



Multicultural Affairs and Citizenship Program: Fostering Integration Grants Grant Opportunity Guidelines

Opening date:	24 September 2019
Closing date and time:	11.00PM AEDT on 5 November 2019
Commonwealth policy entity:	Department of Home Affairs
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: support@communitygrants.gov.au Questions should be sent no later than 5.00PM AEDT on 29 October 2019
Date guidelines released:	24 September 2019
Type of grant opportunity:	Open competitive

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1. Multicultural Affairs and Citizenship Program: Fostering Integration Grants processes

The Multicultural Affairs and Citizenship Program is designed to achieve Australian government objectives.

This grant opportunity is part of the above grant program funded in the 2019-20 Budget, which contributes to the Department of Home Affairs' Outcome 2, Program 2.1 Multicultural Affairs and Citizenship Program. The Department of Home Affairs 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 must complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

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



We make grant recommendations

We provide advice, through the Selection Advisory Panel to the decision maker on the merits of each application.



Grant decisions are made

The decision maker, the Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs, 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 Fostering Integration Grants

We evaluate your specific grant activity and the Fostering Integration Grants objectives 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 Fostering Integration Grants grant opportunity.

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 Home Affairs.

2. About the grant program

Fostering Integration Grants is being provided by the Department of Home Affairs and is part of Program 2.1 Multicultural Affairs and Citizenship Program, within Outcome 2.

Outcome 2: Support a prosperous and inclusive society, and advance Australia's economic interests through effective management of the visa, multicultural and citizenship programs and provision of refugee and humanitarian assistance.

Program 2.1: Multicultural Affairs and Citizenship: To support a prosperous and inclusive society through the promotion, delivery and effective management of the Australian multicultural and citizenship programs.

The Fostering Integration Grants will run in 2019-20 and will help implement the Government's multicultural statement, *Multicultural Australia: United, Strong, Successful*.

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

2.1 About the Fostering Integration grant opportunity

This grant opportunity is for the Fostering Integration Grants.

The underlying principles of the Fostering Integration Grants are to:

- assist migrants to integrate into Australian social, economic and civil life
- support small culturally diverse community-specific organisations and multicultural community groups in Australia that provide cultural activities, community programs and multicultural events in line with the Government's multicultural statement
- build upon Australia's multicultural successes with a particular focus on creating cultural awareness and social inclusion.

Australia is a multicultural society. Almost half of our current population was either born overseas or has at least one parent born overseas. We have flourished in part thanks to our cultural diversity, underpinned by our common values and commitment to freedom, security and prosperity. We do not take our harmony and prosperity for granted. Together – as individuals, groups and at all levels of government – we will continue to build stronger, more cohesive and prosperous communities.

The objective of the grant opportunity is to facilitate the participation, integration and social cohesion of both newly arrived migrants and multicultural communities in Australia by:

- encouraging the social and economic participation of migrants by developing skills and cultural competencies to integrate into Australian social, economic and civic life, and build community resilience
- promoting and encouraging the uptake of Australian values and liberal democracy and amplifying the value of Australian citizenship
- promoting a greater understanding and acceptance of racial, religious and cultural diversity
- addressing issues within Australian communities that show potential for, or early signs of, low social integration.

The intended outcome of the grant opportunity is to contribute to an integrated and cohesive multicultural Australia where migrants:

- have capacity to communicate in English, the national language of Australia
- actively participate in Australian society through work, school, sport or other community activities
- embrace Australian values and abide by Australian laws
- are gainfully employed
- are resilient in times of crisis
- have social networks that cross ethnic and religious groups
- are welcomed and supported by the broader Australian community.

Grants will fund services, activities and events that seek to work with newly-arrived migrants and emerging ethnic communities, with a particular focus on women and young people. However, the activities can include all Australian citizens and residents who contribute to maintaining social cohesion and defining our national identity.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$2.3 million GST exclusive for the 2019-20 financial year for Fostering Integration Grants.

The total allocation for Fostering Integration Grants will be decided on completion of the selection process. This will depend on the number and quality of applications received.

- The minimum grant amount is \$5,000 GST exclusive.
- The maximum grant amount is \$60,000 GST exclusive.

Successful organisations may receive less funding than requested.

3.2 Grant period

You must complete your grant activity within 12 months of the date the grant agreement is signed.

4. Eligibility criteria

Priority will be given to:

- small not-for-profit organisations who directly represent a specific culturally diverse community; and/or

- organisations who are strongly connected to the culturally diverse community and have a physical presence in that community.

Preferred organisations may include culturally diverse community-specific organisations or mainstream organisations who are strongly connected to the culturally diverse community and have a physical presence in that community.

Larger and well-established organisations are eligible to apply but should consider:

- whether they have effective links with the target community to enable them to successfully deliver the project
- supporting or partnering with smaller organisations in their applications.

4.1 Who is eligible to apply for a grant?

To be eligible you must be a not-for-profit organisation that is legally registered in Australia and be one of the following entity types:

- Indigenous Corporation
- Cooperative
- Incorporated Association
- Trustee on behalf of a Trust¹

As a not-for-profit organisation you must demonstrate your not-for-profit status through one of the following:

- State or territory incorporated association registration number or certificate of incorporation, e.g. clubs and other associations.
- Current Australian Charities and Not for profits Commission's (ACNC) registration, e.g. for organisations registered as a charity.

You must also have the following requirements in place before you apply for this grant opportunity, or be willing to register prior to the execution of the grant agreement:

- An Australian Business Number (ABN).
- An account with an Australian financial institution.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above.² Eligible organisations can form consortia with ineligible organisations.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are a/an:

- Company
- Corporate Commonwealth Entity

¹ Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form

² The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. Consortia are eligible to apply and the relevant conditions applicable to consortia are outlined in Section 7.2.

- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government³
- International Entity
- Statutory Entity
- Sole Trader
- Partnership⁴
- Person⁵
- Unincorporated Association

In addition to the above, funding will not be provided to organisations that:

- have failed to comply with the terms and conditions of previously awarded grants
- have been implicated in illegal actions such as providing any kind of support, including financial, to terrorist organisations, advocating the use of violence for political means and other unlawful activities.

4.3 What qualifications, skills or checks are required?

If you are successful, all personnel working on the grant activity must maintain the following registration/checks:

- Working with Vulnerable People registration
- Working with Children check
- [National Police check](#)

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activities must directly relate to the objectives of the grant opportunity as detailed in Section 2.1. Examples of eligible projects include:

- festivals, multicultural events, and community functions that showcase elements of cultural heritage to the broader community in order to increase understanding and awareness of racial, religious and cultural diversity
- increasing understanding of Australian values by fostering social interactions between established and emerging migrant communities
- provision of work experience to migrants to help overcome employment barriers

³ Includes New South Wales local governments created as Body Politics.

⁴ Partnership – the individual partners will enter into the agreement with the agency. A partnership agreement or a list of all individual partners of the partnership may be requested.

⁵ A person is a natural person, an individual, a human being.

- increasing the capacity of youth leaders to represent, engage and support their peers
- innovative arts projects to unite diverse communities
- working with children on anti-racism workshops
- supporting recently arrived migrant women to connect with well-established women in the community to increase social networks
- supporting Muslim women who have experienced racism to develop ways to increase community understanding of Islam
- assisting migrants to develop a greater understanding of the responsibilities of Australian Citizenship, uptake Australian values and abide by Australian laws
- using sport to increase social interaction between different cultural groups as well as to engage with youth on Australian values and increase understanding of cultural diversity
- innovative projects using digital platforms to engage with and support socially isolated women and young people and/or promote the benefits of integration to the wider community.

5.2 Eligible expenditure

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

Eligible expenditure items are:

- staff salaries and on-costs that can be directly attributed to the provision of the funded grant activity
- employee training for paid and unpaid staff including Committee and Board members which is relevant, appropriate and in line with the grant activity
- venue hire, insurance, catering, marketing and promotion for events, seminars and workshops
- up to 15 per cent of the grant can be used for operating and administration expenses that can be directly attributed to the provision of the funded grant activity such as telephones, computer, website, software, utilities, postage, stationery and printing, accounting and auditing, domestic travel and accommodation costs
- payment of subcontractors such as the use of translating and interpreting support services
- up to 10 per cent of the grant can be used for evaluation of the funded project and/or to explore options for future sustainability and ongoing viability of the funded project
- not all expenditure on your grant activity may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- Activities that replicate services provided by other Commonwealth grant programs in the project location, including the Adult Migrant Education Program (AMEP) and the Humanitarian Settlement Program.
- Existing activities that may be considered the day-to-day corporate activities of your organisation (e.g. updating your website).
- Activities or programs that are likely to contribute to racial, religious or cultural intolerance or that are otherwise contrary to the views of the Australian Government.

- Activities or programs that will be completed outside of Australia.
- Activities or programs that cannot be completed within twelve months of the date the grant agreement is signed.
- 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 not directly attributed to the activity or program being delivered as part of the grant agreement.
- Major construction/capital works.
- Overseas travel.
- Cross-subsidisation of existing programs or initiatives run by your organisation.
- Costs to attend and travel to conferences.

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

6. The assessment criteria

You must address all of the following assessment criteria in the application. All criteria are equally weighted.

The application form includes character limits – up to 2,000 characters (approx. 300 words) per criterion response. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

Criterion 1

Demonstrate a strong need for a fostering integration project within your target community/communities.

In demonstrating the need you must answer the following questions:

- Who does your project seek to target? Describe their characteristics, which may include the size of the community, their geographical location, ethnic, cultural or religious background, visa subclass/citizenship status, length of time in Australia, etc.
- Why does your target community require assistance? Describe and provide evidence of the issues facing your target community/communities that you are seeking to address.

Criterion 2

Describe the project in detail including how it will be delivered and how it will address the grant objectives.

In describing the project you must answer the following questions:

- What activities will you undertake and how many people do you expect will participate in, or benefit from, each activity?
- How will the activities address the particular needs of the target community/communities?
- What outcomes do you expect to achieve from your project and how do these relate to the program objectives and outcomes in Section 2 of these guidelines?
- How will the project and/or outcomes continue beyond the grant period?

Criterion 3

Describe your organisation's experience working with and delivering projects to your community.

In describing your organisation's experience you must answer the following questions:

- Has the target group been consulted with or involved in the design of this project? Provide information regarding their role in, or support for, the project.
- What is your relationship with the target community? How will you work with the community to ensure the successful implementation of the project?
- What is your organisation's experience with managing a similar project and what policies or procedures do you have in place to manage a grant agreement if successful?

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 addenda⁶ 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.

You can only submit one application per organisation in each State or Territory. If more than one application per organisation is received **for the same State or Territory**, 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 AEDT on 5 November 2019.

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. The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

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

⁶ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents

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

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

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

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

7.1 Attachments to the application

If applying as a Trustee on behalf of a Trust, you must provide trust deed and any subsequent variations.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for.

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

7.2 Joint (consortia) applications

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

For example:

- A well established service provider may wish to deliver a project to a target community it has not worked with previously. The organisation is encouraged to enter into a consortium arrangement with a culturally diverse community-specific organisation representing this target community to effectively deliver the project.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group.

Lead organisations should ensure they have written agreement from member organisations to collaborate on the project. These may be requested as part of the assessment process.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.3 Timing of grant opportunity processes

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

Late applications

We will not accept late applications 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. 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.

The late application request form and instructions for how to submit it can be found on the [Community Grants Hub website](#).

Requests for a late application must be made within three days of the grant opportunity closing, unless otherwise specified in the Grant Opportunity Guidelines.

The Delegate or their appointed representative⁷ 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 around April 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
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
Earliest start date of grant activity	April 2020
End date of grant activity	30 June 2021

7.4 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.

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 AEDT on 29 October 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

We will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

⁷ This may be the Community Grants Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

If eligible, we will then 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.⁸

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 relative value of the grant sought
- the geographic location of the proposed grant activity
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- whether the project will be delivered by a small culturally diverse community-specific organisation seeking to directly represent its community
- how the grant activities will target groups or individuals
- the relative merit of each application
- the extent to which the applicant has demonstrated a capacity to fund the proposal taking into consideration all possible sources of finance, including debt finance
- how many people are likely to be influenced.

The Selection Advisory Panel will:

- prioritise funding to:
 - smaller not-for-profit organisations who directly represent a specific culturally diverse community
 - organisations who are strongly connected to the culturally diverse community and have a physical presence in that community
- seek to ensure there is a distribution of the types of activities funded, delivery locations and recipient communities.

Where possible the Selection Advisory Panel will seek to minimise duplication with other Commonwealth/state/territory government programs/service delivery.

8.2 Who will assess and select applications?

Assessors will assess each eligible and compliant application on its merit and compare it to other eligible applications. Assessors are Commonwealth Government officers, who will undertake training to ensure consistent assessment of all applications.

A Selection Advisory Panel comprised of subject matter experts will then review all ranked applications to inform the final recommendations for funding. Subject matter experts are likely to include expert policy and program staff from the Department of Home Affairs and may also include non-Commonwealth officials.

Subject matter experts are required to advise the Chair of any potential or perceived conflicts of interest to ensure that they do not unduly impact the outcomes of the grant program.

⁸ See glossary for an explanation of 'value with money'.

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

The Selection Advisory Panel 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 Government, even if the sources are not nominated by you as referees. We may also consider information about you or your application that is available through the normal course of business.

The Department of Home Affairs may also consult with law enforcement and security agencies to confirm that organisations have not been implicated in illegal actions such as providing any kind of support, including financial, to terrorist organisations, advocating the use of violence for political means and other unlawful activities. If an organisation is found to have been implicated in illegal activity then the department reserves the right to refuse the grant application.

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 Immigration, Citizenship, Migrant Services and Multicultural Affairs (the decision maker) decides the grants to be approved, 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.

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

9. Notification of application outcomes

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

9.1 Feedback on your application

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy to access 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.

9.2 Further grant opportunities

In the event that there are insufficient suitable applications to meet program objectives, the Department of Home Affairs may approach organisations directly and invite them to apply through a relevant targeted competitive or closed non-competitive selection process.

10. Successful grant applications

10.1 The grant agreement

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

Each agreement has 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. You must not start any activities 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 Standard Grant Agreement

We will use a Commonwealth Standard 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.

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

10.2 Commonwealth Child Safe Framework

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

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause will 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 Multicultural Access and Equity

The Australian government's *Multicultural Access and Equity Policy* obliges Australian government agencies to ensure their policies, programs and services - including those provided by contractors

and service delivery partners - are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications.

10.4 How we pay the grant

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

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

We will pay 100 percent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity.

10.5 Grant payments and GST

If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

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

Details relating to your grant, including a brief description of the activity being supported, may also be provided to Parliamentarians and other Commonwealth, State and Territory government bodies.

12. How we monitor your grant activity

12.1 Keeping us informed

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

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

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

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

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

You will also be responsible for:

- ensuring that anyone working directly with vulnerable people has the appropriate qualifications under relevant state and territory legislation
- providing copies of National Police Checks for all office holders
- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- ensuring staff working on the activity have the appropriate skills and knowledge
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement
- engaging with the Department of Home Affairs Community Liaison Officer Network as part of informal progress reporting.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes
- expenditure of the grant.

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

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

Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

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

Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

12.3 Financial declaration

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

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. We will not consider changes after the grant agreement end date.

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

12.8 Acknowledgement

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

'This project is funded/part-funded (select which ever applies) by the Australian Government's Fostering Integration Grants program. The grants support new initiatives by not-for-profit organisations that will help migrants better integrate into Australian life through employment and community participation.'

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 Home Affairs. 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

The Department of Home Affairs Complaints Procedures apply to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be lodged in writing via the online form.

Complaints about the selection process

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

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

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or Department of Home Affairs 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 Department of Home Affairs.

The Commonwealth Ombudsman can be contacted on:

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

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if Department of Home Affairs 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 think there is an actual, apparent, or perceived conflict of interest, you must inform the Department of Home Affairs 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 Home Affairs 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

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 .
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.
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
culturally diverse community-specific organisation	An organisation whose purpose is to directly represent the needs and interests of a specific culturally diverse community.
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.

Term	Definition
funding arrangement manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
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> <ul style="list-style-type: none"> a. under which relevant money⁹ or other Consolidated Revenue Fund (CRF) money¹⁰ is to be paid to a grantee other than the Commonwealth; and 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/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.
GrantConnect	is the Australian government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
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.

⁹ Relevant money is defined in the PGPA Act. See Section 8, Dictionary.

¹⁰ 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 Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant Programs. A PBS Program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
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.
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> • quality of the project proposal and activities • fit for purpose of the proposal in contributing to government objectives • absence of a grant is likely to prevent the grantee and government's outcomes being achieved • potential grantee's relevant experience and performance history.
we	refers to officers from the Community Grants Hub and the Department of Home Affairs.
you	refers to the applicant organisation.