



Disability, Mental Health and Carers National Disability Conference Initiative Grant Opportunity Guidelines

Opening date:	19 November 2019
Closing date and time:	11.00PM AEDT on 7 January 2020
Commonwealth policy entity:	Department of Social Services
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 23 December 2019
Date guidelines released:	19 November 2019
Type of grant opportunity:	Open competitive

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1. Disability, Mental Health and Carers: National Disability Conference Initiative Processes

The National Disability Conference Initiative is designed to achieve Australian Government objectives.

This grant opportunity is part of the above grant program which contributes to the Department of Social Services' Outcome 3.1: Disability, Mental Health and Carers. Department of Social Services 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 opportunity 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 your application against the eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your application against the assessment criteria 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 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 you are 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 and making payments.



Evaluation of the National Disability Conference Initiative

We evaluate your specific grant activity and the National Disability Conference Initiative as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the National Disability Conference Initiative (NDCI) 2020- 21 grants.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the 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 grant opportunity.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Social Services (DSS).

2. About the grant program

The NDCI is delivered as part of DSS' Disability and Carer Support, under the Disability, Mental Health and Carers Program.

The Disability, Mental Health and Carers Program (the program) provides support and community-based initiatives for people with disability or mental illness and for carers so they can develop their capabilities and actively participate in community and economic life.

The objectives of the program are to provide a foundation for integrated, community led program delivery that understands and meets local needs and promotes innovation and collaboration.

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

This grant opportunity relates to NDCI 2020-21, providing grants to conference organisers to help people with disability participate in nationally-focused, disability-related, conferences held in Australia. Grants will support eligible conference organisers to provide accessibility measures that will maximise the inclusion and participation of people with disability at their conference.

Stakeholder engagement

The outcomes of the NDCI that are expected to be achieved by funding conference organisers are:

- People with disability are provided with greater opportunities to participate in all areas of Australian life by assisting them and their carers with the costs of attending disability related conferences that might otherwise be inaccessible to them.
- Greater participation and inclusion of people with disability at nationally-focused, disability-related conferences held in Australia.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$315,000 (GST exclusive) in 2020-21 for the NDCI.

A maximum of \$10,000 (GST exclusive) is available per conference for this grant opportunity.

Organisers of small conferences are encouraged to apply.

Your conference **must be held in the 2020-21 financial year.**

4. Eligibility criteria

4.1 Who is eligible to apply for a grant?

To be eligible you must be:

- the conference organiser
- holding the conference in the 2020-21 financial year, and
- one of the following entity types:
 - Indigenous Corporation
 - Company¹
 - Cooperative
 - Incorporated Association
 - Partnership²
 - Statutory Entity
 - Trustee on behalf of a Trust³
 - Unincorporated Association.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are a:

- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory 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 have an eligible entity type as stated in 4.1.

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. The Trustee must have an eligible entity type as stated in 4.1.

- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government
- International Entity
- Sole Trader
- Person

Please note: If your entity type is not listed in 4.1 above you are not eligible to apply and your application will not be assessed.

5. What the grant money can be used for

5.1 Eligible grant activities

Eligible applicants may apply for funding of up to \$10,000 (GST exclusive) for disability-related conferences, with a national focus, planned for the 2020-21 financial year.

The following activities are eligible for grant funding:

- assistance for people with disability with the costs of attending conferences, (for example, conference fees, accommodation, travel for domestic participants); and/or
- assistance for family members or carers providing support to a person with disability attending a conference (for example with costs associated with conference fees, accommodation, travel for domestic participants); and/or
- facilitating access so that people with disability can participate in conferences (for example, by funding accessible materials, Auslan interpreters, assistive computer devices or software, aids or appliances or other costs of ensuring venue accessibility).

Disability-related conferences are considered to be conferences for which at least half of the schedule focuses on people with disability and issues that affect the lifetime wellbeing and social participation of people with disability.

A 'nationally-focused' conference is considered to be a conference:

- (1) for which the majority of the conference schedule focuses on national (rather than state, local or regional) issues
- (2) which is open to participants from across Australia (rather than being restricted to participants in a particular state or territory).

5.2 Eligible expenditure

You can only spend grant funds on eligible grant activities as outlined in 5.1 above and defined in the grant details in your grant agreement.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your grant activity.

Not all expenditure on your grant activity may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure.

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

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- conferences which are not nationally-focused
- conferences which are not disability-related
- to provide support to a person without disability, unless they are a family member or carer who is attending specifically to support a person with disability to participate
- international travel, international conferences, international presenters/speakers or international participants
- presenters/speakers without disability to present at a conference
- general administrative costs such as advertising, telephone, printing/publishing, staff expenses, catering or venue hire
- purchase of land
- major capital expenditure
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

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. We will assess your application based on the information provided in response to each criterion detailed below. All assessment criteria are given equal weight.

The application form includes character limits – up to 6,000 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

Demonstrate the need for assistance for people with disability to participate in your conference.

When addressing the criterion strong applicants will:

- demonstrate how the conference is disability-related
- explain the benefit of the conference to the disability cohort (e.g. rare disability type with limited opportunities to share knowledge and experience).
- demonstrate how the conference has a national focus.

Criterion 2

Demonstrate your organisation's capacity and your staff capability to deliver the NDCI objectives.

When addressing the criterion strong applicants will:

- demonstrate your organisation's experience in administering grants including appropriate governance structure and skilled staff
- demonstrate the relevant experience, qualifications and skills of the members of your organisation in delivering the project including experience in developing and delivering conferences and consulting with stakeholders.

Criterion 3

Demonstrate how grant funding will be used to provide value for money.

When addressing the criterion strong applicants will:

- detail complementary sources of funding or assistance
- demonstrate how conference learnings will be disseminated more broadly and provide benefits to the target group
- detail the specific ways grant funds will be used to assist people with disability to participate in the conference (for example travel, accommodation, live captioning, accessible materials).

7. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, the questions and answers document, and the draft letter of agreement.

These documents are found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda⁴ will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You can only submit one application for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress.

To apply you must:

- complete the online application form on [GrantConnect](#) or [Community Grants Hub](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 11.00PM AEDT on 7 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

⁴ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents

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 do 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

If applying as a Trustee on behalf of a Trust, a signed Trust Deed and any subsequent variations must be included with your application.

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.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The lead organisation must be an organiser of the conference specified on the NDCI application. 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 prevented 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 representative⁵ 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

The expected commencement date for the grant activities is **1 July 2020** and the expected completion date is **30 June 2021**. You must spend the grant by the completion date.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	13 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	01/07/2020
Completion date of grant activity	30/06/2021

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 23/12/2019. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

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

⁵ This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

If eligible, DSS 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 it provides value with relevant money.⁶

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

- overall objectives for the program
- conformance with eligibility requirements
- accessibility for people with disability across Australia
- targeting (e.g. small cohort that would otherwise not have the opportunity to participate)
- how the conferences will be delivered
- (if known) minimising possible duplication with other Commonwealth/State/Territory government programs/service delivery.

8.2 Who will assess and select applications?

DSS will assess each eligible and compliant application on its merit and compare it to other eligible applications. Assessment will be undertaken by DSS personnel, who will undertake training to ensure consistent assessment of all applications.

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

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

The Selection Advisory Panel recommends to the decision maker which applications to approve for a grant.

8.3 Who will approve grants?

The Secretary of DSS (the decision maker) decides which grants to approve based on the recommendations of the Selection Advisory Panel and the availability of grant funds for the purposes of the grant program.

The decision maker's decision is final in all matters, including the:

- approval of the grant
- grant funding amount to be awarded
- terms and conditions of the grant.

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

⁶ See glossary for an explanation of 'value with money'.

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 to access to information about the grant selection process and the main strengths and areas for improving applications.

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 Letter of Agreement for this grant opportunity.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on GrantConnect and Community Grants Hub websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any NDCI activities until a grant agreement is executed.

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

Letter of Agreement

You accept the offer by signing and returning the Letter of Agreement to us by the date stipulated in the Letter of Agreement. We consider the agreement to be executed from the date the grant agreement has been signed by both parties.

Where a grantee fails to meet the obligations of the grant agreement, DSS may:

- terminate the entire grant agreement
- shorten the entire grant funding period
- withhold payment until the issue is resolved.

You should not make financial commitments related to this grant, until a grant agreement has been executed by the Commonwealth.

10.2 Commonwealth Child Safe Framework

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

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children, or

- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

10.3 Multicultural Access and Equity

The Australian Government's *Multicultural Access and Equity Policy* obliges Australian government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners - are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

10.4 Aboriginal and Torres Strait Islander Access and Equity

Similarly, grant recipients should consider how to make conferences accessible to, and deliver equitable outcomes for, Aboriginal and Torres Strait Islander people. Applicants should take into account cultural and linguistic needs of Indigenous Australians.

Australia's Indigenous population is nearing 700,000, or three per cent of the total population. The 2011 ABS Census found 60,000 Aboriginal and Torres Strait Islander people speak Indigenous languages at home, with a wide variety of Indigenous languages, dialects and kriols spoken.

If Indigenous language interpreters are required, associated costs and implications for delivery of a service need to be considered.

If more than one language is spoken in a community it is recommended the community be consulted to provide advice on the preferred language for interpreting services. Advice should be sought for each event at which an interpreter is required, as the preferred language might change depending on the make-up of the group.

10.5 How we pay the grant

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

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

10.6 Grant payments and GST

Payments will be GST Inclusive. 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](#).⁷ 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 changes to your organisation or its business activities, particularly if they affect your ability to complete the grant activity, carry on business and pay debts due because of these changes.

You must also inform us of any changes to your:

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

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

12.2 Reporting

On completion of the activity you are required to provide, for the period 1 July 2020 to 30 June 2021, a signed statement with a brief summary of the conference (e.g. conference purpose, where and when it was held, number of people with disability and carers that attended, total attendance, key conference outcomes), and a financial declaration to verify you spent the grant on the activity in accordance with the Agreement. You must also specify any amount (if any) that remains unspent.

12.3 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.

12.4 Record keeping

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

12.5 Evaluation

We will evaluate the NDCI 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.

12.6 Acknowledgement

All publications related to grants under the program must acknowledge the Commonwealth as follows:

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

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

'This conference 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 DSS. 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 DSS [Complaints procedure](#) applies 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 support@communitygrants.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 DSS 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 DSS.

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 DSS 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 you think there is an actual, apparent, or perceived conflict of interest, you must inform DSS 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.

In submitting a grant application under this opportunity, you agree to the Australian Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information we cannot assess your grant application.

The Australian Government may also use and disclose information collected about you 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 in your application, including personal information, with other Commonwealth entities, the responsible Minister, Assistant Ministers and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by Australian law.

As part of your application, you also 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 Australian Government 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.

Term	Definition
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.
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 money⁸ or other Consolidated Revenue Fund (CRF) money⁹ 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.

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

⁹ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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.
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.