



Disability Employment Continuity of Support (DECoS) program

Grant Opportunity Guidelines

Opening date:	Tuesday 17 November 2020
Closing date and time:	11:00 PM AEDT on Monday 14 December 2020
Commonwealth policy entity:	Department of Social Services
Administering entities	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 5.00 PM AEDT on Monday 7 December 2020
Date guidelines released:	Tuesday, 17 November 2020
Type of grant opportunity:	Closed non-competitive
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1 Disability Employment Continuity of Support (DECoS) program processes

The DECoS program is designed to achieve Australian Government objectives.

This grant opportunity is part of the above program which contributes to the Department of Social Services (the department) Outcome 3, Program 3.2 National Disability Insurance Scheme.

The 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 guidelines on the [GrantConnect](#) and [Community Grants Hub](#) websites.



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria (section 4).
If you are eligible, we then assess your eligible application against the assessment criteria (section 6) including an overall consideration of value for money.



We make grant recommendations

We provide advice to the decision maker on 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 and notify you if you are not eligible.



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the DECoS program

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

1.1 Introduction

These guidelines contain information for the Disability Employment Continuity of Support (DECoS) program 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 opportunity.

This grant opportunity and process will be administered by the Community Grants Hub.

2 About the grant program

The DECoS program will run from 1 April 2021 to 30 June 2023.

From 1 April 2021, the DECoS program will provide funding for supports and services that enable current Disability Employment Assistance (DEA) clients who are confirmed ineligible for the National Disability Insurance Scheme (NDIS) to participate in and retain employment.

Clients (supported employees) funded through the DEA program who have been confirmed ineligible for the NDIS (due to their age, residency, citizenship or disability type), will be eligible for the DECoS program.

The DECoS program will help existing DEA clients who have been confirmed as ineligible for the NDIS achieve similar outcomes to those they were aiming to achieve prior to the introduction of the NDIS.

The DECoS program will be a newly established program and will closely mirror the already existing and well-established DEA program.

The Department of Social Services (the department) has chosen to conduct a new grant opportunity for the DECoS program. The department acknowledges the previous DECoS grant opportunity was underway before the impact of the COVID-19 pandemic and the circumstances for Australian Disability Enterprises (ADEs) may have changed significantly in this time.

The DECoS program will be considerably smaller than the DEA program, with most DEA clients having transitioned to the NDIS. The department has simplified the DECoS program to reduce administrative burden for ADEs. This approach is considered appropriate as it is expected the client numbers will reduce significantly over the program period.

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

3 Grant amount and grant period

The grant opportunity will run from 1 April 2021 to 30 June 2023.

The total amount of the grant payable will be calculated based on the number of supported employees you provide the activity to and any other eligible additional fees as specified in the grant agreement.

One level of funding (equivalent to the Disability Measurement Instrument 4 level) will be provided per supported employee, per month to the service provider. Below is the funding amount per supported employee service providers will receive in each financial year (FY):

- In 2020–21 FY, service providers will receive \$1,341 per month, per supported employee.
- In 2021–22 FY, service providers will receive \$1,368 per month, per supported employee.
- In 2022–23 FY, service providers will receive \$1,395 per month, per supported employee.

Funding must only be used for the purpose for which it will be provided, and as specified in the grant agreement.

Grant funding will be paid monthly in arrears.

4 Eligibility criteria

This grant opportunity is a closed non-competitive grant selection process. The department considers this an appropriate type of selection process considering the nature of the grant is specifically dependent on a service provider established in the community with demonstrated experience in delivering the required services.

4.1 Who is eligible to apply for a grant?

To be eligible to apply for this grant opportunity, you must be one of the invited organisations listed in [Appendix A](#) and have received an invitation to apply for this grant opportunity through GrantConnect.

Applicant eligibility is specifically dependent on having an existing DEA program grant agreement and existing DEA clients who do not meet the NDIS' eligibility requirements based on residency, citizenship, age or disability type.

This grant round also has assessment criteria. Please see section 6 of the Grant Opportunity Guidelines for more information.

4.2 Additional eligibility requirements

In your application, you must declare you are either compliant with the National Standards of Disability Services (NSDS), or currently undergoing re-certification or a surveillance audit.

You will be required to maintain NSDS certification for the duration of your agreement unless advised otherwise.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply for this grant opportunity if you have not received an invitation to apply through GrantConnect, and are not listed as an eligible invited organisation at [Appendix A](#).

4.4 What qualifications, skills or checks are required?

If you are successful, your organisation must maintain:

- eligibility as an organisation defined under section 7 in the *Disability Services Act 1986*
- compliance with the NSDS. The department may request a copy of your certificate of compliance.

5 What the grant money can be used for

5.1 Eligible grant activities

Grant activities must be directly related to providing supports and services that:

- enable each supported employee in the DECoS program to participate in and retain paid employment in a suitable work environment
- meet the needs of the supported employee by providing practical supports including, but not limited to:
 - supervision and other one-on-one support
 - assessments
 - preparation of Employment Assistance Plans (as defined in the DECoS program Operational Guidelines¹)
 - training (social skills training, work readiness training, work preparation training, on-the-job training and other training)
 - interpreter assistance for interviews and/or work orientation
 - counselling
 - case management
 - physical assistance and personal care
 - administrative duties such as documenting and managing employee files.

5.2 Eligible expenditure

You can only spend grant money on eligible expenditure you have incurred while delivering the eligible grant activities listed in section 5.1, and as set out in the DECoS Operational Guidelines.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- accepting new clients to the DECoS program
- receiving funding from more than one source to deliver the activity to a supported employee
- any activity which is not directly related to providing supports and services that enable each supported employee to participate in and retain paid employment in a suitable work environment
- costs that are not directly related to the delivery of the specified activity
- purchase of land
- supported employee wages
- major capital expenditure
- 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

¹ The DECoS Operational Guidelines will be released when the DECoS program commences on 1 April 2021.

- major construction/capital works
- overseas travel
- recruitment expenses
- 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 the following assessment criterion in the application.

The department will assess the financial viability of your entity and determine the risk of providing a DECoS grant to your entity. This will include assessing the financial health of your entity, and establishing if your entity has any adverse business history (for example current or past bankruptcy).

If your entity is assessed as being unable to demonstrate financial capacity to meet the policy objectives of the DECoS program, the decision maker may not award you a grant.

Criterion 1

Demonstrate your financial capacity to continue to support existing DEA clients to participate in and retain employment in order to achieve similar outcomes to those they were aiming to achieve prior to the introduction of the NDIS. Please attach your two most recent sets of year-end financial statements to support this assessment. See section 8.1 of the Grant Opportunity Guidelines for more information.

7 How to apply

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

These documents are found on the [GrantConnect](#) website. Any changes to grant documentation are published and addenda² will be published on GrantConnect and only be accessible to invitees. GrantConnect is the authoritative source for grants information.

We can only accept applications from invitees (existing providers with a current DEA grant agreement with the department referred to as ADEs) are invited to apply (see [Appendix A](#) for list of invited ADEs).

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

² Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

To apply, you must:

- Complete the online application form on [GrantConnect](#).
- Provide all the information requested.
- Address all of the required eligibility criteria and assessment criteria in the application form.
- Include all necessary attachments.
- submit your application to the Community Grants Hub by 11:00 PM AEDT on Monday 14 December 2020.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 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, before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 or email support@communitygrants.gov.au. The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask you for clarification or additional information. This will not change 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

The following document/s must be attached to your application for it to be considered compliant and for it to proceed to assessment:

- two most recent sets of year-end financial statements.

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

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub via support@communitygrants.gov.au.

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.

Written requests to lodge a late application will only be accepted within 3 days after the grant opportunity has closed.

To make a request to submit a late application, please complete the Late Application Request Form, which is located on the [Community Grants Hub](#) website. Requests for a late application must be made within 3 days after the grant opportunity has closed, unless otherwise specified in the Grant Opportunity Guidelines.

Step 1. save this PDF to your desktop

Step 2. open the document

Step 3. complete the late application request form

Step 4. click the submit button (this will create an email to be sent to support@communitygrants.gov.au).

Alternatively

Complete the form in Word and attach it to an email sent to support@communitygrants.gov.au.

The decision maker or their appointed representative will determine whether a late application will be accepted. The decision of the decision maker 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 DECoS program will run from 1 April 2021 to 30 June 2023.

7.1 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. Only invited applicants' questions will be responded to during the application submission period.

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at **5.00 PM AEDT on Monday 7 December 2020**. Following this time, only questions about using and/or submitting the application form will be answered.

8 The grant selection process

8.1 How will applications be assessed?

The department will assess your application in two stages:

Stage One: Assessment against the **eligibility criteria** (see **section 4** of this document). Only eligible applications will move to stage two.

Stage Two: If the applicant meets the eligibility criteria, the department will then assess your application against the **assessment criteria** (see **section 6** of this document). We will consider your application on its merits, based on:

- how well it meets the criterion
- whether it provides value with relevant money.

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

- the number of clients you support through the DECoS program
- the amount of time you support clients for through the DECoS program
- any other eligible additional fees that are funded by the DECoS program as specified in the grant agreement.

One level of funding (equivalent to the Disability Measurement Instrument 4 level) will be provided per supported employee, per month to the service provider. Below is the funding amount service providers will receive in each financial year (FY) per supported employee:

- In 2020–21 FY, service providers will receive \$1,341 per month, per supported employee.
- In 2021–22 FY, service providers will receive \$1,368 per month, per supported employee.
- In 2022–23 FY, service providers will receive \$1,395 per month, per supported employee.

The amount of funding provided to an ADE through the DECoS grant activity is proportional to the number of clients the ADE supports, therefore representing value with relevant money.

8.2 Who will assess and select applications?

The department will assess each eligible and compliant application on its individual merit. Assessment will be undertaken by the department's personnel, who will undertake training to ensure consistent assessment of all applications.

The department may seek information about you or your application. We may do this from within the Commonwealth, even if the sources are not nominated by you as referees. We may also consider information about you or your application that is available through the normal course of business.

The department uses this information to develop recommendations on applications to be awarded a grant.

8.3 Who will approve grants?

The delegate for the grant round (the decision maker) will be a Senior Official of the Department of Social Services.

The decision maker will be responsible for making the final decision regarding selection outcomes for this grant opportunity.

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

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

The execution of the grant agreement and the award of the grant is subject to the approval of the Delegate and appropriate legislative authority.

9 Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, we will advise you of any specific conditions attached to the grant.

10 Successful grant applications

10.1 The grant agreement

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

Each agreement has grant conditions that cannot be changed. We will use Grant Details 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 your grant activity until a grant agreement is executed.

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

Commonwealth Standard Grant Agreement

We will use a Commonwealth Standard Grant Agreement.

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

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

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

Quality assurance and certification

Grantees will be obligated to meet the requirements of an independent quality assurance system for the full term of the grant agreement.

Compliance audits

Departmental officials may conduct audits to verify information submitted by grantees, to allow us to manage potential fraud and compliance risks under the grant agreement. These audits may also be independently reviewed.

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 Specific legislation, policies and industry standards

To be eligible for a grant, you must declare in your application that you comply with these requirements: You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

In accordance with former DEA agreements, your organisation must be:

- an eligible organisation as defined under section 7 in the *Disability Services Act (1986)*
- you must be compliant with the NSDS.

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 we pay the grant

We will make payments according to an agreed schedule set out in the grant agreement.

10.6 Grant payments and GST

Payments will be Goods and Services Tax (GST) inclusive. If you are registered for the 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](#). 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 organisation.

We need 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 to your:

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

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

12.2 Reporting

You must submit reports in line with the grant agreement.

Grantees must have systems in place to allow them to meet their data collection and reporting obligations outlined in their grant agreement.

Performance information (for example, client characteristics and service delivery information) will be required to be collected by grantees at the client level and entered directly into the department's performance reporting solution, the Disability Case Portal.

The performance information reported through the Disability Case Portal includes:

- client identity characteristics (given and family names, date of birth, gender and residential address)
- client demographic characteristics (Indigenous status, cultural and linguistic diversity, and disability status, impairment or condition)
- service delivery information (outlets, cases, sessions)
- client outcomes.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant activity. This may be to provide information about the services delivered to your supported employees or difficulties in completing the grant activity.

Financial declaration

We will require grantees to provide an annual declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

12.3 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager.

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

12.4 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.

12.5 Record keeping

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

12.6 Evaluation

We will evaluate the grant activity 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.

Your grant agreement requires you to provide information to help with this evaluation.

13 Probity

The Australian Government will make sure that the grant opportunity process is fair according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed by the department. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

Enquiries and feedback

Complaints about this grant opportunity

The department's [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 complaints form on the department's website, 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 the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.1 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 departmental and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later think there is an actual, apparent, or perceived conflict of interest, you must inform the department and the Community Grants Hub in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

13.2 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* (the Act) 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.

13.3 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.
4. 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.

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

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money³ or other Consolidated Revenue Fund (CRF) money⁴ is to be paid to a grantee other than the Commonwealth 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.
grantee	the individual/organisation which has been selected to receive a grant.
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 closed, 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.
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.

³ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁴ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
<ul style="list-style-type: none"> ▪ 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.

Appendix A. List of organisations invited to apply

Invited Organisation	Australian Business Number
Ability Centre Australasia Ltd	79057702959
Ability Works Australia Ltd	87075933612
Access Australia Group Limited	51627404049
Access Industries For The Disabled Ltd	84001797511
Activ Foundation Incorporated	11553592765
Albury Wodonga Community College Limited	28368867854
Alinea Inc.	63279515027
Arts Project Australia Inc	99804795393
Aruma Services	31001813403
Asteria Services Inc	18908141137
Australian Foundation for Disability	99000112729
Ballarat Regional Industries Inc	79684755755
Barkuma Incorporated	63477154168
Barossa Enterprises Inc	54270249817
Bedford Phoenix Inc	24839364005
Bourke Laundry Service Inc	46535091766
Brite Services	47114989650
Brunswick Industries Association Inc	62540384092
Caringa Australia Limited	57250634865
Cerebral Palsy Alliance	45000062288
Challenge Community Services	17059209675
Challenge Southern Highlands	99536233732
Challenge Tweed Incorporated	92822755729
Christie Centre Inc	68554592464
Civic Disability Services Limited	16000744141
Community Axis Enterprises Inc.	48208409903
ConnectGV	92086054195
Connecting2Australia	67877349510
Cooma Challenge Limited	16060284460
CPL - Choice, Passion, Life	27009942269
Dare Disability Support	15000692366
Delando Corporation Ltd	60218161487
Devonfield Enterprises Inc.	48154912044
Disability Services Australia Limited	35002507655
Elouera Association Ltd	20240705660
Endeavour Foundation	80009670704
Endeavour Industries Goulburn Inc	99147040568
Eurella Community Services Inc	12900448879
Fairhaven Services Ltd	83058123729
GDP Industries	96004811116
George Gray Centre Inc.	15155248904
Gilgandra Shire Council	47979060715
Glen Industries	54002401550
Glenray Industries	96059568482
Good Samaritan Industries	63826265059
Greenacres Disability Services	93001157688
Gwydir Industries Inc	91710229704
Hands On SA Limited	69007629012
HELP Enterprises Limited	46479304129
Holy Cross Laundry Ltd.	33163260204
Horizon Foundation Inc.	14260253412
Hoxton Industries Ltd	68003160647
HPA Incorporated	13506264631

Invited Organisation	Australian Business Number
IMPACT Community Services Limited	42950261731
Intelife Group Limited	79872326186
JewishCare	29000041529
Karingal St Laurence Limited	74614366031
Knoxbrooke Inc.	28239668377
Koomarri	38599467782
Kurrajong Waratah	55002407294
Kyeema Support Services Inc.	28553192702
Lambing Flat Enterprises Ltd	26044738768
LEAD Disability Services Ltd	41412446517
Lifestyle Solutions (Aust) Ltd	85097999347
LiveBetter Services Limited	13160259512
Macarthur Disability Services Ltd	98003008928
Macleay Options Incorporated	68253640058
Mambourin Enterprises Ltd	41725993025
Marriott Support Services	36094426061
McCallum Disability Services Inc	65583429720
Merriwa Industries Limited	81069213878
Mid-Western Regional Council	96149391332
Minda Incorporated	37020000711
Mirridong Services Inc	34210703350
Multicap Limited	40120240686
Multitask Human Resource Foundation Limited	48738917341
Murray Human Services Inc.	92518972854
New Horizons Enterprises Limited	42002066604
Ningana Enterprises Inc	84023606313
Northaven Ltd	66000972029
Noweyung Limited	21114659415
Oak Tasmania	44055920306
OC Connections Limited	91480733899
OCTEC Limited	91336868595
Orana Australia Limited	60426516114
Peace Lutheran Church Gatton	74585767663
Pinnacle Inc.	54292278923
RichmondPRA Limited	66001280628
Royal Society for the Blind of South Australia Inc	37680837839
S.A. Group Enterprises Incorporated	40005498775
Self Help Workshop Inc	46307410837
Shire of Manjimup	36453349691
Silverlea Employment and Training Service Inc	21001809658
South Burnett C.T.C.Inc	85399349965
Spinal Cord Injuries Australia	93001263734
St Vincent De Paul Society NSW	91161127340
St. Vincent Industries Incorporated	94450709189
Sunnyfield	72000415127
Tastex Knitwear Inc	86389278392
Terama Industries Inc	17718487824
The Ascent Group Australia Limited	54059901512
The Bridge Incorporated	31506563698
The Flagstaff Group Limited	53000551575
The Intellectual Disability Foundation of St George Limited	76389462946
The Katia Project Inc	69379739388
The Uniting Church In Australia Property Trust (Q.)	25548385225
Third Sector Australia Limited	54213576984
Thorndale Foundation Limited	72060340132
Training Employment Accommodation Mentoring Inc	14488034257

Invited Organisation	Australian Business Number
Trustees of the Roman Catholic Church for the Diocese of Lismore	72863788198
Tulgeen Group	23001616100
UnitingSA Ltd	29335570988
Valley Industries Ltd	69001578301
Valmar Support Services Ltd	38060125340
Vincent Industries Incorporated	72743313211
VincentCare Victoria	53094807280
Wallara Australia Limited	16007039536
Wangarang Industries Ltd	11001241005
Waverley Helpmates Inc	97600179810
Waverley Industries Ltd	80005803369
Wesley Community Services Limited Dundas	42164655145
West Wimmera Health Service Nhill	50275032704
Westcare Incorporated	72662454226
Westgate Community Initiatives Group Ltd.	93235712322
Westhaven Limited	56000543046
Willing & Able Foundation Ltd	39060162674
Windarring Limited	11868616092
WISE Employment Ltd	68093718766
Woodbine Inc.	54139944572
Workpower Incorporated	35376907735
Yooralla	14005304432
Yumaro Limited	65352274204