



Regional Agricultural Show Development Grants Program

Grant Opportunity Guidelines

Opening date:	4 October 2019
Closing date and time:	11.00PM AEDT on 13 December 2019
Commonwealth policy entity:	Department of Agriculture
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (Option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5.00PM AEDT on 6 December 2019
Date guidelines released:	4 October 2019
Type of grant opportunity:	Targeted competitive

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1 Regional Agricultural Show Development Grants Program processes

The Regional Agricultural Show Development Grants Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program that contributes to the Department of Agriculture's Policy Outcome 1. The Department of Agriculture 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 to the decision maker 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 will 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 will 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 will be 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 Regional Agricultural Show Development Grants Program.

We may evaluate your specific grant activity and the Regional Agricultural Show Development Grants Program as a whole. We may base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Regional Agricultural Show Development Grants 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 Agriculture.

2 About the grant program

The Regional Agricultural Show Development Grants Program is designed to provide funding for the maintenance and upgrade of existing infrastructure and the building, purchasing and construction of new infrastructure related to the running of an agricultural show on regional showgrounds.

Agricultural shows provide an authentic and accessible showcase of Australian farming. They are at the very heart of regional communities, bring rural and urban communities together, showcase new technology, and promote competition and improvement in agricultural sectors.

The objectives of the Regional Agricultural Show Development Grants Program are to help:

- a) keep agricultural shows running
- b) bring communities together
- c) bridge the divide between country and city.

Grants are available to regional agricultural show societies that meet the eligibility criteria outlined in section 4.

Outcomes from the program are expected to include:

- a) improved amenity of showground infrastructure to improve the experience of showground users and visitors. The amenities can include but are not limited to, for example, new and/or improved exhibiting and seating facilities, upgrading existing buildings to meet contemporary accessibility standards, building new or upgrading existing roads and buildings
- b) improved flexibility of use of showground infrastructure to increase the opportunity for it to be used for other events that bring the community together through the year
- c) use of modern construction methods and materials that reduce on-going maintenance and repair of infrastructure
- d) reduced operational costs for events conducted at and using showground facilities
- e) greater variety of attractions to improve shows' ability to attract visitors.

This grant opportunity will provide funding under five categories, called program 'streams'. Each stream intends to fund a specific type of activity. The streams are:

- Small grants for small shows
- Small grants for large shows
- Large grants for small shows
- Large grants for large shows
- State-wide grants

The grant agreement will only be entered into once there is legislative authority in place for the Program.

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

We will publish the opening and closing dates and any other relevant information, including tools to assist with grant applications, on the [GrantConnect](#) and [Community Grants Hub](#) websites.

3 Grant amount and grant period

3.1 Grants available

The Australian Government has announced \$20 million (GST exclusive) in funding for the Regional Agricultural Show Development Grants program. There will be one funding application round only and the program will end on 30 June 2021. The value of money awarded under this grant opportunity cannot exceed the total funding available.

There will be no minimum grant amount. The maximum grant amount will be \$500,000.

No additional grant funding will be available if a project comes in over budget. The successful grantee must manage this risk to ensure the grant activity is completed in full. If a project is not completed in accordance with the grant agreement, grant funds may need to be returned.

A regional show society may apply for a maximum of one small grant, one large grant and one grant as the lead in a consortium of show societies.

There are no allocations of funding against the following funding streams.

3.2 Small grant

The small grant stream will be used for projects seeking up to \$124,999 in grant funding.

A small project may be a single project or be comprised of up to four sub-projects.

Note: total project value may include required and/or voluntary co-contributions – see section 3.5.

Example 1: Small grant

A grant to undertake three sub-projects:

1. Removal of asbestos and reconstruction – grant funding of \$54,000.
2. Installation of a solar electricity system, including panels, battery storage and related electrical works – grant funding of \$45,000.
3. Disability access: construction of accessibility ramps and retrofitting of amenity blocks – grant funding of \$25,000.

Example 2: Small grant

A grant to undertake four sub-projects:

1. Installation of irrigation system on main arena – grant funding of \$35,000 (note: general landscaping is not eligible for funding).
2. Construction of shade sails over playground/public areas – grant funding of \$35,000.
3. Replacement of lighting with LED technology – grant funding of \$29,999.
4. External painting of pavilions – grant funding of \$25,000.

3.2.1 Small grants for small shows

Shows that collect less than \$20,000 in gate receipts from each annual show and are seeking grant funding of up to \$124,999 will be eligible to apply for the Small Grants for Small Shows stream.

3.2.2 Small grants for large shows

Shows that collect \$20,000 or more in gate receipts from each annual show and are seeking grant funding of up to \$124,999 will be eligible to apply for the Small Grants for Large Shows stream.

3.3 Large grant

The large grant stream will be used for projects seeking between \$125,000 and \$500,000 of grant funding.

A large grant may be comprised of a single project or two sub-projects. Sub-projects must be seeking at least \$125,000 in grant funds.

Note: total project value may include required and/or voluntary co-contributions – see section 3.5.

Example 1: Large grant

A grant to demolish and replace a grandstand, incorporating office accommodation, change rooms/toilets and ancillary areas. Project to include all construction, plumbing and electrical works – grant funding of \$500,000.

(Note: Interior design, furnishings, etc. are not considered infrastructure for the purpose of this funding program and grant funds cannot be spent on them. Expenditure on these items is also not eligible as a co-contribution to the grant funding. Expenditure on fit-out may be eligible expenditure where it constitutes part of the structure of the building.)

Example 2: Large grant

A grant to undertake two sub-projects:

1. Construction of administration block (see note on exclusions above) – grant funding of \$250,000.
2. Construction of amenities block, including solar hot water system – grant funding of \$175,000.

3.3.1 Large grant for small shows

Shows that collect less than \$20,000 in gate receipts from each annual show and are seeking grant funding of between \$125,000 and \$500,000 will be eligible to apply for the Large Grants for Small Shows stream.

3.3.2 Large grant for large shows

Shows that collect \$20,000 or more in gate receipts from each annual show and are seeking grant funding of between \$125,000 and \$500,000 will be eligible to apply for the Large Grants for Large Shows stream.

3.4 State-wide grants

State and territory agricultural show peak bodies who are members of Agricultural Shows Australia will be eligible to apply for grants of up to \$500,000, to fund infrastructure or related projects that can be shared amongst individual agricultural show societies within that state or territory.

3.5 Co-contributions

Co-contributions, which is where the Australian Government's grant funding is supplemented by resources from either the funding applicant or a third party, are a key feature of the Regional Agricultural Show Development Grants Program.

Co-contributions can either be cash or in-kind. In-kind co-contributions are where a funding applicant devotes non-cash resources to a project that are necessary to its completion, such as materials or labour. Where applicants are seeking to make an in-kind contribution they will need to estimate the value of this contribution and advise how it was derived.

The following table shows the minimum co-contributions expected, noting that applicants may wish to provide a larger co-contribution.

Applications made for state-wide grants will not be required to make a co-contribution.

	Small grant		Large grant	
	<i>Small shows</i>	<i>Large shows</i>	<i>Small shows</i>	<i>Large shows</i>
Co-contribution to Grant ratio	Nil	1:4	1:4	1:1
Minimum rate of co-contribution	0%	25%	25%	100%

Note: For these calculations, the grant amount and the value of co-contributions are GST exclusive.

4 Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria. The decision maker can choose to waive the eligibility criteria, however they must be made aware of the risks.

4.1 Who is eligible to apply for a grant?

There are three key eligibility criteria that applicants must satisfy.

1. To be eligible you must be one of the following entity types:
 - Indigenous Corporation
 - Company¹

¹ Company is a company incorporated under the *Corporations Act 2001* (Cth)

- Cooperative
- Incorporated Association
- Statutory Entity
- Partnership²
- Unincorporated Association.

If you are applying as a Trustee on behalf of a Trust³, the Trustee must have an eligible entity type as listed above.

2. To be eligible you must be a regional agricultural show society who is:

- a member of Agricultural Shows Australia (ASA)
- a member of a state and territory regional agricultural show society that is a member of ASA
- a regional agricultural show society intending to become a member of ASA or a state and territory regional agricultural show society that is a member of ASA.

3. To be eligible you must be able to meet the following conditions:

- a) The regional agricultural show society must conduct a regular agricultural show at a showground located in a defined regional area (note: special consideration may be given if a regular agricultural show was not held in 2017, 2018 or 2019 owing to exceptional circumstances, but it is intended a show will be held in 2020 and/or subsequent years).
- b) The regional agricultural show society can provide evidence that the entity with responsibility for the relevant showground and related showground infrastructure affected by the proposed project supports the application. The responsible entity may be, for example, a trust or other constituted body responsible for the management of Crown land, a local council, or a user or tenant of the showground.

ASA member state peak bodies representing regional agricultural shows are eligible to apply for state-wide grants for infrastructure or related projects. Applications must provide evidence that the grant funding and co-contributions will be used to benefit regional agricultural shows and show societies.

4.2 Additional eligibility requirements

To be eligible the applicant should:

- have a current Australian Business Number (ABN)
- be registered for the purposes of GST
- have an account with an Australian financial institution.

² 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.

³ 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. Both the Trust's and Trustee's details will be collected in the application form.

4.3 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.

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

- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government⁴
- Commonwealth Company
- Sole Trader
- International Entity
- Non-Corporate Commonwealth Entity
- Person⁵

4.4 Your co-contribution

Your co-contribution comprises your cash and in-kind contributions to the total eligible project costs from you or sources other than the Commonwealth. We consider your co-contribution when assessing applications at the eligibility and merit assessment stage. We encourage any additional level of contribution (cash or in-kind).

Your co-contribution can come from:

- you as the applicant
- an individual
- local government
- state or territory governments
- not for profit organisations
- private sector companies.

The source of co-contributions is to be determined by the applicant.

Evidence may be required that funds will be available before a grant agreement is signed; for example, if co-contributions are to be provided by other parties or commercial finance.

Volunteer labour is not permitted as a required co-contribution.

In-kind contributions of labour are permitted when you or a project partner dedicate staffing resources to manage the grant activity, including administration of the grant and project management. Only direct salary or wage costs are eligible in-kind contributions (evidence may be

⁴ Includes New South Wales local governments created as Body Politics.

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

required). Salary on-costs, office accommodation, consumables, transport, etc. are not eligible to be in-kind contributions.

In-kind contributions of machinery and equipment usage by you or a project partner may be permitted. Evidence may be required of the commercial value of the contribution; for example, the regular hire-out rate for the machinery.

4.4.1 Exceptional circumstances

We recognise that some applicants may be experiencing exceptional circumstances that may limit their capacity to contribute to the project. Exceptional circumstances may include:

- drought and/or disaster declaration
- limited financial capacity
- impact of industry decline
- significant recent change in population or community demographics
- other exceptional circumstances.

Where you can demonstrate that you are experiencing exceptional circumstances, you may seek an exemption from your contribution to the project in your application.

If you seek an exemption, you must submit information about the exceptional circumstances you are experiencing, and how they are preventing you from making a cash and/or in-kind contribution. Information could include being in a council listed as a declared council for the Drought Communities Program, being in a disaster impacted area listed on the Disaster Assist website, or any other information you think to be relevant.

You should also include information to demonstrate your capacity to maintain and fully utilise the project.

The Selection Advisory Panel will consider requests for exemption.

5 What the grant money can be used for

5.1 Eligible grant activities

Grants can be used for activities such as:

- repairing or upgrading existing showground infrastructure
- constructing new showground infrastructure
- purchasing or renting tangible infrastructure-related assets that will boost the capacity and sustainability of a regional show, or a number of regional shows across a particular state or territory
- purchasing, renting or constructing attractions that increase the attractiveness of shows and encourage visitors.

Eligible expenditure includes, but is not restricted to, expenditure on:

- management and administration of the grant, including independent audit if required
- labour
- materials
- purchasing, renting or constructing attractions

- professional services
- project management.

Eligible activities may include, but are not limited to, those in the table below.

Activity	
Access / carpark - maintenance (e.g. grading)	Kitchen - upgrade / replacement
Access / carpark - upgrading (e.g. asphalt)	Lighting - upgrade external / arena lighting
Accessibility - e.g. construction of ramps or paths	Lighting - upgrade internal lighting (e.g. LED)
Accessibility - hearing loop installation	Painting (internal / external)
Airconditioning - installation / upgrading	Phone connection
Asbestos removal (identified safety issue)	Playground
Buildings - new and / or maintenance or upgrading of existing)	Roads and paths (new and/or maintenance upgrading of existing)
Cool room - new construction	Running track - installation
Cool room – repairs	Running track - repairs
Drainage works	Scoreboard / Electronic display (fixed / permanent)
Electrical - new / additional work (including to facilitate amusement rides)	Seating (outdoor - fixed) - new / upgrade
Electrical – repairs	Seating (outdoor - fixed) - repairs
Exercise station	Security - new / upgrade (fixed - e.g. security lighting, cameras or alarm)
Exhibit or attraction (eg agricultural virtual reality exhibit)	Sewer connection (upgrade from septic tank)
Fencing - expand extent	Shade structures - repair
Fencing - new / upgrade (e.g. timber to steel)	Site restoration (e.g. after construction works - not purely aesthetics)
Fencing - replace existing (like-for-like)	Solar panels (fixed) - purchase / installation
Guttering (repairs / new)	Sprinkler installation - field / arena (new)
Holding yards – repair	Sprinkler installation - field / arena (replace)
Holding yards - new / upgrade	Sprinkler installation - fire (replace / upgrade)
Insulation of buildings (new)	Water supply - connection to town water
Insulation of buildings (replace / upgrade)	Water supply - install new water tanks (inc. larger capacity)
Internet connection (from external source)	Wifi installation (fixed - e.g. ceiling)

Applicants should be realistic when costing projects. No further grant funds will be available. Grantees will be responsible for ensuring projects for which grant funds are provided are completed. Grant funding may be withheld or be required to be returned if a project cannot be completed to the satisfaction of the program.

Any building built, extended or modified using grant funding or any tangible infrastructure-related assets must be used for the intended purpose for an agreed period (called the designated use period). The designated use period will be agreed between the department and the applicant and included in the grant agreement, and will reflect the level of government funding.

5.2 Project location

Showgrounds benefitting from a grant must not be located in an excluded area.

Excluded areas are the Urban Centre and Locality (UCL) cities for Sydney, Melbourne, Brisbane, Perth, Adelaide, Hobart, Darwin and Canberra as defined by the [Australian Bureau of Statistics' Australian Statistical Geography Standard](#).

There are no restrictions on the location of applicants who apply for funding under the State-wide Grants stream. However, successful funding applicants under this stream will need to demonstrate that the infrastructure and related projects funded by the grant are for the benefit of regional agricultural shows.

5.3 What the grant money cannot be used for

Grant funding cannot be used to directly generate or contribute to the profit of an applicant or partner.

The following are examples of activities grant funding cannot be used to pay for (this list is not exhaustive):

- costs normally associated with running a Regional Agricultural Show (for example rent, insurances, salaries, general maintenance such as cleaning, lawn mowing, gutter cleaning)
- professional development for individual staff members of an Agricultural Show Society or organiser
- activities not related to the delivery of Regional Agricultural Shows (for example environmental sustainability projects)
- purchasing of land
- proposals where capital works have commenced and/or been fully committed to at the time of application
- activities that are already fully funded by another government grants program
- activities that have already occurred, or re-production of resources that have previously been developed (such as advertising brochures), or re-use of existing materials in another way
- the purchase or lease of vehicles.

6 The assessment criteria

One application per funding stream is required to be submitted. That is, applicants applying for a small grant, and a large grant will need to submit two applications: one for the small grants stream, and one for the large grants stream.

You must address all of the following assessment criteria in your application:

- the need for the project and benefits to the community
- impact on the sustainability of the show
- your capacity to deliver the project.

When developing responses to the assessment criteria you should consider the objectives and aims of the program. The way in which you address the criteria will depend upon the activities you are proposing for funding.

The application form includes character limits – up to 6000 characters (approx. 900 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

Criterion 1: Describe the need for the project in the proposed community and how it will contribute to achieving the program objectives

A strong response will describe:

- the need for showground related infrastructure in your community
- how the project will deliver a benefit to your broader community including the local agricultural sector
- how the project will impact on local economic activity and employment during and after its construction
- how the project will be used by the local community after its completion.

Criterion 2: Describe the impact on the sustainability of the show

A strong response will describe:

- how the project will contribute to the ongoing viability of the show
- how the project will reduce the ongoing operational, repair and maintenance costs for the showground operator, users and events
- how the project will improve showground amenities including accessibility issues, visitor health and safety and user experience
- how the project will increase the range of activities and events able to be undertaken at the showground.

Criterion 3: Describe your organisation's capability to effectively deliver the proposed project

A strong response will describe:

- details of the key staff/personnel engaged in delivering the project/sub-projects
- the proposed governance arrangements and other processes in place to effectively manage the project
- how your organisation will comply with relevant Commonwealth, state and/or territory legislative requirements
- any potential risks to the project and how they would be managed or mitigated.

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 on the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation will be 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.

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 electronically to the Community Grants Hub by 11.00PM AEDT on 13 December 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 around 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 (Option 1) 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.

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

All of the following supporting documents should be attached to your application. Templates are provided for your use with the grant opportunity documents as specified:

- Budget proposal – outlining the estimated costs associated with the proposed project, including by sub-project as applicable (template provided).
- Project plan – description of project including timeline (template provided).
- Evidence of land/building ownership or permission from the land/building owner.

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

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

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

7.2 Joint (consortia) applications

We recognise that some show societies and ASA member state peak bodies may want to join together as a group to deliver grant activities. In these circumstances, you must appoint one show society or ASA member state peak body as the 'lead organisation' in the consortium. 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.

If successful, the applicant will sign the grant agreement and be responsible for ensuring all requirements of the grant agreement are met, including provision of contributions by partners to ensure minimum co-contribution requirements are met.

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](#).

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

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.

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

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 activity from execution of the grant agreement and the expected completion date will be negotiated with each funding recipient.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	Up to 10 weeks
Approval of outcomes of selection process	6 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	Upon execution of the grant agreement
End date of grant activity	Negotiated with each grant recipient. No later than 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 (option 1) 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 6 December 2019. Following this time, only questions relating to using and/or submitting the application form will be answered.

8 The grant selection process

8.1 Assessment of grant applications

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines.

We will assess all applications for eligibility and compliance against the requirements of the application process. Eligible applications will then be considered through a targeted competitive grant process.

8.2 Who will assess and select 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 a targeted competitive grant process.

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
- how it compares to other applications.

A Selection Advisory Panel will consider whether your application 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:

- initial preliminary score against the assessment criteria
- overall objective/s to be achieved in providing the grant
- relative value of the grant sought
- extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the Regional Agricultural Show Development Grants Program
- risks that the applicant or project poses for the Commonwealth.

Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the [CGRGs](#).

Based on their assessment, the Selection Advisory Panel may recommend funding for all or part of any project or sub-project. If a sub-project is not selected for funding, its value may not be used to increase the value of another sub-project.

8.3 Who will approve grants?

Based on the value of the grant round, and in line with the Department of Agriculture's Financial Delegations, the delegate of the Minister for Agriculture, the First Assistant Secretary of the Agricultural Policy Division in the Department of Agriculture, will be the decision maker for this round. The decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel, taking into consideration any further information that may become known, including 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 will be 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 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.

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

10 Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will use two types of grant agreements for this grant opportunity. Our selection will depend on the associated risk and complexity of your grant activities.

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 Regional Agricultural Show Development Grants Program 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.

All applicants will be responsible for ensuring the proper and efficient conduct of project activities and must carry out all activities in accordance with applicable laws, regulatory approvals and Australian standards. This includes, but is not limited to, all required planning, environmental, development, building, and work health and safety approvals.

If you are successful for more than one proposal, you will receive a single grant agreement that will have a schedule for each proposal that receives funding.

If there are unreasonable delays in negotiating a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

You must accurately report on the grant activities and the expenditure of the grant, as required in the grant agreement. The grant must be spent and acquitted by the grant agreement completion date unless otherwise agreed with the department.

The department may vary or extend grant agreements in some circumstances where permissible under the terms and conditions of the agreement, and where agreed by both parties.

You should not make financial commitments in expectation of receiving the grant until an agreement has been signed by the Commonwealth.

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

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party
- schedule of payments (based on the budget proposal and subject to negotiation between the department and the funding recipient)
- reporting requirements.

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

We will make an initial payment on execution of the grant agreement. We will also make subsequent payments, where applicable, according to an agreed schedule set out in the grant agreement. Payments may be subject to satisfactory progress on the project.

Payments will be made according to schedules agreed between grant recipients and the department, as recorded in the grant agreement. Payment schedules will reflect the nature of the proposal, and generally be linked to the achievement of project milestones and key performance indicators. Release of each payment will depend on your organisation meeting all requirements as specified in the grant agreement.

10.3 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](#).

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 key 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.

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, their representative or the local federal Member of Parliament to attend. Section 12.8 provides further guidance on acknowledging the Australian Government funding for the project.

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 project milestones and outcomes
- contributions of participants directly related to the project
- 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 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.

Progress reports

Progress reports, where applicable, must:

- include evidence of your progress toward 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).

We will only make grant payments when we receive satisfactory progress reports.

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

Final report

When you complete the project 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.

For all grants, we may ask you to provide evidence of progress and completion of grant activities by providing photographs.

12.3 Financial reports

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. We may also ask you to supply relevant tax invoices and other receipts that show how grant funding has been spent.

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 may evaluate the Regional Agricultural Show Development Grants 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 interview you, or 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 Regional Agricultural Show Development Grants Program, we require you to acknowledge the grant by using the following:

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

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 Agriculture. Should this happen, the revised guidelines will be published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

13.1 Enquiries and feedback

Complaints about this grant opportunity

The Department of Agriculture's complaints procedures apply to complaints about this grant opportunity. Complaints about this grant opportunity, including grant decisions, must be provided in writing by contacting the program manager at agshowgrants@agriculture.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 lodge complaints using the [online complaints form](#) on the [Department of Social Services](#) website, by phone or mail.

Phone: 1800 634 035

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 the Department of Agriculture 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 Agriculture.

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 the Department of Agriculture 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 identify an actual, apparent, or perceived conflict of interest, you must inform the Department of Agriculture 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 Agriculture 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:

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

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 is to give 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 and private interests and business affairs of persons in respect of whom 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 Consultation

The Department of Agriculture conducted consultations with key stakeholders to inform the Regional Agricultural Show Development Grants Program guidelines.

15 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	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.
capital works	works to build, extend, modify or renovate facilities.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	these 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.
completion date	the expected date that the grant activity must be completed and the grant spent by.
consortium	two or more regional agricultural show societies who work together to combine their capabilities to develop and deliver a grant activity.
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.
Department	the Australian Government Department of Agriculture.
eligibility criteria	the mandatory criteria that must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.

Term	Definition
Funding Arrangement Manager	the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
for-profit services	for the purposes of this grant opportunity, the department is adopting the following definition of a for-profit organisation: A for-profit organisation is any organisation that is running a business for profit and does not meet the definition of a not-for-profit organisation.
grant	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: <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
not-for-profit services	<p>for the purposes of this grant opportunity, the department is adopting the Australian Taxation Office definition of a not-for-profit organisation:</p> <p>a not-for-profit (NFP) organisation does not operate for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up. An NFP organisation is not an organisation that has not made a profit. An NFP organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people. We accept an organisation as NFP where its constituent or governing documents prevent it from distributing profits or assets for the benefit of particular people – both while it is operating and when it winds up. These documents should contain clauses that are acceptable to us as showing the organisation's NFP character.</p>
Portfolio Budget Statement (PBS) Program	<p>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.</p>
selection criteria	<p>comprise eligibility criteria and assessment criteria.</p>
selection process	<p>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.</p>
Selection Advisory Panel	<p>provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.</p>

Term	Definition
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:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.