



# Safe Places Emergency Accommodation Grant Opportunity Guidelines

<b>Opening date:</b>	<b>28 November 2019</b>
<b>Closing date and time:</b>	11.00PM AEDT on 14 February 2020
<b>Commonwealth policy entity:</b>	Department of Social Services
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5.00PM AEDT on 7 February 2020
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<b>Type of grant opportunity:</b>	Open competitive

## Contents

<b>1. Housing and Homelessness: Safe Places Emergency Accommodation processes</b>	<b>4</b>
1.1 Introduction	5
<b>2. About the grant program</b>	<b>5</b>
2.1 About the Safe Places Emergency Accommodation grant opportunity	6
<b>3. Grant amount and grant period</b>	<b>7</b>
3.1 Grants available	7
3.2 Grant period	7
<b>4. Eligibility criteria</b>	<b>8</b>
4.1 Who is eligible to apply for a grant?	8
4.2 Who is not eligible to apply for a grant?	9
4.3 What qualifications, skills or checks are required?	9
<b>5. What the grant money can be used for</b>	<b>9</b>
5.1 Eligible grant activities	9
5.2 Eligible locations	10
5.3 Eligible expenditure	10
5.4 What the grant money cannot be used for	10
<b>6. The assessment criteria</b>	<b>11</b>
<b>7. How to apply</b>	<b>12</b>
7.1 Attachments to the application	13
7.2 Timing of grant opportunity processes	14
7.3 Questions during the application process	15
<b>8. The grant selection process</b>	<b>15</b>
8.1 Assessment of grant applications	15
8.1.1 Assessing value with relevant money	16
8.2 Financial viability	16
8.3 Who will assess and select applications?	16
8.4 Who will approve grants?	16
<b>9. Notification of application outcomes</b>	<b>17</b>
9.1 Feedback on your application	17
9.2 Further grant opportunities	17
<b>10. Successful grant applications</b>	<b>17</b>
10.1 The grant agreement	17
10.2 Commonwealth Child Safe Framework	18
10.3 Specific legislation, policies and industry standards	18
10.4 Multicultural Access and Equity	18
10.5 How DSS will pay the grant	19
10.6 Grant payments and GST	19

<b>11. Announcement of grants .....</b>	<b>19</b>
<b>12. How we will monitor your grant activity .....</b>	<b>19</b>
12.1 Keeping DSS informed .....	19
12.2 Reporting .....	20
12.3 Audited financial acquittal report.....	21
12.4 Grant agreement variations .....	21
12.5 Compliance visits .....	21
12.6 Record keeping.....	21
12.7 Evaluation .....	21
12.8 Acknowledgement.....	21
<b>13. Probity.....</b>	<b>21</b>
13.1 Enquiries and feedback .....	22
13.2 Conflicts of interest .....	22
13.3 Privacy .....	23
13.4 Confidential information .....	23
13.5 Freedom of information.....	24
<b>14. Consultation .....</b>	<b>24</b>
<b>15. Glossary.....</b>	<b>25</b>

# 1. Housing and Homelessness: Safe Places Emergency Accommodation processes

**The Housing and Homelessness program 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 (DSS) Outcome 4.1 Housing and Homelessness. DSS works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017](#).



**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.



**DSS assesses all grant applications**

DSS will assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, DSS will then assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



**DSS makes grant recommendations**

DSS will provide advice, through the Selection Advisory Panel, to the decision maker on the merits of each application.



**Grant decisions are made**

The Assistant Minister will make recommendations for the decision maker (the Minister for Families and Social Services) for endorsement. This will decide which applications are successful.



**DSS notifies you of the outcome**

DSS will advise you of the outcome of your application. DSS may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



**DSS enters into a grant agreement with successful applicants**

DSS will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



**Delivery of grant**

You undertake the grant activity as set out in your grant agreement. DSS will manage the grant by working with you, monitoring your progress and making payments.



**Evaluation of the Safe Places Emergency Accommodation program**

DSS will evaluate your specific grant activity and the program as a whole. DSS will base this on information you provide us and that we collect from various sources.

## 1.1 Introduction

These guidelines contain information for the Safe Places Emergency Accommodation grant opportunity. You must read these guidelines before applying for a grant under this grant opportunity.

This document sets out:

- the purpose of the Safe Places Emergency Accommodation program
- the eligibility and assessment criteria
- how 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 DSS.

## 2. About the grant program

The Australian Government has announced \$78 million (GST exclusive) for the Safe Places package to provide safe places for people impacted by domestic and family violence. This includes:

- \$60 million Safe Places capital grants program to provide new or expanded emergency accommodation
- \$18 million to continue the Commonwealth's funding for the Keeping Women Safe in their Homes program.

The Safe Places package is one measure under the \$340 million Fourth Action Plan to the *National Plan to Reduce Violence against Women and their Children 2010-2022* (the National Plan).

DSS collaborates with other Commonwealth agencies and state and territory governments to support and bring about change for vulnerable children, women and families.

The National Plan recognises the gendered nature of family, domestic and sexual violence. It aims to connect the important work being done by all Australian governments, community organisations and individuals to reduce violence so that we can work together to reduce the number of women who experience violence and ensure that more women and their children live safely.

The Fourth Action Plan, which builds on previous action plans under the National Plan, will focus on preventing violence before it happens, building on the strengths of the domestic, family and sexual violence service system, and providing safe places for those affected by violence.

The objective of Outcome 4.1 Housing and Homelessness is to provide support for affordable housing and homelessness prevention initiatives, including the design and implementation of innovative early stage projects. The Safe Places Emergency Accommodation program contributes to Outcome 4.1 Housing and Homelessness.

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

## 2.1 About the Safe Places Emergency Accommodation grant opportunity

These guidelines contain information on the Safe Places Emergency Accommodation grant opportunity. There is a total of \$60.4 million (GST exclusive) for the grant opportunity, which will run over two years (2020-21 to 2021-22).

Domestic and family violence often disrupts housing security and is the leading cause of homelessness for women and children (AIHW 2018)<sup>1</sup>. More than 10,000 people a year impacted by domestic and family violence are unable to access emergency accommodation due to the shortage in supply (AIHW 2018)<sup>2</sup>. Stakeholders frequently raise a lack of emergency accommodation as a concern, suggesting this places women and children at greater risk of violence.

The objective of the grant opportunity is to deliver new emergency and crisis accommodation for women and children experiencing domestic and family violence. It could also fund renovations/repurposing of buildings, where it creates new emergency accommodation.

The intended outcomes of the grant opportunity are an increase in the number of:

- appropriate emergency accommodation to provide additional safe places for women and children experiencing domestic and family violence
- women and children experiencing domestic and family violence housed in a safe place due to the provision of the additional emergency accommodation.

The grant opportunity will provide capital grants to eligible organisations to build up to 450 additional emergency accommodation places, and assist up to 6,500 women and children each year experiencing domestic and family violence.

It is important that accommodation delivered under this grant opportunity provides access to appropriate and specialist support for women and children experiencing domestic and family violence. Applicants who are not a domestic and family violence specialist, are required to provide evidence of a formal partnership with a domestic and family violence specialist service, or specialist Indigenous service, or Culturally and Linguistically Diverse service, that is ongoing and sustainable and must demonstrate an understanding of domestic and family violence.

Services (domestic and family violence, Indigenous, or Culturally and Linguistically Diverse) must be focused on women and children and should be rights-based, client-centred, trauma-informed, culturally competent and accessible, age appropriate and have gender expertise. Services must demonstrate expertise and an understanding of domestic and family violence, and place the safety, needs and interests of women and children at the centre of all decisions.

A place-based approach will deliver accommodation where there is an unmet demand for emergency accommodation for women and children experiencing domestic and family violence. Applicants must demonstrate the high-unmet demand in their proposed priority location.

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<sup>1</sup> Australian Institute of Health and Welfare (AIHW), Specialist homelessness services annual report 2017-18, Clients who have experienced domestic and family violence.

<sup>2</sup> AIHW, Specialist homelessness services annual report 2017-18, Table DV.3: Clients who have experienced domestic and family violence, by need for services and assistance and service provision status, 2017-18.

The grant opportunity aims to fund projects that will have the greatest impact to those most urgently in need of support, at the best value for money for the Government. The Government intends that to maximise the return on investment, the grant opportunity will prefer projects that bring together:

- different participants to deliver the most effective model for new or expanded emergency or crisis accommodation (this can include purchasing and repurposing existing buildings)
- contributions (whether cash or in-kind) from other levels of government, and from private and philanthropic sources.

### 3. Grant amount and grant period

#### 3.1 Grants available

The Australian Government has announced \$60.4 million (GST exclusive) over two years (2020-21 to 2021-22) for the grant opportunity. This breakdown is \$29.972 million in 2020-21 and \$30.422 million in 2021-22.

Capital grants from \$100,000 to \$10 million (GST exclusive) will be available. Subject to projects being of sufficient quality, grant funding will be allocated across remote, regional and metropolitan locations<sup>3</sup> to support projects across the nation. The Commonwealth recognises potential applicants will have diverse funding needs, such as repurposing or renovating buildings costs in comparison to developing new emergency and crisis accommodation.

To maximise the benefits from the \$60.4 million commitment, the grant opportunity encourages contributions from other levels of government, and from private and philanthropic sources. Projects that bring forward additional contributions, whether cash or in-kind, will be preferred.

The amount of funding provided to applicants will be determined on a case-by-case basis, depending on the activity, level of support provided by each respective jurisdiction, and the program priorities.

#### 3.2 Grant period

The grant period is over two years (2020-21 to 2021-22). Grant payments will be linked to meeting agreed project milestones and key performance indicators. It is expected that emergency accommodation funded under this grant opportunity will be operational and providing services by July 2022.

All funding agreements must include:

- the requirement to submit an annual report/letter confirming that dwellings are managed as emergency accommodation for a minimum of 15 years
- a formal partnership is in place with a specialist domestic and family violence service, or specialist Indigenous service, or Culturally and Linguistically Diverse service, that is ongoing and sustainable
- the requirement that you will comply with policies and procedures associated with working with vulnerable people and children for the life of the emergency accommodation.

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<sup>3</sup> See glossary for an explanation of remote, regional and metropolitan locations.

## 4. Eligibility criteria

Your organisation must demonstrate the following:

- Supporting statement that the emergency accommodation will provide new safe places and deliver privacy, security and dignity for the women and children experiencing domestic and family violence. This can include stating what specific measures will be implemented to ensure the security and safety of women and children.
- Supporting statement reflecting that buildings and arrangements will be suitable for all relevant cohorts in the context of the specific location.
- Evidence of your formal partnership with a domestic and family violence specialist service, or specialist Indigenous service, or Culturally and Linguistically Diverse service, that is ongoing and sustainable. If the partnership is with a specialist Indigenous or Culturally and Linguistically Diverse service, evidence of their expertise and understanding of domestic and family violence.
- Evidence of your capacity to deliver the project on time and within budget. This can include evidence of effective project and risk management processes and governance arrangements, including identifying personnel with relevant skills and qualifications to successfully deliver the project.
- Confirmation you will comply with all relevant Australian Government, state and territory, and local government regulations.
- Confirmation the buildings will meet at least universal design standards (silver).
- Demonstrated relationships with community housing providers, state housing authorities and other appropriate providers, to ensure the availability of exit pathways into social and affordable housing.

### 4.1 Who is eligible to apply for a grant?

To be eligible you must be one of the following entity types:

- Commonwealth Company
- Company<sup>4</sup>
- Corporate State or Territory Entity
- Incorporated Association
- Indigenous Corporation
- Local Government<sup>5</sup>
- Statutory Entity
- Trustee on behalf of a Trust<sup>6</sup>.

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<sup>4</sup> Company is a company incorporated under the *Corporations Act 2001* (Cth).

<sup>5</sup> Includes New South Wales local governments created as Body Politics.

<sup>6</sup> 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. Trustees must be an eligible entity type as stated in Section 4.1.

## 4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are one of the following entity types:

- Cooperative
- Corporate Commonwealth Entity
- International Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Partnership<sup>7</sup>
- Person<sup>8</sup>
- Sole Trader
- Unincorporated Association.

## 4.3 What qualifications, skills or checks are required?

If you are successful for grant funding, relevant personnel working on the grant activity must maintain the following:

- Commonwealth Child Safe Framework
- Working with Vulnerable People Registration
- Working with Children Check.

# 5. What the grant money can be used for

## 5.1 Eligible grant activities

Eligible activities must include the provision of new or expanded emergency accommodation and directly relate to the grant activity and can include:

- construction of new dwellings
- acquiring suitable land for the construction of new dwellings
- expansion of emergency dwellings, including refurbishments and repurposing buildings, and land clearance and site works
- infrastructure provision, such as water, sewerage and electricity
- development approvals, levies and other planning and zoning costs
- building certifications including Certificate of Occupancy.

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<sup>7</sup> 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.

<sup>8</sup> A person is a natural person, an individual, a human being.

## **5.2 Eligible locations**

Emergency accommodation should be delivered where there is a high-unmet need for emergency accommodation.

To be successful for funding, applicants must demonstrate the high-unmet demand in their proposed priority location. Applicants will also be required to demonstrate the potential impact of delivering emergency accommodation for women and children experiencing domestic and family violence in the location.

## **5.3 Eligible expenditure**

If you are successful for funding, you can only spend the grant on eligible expenditure you have incurred on eligible grant activities. These organisations are encouraged to begin proceeding with eligible expenditure items once they have received a letter of commencement from DSS, ahead of the contract being signed. These organisations will be reimbursed for any eligible expenditure items by DSS, within the amount specified in the grant agreement.

Eligible expenditure items are:

- new or expanded emergency or crisis accommodation
- acquiring suitable land for the construction of new dwellings
- land clearance for expansion of emergency accommodation, and site works
- infrastructure provision, such as water, sewerage and electricity
- development approvals, levies and other planning and zoning costs
- construction of new dwellings
- refurbishments and repurposed buildings
- building certifications including Certificate of Occupancy
- other items as agreed to by DSS.

## **5.4 What the grant money cannot be used for**

The grant cannot be used for the following activities:

- apart from GST, the covering of any tax obligation that arises from the provision of the grant
- non-construction costs such as the provision of management services or support services
- marketing costs associated with the grant
- activities that are already funded on an ongoing basis
- other costs not specified in the grant agreement
- wages not related to the construction of the dwellings
- the covering of retrospective costs
- 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
- travel
- activities for which other Australian Government, state or territory, or local government bodies have primary responsibility.

## 6. The assessment criteria

You must address all of the following assessment criteria in the application.

The application form includes character limits – 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 how your approach will deliver emergency accommodation in the location**

- Demonstrate why the site for the emergency accommodation is suitable for women and children experiencing domestic and family violence.
  - For example is it near public transport, services such as onsite 24/7 support, case workers, legal assistance, schools, etc.
  - If the accommodation is not separate from other crisis or emergency accommodation, demonstrate how this will not generate trauma for women and children experiencing domestic and family violence.
- Provide evidence the emergency accommodation will deliver new safe places demonstrating what will be built (e.g. accommodation with self-contained facilities [bathroom, laundry, etc.] bedroom configuration, provision for any special requirements).
- Identify the community need for the emergency accommodation and your understanding of your client base and the community.

### **Criterion 2 – Demonstrate how you will deliver accessible, appropriate and sensitive support**

- Provide evidence of a formal partnership with a specialist service focused on women and children that is client-centred, trauma informed, culturally appropriate, rights-based, age appropriate, and who has gender expertise.
- Demonstrate your capacity and capability to work with relevant stakeholders and the community to help you achieve intended outcomes.
- Provide evidence participants will have access to, social, legal and government services to support them to hold perpetrators to account.
- Demonstrate you have prepared, and can enforce, appropriate policies for this grant to protect vulnerable people including children.

### **Criterion 3 – Demonstrate how your proposed emergency accommodation will deliver value for money<sup>9</sup>**

- Outline the cost to the Commonwealth per person that the emergency accommodation will assist per year.
- Outline the cost to the Commonwealth per new emergency accommodation dwelling (including refurbishments or repurposed buildings) delivered.
- If your proposal is bringing forward additional investment, provide evidence of this, whether cash or in-kind, for your project.
- Specify the number of additional women and children experiencing domestic and family violence that will be assisted per year.

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<sup>9</sup> See glossary for an explanation of 'value with money'.

#### **Criterion 4 – Demonstrate your capacity and capability to deliver the emergency accommodation**

- Provide evidence of your experience and qualifications in delivering similar projects.
- Provide evidence of your capacity and capability to deliver the emergency accommodation as planned, including evidence of building and planning approvals.
- Provide evidence of your financial capacity including how you will manage unexpected expenses, and how you will budget and manage grant funding to deliver the project.
- Provide evidence identifying the expected outcomes, with a commitment to evaluation and reporting of outcomes.

## **7. How to apply**

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

These documents are found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda<sup>10</sup> 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 may submit more than one project. A separate application form must be submitted for each project. If more than one application is submitted for the same project, the latest accepted application form will be assessed.

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 AEST on 14 February 2020.

DSS 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 DSS 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](mailto: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.

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<sup>10</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents.

If DSS finds 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 should be attached to your application for it to be considered compliant and for it to proceed to assessment.

- Information or data to demonstrate the high-unmet demand in the priority location identified by the applicant.
- A detailed project plan including:
  - project timeframes
  - risk management plan
  - development approval including site plan
  - design brief, specifications, drawings, simple floor plan
  - details of builders and lead contractors, including evidence of compliance with relevant building codes and accreditations
  - relevant insurance
  - relevant WHS compliance where required by contractors
  - budget proposal outlining the estimated costs associated with the proposed capital project, including:
    - the total estimated cost of the project
    - the amount you are seeking from the Commonwealth under this grant opportunity
    - the amount you have secured from a third party
    - the cost to the Commonwealth per new emergency accommodation dwelling
    - the cost to the Commonwealth per person that the project will assist per year.
  - State relevant registration including with the Australian Charities and Not-for-profits Commission.
- Written evidence of the formal partnership with specialist services that will deliver services to women and children experiencing domestic and family violence.
- Written evidence of relationships with community housing providers and state housing authorities.
- Audited financial statements for the past two financial years which should include balance sheets, profit and loss statements, cash flow statements and notes to the accounts.

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 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

### Late applications

DSS 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 representative will determine whether a late application will be accepted<sup>11</sup>. 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 around July 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 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	July 2020
End date of grant activity	30 June 2022

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<sup>11</sup> This may be the Community Grants Hub Delegate or nominated DSS staff member at the Executive Level 2 or above.

### 7.3 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](mailto: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 7 February 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

The DSS assessment team will review your application against the eligibility criteria set out at Section 4. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process. DSS will consider your application on its merits, based on:

- how well it meets the criteria
- the merit of the grant activity
- the information you provide in the attachments as listed at Section 7.1.

The following assessment matrix will be used when assessing applications

Table 2: Assessment matrix

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria, exceeds expectations	5
Good – response to this criterion addresses all or most sub-criteria to a higher than average standard	4
Satisfactory – response against this criterion meets most sub-criteria to an acceptable level	3
Unsatisfactory – poor claims against this criterion, but may meet some sub-criteria	2
Does not meet criterion at all – response to this criterion does not meet expectations or insufficient or no information to assess this criterion	1

If eligible, a Selection Advisory Panel will assess your application against the assessment criteria set out at Section 6 and against other applications. The Selection Advisory Panel may request additional information from you during the assessment stage. The Selection Advisory Panel may also undertake an independent assessment of your budget costing for the proposed grant activity.

The Selection Advisory Panel will prioritise funding to:

- the value of the grant sought and whether the applicant has obtained additional investment (whether cash or in-kind) from other levels of government or private and philanthropic sources for the grant activity
- the formal partnerships in place with specialist services that will work with people experiencing domestic and family violence to provide relevant support and services.

### **8.1.1 Assessing value with relevant money**

In addition to considering the value for money based on the evidence you provide in assessment criteria (refer Section 6), a Selection Advisory Panel will also have regard to the following:

- building costs and characteristics – dwelling type, bedroom configuration, facilities (bathroom, kitchen, laundry and location within dwelling/site), special requirements
- land costs by locational characteristic – remote, regional, metropolitan (inner and outer urban).

## **8.2 Financial viability**

Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- establishing whether relevant persons have any adverse business history (for example current or past bankruptcy)
- the assessment of the financial health of an entity and its ability to offer appropriate security against the project funds suitable to the Commonwealth.

## **8.3 Who will assess and select applications?**

Applications will be assessed based on the eligibility and assessment criteria as set out in Sections 4 and 6 of these guidelines. The DSS assessment team, a Selection Advisory Panel, and any relevant and necessary experts or advisors will assess each eligible and compliant application on its merit and compare it to other eligible applications.

The Selection Advisory Panel will inform the assessment process and provide recommendations to the decision maker which applications to approve for a grant (refer to Section 8.4).

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. This may include obtaining the opinion of an expert or advisor with expertise in capital grants.

Any expert, who is not a Commonwealth Official, will be expected to perform their duties in accordance with the [Commonwealth Grants Rules and Guidelines 2017](#).

## **8.4 Who will approve grants?**

The Assistant Minister Community Housing, Homelessness and Community Services will make recommendations for the Minister Families and Social Services (the decision maker) to endorse. This will determine approval of grants 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.

## 9. Notification of application outcomes

DSS 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.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the Safe Places Emergency Accommodation 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

A Feedback Summary will be published on the [Community Grants Hub](#) website to provide all organisations with access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will be available at 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

If there are not enough suitable applications to meet the program's objectives, DSS may approach organisations directly and invite them to apply.

## 10. Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding Capital Works Funding Agreement (grant agreement) with the Commonwealth. DSS will offer successful applicants a grant agreement for this grant opportunity.

Each grant agreement has 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.

You should not make financial commitments in expectation of receiving the grant until you have received a letter of commencement from DSS. The organisation will be reimbursed for eligible expenditure items.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the grant agreement.

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

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

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

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

## **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
- 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 Specific legislation, policies and industry standards**

To be eligible for a grant, you must declare in your application that you comply with all relevant laws, regulations, policies, and industry standards. You will be required to demonstrate compliance with these requirements in your application and in your grant agreement with the Commonwealth.

You must at all times and at your own costs, comply with:

- all relevant laws and regulations
- DSS policies
- requirements of any Commonwealth, State, Territory or local authority (including any Proper Authority)
- any guidelines and policies notified to you in writing from time to time by DSS.

## **10.4 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. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications.

## 10.5 How DSS will pay the grant

The grant agreement will state:

- the maximum grant amount to be paid
- any financial contributions you must make
- any in-kind contributions you will make
- any contribution (whether cash or in-kind) provided by a third party.

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

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

## 10.6 Grant payments and GST

Grant payments will be GST Exclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, DSS will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

If a Government Related Entity is deemed successful, GST will not apply.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. DSS recommends you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). DSS does 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 [Commonwealth Grants Rules and Guidelines 2017](#).

# 12. How we will monitor your grant activity

## 12.1 Keeping DSS informed

You should let DSS know if anything is likely to affect your grant activity or organisation.

DSS needs to know of any changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due because of these changes.

You must also inform us of any changes including to your:

- name
- address
- nominated contact details

- bank account details
- key personnel
- land title where relevant to the grant activity.

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

You must notify DSS of events relating to your grant and provide an opportunity for the Assistant Minister for Community Housing, Homelessness and Community Services or their representative to attend.

## 12.2 Reporting

You must submit reports in line with the grant agreement. DSS will remind you of your reporting obligations before a report is due. DSS will expect you to report on:

- progress against agreed grant activity milestones and outcomes
- expenditure of the grant
- practical and final completion of the grant activity.

The amount of detail you provide in your reports will be agreed between the parties and should be relative to the size and complexity of the grant and the grant amount.

During the grant activity period, DSS will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, ask for more information or request an independent audit of claims and payments.

You must submit reports by the due date. You can submit reports ahead of time if you have completed relevant activities.

### **Progress reports**

Each progress report must include:

- evidence of your progress toward completion of agreed activities and outcomes
- the total eligible expenditure incurred to date
- evidence of expenditure
- any other requirements notified by DSS in writing.

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

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

### **Ad-hoc reports**

DSS 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.

### **Final activity report – after the grant activity is completed**

When you complete the grant activity as agreed by DSS, you must submit a final report.

Final reports must include:

- if and how outcomes have been achieved
- the agreed evidence as specified in the grant agreement
- the total eligible expenditure incurred.

### **Designated use period reports – (during the 15 year period, the property must remain as emergency accommodation)**

Annual report/letter confirming that you are abiding by the designated use conditions after the grant activity is completed.

#### **12.3 Audited financial acquittal report**

DSS will ask you to provide an independently audited financial acquittal report as part of the final report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

#### **12.4 Grant agreement variations**

DSS recognises that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager at the Community Grants Hub.

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

#### **12.5 Compliance visits**

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

#### **12.6 Record keeping**

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

#### **12.7 Evaluation**

DSS will evaluate the grant opportunity to see how well the outcomes and objectives have been achieved. DSS may use information from your application and reports for this purpose. DSS 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.

DSS may contact you up to three years after you finish your grant for more information to assist with this evaluation.

#### **12.8 Acknowledgement**

If you make a public statement about a project funded under the program, DSS requires you to acknowledge the grant by using the following:

‘This project 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 [Commonwealth Grants Rules and Guidelines 2017](#).

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](mailto: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 [complaints form](#) on the [DSS](#) website, or contact DSS by phone or mail.

Phone: 1800 634 035

Mail: Complaints  
GPO Box 9820  
Canberra ACT 2601

### Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or 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](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://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 or external member of the assessment panel
- 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 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.

DSS publishes its conflict of interest policy on the [Community Grants Hub](#) website.

### 13.3 Privacy

DSS will 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, DSS 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.

DSS 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 to DSS, 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).

DSS 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.

DSS 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.

DSS 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 DSS 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, Assistant Minister, and their staff
- 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  
GPO Box 9820  
Canberra ACT 2601

By email: [foi@dss.gov.au](mailto:foi@dss.gov.au)

## 14. Consultation

On 14 March 2019 the former Minister for Families and Social Services, the Hon Paul Fletcher MP, held a roundtable discussion with representatives from domestic and family violence peak associations, philanthropy, construction firms and financiers to discuss capital grants under the Safe Places package. This was followed by workshops held by DSS with women's services, specialist domestic and family violence services, homelessness services, housing providers, the building and finance industry, philanthropy, and local and state and territory government officials.

On 20 August 2019, the Minister for Families and Social Services, Senator the Hon Anne Ruston and Assistant Minister for Community Housing, Homelessness and Community Services, the Hon Luke Howarth MP, held an additional roundtable discussion to further inform the program design. This was followed by targeted consultations held by DSS with key stakeholders across multiple sectors, and state and territory government officials.

## 15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a> .
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 projects and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a> .
<a href="#">Commonwealth Grants Rules and Guidelines 2017</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
date of effect	can be the date on which a grant agreement is signed or a specified starting date.
decision maker	the person who makes a decision to award a grant.
delegate	the delegate for the purpose of late applications may be the Community Grants Hub Delegate or nominated DSS staff member at the Executive Level 2 or above.
designated use period	the period commencing on the date the grant activity is completed and expiring on the date that is 15 years after that date.
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 <a href="#">Commonwealth Grants Rules and Guidelines 2017</a>, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>12</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>13</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ol>
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.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees.
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.
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the <a href="#">Commonwealth Grants Rules and Guidelines 2017</a> .
grantee	the individual/organisation which has been selected to receive a grant.

<sup>12</sup> Relevant money is defined in the [PGPA Act](#). See section 8, Dictionary.

<sup>13</sup> Other CRF money is defined in the [PGPA Act](#). See section 105, Rules in relation to other CRF money.

Term	Definition
metropolitan	<p>consists of the following Statistical Area Level 4s (SA4s):</p> <p>Australian Capital Territory</p> <p>New South Wales: Central Coast, Illawarra, Newcastle and Lake Macquarie, Sydney (Baulkham Hills and Hawkesbury, Blacktown, City and Inner South, Eastern Suburbs, Inner South West, Inner West, North Sydney and Hornsby, Northern Beaches, Outer South West, Outer West and Blue Mountains, Parramatta, Ryde, South West, Sutherland)</p> <p>Queensland: Brisbane (East, Inner City, North, South and West), Gold Coast, Ipswich, Logan-Beaudesert, Moreton Bay – North and Moreton Bay – South</p> <p>South Australia: Adelaide (Central and Hills, North, South and West)</p> <p>Tasmania: Hobart</p> <p>Victoria: Geelong, Melbourne (Inner, Inner East, Inner South, North East, North West, Outer East, South East, West) and Mornington Peninsula</p> <p>Western Australia: Perth (Inner, North East, North West, South East, South West).</p>
participants	refers to women and children experiencing domestic and family violence.
Portfolio Budget Statement (PBS) Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , 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.

Term	Definition
regional	<p>consists of the following SA4s:</p> <p>New South Wales: Capital Region, Central West, Coffs Harbour-Grafton, Far West and Orana, Hunter Valley exc Newcastle, Mid North Coast, Murray, New England and North West, Richmond-Tweed, Riverina, and Southern Highlands and Shoalhaven</p> <p>Northern Territory: Darwin</p> <p>Queensland: Cairns, Central Queensland, Darling Downs – Maranoa, Mackay – Isaac – Whitsunday, Sunshine Coast, Toowoomba, Townsville, and Wide Bay</p> <p>South Australia: Barossa – Yorke – Mid North, and South East</p> <p>Tasmania: Launceston and North East, South East, and West and North West</p> <p>Victoria: Ballarat, Bendigo, Hume, Latrobe – Gippsland, North West, Shepparton, and Warrnambool and South West</p> <p>Western Australia: Bunbury, Mandurah, and Western Australia – Wheat Belt.</p>
remote	<p>consists of the following SA4s:</p> <p>Northern Territory-Outback, Queensland-Outback, South Australia-Outback, Western Australia-Outback North and Western Australia-Outback South.</p>
Selection Advisory Panel	<p>provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.</p>
selection criteria	<p>comprise eligibility criteria and assessment criteria.</p>
selection process	<p>the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.</p>
specialist services	<p>services focused on women and children that are rights-based, client-centred, trauma-informed, culturally competent and accessible, age appropriate, have gender expertise, demonstrate expertise and understanding of domestic and family violence; and places the safety, needs and interests of women and children at the centre of all decisions.</p>

Term	Definition
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant project 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 project including, but not limited to the:</p> <ul style="list-style-type: none"> <li>▪ quality of the project and activities</li> <li>▪ fit for purpose of the project in contributing to government objectives</li> <li>▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>▪ potential grantee's relevant experience and performance history.</li> </ul>