

## Destination Australia 2020 Grant Opportunity Guidelines

<b>Opening date:</b>	19 August 2019
<b>Closing date and time:</b>	11.00PM AEST on 12 September 2019
<b>Commonwealth policy entity:</b>	Department of Education
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5.00PM AEST on 5 September 2019
<b>Date guidelines released:</b>	19 August 2019
<b>Type of grant opportunity:</b>	Targeted competitive

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## 1. Destination Australia: grant opportunity processes

### **The Destination Australia Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program, which contributes to the Department of Education's Outcome 2.7 International Education Support.

The Department of Education works with stakeholders to plan and design the grant program according to the

[Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



### **The grant opportunity opens**

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



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

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



### **We assess all grant applications**

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



### **We make grant recommendations**

We provide advice, through the Selection Advisory Panel to the Minister for Education on the merits of each application.



### **Grant decisions are made**

The decision maker decides which applications are successful.



### **We notify you of the outcome**

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



### **We enter into a grant agreement**

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



### **Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



### **Evaluation of the Destination Australia Program**

We evaluate your specific grant activity and the Destination Australia Program as a whole. We base this on information you provide us and that we collect from various sources.

## 1.1 Introduction

These guidelines contain information for the Destination Australia Program grants.

You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Education.

## 2. About the grant program

The Destination Australia Program was announced as part of the *Planning for Australia's Future Population* on 20 March 2019. The program aligns with the *National Strategy for International Education 2025*.

Destination Australia is funded under the Department of Education's Outcome 2.7 – International Education Support. The objective of Outcome 2.7 is to support the sustainable growth of Australia's high quality international education, training and research through strong government-to-government engagement, strategic policy and legislation.

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

### 2.1 About the Destination Australia Program grant opportunity

This grant opportunity is for the Destination Australia Program.

The objective of the grant opportunity is to attract and support international and domestic students to study in regional Australia, to grow and develop regional Australian tertiary education providers and offer students a high quality learning experience.

The program will:

- enhance regional and rural Australian education providers through promoting activities that contribute to growth and sustainability
- offer students from Australia and overseas the opportunity to undertake high quality education, training and research in, and to experience regional and rural Australia
- ensure regions share in the benefits of our \$35 billion international education sector.

The intended outcomes of the grant opportunity are:

- international and domestic students receive Australian Government scholarships for studying in regional Australia
- increased awareness of the benefits of living, studying and working in regional Australia.

The program will provide grants to eligible Australian tertiary education providers to allocate, administer and promote scholarships for international and domestic students studying in regional Australia. The grant opportunity is available to registered Australian tertiary education providers that meet the eligibility criteria outlined in section 4.

The program will award to the Australian tertiary education provider \$15,000 in scholarship funding per student, per year, and \$1,500 in promotional and administration assistance per year, per scholarship awarded.

Eligible grant activities are outlined at 5.1.

It is intended the scholarships be available to support students for the duration of a full eligible qualification. It is also intended available scholarships be distributed, where possible, evenly between international and domestic students.

### 3. Grant amount and grant period

#### 3.1 Grants available

The Australia Government has announced a total \$93.7 million (GST exclusive) over four years for the Destination Australia Program.

Under the 2020 grant opportunity, there is approximately:

- \$19.5 million in funding available during 2019-2020
- \$19.5 million in funding available during 2020-2021
- \$19.5 million in funding available during 2021-2022
- \$19.5 million in funding available during 2022-2023.

Funding of \$15,000 per scholarship, per year, and \$1,500 in promotional and administration assistance per scholarship, per year, will be awarded to successful providers who will run their own processes for allocating and awarding scholarships to students.

Grants available in this grant opportunity are for scholarships commencing from Semester 1, January 2020 onwards.

Grant recipients will be able to provide scholarships to both domestic and international students, as long as they meet the eligibility criteria outlined in section 4.

Grant recipients will nominate the number of scholarships they wish to deliver. There is no minimum or maximum grant amount for a tertiary provider; however, grants cannot exceed the amount of available funds.

#### 3.2 Grant period

Funding will be made available for each year of a student's qualification, should they remain eligible, for up to four years.

Eligible qualifications are outlined in section 5.

### 4. Eligibility criteria

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

To be eligible for this grant opportunity, you must be an Australian tertiary education provider with an active registration who meets the following criteria:

**If applying for scholarships for domestic students you must be:**

- A Registered Training Organisation (RTO) registered with the Australian Skills Quality Authority (ASQA), Victorian Registration and Qualifications Authority (VRQA), or the Western Australian Training Accreditation Council (WA TAC).

You must have a registration status of Current or Current (Re-registration pending) at the time the grant opportunity opens.

**AND/OR**

- A higher education provider registered with the Tertiary Education Quality Standards Agency (TEQSA).

You must have a registration status of Registered or Ongoing pending renewal at the time the grant opportunity opens.

**If applying for scholarships for international students, in addition to the eligibility listed above, you must be:**

- A tertiary provider registered under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

You must have a registration status of Registered at the time the grant opportunity opens.

Applicants will be required to provide their relevant registration ID/s within the application form.

**All applicants must also meet the eligibility requirements listed below:**

Tertiary education providers must have a campus location in a regional area as defined by the *Australian Statistical Geography Standard Remoteness Structure* from the Australian Bureau of Statistics which is defined as:

- inner regional
- outer regional
- remote
- very remote.

Tertiary education providers can include up to ten (10) eligible campus locations in their application.

Tertiary education providers must only offer and administer scholarships through the Destination Australia Program to students studying at a regional campus and living in a regional or remote area.

The term 'regional' and 'regional or remote' encompasses all areas outside Australia's *Major cities*. Using the *Australian Statistical Geography Standard Remoteness Structure*, these areas are classified as *Inner regional*, *Outer regional*, *Remote* or *Very remote*. For further information, please see the [Australian Statistical Geography Standard Remoteness Structure](#) on the [Australian Bureau of Statistics website](#).

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

You are not eligible to apply if you do not meet the eligibility criteria described under section 4.1.

### 4.3 What qualifications, skills or checks are required?

If you are successful, all relevant personnel working on the grant activity must maintain the following registration/checks as required by their relevant jurisdiction:

- Working With Vulnerable Persons Registration
- Working With Children Check.

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

### 5.1 Eligible grant activities

Tertiary education providers must award scholarships to students who meet and adhere to the following criteria for the duration of the scholarship:

- Are a new student to the tertiary education provider.
- Maintain ongoing residency in a regional area as defined by the Australian Statistical Geography Standard Remoteness Structure from the Australian Bureau of Statistics for the duration of each of study period. Where a course includes study outside a regional area (for example, for a clinical placement), residency away from the regional area is permitted for:
  - no more than one study period (not exceeding 6 months) per qualification where the qualification is longer than 2 years, or
  - 25% of the qualification length where the qualification is 2 years or shorter.

In cases where the requirements of a compulsory placement exceed the permitted study period away from a regional area, approval must be sought from the Department of Education.

- Are enrolled at and study at a regional campus of a registered tertiary education provider as defined by the Australian Statistical Geography Standard Remoteness Structure from the Australian Bureau of Statistics.
- Are studying full-time in a course that can be fully delivered by one of the tertiary education provider's regional campuses.
- Are studying one of the following qualification levels:
  - Certificate IV
  - Accredited Diploma
  - Advanced Diploma or Associate Degree
  - Bachelor Degree
  - Bachelors Honours Degree
  - Graduate Certificate or Graduate Diploma
  - Masters or Doctoral degrees.
- International students are also required to maintain a Student Visa for the duration of the scholarship in order to ensure protection under the *Education Services for Overseas Students (ESOS) Act 2000*.



## Reallocation of scholarships

If a scholarship student loses eligibility during the course of the scholarship period, no additional scholarship funding should be paid to the student. In this case, tertiary education providers can reallocate any future year funding associated with that student to a different student who meets the eligibility criteria.

### 5.2 Eligible expenditure

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

Eligible expenditure items are:

- marketing, promotional, and administration costs - \$1,500 per scholarship, per year
- scholarships - \$15,000 per year to be allocated to eligible new students as selected by you.

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

#### *Marketing and promotional activities*

Funding provided for promotional activities must only be used for building Destination Australia Program understanding and awareness and promoting the benefits of student experience in regional Australia.

When promoting the benefits of student experience in regional Australia, these promotional activities must **only** be distributed through the following distribution channels:

- television
- radio
- internet
- telephone services.

Activities to promote the Destination Australia Program for the purposes of building program understanding and awareness are **not** restricted to the above distribution channels.

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

You cannot use the grant for the following activities:

- to support students studying more than one third of the units (or equivalent) of a higher education or VET course by online or distance learning
- purchase of land
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

## 6. The assessment criteria

You must address all of the following assessment criteria in the application. We will assess your application based on the weighting given to each criterion detailed below, if applicable.

The application form includes character limits – up to 3000 characters (approx. 500 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

### **Criterion 1 (25% weighting)**

Describe how the scholarship program will contribute toward the strategic priorities of your institution.

When addressing the criterion strong applicants will:

- Describe the nature (qualification level, field of study) of the scholarships that will be offered to new students, and how these align with the strategic priorities of the institution, including as outlined in the institution's strategic plan or similar.
- Describe either how award of Destination Australia scholarships will enable the institution to grow student numbers and build on existing quality delivery of education, research and training, or how they will enable the institution to develop new education, research and training capacity.

### **Criterion 2 (25% weighting)**

Demonstrate how Destination Australia funding will contribute to growth and quality within your institution and your community.

When addressing the criterion strong applicants will:

- Describe how Destination Australia funding will enable growth in the institution, beyond increases in student numbers as a result of new scholarships, including how you will attract high-achieving new students.
- Explain the linkages the institution has with its regional community (e.g. through local industry and community organisations) and how these will be leveraged to maximise the benefits of Destination Australia to the community more broadly.

### **Criterion 3 (25% weighting)**

Demonstrate your capacity and capability to provide effective student support above and beyond minimum legislative requirements.

When addressing the criterion strong applicants will:

- Describe the institution's track record in providing support services to both international and domestic students.
- Demonstrate how the institution will ensure scholarship recipients will have access to and utilise adequate support services throughout the duration of their scholarship, including health and welfare services, career advice, and accommodation support.

### **Criterion 4 (25% weighting)**

Describe how you will promote and market the scholarship program, including how you will attract high achieving students.

When addressing the criterion strong applicants will:

- Demonstrate how the institution will promote the scholarships in line with the funding agreement.
- Demonstrate how the institution will ensure students remain eligible for scholarships, including confirming the student resides in a regional or rural area.
- Demonstrate how the institution will administer the \$1,500 administration/promotions funding.

## 7. How to apply

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

These documents are found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda<sup>1</sup> will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

If more than one application is submitted, the latest accepted application form will progress.

To apply you must:

- complete the online application form on [GrantConnect](#) or [Community Grants Hub](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 11.00PM AEST on 12 September 2019.

You will be required to provide your relevant registration ID within the application form.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The Community Grants Hub do not have to accept any additional information, or requests from you to correct your application after the closing time.

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

If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

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

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<sup>1</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents

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

## 7.1 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

### Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

### How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub via [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

Written requests to lodge a late application will only be accepted within three days after the grant opportunity has closed.

The Delegate or their appointed representative<sup>2</sup> will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

### Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity in 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 19 August 2019 Close: 11.00PM AEST on 12 September 2019
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks

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<sup>2</sup> This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

Activity	Timeframe
Earliest start date of grant activity	January 2020
End date of grant activity	As stated in your grant agreement, if successful

## 7.2 Questions during the application process

If you have any questions during the application period contact the Community Grants Hub on 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

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

The question period will close at 5:00PM AEST on 5 September 2019. Following this time, only questions about using and/or submitting the application form will be answered.

## 8. The grant selection process

### 8.1 Assessment of grant applications

The Assessment Centre will review your application against the eligibility criteria. Only eligible applications will be assessed against the assessment criteria. Eligible applications will be considered through an targeted competitive grant process.

If eligible, we will assess your application against the assessment criteria (see Section 6) and against other applications. We will consider your application on its merits, based on how:

- well it meets the criteria
- it compares to other applications.

A Selection Advisory Panel will consider whether it provides value with relevant money.<sup>3</sup>

When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will have regard to:

- the overall objective/s to be achieved in providing the grant
- the capacity of the applicant to administer the scholarships
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will target individuals.

### 8.2 Who will assess and select applications?

The assessment centre will assess each eligible and compliant application on its merit and compare it to other eligible applications. The assessment centre will be made up of Community Grants Hub staff, who will undertake training to ensure consistent assessment of all applications.

Any expert/advisor, who is not a Commonwealth official, will be required/expected to perform their duties in accordance with the CGRGs.

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<sup>3</sup> See glossary for an explanation of 'value with money'.

The Selection Advisory Panel comprising of Department of Education staff may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment centre may also consider information about you or your application that is available through the normal course of business.

The Selection Advisory Panel recommends to the decision maker which applications to approve for a grant.

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

The Minister for Education (the decision maker) decides which grants to approve based on the recommendations of the Selection Advisory Panel and the availability of grant funds for the purposes of the grant program.

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

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

In making grant decisions, the decision maker will also take into account considerations such as eligibility and ensuring a reasonable allocation of scholarships between international and domestic students.

In addition, the decision maker may consider an allocation of grants to ensure a reasonable allocation between:

- states and territories
- higher education and vocational education and training providers
- number of scholarships sought per provider.

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

## **9. Notification of application outcomes**

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

### **9.1 Feedback on your application**

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

Individual feedback will not be provided for this grant opportunity.

## 10. Successful grant applications

### 10.1 The grant agreement

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

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

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

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

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

#### **Commonwealth Simple Grant Agreement**

We will use a Commonwealth Simple Grant Agreement.

You will have twenty (20) business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

### 10.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

### **10.3 How we pay the grant**

The grant agreement will state the maximum grant amount to be paid.

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

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

### **10.4 Grant payments and GST**

If you receive Destination Australia Program funding you should consider speaking to a tax advisor about the effect of receiving funding before you enter into an agreement. You can also visit the [Australian Taxation Office website](#) for more information.

## **11. Announcement of grants**

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

## **12. How we monitor your grant activity**

### **12.1 Keeping us informed**

You should let us know if anything is likely to affect your grant activities or organisation.

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

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details
- your registration status with TEQSA, ASQA, VRQA or WA TAC.

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

### **12.2 Reporting**

#### **Progress Report**

You must submit reports in line with the grant agreement. Every six months you are required to report on:

- progress against agreed milestones and outcomes
- scholarship recipients - student data:
  - name
  - USI or HEIMS ID
  - age



- gender
- country of origin (for international students)
- address prior to moving to the region (for domestic students)
- current permanent address
- course of study
- qualification
- campus
- diversity and inclusion (e.g. does the student identify as Aboriginal or Torres Strait Islander, a person with disability, first in family, and/or from a culturally and linguistically diverse background)
- number of students who have become ineligible for the scholarship since last report
- number of students who have graduated since last report

For students who have graduated since last report, survey responses which outline:

- the student's experience with the tertiary education provider
- the student's experience living in the region
- additional supports accessed during scholarship
- whether the student intends to remain in the region
- factors influencing the student's decisions to remain in the region or not
- number of potential scholars who showed interest, but were not allocated a scholarship
- the marketing methods you believe were most effective
- the amount of funding expended on scholarships and marketing, promotional, and administration costs to date.

The amount of detail you provide in your reports should be relative to the size and complexity of the grant and the grant amount.

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

We will only make grant payments when we receive satisfactory reports in line with the requirements set out within the grant agreement.

You must tell us of any reporting delays with us as soon as you become aware of them.

Your report must be submitted by the due date and in the format requested in the grant agreement.

### **12.3 Financial acquittal**

We will ask you to provide a financial acquittal report annually. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

### **12.4 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager at the Community Grants Hub.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

## **12.5 Compliance visits**

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

## **12.6 Record keeping**

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

## **12.7 Evaluation**

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

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

## **12.8 Acknowledgement**

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth by saying:

'Destination Australia – an Australian government initiative'.

# **13. Probity**

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

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

## **13.1 Enquiries and feedback**

### **Complaints about this grant opportunity**

All complaints about this grant opportunity, including grant decisions, must be made in writing by completing the department's [feedback and enquiry form](#).

Any questions you have about grant decisions for this grant opportunity should be sent to [DestinationAustralia@education.gov.au](mailto:DestinationAustralia@education.gov.au).

### **Complaints about the selection process**

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

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the complaints form on the Department of Social Services website, by phone or mail.

Phone: 1800 634 035

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

Mail: DSS Feedback  
GPO Box 9820  
Canberra ACT 2601

### Complaints to the Ombudsman

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 13.2 Conflicts of interest

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

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

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

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

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

## 13.3 Privacy

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

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

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

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

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

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department of Education would breach an Australian Privacy Principle as defined in the Act.

### **13.4 Confidential information**

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

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

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

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

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

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

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

## 13.5 Freedom of information

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

The purpose of the FOI Act gives people the ability to get information held by the Australian government and its organisations. Under the FOI Act, people can ask for documents the Australian government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

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

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

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

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a> .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
funding arrangement manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>4</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>5</sup> is to be paid to a grantee other than the Commonwealth</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ol>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
<a href="#">GrantConnect</a>	is the Australian government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant.
ongoing residence	To dwell permanently, or for a considerable time, to have ongoing physical ties, or to have a settled or usual abode, in a particular place.

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<sup>4</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>5</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Portfolio Budget Statement (PBS) Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS Program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
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.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
study period	an academic year at a tertiary provider is divided into study periods. This could refer to semesters, sessions, or trimesters.
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> <li>• quality of the project proposal and activities</li> <li>• fit for purpose of the proposal in contributing to government objectives</li> <li>• absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>• potential grantee's relevant experience and performance history.</li> </ul>