activity work plans, and
- An Independence Assurance Management Strategy, and update it as needed.

The Department will negotiate agreements with successful applicants. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

Where a grantee fails to meet the obligations of the grant agreement, the Department may:

- terminate the grant agreement
- shorten the grant funding period, or
- withhold payment until the issue is resolved.

You should not make financial commitments until a grant agreement has been executed by the Commonwealth.

10.2 How the grant will be paid

The grant agreement will state the:

- maximum grant amount to be paid
- activity requirements
- payment amount and milestones
- performance indicators
- reporting milestones
- financial acquittal requirements.

We will make an initial payment on the date shown in your grant agreement, when the grant agreement has been executed. We will then make six monthly payments on the dates shown in your grant agreement.

If you incur extra expenditure, you must bear the costs.

11. Announcement of grants

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

12. Delivery of grant activities

12.1 Your responsibilities

If successful you must carry out the grant activities in accordance with these guidelines and the grant agreement, which includes the standard terms and conditions and any supplementary conditions. The grant agreement will outline the specific grant requirements.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- meeting milestones and other timeframes specified in the grant agreement
- complying with record keeping, reporting and acquittal requirements in accordance with the grant agreement
- participating in grant program evaluation as necessary for the period specified in the grant agreement
- ensuring that the grant activity outputs and outcomes are in accordance with the grant agreement.

Providers delivering services under the Redress Support Services program must comply with all relevant Commonwealth and State and Territory legislation and regulations. It is particularly important that all services meet all requirements for working with vulnerable people and state-based working with children checks.

Redress Support Services program service providers will comply with Commonwealth legislation including:

- Privacy Act 1988 (Cth) in performing the obligations outlined in the grant agreement
- Copyright Act 1968 (the Act) in regards to undertaking Redress Support Services
- Freedom of Information Act 1982 (Commonwealth) (FOI Act)
- Family Law Act 1975 (Family Law Act)
- Family Law Amendment (Shared Parental Responsibility) Act 2006
- Family Law (Family Dispute Resolution Practitioners) Regulations 2008
- Marriage Act 1961
- Sex Discrimination Act 1984
- Any other relevant legislation related to the National Redress Scheme

In delivering the Redress Support Service, organisations are required to comply with all relevant laws; and comply with Department Policies as specified at [Doing Business with Department of Social Services](#).

12.2 Department of Social Services' responsibilities

The Department will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant, and
- evaluate the grantee's performance.

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

12.3 Grant payments and GST

If applicable, GST will be payable on this grant funding and will be set out in the grant agreement.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the Australian Taxation Office website for more information.

12.4 Reporting

Redress Support Service grantees must have systems in place to allow them to meet their data collection and reporting obligations outlined in their grant agreement. Service providers will be required to collect client-level data and enter this directly into the Department's performance reporting solution, the Data Exchange.

There are two types of performance information that can be reported through the Data Exchange:

- The Priority Requirements are a small set of mandatory data items including client identity characteristics (given and family names, date of birth, gender and residential address), client demographic characteristics (indigenous status, cultural and linguistic diversity, and disability status, impairment or condition), and service delivery information (outlets, cases, sessions).
- The Partnership Approach is a voluntary extended data set that can be provided in exchange for relevant reports. The extended data set includes information about a client's presenting needs and circumstances, and outcomes-focused data to help track whether client's outcomes are fluctuating or improving over time.

Information must be provided in accordance with the [Data Exchange Protocols](#).

The Data Exchange takes its privacy obligations very seriously to ensure it does not contravene the Commonwealth Privacy Act 1988. Consistent with good privacy practice, our approach has been to implement our privacy obligations by design, that is, to build effective privacy controls into the policies, procedures and systems of the Data Exchange.

The Data Exchange protects client privacy by ensuring personal information is only collected for storage in the Data Exchange with a client's consent where an organisation chooses to use the Data Exchange for its own client management purposes.

Client level data provided through the Data Exchange is de-identified so that no identifiable client information is able to be used by a service provider's funding agency. Information collected through the Data Exchange is de-identified and used for research and policy analysis only. The Data Exchange is interested in analysing trends at the program and whole-of-program level, not individual clients.

Please refer to the 'Collecting Personal Information' section of the Data Exchange Protocols for more detailed information about privacy, consent and notification arrangements in the Data Exchange.

A Privacy Brochure has also been made available to provide to clients, to help them easily understand the privacy arrangements as outlined in the Data Exchange Protocols.

The Data Exchange has two standardised six monthly performance reporting periods each year, which run from 1 July to 31 December and 1 January to 30 June, with a 30 day close off period after each of these. Once the close-off period is completed no further changes can be made to the data.

12.5 Evaluation

The Department proposes to evaluate the outcomes of Redress Support Services. Your grant agreement will require you to provide information to assist with this evaluation.

The Department will evaluate a range of issues, including but not limited to, performance of the program, including efficiency of implementation and effectiveness of the program meeting policy outcomes.

Your performance against the grant agreement will be monitored on an on-going basis by the Funding Agreement Manager assigned by the Department. The Funding Agreement Manager will ensure all milestones shown in your grant agreement are met.

12.6 Acknowledgement

The Program logo is designed to be used on all materials. Whenever the logo is used the publication must also acknowledge the Commonwealth as follows:

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

12.7 Multicultural Access and Equity

Australia's Multicultural Access and Equity Policy obliges Australian government agencies to ensure their policies, programs and services (including those conducted by contractors and service delivery partners) are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds. For further information on the Multicultural Access and Equity Policy please refer to the [Department of Home Affairs](#)

website. 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 order to engage with CALD clients. 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 - and other requirements for ensuring accessibility should be factored into grant applications (see the Translating and Interpreting Services costing tool in the [Grant Opportunity Documents](#)). The [Australian Government Language Services Guidelines](#) on the [Department of Social Services](#) website may also assist grantees implement language services for their clients.

13. Probity

The Australian Government will make sure that the program 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.

Note: These guidelines may be changed from time-to-time by the Department. When this happens the revised guidelines will be published and on the [GrantConnect](#) and on the [Community Grants Hub](#) websites.

13.1 Complaints process

Complaints about the Program

The Department's [Complaints Procedures](#) apply to complaints about the Program. All complaints about a grant process must be lodged in writing.

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

Complaints about the Process

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

Details of what constitutes an eligible complaint can be provided upon request by the Community Grants Hub. Applicants can lodge complaints through the following channels:

Phone: 1800 634 035
Mail: Community Grants Hub Complaints
GPO Box 9820
Canberra ACT 2601

A complaints form is available on the [Department's website](#).

Complaints to the Ombudsman

If you do not agree with the way 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 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 Conflict of interest

This section relates to conflict of interest in respect to the assessment of an application. The conflict of interest in respect to an organisation's independence from institutions, organisations or individuals responsible for causing, or allowing harm, to children while in their care is part of the assessment criteria in Section 7.

A conflict of interest arises where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations.

For example, there may be a conflict of interest if the Department of Social Services, 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
- has a relationship with an organisation, such as legal or financial relationships, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform the Department and the Community Grants Hub in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

The Department reserves the right to assess the potential impact of the conflict or perceived conflict and what plans, if any, are proposed to address the conflict of interest in relation to the application for funding.

The chair of the Selection Advisory Panel will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. 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*. We publish our conflict of interest policy available on the [Community Grant Hub](#) website.

13.3 Privacy: confidentiality and protection of personal information

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

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

You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grantees under the Program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

- the committee and other 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.

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

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995*.

We will treat the information you give us as sensitive and therefore confidential if it meets all of the four 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.
4. You provide the information with an understanding that it will stay confidential.

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

13.4 Freedom of information

All documents in the possession of the Australian Government, including those about the Program, are subject to the *Freedom of Information Act 1982 (FOI Act)*.

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government.

This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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

By mail: Freedom of Information Coordinator
 The Department of Social Services
 Government and Executives Services Branch
 GPO Box 9820
 Canberra ACT 2601

By email: foi@dss.gov.au

14. Consultation

The Department has engaged in consultations with current Royal Commission Support Services prior to and following the launch of the Scheme. Previous engagements include:

- 15 February 2018 – Supporting Indigenous people to access redress workshop
- 16 February 2018 – Redress Support Services workshop
- 22 February to 28 June 2018 – Fortnightly teleconferences with Royal Commission Support Services
- 5 and 6 June 2018 – Scheme training workshop with Royal Commission Support Services.

The topics discussed as part of these consultations have been used to develop the contents of an information manual for Redress Support Services, which is included as part of the Grant Opportunity documentation pack. You may use this manual when considering your application.

The Department has also consulted on Redress Support Services through:

- The Independent Advisory Council on Redress
- Discussions with state and territory governments
- Bilateral meetings with key representative bodies including Care Leavers Australasia Network, Alliance for Forgotten Australians, People with Disability Australia, Federation of Ethnic Communities Councils of Australia.
- Consultations undertaken by WhereTo Consulting on communication materials for the Scheme
- The many forums, papers or discussions with the Department
- Appearances at and submissions to the Senate Community Affairs Legislation Committee inquiries into the Bills establishing the Scheme.

15. Glossary

Term	Definition
assessment criteria	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 granting activity, to determine applicant 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.
completion date	The expected date that the grant activity must be completed and the grant spent by.
date of effect	This will depend on the particular grant. It can be the date in 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	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria.
funding arrangement manager	The person in the agency responsible for the process of engaging and working with Grantees to provide support and ensure reporting requirements and outcomes under the Agreement are met and related funds are effectively managed.
grant	<p>A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a) under which relevant money or other CRF money, 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.

Term	Definition
grant activity	Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
grant agreement	Sets out the relationship between the parties to the agreement, and specifies the details of the grant.
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants.
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities
grantee	An individual/organisation that has been awarded a grant.
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.