



Agricultural Trade and Market Access Cooperation (ATMAC) program 2020 Grant Opportunity Guidelines

Opening date:	29 November 2019
Closing date and time:	11.00PM AEDT on 31 January 2020
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 24 January 2020
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Type of grant opportunity:	Open competitive

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1. Agricultural Trade and Market Access Cooperation (ATMAC) program 2020 Grant Opportunity processes

The Agricultural Trade and Market Access Cooperation (ATMAC) 2020 grant opportunity is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to Department of Agriculture's Outcome 1: More sustainable, productive, internationally competitive and profitable Australian agricultural, food and fibre industries through policies and initiatives that promote better resource management practices, innovation, self-reliance and improved access to international markets. 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, through the Selection Advisory Panel to the decision maker on the merits of each application.



Grant decisions are made

The decision maker (the Minister or their delegate) 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 Agricultural Trade and Market Access Cooperation program

We evaluate your specific grant activity and the Agricultural Trade and Market Access Cooperation program as a whole. We base this on information you provide us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Agricultural Trade and Market Access Cooperation (ATMAC) grants program.

The ATMAC program funds projects that help to open, improve and maintain access to markets for Australian agricultural products by building stronger relationships with trading partners, neighbouring countries and international organisations.

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 (the department).

2. About the grant program

The ATMAC program (the program) is a component of Portfolio Budget Statement program 1.13: International Market Access.

The program is part of the Australian Government's commitment to modernise agricultural trade and grow agricultural exports. It is also consistent with the Government's economic diplomacy agenda, which has trade as one of its four pillars supporting Australia's economic interests. The program began as an initiative under the Agricultural Competitiveness White Paper and aims to assist Australian industries in breaking down technical barriers to trade for Australian agricultural exports and secure new and improved access to premium markets.

The program will run over four years from 2019–20 to 2022–23. The Budget 2019–20 included a commitment to extend the program with a total of \$6 million in administered funding over four years. The program funding will be equally distributed across each financial year from 2019–20 to 2022–23.

The program objectives and funding priorities accord with the intended government policy outcomes and ensure the selection of the highest priority grant activities and projects within the available funding. This is consistent with the Commonwealth Grant Rules and Guidelines (CGRGs) key principle of achieving value with relevant money in the context of the objectives and outcomes of the grant opportunity.

The objective of the program is to open, improve and/or maintain access to overseas markets for Australian agricultural products by building stronger relationships with trading partners, neighbouring countries and international organisations.

This will be achieved by funding activities and projects that closely align with and supports Australian government objectives in enhancing agricultural trade, and demonstrate a strong focus on outcomes such as:

- undertaking research and development in collaboration with trading partners to help identify, use, open or improve mutually beneficial agricultural trade opportunities
- working with overseas governments and international organisations to develop common regulatory and technical requirements and standards
- building evidence to inform Australia's position on international agricultural trade policy and advocacy of standards
- sharing technical expertise and research to increase trading partners' knowledge of Australia's biosecurity, food safety and compliance regimes and practices, and to increase their preparedness to respond to exotic pest and disease incursions
- promoting good biosecurity risk management practices, improving scientific capabilities and strengthening surveillance efforts in trading partner and neighbouring countries
- build agricultural trading relationships through cooperation activities that increase mutual understanding of technical and policy issues that affect market access such as non-tariff measures
- helping Australia meet its international obligations, such as commitments made under the World Trade Organisation Sanitary and Phytosanitary Agreement.

The funding priorities are established through consultation with key policy areas within the department, and are reviewed annually to ensure they remain current and closely align with the government and industry's highest priorities.

The funding priorities for the 2020 grant opportunity are to:

- help realise market access opportunities created for Australian exporters under recently ratified free trade agreements
- contribute to the negotiation of protocols for new and improved market access
- assist Australian industry in breaking down technical and non-tariff barriers to trade for Australian agricultural exports
- assist trading partner's knowledge of Australia's biosecurity, food safety and compliance regimes and practices, and to increase capacity to respond to exotic pest and disease incursions.

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

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$6 million GST exclusive over four years from 2019–20 to 2022–23 for the ATMAC program. For the 2019–20 grant opportunity, a total of \$1.5 million is available, with a maximum grant period of 18 months.

- The minimum grant amount is \$20,000 (GST exclusive).

- The maximum grant amount is \$400,000 (GST exclusive).

3.2 Grant period

The maximum grant period of 18 months will ensure that projects align with funding priorities.

All grant activity undertaken in the final year of the program (2022–23) must be completed by 31 December 2023.

4. Eligibility criteria

We cannot consider your application if you or your activity or project do not meet all the eligibility criteria. Applicants must address all required elements of the application form, including all mandatory attachments.

The decision maker can choose to waive the eligibility criteria, however they must be made aware of and accept the risks.

4.1 Who is eligible to apply for a grant?

The ATMAC program is targeting large industries and producers. To be eligible you must be one of the following entity types:

- Company¹
- Incorporated Association
- Indigenous Corporation
- Local Government
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Partnership²
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Cooperative
- International Entity
- Sole Trader
- Statutory Entity

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

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. All members of the partnership must be an eligible entity type as listed in 4.1.

- Trustee on behalf of a Trust³

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 above⁴ Eligible organisations can form a consortia with ineligible organisations.

4.2 Additional eligibility requirements

Applicants must:

- have an Australian Business Number (ABN) or be able to obtain one prior to receiving funding
- be capable of entering into a legally binding agreement with the Commonwealth
- request project funding of at least \$20,000 (GST exclusive)
- have an account with an Australian financial institution.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- Person⁵
- Unincorporated Association
- Non-Corporate Commonwealth Entity

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activity/project must demonstrate an eligible expenditure of at least \$20,000 (GST exclusive).

Eligible activities can include:

- research and development projects
- training programs
- practical demonstration activities
- supporting delegation visits, missions or technical exchanges
- attending relevant conferences, workshops and forums
- working groups
- feasibility studies

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. All members of the partnership must be an eligible entity type as listed in 4.1.

⁴ 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 at 7.2 'Joint (Consortia) Applications.'

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

- competitor analyses or sector or market analyses
- commercial solutions.

Applicants may apply for funding for projects that benefit partner organisations based overseas, provided they meet all other program criteria.

5.2 Eligible locations

Projects and activities may occur in Australia or overseas.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- activities undertaken before an application is approved under the ATMAC program or before an agreement is signed by both the department and the successful applicant
- activities that support or promote the benefit of a single commercial enterprise
- activities that may distort trade or disadvantage Australian agricultural industries
- administrative costs incurred by the applicant in making an application or related documentation
- costs associated with protecting or patenting intellectual property
- costs associated with projects of a solely commercial nature
- costs not directly incurred in carrying out the project (including overhead costs).
- purchase of land
- wages
- major capital expenditure
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works.

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. The department will assess your application and score each criterion using a rating scale of 1–5 (see Table 1 below).

The application form includes character limits – up to 2000 characters (approx. 300 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

An eligibility criteria assessment will be undertaken prior to the criterion assessment. If an applicant does not meet all eligibility criteria the application will not be assessed against the criterion.

Criterion 1

Suitability

Assessment of the suitability of the application will be based on how well the application:

- articulates the project/activity by identifying the activities, activity providers, other parties involved in the project, beneficiaries, outputs and outcomes
- demonstrates how the project/activity will contribute to achieving the ATMAC program objectives and the funding priorities.

Criterion 2

Feasibility

Assessment of whether the application is realistic, reasonable and achievable will be based on how well it demonstrates that:

- the methodology or approach to undertaking the project is technically, logistically or otherwise feasible
- the time frame in which the project will occur is realistic for achieving intended objectives and milestones (where relevant)
- the applicant and/or intended activity provider has the capacity, capability and experience (for example, resources and competency) to deliver the project or activity effectively, on time and to budget
- it is supported by stakeholders in Australia and/or the relevant target market.

Criterion 3

Value for money

Assessment of whether the application represents good value for money will be based on:

- the applicant's justification for the level of funding requested, and how the activity/project will be financially viable and sustainable for the duration of the funding agreement
- demonstration of how the proposed grant activity/project will achieve positive outcomes, such as efficiencies and opportunities for stakeholders and target groups, that would not occur without funding.

Criterion 4

Capability to deliver

Assessment of the applicant's capability to effectively deliver the grant activity/project on time and within budget, will be based on how well the application:

- outlines the approach to monitoring and evaluating the grant activity/project including the types of evidence and performance indicators used to measure progress and outcomes
- outlines the key personnel involved in the management and delivery of the grant activity/project including relevant capabilities (experience, skills, qualifications) and estimated time allocated to the project/activity.

Scoring regime

Applications must receive a score of at least three (Satisfactory) for criterion one in order to progress to further assessment. For example, if criterion one scores two or below, the remaining

criterion will not be assessed. Your application will be assessed using the scoring regime in Table 1.

There is no direct correlation between the score and the amount of funding that is recommended be awarded for a project. The amount of funding will be dependent on factors such as the availability of ATMAC program funds and the amount sought in the application. As such, a project with a higher score than a similar project considered for the grant opportunity may be offered a lesser amount or no funding.

Table 1 Scoring regime to be used for assessment

Your application will be scored based on how well it meets each of the assessment criteria using the following matrix:

Score	Quality rating	Rating description
0	Does not address criterion	The applicant has provided no relevant response to the criterion.
1	Very Poor	The applicant has provided a very poor response to the criterion.
2	Poor	The applicant has provided a poor response to the criterion.
3	Satisfactory	The applicant has provided a satisfactory response to the criterion.
4	Good	The applicant has provided a good response to the criterion.
5	Excellent	The applicant has provided an excellent response to the criterion.

Other assessment considerations

Applications that score a three or above for criterion one, are then assessed against the remaining criterion and the following assessment considerations. At this stage, the applications will be assessed in the context of all applications for funding under the ATMAC program, with the aim of ensuring the program achieves a relatively even distribution across:

- funding priorities
- geographic locations
- agricultural sectors and industries
- types of projects and activities
- trading partners.

This is to ensure that, to the extent possible, projects funded under the ATMAC program are spread across regions, industries, activities and/or trading partners.

For example, eligible applications are not ranked purely on score, if there are similarities between high ranking projects, those projects will be comparatively assessed on their merits.

7. How to apply

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

You may submit more than one application for each grant opportunity. A separate application form must be submitted for each grant activity/project. If more than one application is submitted for the same grant activity/project the latest accepted application form will be considered.

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 GrantConnect, 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, including attachments
- address all eligibility criteria and assessment criteria
- submit your application/s to the Community Grants Hub by 11.00PM AEDT on 31 January 2020.

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 (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 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

All of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided for your use with the grant opportunity documents as specified:

- Project Plan – mandatory template provided.

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

- Budget Plan – mandatory template provided.
- Risk Assessment – mandatory template provided.

If a mandatory template is not used your application will be considered non-compliant and will not proceed to assessment.

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 join together as a group to deliver a grant activity or project. Organisations may submit more than one application for a grant opportunity, as the lead organisation and as part of a consortium.

In these circumstances, you must appoint a 'lead organisation'. The lead organisation must be an eligible entity type listed in Section 4.1. 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.

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](#).

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

The Delegate or their appointed 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 within one month of entering into a grant agreement.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	2 weeks
Negotiations and award of grant agreements	Up to 3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	03/2020
End date of grant activity	30/09/2021

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 24 January 2020. 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

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

The Community Grants Hub will administer the selection process on behalf of the department including assessing all applications for eligibility and compliance against the requirements of the application process. The department will have the final say whether an application is removed from the process. Eligible applications will then be considered through an open competitive grant process.

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

8.2 Who will assess and select applications?

The department's Selection Advisory Panel (SAP) will include departmental officers with relevant experience. The SAP will assess each eligible and compliant application on its merit and compare it to other eligible applications.

The SAP will consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.⁸

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

- overall objective/s to be achieved in providing the grant
- relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- scale of impact or benefit that the grant activities will achieve
- balance and distribution of grant activities across Australian agricultural sectors and industries, project types or activities, and trading partners.

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

The SAP recommends to the decision maker which applications to approve for a grant.

8.3 Who will approve grants?

Senator the Hon Bridget McKenzie, Minister for Agriculture will delegate an appropriate officer from, Trade and Market Access Division of the department who will act as the decision maker. They will decide which grants to approve based on the recommendations of the SAP 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 advise you of the outcome of your application in writing. If you are successful, you are advised of any specific conditions attached to the grant.

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

9.1 Feedback on your application

Individual feedback will be available on request. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

9.2 Further grant opportunities

From time to time ATMAC may use a one-off, ad-hoc selection process for allocating funds to address emerging issues on an 'as needs' basis to enable responsiveness to changing needs and priorities.

10. Successful grant applications

10.1 The grant agreement

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

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 ATMAC grant activities until a grant agreement is executed

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

Commonwealth Simple Grant Agreement

We will use a Commonwealth Simple Grant Agreement.

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

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

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 How we pay the grant

The grant agreement will state:

- the maximum grant amount to be paid
- the 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
- the reporting requirements for grant activities.

We will not exceed the maximum grant amount under any circumstances.

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

10.3 Grant payments and GST

Payments will be GST Inclusive.

Applicants should seek independent financial advice from a suitably qualified professional before submitting their application. GST is payable on grants and the funding agreement will include GST where applicable. Applicants should seek advice on the legal implications of their acceptance of the grant.

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.

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.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. 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.

Progress reports

Progress reports are required for large and complex grant activities/projects and 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).

Payments may be tied to acceptance of satisfactory progress reports.

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

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity/project.

Final report

When you complete the grant activity/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.

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, Community Grants Hub.

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

12.5 Compliance visits

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

12.6 Record keeping

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

12.7 Evaluation

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

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

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. 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 will respond 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 sent to the Program Manager, ATMAC Program, Trade and Market Access Division, Department of Agriculture at ATMAC@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 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 the department 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.

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 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 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 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.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
funding arrangement manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <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
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.

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
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.