

Intercountry Adoptee and Family Support Service

Small Grants and Bursaries Guideline

1. Purpose

A Small Grants and Bursaries Program will allow the Intercountry Adoptee and Family Support Service (ICAFSS) to support and address needs of the intercountry adoption community in ways that may not be possible through Therapeutic Care or Community Capacity Building. It is aimed at supporting adoptees and adoptive families to connect with others with shared experiences, support the development of community-based initiatives and support adoptees through small contributions to costs associated with their adoption.

2. Funding

The Small Grants and Bursaries Program is allocated \$50,000 GST exclusive per annum and is included in the total ICAFSS grant funding of \$950,000 GST exclusive per annum.

3. Roles and responsibilities

The service provider will administer the Small Grants and Bursaries Program in collaboration with people with lived experience of intercountry adoption, including adoptees and adoptive parents, through a reference group (*or similar*). This group will help to determine the primary needs in the intercountry adoption community, define the types of activities to be funded and, where appropriate, engage in decision making regarding the allocation of small grants or bursaries.

Selection of each small grant or bursary recipient will be made by the service provider based on the priorities identified by an appointed reference group. Alternatively, selection of the small grant or bursary recipient can be made by an independent reference group, established by the service provider and comprising adoptees and adoptive parents.

The service provider will be responsible for:

- Consulting with their reference group during the planning and development of guidelines for deciding how small grants and bursaries will be allocated ('Small Grants and Bursaries Guideline').
- Selection of small grants or bursary recipients and activities, or appointing an independent reference group to do so.
- Taking all reasonable measures to ensure that small grant activities or bursaries are allocated in a professional and appropriate manner.
- Ensuring that the small grant or bursary recipients are an eligible cohort under the ICAFSS.
- Ensuring that the small grant activity or bursary is in accordance with these Grant Opportunity Guidelines.
- Including an Australian Government funding acknowledgement for published materials prepared for the general public as outlined in section 12.8 of the Grant Opportunity Guidelines. Any acknowledgement of funding linked to specific small grants projects is to be approved by the Department of Social Services on a case-by-case basis.

The established reference group can, where practicable, assist with the development of the Small Grants and Bursaries Guidelines. They should outline:

gaps and priorities for the intercountry adoption community

the number of grants or bursaries and the minimum and maximum amount of funding to be allocated per activity or bursary (for example, a few larger grants or many small grants).

4. Eligible and ineligible small grants activities and bursaries

Activities under the Small Grants and Bursaries Program funding may be used for a range of intercountry adoption related activities including, but not restricted to:

Activities, events, workshops and projects for and by the intercountry adoption community, to assist with connecting with others with shared experience. This can include peer support, mentorship and group activities (noting applications must demonstrate how groups will be appropriately set-up and run).

Developing, or expanding existing, intercountry adoption-specific community-based initiatives.

Facilitation costs of retreats, including materials, activities and accommodation for the facilitator and/or participants.

Group facilitation costs, including costs to engage a facilitator.

Development of resources authored by those with lived experience of intercountry adoption.

Small research projects, including multi-year projects. Research must be made available to the provider and the Department of Social Services and potentially shared within the broader adoption community, if appropriate.

Practical items, for provision to adoptees *only*, including (but not limited to) contribution to costs associated with:

- accessing or translation of birth documentation
- visa application for search for origin or reunion purposes
- applying for country-of-origin citizenship
- access to intercountry adoption related activities for those who live in regional and remote areas.

Other grant activities or bursaries as agreed between the department and the service provider to address needs of the intercountry adoption community in ways that may not otherwise be possible through Therapeutic Care or Community Capacity Building.

Brokerage for individual counselling and other services that are not already provided under the ICAFSS and are related to intercountry adoption, where the individual or family cannot reasonably afford these services.

Funding under the Small Grants and Bursaries Program cannot be used for:

- activities normally delivered as part of the ICAFSS general funding (components 1 and 2)
- overseas travel
- expenditure outside of Australia, unless expressly approved by the department
- any activities not specifically with, or targeted for, the intercountry adoption community
- any activity where there is a reasonable likelihood of causing offense, particularly to those who have experienced intercountry adoption
- the covering of retrospective costs or costs incurred in the preparation of a grant application

- equipment and assets, including IT/computer hardware, business software and systems, telephones, vehicles, office equipment such as printers, furniture, office supplies and stationery
- ongoing or recurrent organisation and administration costs such as advertising, rent, electricity, telephone, insurance, security system, accounting and auditing, legal and membership fees, printing (excepting administration cost for the Small Grants and Bursaries Program)
- financial and legal work or advice
- advocacy or any activities that would be considered as part of a political campaign, lobbying or promoting views contrary to existing Australian Government or Australian law¹
- activities that will result in a profit
- employment of ongoing staff and associated staff costs.

5. Allocating small grants and bursaries

Service providers are encouraged to prioritise high quality regional and remote small grants or bursary applications. The small grants activities and bursaries will be at the discretion of the service provider and undertaken on the proviso that there is capacity to administer them, and agreement that the project is requested by, and of benefit to, the intercountry adoption community. Small grants activities and bursaries that are specified as ineligible under these Grant Opportunity Guidelines must not be undertaken.

When selecting small grant or bursary recipients, service providers should implement robust processes to ensure:

- Compliance with the objectives and principles of the ICAFSS and the Small Grants and Bursaries Program, as outlined in the Grant Opportunity Guidelines and grant agreement (for example, evidence that the recipient is capable and financially viable to achieve the outcome sought).
- Compliance with the grant agreement.
- Fairness and impartiality.
- Consistency and transparency of process. For example, what precedent, or perception of a precedent, will be set by a decision to spend the funds in this way and how will this be managed?
- Appropriate value for money.
- Effective, efficient, economical and ethical management of public resources. For example, will the service provider be able to justify the spending of the funds in these circumstances?
- Confidentiality and conflict of interest is properly managed. This can be done through your organisation's existing conflict of interest processes. You may choose to ask the reference group (or similar) to sign confidentiality agreements and/or to declare potential conflicts of interest.
- Risk is properly managed including risk of fraud.

Groups who are not incorporated and/or carry professional indemnity/public liability may be able to apply for Small Grants and Bursaries funding. This will be a decision for the service provider.

As a third party undertaking grants administration on behalf of the Commonwealth, service providers are required to operate within the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs), which includes appropriate risk management.

¹ This relates to the use of the Small Grants and Bursaries Funding and is not intended to restrict or prevent a not-for-profit entity (including staff) from commenting on, advocating support for or opposing a change to any matter established by law, policy or practice of the Commonwealth as provided for under the *Not-for-profit Sector Freedom to Advocate Act 2013* (Cth).

Service providers should consider the nature of the Small Grant or Bursary recipient's legal entity status, viability and capacity to administer the grant and undertake the project.

Service Providers may require unincorporated or community groups that are not legal entities, and do not have an appropriate person to enter into an agreement, to be sponsored or auspiced by an Australian, not-for-profit partner organisation that has legal entity status.

6. Contracting

Service providers must operate within the CGRGs, which apply to third parties who undertake grants administration on behalf of the Commonwealth. According to mandatory requirement section 4.8 of the CGRGs:

Where a third party administers grants on behalf of the Commonwealth, the relevant accountable authority must ensure the arrangement is in writing and promotes the proper use and management of other Consolidated Revenue Fund² money. In addition, the accountable authority must ensure the arrangement requires the third party to apply the CGRGs.

The service provider should ensure that prudent protections are put into the arrangement (contract) they sign with small grants recipients. To ensure that the arrangement complies with the CGRGs, it is a requirement that the service provider provide the arrangement (contract) template to the department, once established. This agreed template would then be used by the service provider for each individual arrangement.

Where the service provider has contractual responsibilities to the department that depend upon the action of another body, the service provider should ensure that they pass on, through contractual obligation, whatever is needed from those bodies to ensure that their obligations to the department can be fulfilled.

7. Managing the small grants and bursaries

As will be stated in the grant agreement, service providers are required to:

- cause written records to be kept that properly record and explain the receipt, custody or expenditure of the grant or bursary, and allow those records to be conveniently and properly audited
- remit any interest earned on the grant activity in full to the Commonwealth on a quarterly basis in accordance with instructions that will be advised to you in writing by us.
- The service provider should take all reasonable actions to ensure no fraud occurs. Robust selection and contractual processes will help to manage the risk of misuse of funds or unforeseen circumstances impacting small grants activities or bursaries.
- The service provider is required to manage problems occurring with small grants or bursaries in their capacity as grant administrator. All critical incidents need to be reported to the relevant Funding Arrangement Manager in the department.

² Other Consolidated Revenue Fund (CRF) money is defined in section 105(2) of the Public Governance, Performance and Accountability (PGPA) Act. It is money that forms part of the CRF, other than relevant money or any other money of a kind prescribed by the rules. An amount of money that is in the physical possession of, or in the bank account of, a person other than the Commonwealth, who is acting on behalf of the Commonwealth in relation to that money, will be other CRF money.

8. Reporting

The service provider must report on the type, timing and frequency of small grants and bursaries funding to the department as required in their grant agreement. The service provider will make available to the Commonwealth the details of all of its small grants and bursary recipients in a format agreed with the department's Funding Arrangement Manager. This must comply with Privacy Act requirements, including the Australian Privacy Principles.

9. Funding Acknowledgement

All communications materials funded by the Small Grants and Bursaries Program produced for the general public are required to acknowledge Department of Social Services' funding. This is usually by a textual acknowledgement:

*The project was funded by (or supported by) the Australian Government
Department of Social Services*

All products and materials that acknowledge the Department of Social Services, must be cleared by the department's Corporate Communication team. It is standard practice, across the Australian Government, to ask to see proposed products funded by the Government. Such products would always need to be considered on a case-by-case basis, by the department and approval will be provided for funding acknowledgement. The department will not approve the artwork/design of the materials itself, but will need to see it to perceive how the department is being represented, and to ensure the appropriate acknowledgement text is being used.

10. Resources

The service provider may refer to:

- Commonwealth Grants Rules and Guidelines 2017 (CGRGs), in particular:
 - section 6.2. The seven key principles for grants administration that apply to all forms of granting activity³ and all processes and phases of grants administration are:
 - robust planning and design
 - collaboration and partnership
 - proportionality
 - an outcomes orientation
 - achieving value with relevant money
 - governance and accountability
 - probity and transparency.

³ Examples include grant programs as well as one-off or ad hoc grants, grants awarded through competitive, non-competitive and/or targeted selection processes.