

Families and Communities Program Volunteer Grants Activity

Volunteer Grants 2018 Grant Opportunity Guidelines

Opening date: **7 August 2018**

Closing date and time: **2pm AEST on 18 September 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

Questions should be sent no later than 11 September 2018.

Date guidelines released: **7 August 2018**

Type of grant opportunity: **Open competitive**

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1. Families and Communities Program - Volunteer Grants Process

The Volunteer Grants Activity is designed to achieve Australian Government objectives

This grant opportunity is part of the Families and Communities Program 2.1 which contributes to the Department of Social Services Outcome 1. The Department of Social Services works with stakeholders to plan and design the grant activity according to the *Commonwealth Grants Rules and Guidelines*.

The grant opportunity opens

We publish the grant guidelines and advertise on the [GrantConnect](#) and the [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](#), the Australian Government's whole-of-government grants information system. 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 and notify you if you are not eligible. We then assess all eligible applications against the assessment criteria including an overall consideration of value for money and compare it to other applications.

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 a Grant Agreement (Letter of Agreement)

A Letter of Agreement will be provided to successful applicants. This is a simplified grant agreement setting out the terms and conditions for the grant.

Delivery of grant

You will undertake the grant activity as set out in the Letter of Agreement.

Evaluation of Volunteer Grants 2018

We will evaluate the Volunteer Grants as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Role of the Community Grants Hub

This grant opportunity will be administered by the Community Grants Hub (the Hub) on behalf of the Department of Social Services (DSS) under a Whole of Australian Government initiative to streamline grant processes across agencies.

1.2 About the Volunteer Grants Activity

The Volunteer Grants Activity is an element of the Families and Communities Program. The Families and Communities Program aims to strengthen relationships, improve well-being of children and young people, reduce the cost of family breakdown, strengthen family and community functioning and facilitate the settlement of migrants and humanitarian entrants in the community.

Volunteer Grants aim to support the efforts of Australia's volunteers. The grants provide small amounts of money that organisations and community groups can use to help their volunteers. The grants form part of the Government's work to support the volunteers who help disadvantaged Australian communities and encourage inclusion of vulnerable people in community life.

1.3 About Volunteer Grants 2018

This document sets out:

- the purpose of Volunteer Grants;
- the eligibility and assessment criteria; and
- responsibilities and expectations in relation to the opportunity.

You must read this document before filling out an application.

Applications will be assessed on how well they meet the priorities as identified in section 5 – Assessment Criteria for Volunteer Grants 2018. These priorities are very important, but meeting them does not guarantee that your application will succeed.

1.4 What types of activities will be funded

The Volunteer Grants 2018 funding round will provide funding of between \$1,000 and \$5,000 to eligible individuals and not-for-profit community organisations. This funding is to be used to:

- purchase eligible small equipment items for use by volunteers;
- contribute to volunteers' fuel costs;
- contribute to transport costs for volunteers with disability who are unable to drive;
- assist with the costs of training courses; and
- undertake background screening checks for volunteers.

The Activity will be undertaken in accordance with the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)

1.5 Grant amount

The Australian Government has announced a total of \$20 million for the Volunteer Grants 2018 round. Eligible organisations and eligible individuals representing volunteer based community groups can apply for funding amounts of between \$1,000 and \$5,000.

Submitting a grant application does **not** guarantee that you will receive a grant.

2. Grant eligibility criteria

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

2.1 Who is eligible to apply for a grant?

Eligible applicants must be Australian not-for-profit organisations or community groups whose volunteers' work supports families and/or communities in Australia.

NOTE: If you are applying as a Trustee on behalf of a Trust, the Trustee must be an eligible entity as listed below. You may be required to provide evidence of your entity type.

You must be one of the following entity types:

- Company
- Incorporated Association
- Cooperative
- Partnership
- Statutory Entity
- Non-corporate State/Territory Statutory Authority
- Corporate Commonwealth Entity
- Corporate State/Territory Entity
- Indigenous Corporation
- Person representing a volunteer based community group (Authorised Signatory)

In addition, you must:

- have an Australian Business Number (ABN) or be willing to provide a Statement by Supplier Form (reason for not quoting an ABN). This form is available at the Australian Tax Office website); and
- have an account with an Australian financial institution.

2.2 Community groups that are not legal entities

Community groups that are not legal entities (for example, branches of a larger umbrella organisation) are eligible to apply for funding, however the application must be from an Authorised Signatory (president, chairperson, secretary or treasurer) within the community group. This means that:

- the individual, as a legal entity, is applying for the funding on behalf of their community group;
- the individual will enter into a Grant Agreement with DSS;
- the grant will be paid into the bank account of the individual or nominated community group account; and

- the individual will be held legally responsible for making sure the grant is spent in accordance with the Grant Agreement.

The community group must operate independently with a formal governing structure that meets regularly and supports local community volunteers within its group.

In applying for Volunteer Grants 2018, the individual representing a community group **must**:

- be an Authorised Signatory (president, chairperson, secretary or treasurer) within the community group;
- have obtained the full knowledge and agreement of the community group they are applying on behalf of;
- provide the funding to the community group for expenditure on the requested items to benefit the volunteers of the community group; and
- keep evidence/receipts which document appropriate spending of the funding for five years (see [Acquittal of Funding](#)).

Applications are limited to one application per community group, or one branch of a larger umbrella organisation.

If more than one application is received, the **last** application received will be the one assessed and this decision will be final.

In the interests of fairness, the Community Grants Hub will monitor applications from branches of umbrella community organisations (e.g. Scouts, St John Ambulance, Rotary, Lions, State emergency units etc.) and limit the number of applications that will be funded to represent not more than \$600,000 for each umbrella group, or three per cent of the total available funding. See section 5 for how this will be managed.

Failure to meet all of the above requirements may result in the application not being considered.

2.3 Who is not eligible to apply for a grant?

Ineligible organisations/entities

Organisations that are not eligible for funding include, but are not limited to:

- Sole Traders
- For-profit organisations
- Professional associations
- Non-corporate Commonwealth Entity
- Non-corporate State/Territory Entity
- Non-corporate Commonwealth Statutory Authority
- Local Government Entities
- Political organisations
- An overseas resident
- Organisations outside Australia
- Individuals who are not office holders or authorised signatories of volunteer based community groups.

3. Eligible grant activities

3.1 What can the grant money be used for?

Small equipment items can make a volunteer's work easier, safer and more enjoyable. They can also help volunteers keep up with changing technology by supporting volunteers to access digital and electronic equipment.

Under the CGRGs, value in the use of public money is a core consideration in determining grant recipients under a grant activity. Grant recipients are required to be accountable for the expenditure of a grant for the approved purpose.

Grant money can only be used for eligible items for volunteers. Grant applicants should ensure that the grant is used to pay for items that are cost effective and reasonably priced.

The grant money can be used as a contribution towards buying eligible small equipment used by volunteers. It can be used for transport for volunteers with disability who cannot drive or for fuel costs incurred by volunteers. It can also be used to pay for training courses or background screening checks for volunteers.

Appendix A outlines the categories of items and examples of eligible items that are usually bought within that category. The examples are only a guide to help you select the right category. If a specific item is not listed, select the category that most closely matches the item to be bought. Examples of items that are not eligible are shown in section **3.2 What the grant money cannot be used for.**

Eligible small equipment

To be an eligible item, small equipment items must be portable, tangible and bought to benefit the volunteers. They may be low-cost and include installation, delivery/freight and set-up costs.

Transport costs of volunteers with disability

Volunteers with disability who cannot drive can be reimbursed for the cost of transport or provided with pre-paid travel cards for use while undertaking their volunteering work. This transport includes taxis and public transport (pre-paid travel cards are acceptable).

Fuel costs incurred by volunteers

Eligible fuel costs are costs associated with volunteers using their own cars for volunteering work, who can be reimbursed for the cost of the petrol or provided with pre-paid petrol cards, but only if the car is being used for volunteering work. This includes delivering food and helping people in need. Fuel costs that are eligible include all motor vehicle fuels including petrol, diesel and gas.

Training for volunteers

Grants are able to be used to support the costs of training to help volunteers learn new skills or get qualifications for their volunteering work. Training courses may include mental health, first aid, leadership, communication, governance and/or working with vulnerable people. Courses which are recognised and lead to a Statement of Attainment, Certificate or Diploma are preferred.

Background screening checks of volunteers

Grants are available to help with the cost of background screening checks of volunteers. These include criminal record checks, police checks and police certificates, working with children checks and working with vulnerable people checks. These checks are often mandatory and/or desirable when engaging volunteers, particularly when they are working with children and/or other vulnerable people.

If your application is successful, you must keep the receipts for items that you have purchased for five years. This will be the proof of purchase if required by DSS. If found to be in breach of the Guidelines, and using items for other than specified, DSS may recover the Volunteer Grant funding.

3.2 What the grant money cannot be used for

You cannot use the grant for:

- items that do not directly benefit the organisation's volunteers;
- advertising, logos, banners, display boards, uniforms, badging, or other things that advertise your organisation/community group;
- administration costs such as leasing, rental, hiring, labour, utilities, insurance and travel;
- fees, charges, and subscriptions;
- service charges, extended warranties and other labour costs;
- conferences and functions;
- vehicles and powered boats;
- buildings, renovations and permanent fixtures - plumbing, kitchens, hot water systems, fencing, etc.;
- window coverings (such as curtains and awnings) and floor coverings;
- consumable supplies – food, books, stationery (such as paper and folders), cleaning products, ink, toners, soil, sunscreen, maps, refilling of gas bottles, etc.; or
- gym equipment, heart rate monitors.

Fuel costs that are not eligible:

- fuel already paid for by other sources;
- fuel to operate the organisation's equipment, vehicles or machinery;
- fuel used by paid staff, members or participants who are not volunteers of the organisation; or
- fuel costs to travel to and from a conference or event where the person is not volunteering.

Transport costs that are not eligible:

- transport already paid for from other sources e.g. state/territory governments, community groups;
- transport which is not reasonably costed;
- transport which is not for volunteering work;
- travel for an organisation's paid staff; or
- travel for members or participants who are not volunteers of the organisation.

Training for Volunteers that are not eligible:

- those already paid for by other sources or are already purchased;
- if it is not reasonably costed or for paid staff, organisational members or participants/clients of the organisation;
- for another organisation's volunteers; and/or
- training materials; travel to and from training; and venue hire also cannot be paid for with the grant.

Background screening checks of volunteers that are not eligible:

- if they are already paid for from other sources or they are not reasonably costed.

4. The grant selection process

Eligible applications will be considered through an open competitive grant process. We will assess your application against the criteria set out below and against other applications.

Your application will be considered on its merits, based on:

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

5. The assessment criteria

When completing your Application you **must** provide all information where you are directed to do so. Failure to meet these requirements will result in your application not being considered.

This following list includes the **priorities for this funding round**. Applications will be assessed on how strongly they meet one or more of these priorities:

- Organisations/community groups that work with disadvantaged communities. This will be prioritised according to the Socio-Economic Indexes for Areas (SEIFA);
- Organisations/community groups that support individuals and communities experiencing disadvantage. This includes organisations/community groups which engage volunteers from disadvantaged backgrounds. Organisations which help more than one disadvantaged group will be assessed more highly;
- Organisations/community groups that have more volunteers than paid staff;
- How many people in the community benefit from the volunteering activity;
- A higher number of volunteers who will directly use the items being bought;
- Organisations/community groups with high numbers of volunteers;
- Organisations/community groups with smaller operating budgets; and
- A lower total cost for the requested items.

Meeting these priorities does not guarantee funding. Funding will ideally be spread across Australia, areas of high need, people experiencing disadvantage, and a range of organisations and community groups.

The application form will require you to select the best option that describes the work of your community group/community group that you are affiliated with:

- Community Welfare
- Emergency Services
- Sports/Recreational
- Health/Wellbeing
- Children/Youth
- Education/Training
- Families
- Animal Welfare
- Environmental
- Arts/Culture
- Hobby/Special Interest

The assessment criteria listed above will have weightings applied. Applications with a focus on community benefit as listed in **priorities for the funding round**, will be given higher weighting.

The Community Grants Hub also routinely undertakes eligibility and compliance checks for all grant processes. There may also be additional checks such external data matching with the other Commonwealth agencies, social network analysis as well as matching with the departmental information.

Assessment for Umbrella organisations

If/when it is identified that an umbrella community organisation would exceed the cap of \$600,000 per organisation as identified in section 2.2, shortlisted applications received from the umbrella community organisation would be re-ranked using the same methodology outlined above for priorities for funding.

6. The grant application process

6.1 Overview of the application process

You must read these grant guidelines, the application form, the questions and answers documents, and the draft Letter of Agreement Terms and Conditions before you submit an application. These documents can be found on the [GrantConnect](#) and [Community Grants Hub](#) websites.

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 otherwise your application will not progress to assessment. Please complete each section of the application form and make sure you provide the information 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.

6.2 Application process timing

Submit your application/s to the Community Grants Hub by the closing time and date specified below. Late applications will not be accepted.

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 Community Grants Hub, on behalf of DSS, may reject any application that is lodged after the stated closing date of a grant application process.

The expected commencement date for the granting activities is June 2019 and the expected completion date is June 2020. You must spend the grant by the end date shown in your Letter of Agreement.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 7 August 2018 Close: 18 September 2018 (six weeks)
Assessment Period	To February 2019
Outcomes announced and applicants notified	From March 2019
Funding agreements issued	April - June 2019

6.3 Completing the grant application

You must submit your grant application on 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, accurate and submitted in accordance with these Guidelines.

You cannot change your application after it has been submitted.

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 straight away.

The Community Grants Hub does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

6.4 Questions during the application process

Questions and answers for this funding round are available on GrantConnect and the Community Grants Hub websites.

If you cannot find an answer to your question relating to this selection process or the Volunteer Grants Activity on these websites, please email support@communitygrants.gov.au.

Answers to questions will be published on the funding round page within five working days of receipt, unless the answers are available in the grant opportunity documents. The Community Grants Hub will only answer questions to explain the requirements of the Application Form and Grant Opportunity Guidelines. The Community Grants Hub will not advise how to respond to specific selection criteria.

The Community Grants Hub will not respond to any questions after 5:00pm AEST, 11 September 2018, until the conclusion of the selection process.

The Community Grants Hub cannot answer questions about individual applications during the assessment process. Applicants will be notified of the outcome of their application once the selection process is complete.

7. Assessment of grant applications

7.1 Who will assess applications?

An assessment team will:

- assess all eligible and compliant applications based on their merits
- be comprised of departmental staff
- undertake training to ensure consistent assessment of all applications, and
- be bound by the APS Code of Conduct and DSS's Secretary's Instructions.

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

An Expert Panel comprised of departmental staff, will then review all ranked applications to inform the final recommendations for funding.

The Expert Panel will make recommendations having regards to:

- overall objectives for the Volunteer Grants Activity;
- conformance with eligibility criteria;
- service provider mix;
- distribution of providers across all locations;
- value for money; and
- (if known) minimise possible duplication with other Commonwealth/State/Territory government programs/service delivery.

The Expert Panel may seek and consider additional information about you or your application. They may do this from within the Commonwealth, including through local Members of Parliament. The Expert Panel may also consider information about you or your application that is available through the normal course of business.

7.2 Who will approve grants?

The Expert Panel will make recommendations to the delegate, the Branch Manager, Settlement and Integration Branch.

The delegate will make the final decision to approve a grant.

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

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

The decision maker will 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 Volunteer Grant.

8. Notification of application outcomes

You will be advised of the outcome of your application in writing, following a decision by the Community Grants Hub.

If you are successful, you will be sent a Letter of Agreement, which sets out the terms and conditions for the grant. A signed copy of the Letter of Agreement will need to be returned by the date in the letter.

8.1 Feedback on your application

Generic feedback on applications will be available on the Community Grants Hub website following the finalisation of the funding round.

Feedback on individual applications **will not** be provided for this round.

9. Successful grant applications

9.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by DSS. DSS will use a Letter of Agreement.

Standard terms and conditions for the grant agreement will apply and cannot be changed.

Acquittal of Funding

You do not have to report on how you spend the money for Volunteer Grants funding unless DSS asks you to.

If you are asked to report, DSS will require you to provide proof of purchase and to allow the Australian Government's auditors to look at your records. The original receipts showing what you have purchased are required as proof and must be kept for five years. The funded organisation is responsible for keeping a complete set of records for this purpose. This includes receipts for fuel and transport costs. It is not necessary to send receipts to DSS, unless requested to do so.

All funding must be spent by the Grant Agreement Completion Date, which is stated in the Letter of Agreement. Unspent funds must be returned to DSS.

Fuel acquittal

There are four different options for the record keeping requirements for fuel costs. You can use any one of these options:

- You can use a log book to record all car trips which a person makes while doing volunteer work. This book would be proof of costs and should include details of each trip (date, from/to, reason for trip) and record the kilometres travelled (meter readings).
- You can set up an account at a local service station and provide authority for volunteers to charge their approved fuel to the account. This would be paid direct by your organisation and account receipts would be sufficient proof.
- Copies of actual fuel expenditure receipts.
- Pre-paid petrol cards. Payment receipts would be sufficient proof of expenditure.

Transport costs for volunteers with disability who cannot drive acquittal

There are four different options for the record keeping requirements for transport costs.

You can use any one of these options:

- Pre-paid travel cards. Payment receipts would be enough proof of spending.
- Volunteers may use a log book to record all volunteer transport trips. This log book would be sufficient proof of travel costs. The book should include details of each trip (date, from/to, reason for trip, method of transport).
- Copies of public transport tickets.
- Copies of original receipts (such as taxi receipts).

9.2 How the grant will be paid

Payments will be on execution of the Letter of Agreement.

10. Announcement of grants

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

11. Delivery of grant activities

11.1 Your responsibilities

If successful, you must carry out the grant activities in accordance with these guidelines and the Letter of Agreement, which includes the standard terms and conditions, and any supplementary conditions.

You will also be responsible for:

- ensuring that your application is accurate and complete;
- meeting the terms and conditions of the Letter of Agreement and managing the activity efficiently and effectively; and
- complying with record keeping requirements as set out in the grant agreement.

11.2 The Department of Social Services (DSS) responsibilities

DSS will:

- meet the terms and conditions set out in the grant agreement;
- make recommendations to the grant approver based on the merit of the proposed grant relative to the grant guidelines and key consideration of value with relevant money; and
- provide timely administration of the grant.

Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

11.3 Grant payments and GST

Volunteer Grants are GST exempt.

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. Probity

The Australian Government will make sure that the selection 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 DSS. When this happens, the revised guidelines will be published on the GrantConnect and the Community Grants Hub.

12.1 Complaints process

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

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 using the [complaints form](#) on the Department's website or by phone or mail.

Complaints to the Ombudsman

If you do not agree with the way DSS has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with DSS.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: [Commonwealth Ombudsman](#).

12.2 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a [conflict of interest](#), or perceived conflict of interest, if a Community Grants Hub staff member, 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, or interest in, an organisation 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 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 Community Grants Hub in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

The chair of the Expert 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 on the [Community Grants Hub](#) website.

12.3 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; and
- 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 grant recipients 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:

- 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; and
- 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 2013*;
- *Privacy Act 1988*;
- *Crimes Act 1914*;
- *Criminal Code Act 1995*.

12.4 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 Executive Services Branch
 GPO Box 9820
 Canberra ACT 2601

By email: foi@dss.gov.au

13. 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.
completion date	The expected date that the grant activity must be completed and the grant spent by.
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.
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.
grant	A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a) under which relevant 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.
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	Grant agreement means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant

Term	Definition
	agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth.
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.
PBS Program	Described within the entity's Portfolio Budget Statement (PBS), PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	Comprise eligibility criteria and assessment criteria.
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.
umbrella organisation	An organisation that coordinates the activities of a number of member organisations and hence promotes a common purpose (e.g. Scouts, St John Ambulance, Rotary, Lions, State emergency units etc.).
volunteering	Volunteering is " <i>Time willingly given for the common good and without financial gain.</i> " (Volunteering Australia, July 2015).

14. Volunteer Grants 2018 – Item Categories

In Volunteer Grants 2018, applicants are required to select the Categories that match the items you wish to buy. Each category lists examples of items that are usually bought with Volunteer Grants money. The examples are intended as a guide only to help you select the most appropriate category. If a specific item is not listed, select the category that most closely matches the item to be bought.

Volunteer Grants money can **only** be spent on eligible items.

Category Examples of eligible items	Category Examples of eligible items
Computer equipment Computer or laptop (incl. operating software) Computer Software (non-operating) External hard drive iPad / tablet Printer/multifunction centre/fax/scanner Spatial Vision Mapping	Contribution to costs of undertaking background screening checks of volunteers Contribute to the cost of police checks or working with vulnerable people checks
Contribution to the reimbursement of fuel costs Contribute to the reimbursement of volunteers' fuel costs who use their own car/vehicle when undertaking their volunteering activities.	Contribution to the reimbursement of volunteers' training costs Contribute to the costs of training courses for volunteers
Contribution to the transport costs of volunteers with disability Contribute to the reimbursement of transport costs incurred by volunteers with disability, who are unable to drive	Electronic/audio/video (non-computer related) Camera / video camera Dictaphone DVD / Blue-ray player / recorder GPS/UHF radio transceiver CD player / stereo / MP3 / iPod / dock Other portable audio equipment Headphones Microphones Motion sensor / camera Public address system Television / set top box Video / slide / data / overhead projector / screen
First aid and safety CPR manikin / training tools Defibrillator Dehumidifier Demountable fire hose Dust extractor / respirators Emergency oxygen EPIRB (Personal Location Beacons)	Landscaping / Gardening Arena Rake (tow behind) Backpack sprayer Blower vac Brush cutter Other gardening / land care tools (e.g., spades, rakes, shears, secateurs, loppers, hoes)

Category Examples of eligible items	Category Examples of eligible items
Fire blanket / Fire extinguisher / Fire tools (portable) First aid kit High visibility vests Hot/cold pack Hydraulic lift for wheelchairs (dismountable-portable) Pool test safety equipment Sterilising unit Stretchers / rescue boards Test and Tag machine Torches	Hedge trimmer Hoses Ladder Mower / ride on mower Pump (portable) Rotary hoe Tree planting equipment Wheelbarrow Whipper snipper
Heating/Cooling Air Conditioner Evaporative Cooler Fan Heater (moveable) Sunshade/sail/marquee/umbrella	Leisure and Sporting (excludes items for the benefit of the organisation or players) Aqua wheelchair (portable) Aqua cube / stand and accessories Flags (Maritime) Karaoke equipment Line marker machines Electronic scoreboard Coach / referee kits
Household/cleaning items (non-kitchen) Broom / mop Carpet steam cleaner Hand dryer Step ladder Vacuum cleaner	Office equipment (non-computer and non-consumables) Binding machine Cash register Guillotine ID card printer laminator Photocopier Photographic/binders/ mounting materials Whiteboard
Indoor furniture and appliances Chairs Desk (non-fixtured) Indoor lighting (portable) Sewing machine Sofa / lounge Tables	Outdoor furniture and equipment Barbeque (incl. initial gas bottle) Bench seats Canvas covers (BBQ trailers) Chairs Outdoor lighting (portable) Portable toilet Tables Trailer (up to 2.5x 6.1m) Water tank (incl. installation)
Kitchen Appliances Bain Marie Coffee maker Deep fryer Dough mixing machine Fairy floss machine Kitchen utensils Microwave Pie warmer	Storage Bookcase Cupboard / cabinet (non-structural) Esky / cooler Filing Cabinet Lockers Shed (up to 4x4m portable) Shelving (dismountable) Storage containers

Category Examples of eligible items	Category Examples of eligible items
Small kitchen appliances Water cooler / urn / thermos	Trolley
Tools / power tools / construction tools Band saw / Table saw Chainsaw and accessories Cement mixer / tools Chain hoist Generator Hand drills (incl. bits and sharpener) High pressure cleaner Mill drill machine package (portable) Picket Post Driver Planer cutter Pump (portable; not for landscaping/gardening purposes) Sander Tool kits / tool boxes Work bench	Whitegoods and major appliances Clothes dryer Dishwasher Freezer Refrigerator Stove / oven portable (freestanding) Washing machine