



Australian Government

Community
Grants Hub

Improving your grant experience



Conflict of Interest Declaration

Conflicts of interest

The Community Grants Hub (the Hub) requires all persons involved in a grant selection process to disclose any conflict of interest, real or apparent, that is relevant to their individual role and responsibilities. A real conflict of interest exists if the personal interests of an individual improperly influence the performance of his or her official duties. An apparent conflict of interest exists if the personal interests of an individual appear to, or could appear to, improperly influence the performance of his or her official duties. Apparent conflicts of interest can be just as damaging to public confidence in grants administration as a real conflict of interest.

This form requires individuals to disclose details of all *material* personal interests that are relevant to their role and responsibilities in a grant selection process. A personal interest is *material* if it gives rise to a real or apparent conflict of interest. As a general guide, a personal interest is considered *material* if any reasonable person could draw a connection between the interest and the relevant individual's role and responsibilities.

Examples of personal interests that may need to be disclosed include family relationships, sexual relationships or relationships formed through work or engagement with a local community—including sporting, social, cultural or voluntary activities—that have the potential to generate a real or apparent conflict with official duties. Personal interests also include financial interests. Examples of financial interests that may need to be disclosed include gifts, sources of income, significant liabilities, shareholdings, trusts, directorships, real estate or involvement in self-managed superannuation funds that have the potential to generate a real or apparent conflict with official duties.

Refer to the following resources for additional guidance on identifying real or apparent conflicts of interest:

1. Department of Finance, *Resource Management Guide No. 203: General duties of officials*, 15 June 2017, available at <http://www.finance.gov.au/resource-management/accountability/officials/>.
2. Department of Social Services, *Conflict of Interest Policy for Commonwealth Government employees and contractors*, 2017, available at <https://www.communitygrants.gov.au/open-grants/how-apply/conflict-interest-policy-commonwealth-government-employee>.

Privacy

The Hub collects, holds, uses and discloses personal information in accordance with the *Privacy Act 1988* (the Privacy Act). The Hub will only ask you to provide personal information for a purpose that is necessary for, or directly related to, an official function or activity. For further information about the Hub's treatment of privacy, please refer to the Department of Social Services' Privacy Policy, which is available at <https://www.dss.gov.au/privacy-policy>.



Conflict of Interest Declaration (Part 1 of 2)

I, (full name) _____

of (residential address) _____

declare to the best of my knowledge that I do not have:

- any real or apparent personal interest in the selection of, or awarding or provision of grant funding to, a potential grant applicant or grantee under (name of grant opportunity):

_____ (the Grant Opportunity), or

- any immediate family, friends or acquaintances with a real or apparent personal interest in the selection of, or awarding or provision of grant funding to, a potential grant applicant or grantee under the Grant Opportunity, or
- any real or apparent personal interest related to the Grant Opportunity that could affect in any way my public duty, role and responsibilities in an associated selection process, or
- any real or apparent interest related to the Grant Opportunity that could be considered by a reasonable person to potentially affect in any way my public duty, role and responsibilities in an associated selection process,

except as disclosed below:

Conflict of Interest Declaration (Part 2 of 2)

As part of my declaration, I agree that:

- I will immediately notify the Hub of any additional or undeclared conflict of interest that arises after signing this form.
- I will abide by any mitigation procedure put in place by the Hub to manage my conflict(s) of interest.
- I will immediately notify the Hub of any engagement by a member of the public, a member of a potential grant applicant or a member of an existing grant applicant to discuss any information about a selection process associated with the Grant Opportunity.
- The information I have provided in this form is true and correct.
- I understand and agree to this declaration.
- I acknowledge that giving false or misleading information to the Hub is an offence under Section 137.1 of the *Criminal Code Act 1995* (Cth).

Signature: _____ Date: _____

Receipt of declaration (Office Use Only)

Received and acknowledged by:

Name: _____

Role: _____

Signature: _____ Date: _____



Mitigation procedure/s (if required) (Office Use Only)

Approved by:

Name: _____

Role: _____

Signature: _____ Date: _____

Acknowledgment and acceptance of mitigation procedure/s by individual declaring conflict(s):

Signature: _____ Date: _____
