



Office for Women Women's Leadership and Development Program Project Grants Grant Opportunity Guidelines

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Commonwealth policy entity:	The Department of the Prime Minister and Cabinet Office for Women
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5:00 PM AEDT on 2 December 2020
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1 Women's Leadership and Development Program Project Grants grant opportunity processes

The Women's Leadership and Development Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to the Department of the Prime Minister and Cabinet's (the department) Outcome 1.1. The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#) and [Community Grants Hub](#) websites.



You complete and submit a grant application

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



We assess all grant applications

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



We make grant recommendations

We provide advice, through the selection advisory panel to the decision maker on the merits of each application.



Grant decisions are made

The decision maker (Minister for Women) decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the grant opportunity

We evaluate your specific grant activity and the grant opportunity 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 Women's Leadership and Development Program (WLDP) Project Grants.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of the Prime Minister and Cabinet (the department).

2 About the grant program

The Australian Government funds the WLDP to deliver a range of projects specifically for Australian women. It contributes to the achievement of the Department of the Prime Minister and Cabinet's Outcome 1, Program 1.1 Prime Minister and Cabinet.

Additional funding over 2020–21 to 2023–24 was announced in the 2020–21 Budget as part of the Women's Economic Security Statement to expand the WLDP and introduce a new Women's Job Creation priority area. The Women's Job Creation priority area will focus on projects that address women's unemployment and set Australian women up for future jobs.

The expanded WLDP further builds on the government's Our Plan to Support Australian Women. It complements the Australian Government's JobMaker Plan to support the re-opening, recovery and reform of Australia's economy.

The objective of the WLDP is to improve outcomes for Australian women in 6 key focus areas: women's job creation; women's economic security; women's workforce participation; women's leadership; women's safety; and international engagement.

The Community Grants Hub administers the WLDP on behalf of the Department of the Prime Minister and Cabinet according to [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

2.1 About the grant opportunity

This grant opportunity supports projects that achieve tangible improvements in outcomes linked to the achievement of all, one, or a combination of the key priority areas of the WLDP (note: International Engagement will not form part of this grant opportunity).

Applications are required to:

- identify to which outcome(s) their project contributes
- specify target(s) to be achieved
- identify how they will measure their contribution towards their nominated outcome(s)
- identify how they will evaluate their success in achieving the target(s).

Priority will be given to applicants who can demonstrate how their project complements existing initiatives under the government's JobMaker Plan, in particular the JobTrainer Fund, to work in partnership with the Commonwealth.

Projects that are scalable, transferable across industries and occupations, and those that focus on supporting women from different backgrounds (including rural, remote and regional women) are strongly encouraged.

Projects funded under the 2018–19 WLDP grant opportunity are encouraged to apply for a continuation or expansion of their project.

The outcomes of the key priority areas are:

1. Women's Job Creation

Outcome 1.1: *Jobs and employment pathways are created for women, and women are equipped for jobs of the future, particularly in non-traditional and/or male-dominated industries.*

The types of projects that may be funded include but are not limited to:

- Projects that address women's unemployment and set up women for the future, especially in non-traditional and/or male-dominated industries.
- Projects that complement existing initiatives under the government's JobMaker Plan, such as the JobTrainer Fund, supporting job seekers and young people, including school leavers, to maintain labour market connections, to train and upskill and to move into employment as the economy recovers from the COVID-19 pandemic. JobTrainer Fund information can be found on the Department of Education, Skills and Employment [website](#).

Applications will need to estimate the number of award paying jobs and any employment pathways (work experience or training) to be delivered over the funding agreement period.

2. Women's Economic Security

Outcome 2.1: *Women's economic security improves across their lifetime.*

The type of projects that may be funded include but are not limited to:

- Mitigating the impacts of COVID-19 on women, such as providing online support during the crisis to improve financial literacy skills and supporting women through the recovery phase of the crisis.
- Initiatives that reduce women's homelessness such as helping women accumulate retirement savings in the future, including pay equity, financial capability and superannuation.

3. Women's Workforce Participation

Outcome 3.1: *Women's workforce participation increases and barriers are reduced, especially in sectors where women are under-represented.*

The types of projects that may be funded include but are not limited to:

- Maximising women's participation in the paid workforce by increasing women's work choices and addressing barriers to women working in the paid workplace; including access to flexible work arrangements, preventing and responding to sexual harassment and access to women leaders.
- Job-focused skills training, including skill refreshers for women returning to the workforce after career breaks and upskilling for women looking to increase their participation, particularly in traditionally male-dominated fields and sectors.
- Programs to support and encourage women into entrepreneurship, particularly in high growth fields such as Science, Technology, Engineering and Mathematics (STEM).

4. Women's Leadership

Outcome 4.1: *Women's representation on boards and in other leadership positions increases, especially in sectors where women are under-represented.*

The types of projects that may be funded include but are not limited to:

- Scholarships, programs or events, which promote women's leadership, particularly in high growth fields such as STEM; and initiatives that improve women's leadership capability, including participation and leadership in sport.

5. Women's Safety

Outcome 5.1: *Women are safer in their homes and communities.*

The types of projects that may be funded include but are not limited to:

- Initiatives which seek to support women who have experienced domestic, family and sexual violence to participate at work, particularly those seeking to enter, return to or retain work.
- Initiatives which seek to address forms of violence against women and provide services to women affected by violence.
- Support for initiatives that reduce the incidence of female genital mutilation.
- Preventing the non-consensual sharing of intimate images.

3 Grant amount and grant period

3.1 Grants available

Up to \$40 million GST exclusive is available for this grant opportunity over 2020–21 to 2023–24.

The grant opportunity will run from 19 November 2020 to 9 December 2020.

It is anticipated that most grants will be between \$200,000 to \$800,000 GST exclusive, depending on the scope of the grant activity and its complexity.

There is no minimum or maximum grant amount but grants cannot exceed the amount of available funds.

Due to the competitive nature of the grant opportunity, the department may offer successful applicants an amount that is less than the amount for which they applied.

3.2 Grant period

Multi-year grants are available, however your project must not extend past 30 June 2024.

4 Eligibility criteria

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

We cannot provide a grant if you receive funding from another government source for the same purpose.

4.1 Who is eligible to apply for a grant?

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

- Indigenous Corporation
- Company¹
- Cooperative
- Incorporated Association
- Sole Trader
- Statutory Entity
- Partnership²

If you are applying as a Trustee on behalf of a Trust³, the Trustee must have an eligible entity type as listed above.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above⁴.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- Commonwealth Company
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government⁵
- Non-Corporate Commonwealth Statutory Authority

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

² Partnership – the individual partners will enter into the agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested.

³ Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form. Trustees must be an eligible entity type as stated in section 4.1. Both the Trust's and Trustee's details will be collected in the application form.

⁴ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at section 7.2 'Joint (Consortia) Applications'

⁵ Includes New South Wales local governments created as Body Politics.

- Non-Corporate Commonwealth Entity
- Corporate Commonwealth Entity
- Corporate State or Territory Entity
- International Entity
- Person⁶
- Unincorporated Association

4.2.1 Unincorporated Associations

Non-legal entities such as an Unincorporated Association may be able to receive funding where a legal parent organisation, or a legal entity connected to the Unincorporated Association can enter into a legally binding agreement on its behalf.

4.3 What qualifications, skills or checks are required?

If you are successful, your organisation and any staff engaged as part of the funded grant activities who work with vulnerable people including children, must demonstrate compliance with state and/or territory legislation relating to working with vulnerable people including children. This includes mandated police checks, working with children checks and working with vulnerable people checks.

5 What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your project must align with the objectives outlined in section 2 of this document.

5.2 Eligible expenditure

You can only spend the grant funds on eligible expenditure you have incurred on eligible grant activities.

Eligible expenditure items are:

- project costs
- the development of resources
- research
- staff salaries directly related to the implementation of the project
- materials directly related to the implementation of the project
- services outlined in the agreed grant agreement.

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

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. A delegate in the Department of the Prime Minister and Cabinet will make the final decision on what is eligible expenditure.

⁶ A person is a natural person, an individual, a human being.

You must incur the expenditure on your project between the start date and end date of your grant activity for it to be eligible.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- wages not directly associated with the delivery of the grant
- 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
- major construction/capital works
- launching or scaling up a female founded business
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6 The assessment criteria

You must address all of the following assessment criteria in the application. All the assessment criteria are equally weighted.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The application form includes character limits – up to 6,000 characters (approx. 900 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

Criterion 1

Describe your project, how it will support the objective of the WLDP and outcomes of the WLDP Project Grants grant opportunity?

When addressing the criterion strong applicants will:

- Describe your project, including what problem/s your project will address.
- Describe how your project aligns with the objective of the WLDP and the priority areas described in section 2.1.
- Describe how your project will deliver new value to Australian women and link with or complement existing services or government initiatives such as the JobTrainer Fund.

Criterion 2

How will your project be delivered and what are the intended outcomes for all stakeholders?

When addressing the criterion strong applicants will:

- Describe what success would look like for your project, including key milestones or achievements and how you will measure success over the funding period.
- Describe the impact of your project, including how many women will benefit and what cohorts (such as young or older women; or women living in rural, regional and remote areas). If your project focusses on job creation, you must describe how many award paying jobs (whether they are full-time, part-time or casual) or employment/training pathways you will deliver over the project period.
- Describe how your project will deliver sustainable change or an ongoing impact without further funding under the WLDP.

Criterion 3

What is the capability and capacity of your organisation to undertake the activity?

When addressing the criterion strong applicants will:

- Describe your organisation's capacity and capability to successfully deliver the project, including experience in delivering similar projects.
- Describe your organisation's governance structure, the experience and role of staff, and the organisation's prior experience in delivering outcomes through similar services, particularly projects to support vulnerable cohorts.
- Explain how your project can be delivered in a COVID-19 context, in line with Commonwealth and state or territory requirements, including in the event of increased restrictions.

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 the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda⁷ will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

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

⁷ 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 [via the Community Grants Hub](#).
- Provide all the information requested.
- Address all eligibility criteria and assessment criteria.
- Submit your application/s to the Community Grants Hub by 11:00 PM AEDT on 9 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, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

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

If we find an error or something missing, we may ask you for clarification or additional information.

This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

7.1 Attachments to the application

Attachments will not form part of the Community Grants Hub's assessment unless a specific checking process is negotiated.

7.2 Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver a project.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The lead organisation of a consortium must also be an eligible entity type as outlined in section 4.1. The application must identify all other members of the proposed group.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.3 Timing of grant opportunity processes

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

Late applications

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

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

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

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The late application request form and instructions for how to submit it can be found on the [Community Grants Hub website](#).

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

The Delegate or their appointed representative⁸ will determine whether a late application will be accepted. The decision of the Delegate will be final and not 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 April 2021.

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 5 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	April 2021
End date of grant activity	30 June 2024

⁸ This may be the Community Grants Hub Delegate or nominated staff member of the Department of the Prime Minister and Cabinet at the EL2 level or above.

7.4 Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within 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 2 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 Assessment of grant applications

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

We will assess all applications for eligibility and compliance against the requirements of the application process. Eligible applications will then be considered against other applications through an open competitive grant process. We will consider your application on its merits, based on:

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

8.2 Financial viability

Applicants may be subject to a financial viability assessment. The financial viability assessment is undertaken by an external independent party and provides recommendations to help mitigate applicant financial viability risk where appropriate. The assessment can include:

- establishing whether relevant persons have any adverse business history (for example current or past bankruptcy)
- assessment of the financial health of an entity.

8.3 Who will assess and select applications?

The Community Grants Hub will use trained assessors to undertake a preliminary assessment against the selection criteria on behalf of the department. The department may also be involved in undertaking this preliminary assessment. The preliminary assessment will provide an initial ranking of applications to inform the deliberations of the Selection Advisory Panel.

The Selection Advisory Panel will be established by the department and may include a mix of employees of the department, experts from the sector, other Commonwealth officers with relevant specialist expertise.

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

The Community Grants Hub may provide secretariat support to the Selection Advisory Panel, but will not participate in deliberations or decision-making. The Community Grants Hub's independent probity advisor attends all Selection Advisory Panel meetings.

The Selection Advisory Panel will assess whether the application represents value with money and will make final recommendations to the decision maker by taking into account the following factors:

- the initial preliminary score against the assessment criteria
- the overall objective/s to be achieved in providing the grant
- whether the proposed project is in scope
- the priority issues affecting Australian women
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the grant opportunity
- the extent to which the activity complements (not duplicates) existing government initiatives
- how the grant activities will target groups or individuals
- the risks, financial, fraud and other, that the applicant or project poses for the Department of the Prime Minister and Cabinet
- the risks that the applicant or project poses for the Commonwealth.

The Selection Advisory Panel may seek additional information from the applicant to assist in making its final recommendations.

8.4 Who will approve grants?

Based on the value of the grant round, and in line with the department's Financial Delegations, the Minister for Women will be the decision maker for this round. The decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel, taking into consideration any further information that may become known, including the availability of grant funds for the purposes of the grant program.

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

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

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

9 Notification of application outcomes

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

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the WLDP. 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 easy to access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will not be provided for this grant opportunity.

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 standard grant conditions that cannot be changed. Sample [grant agreements](#) are available on GrantConnect and Community Grants Hub websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

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

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 agreement.

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 fifteen (15) business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

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

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

10.2 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

Whilst you are required to be compliant with all relevant laws and regulations, you may be requested to demonstrate compliance with the following legislation/policies/industry standards:

- *Workplace Gender Equality Act 2012* reporting requirements.

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

10.4 How we pay the grant

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

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

An initial payment will be made upon execution of the grant agreement. We will make subsequent payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

10.5 Grant payments and GST

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

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). 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 project or 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.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones and outcomes
- contributions of participants directly related to the project
- expenditure of the grant.

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

Activity Work Plan

You must submit a completed Activity Work Plan on the template provided with your grant agreement. An Activity Work Plan will be used to outline the specific grant requirements. The Activity Work Plan documents planned deliverables, milestones and outputs for the funded project. The Activity Work Plan also documents risk management and community engagement relevant to the funded project.

Successful applicants' progress and outcomes against the Activity Work Plan will be monitored throughout the grant through regular reports.

Activity Work Plan reports

Activity Work Plan reports must:

- include evidence of your progress toward completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make grant payments when we receive satisfactory reports.

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

Ad-hoc reports

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

Final report

When you complete the project, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the Activity Work Plan
- identify the total eligible expenditure incurred
- be submitted by the due date.

12.3 Financial reporting

We will ask you to acquit the grant funds and this will be specified in your grant agreement. We will ask you to provide one of the following, commensurate with the amount of grant funding and risk:

- a declaration that the grant money was spent in accordance with the grant agreement and report on any underspends of the grant money, OR
- a non-audited financial acquittal report that verifies that you spent the grant in accordance with the grant agreement, OR
- an independently audited financial acquittal report that verifies that you spent the grant in accordance with the grant agreement.

12.4 Grant agreement variations

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

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

12.5 Compliance visits

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

12.6 Record keeping

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

12.7 Evaluation

We will evaluate the grant opportunity 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 WLDP was in achieving its outcome.

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

12.8 Acknowledgement

If you make a public statement about a grant activity funded under the WLDP, we require 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 CGRGs.

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

13.1 Enquiries and feedback

Complaints about this grant opportunity

The department's [complaints procedures](#) apply 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 WLDP20-21@pmc.gov.au.

Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service(s) or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the [online complaints form](#) on the [Department of Social Services](#) (DSS) website, or contact the DSS Complaints line.

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or 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 department.

The Commonwealth Ombudsman can be contacted on:

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

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or WLDP. There may be a conflict of interest, or perceived conflict of interest, if the department and 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 WLDP.

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 Community Grants Hub in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee

members and other officials including the decision maker must also declare any conflicts of interest.

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

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and give out information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* (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 department would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential information

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees and contractors to help us manage the WLDP 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 WLDP reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Team
 Government and Executive Services Branch
 Department of Social Services (DSS)
 GPO Box 9820
 Canberra ACT 2601

By email: foi@dss.gov.au

14 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
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 money⁹ or other Consolidated Revenue Fund (CRF) money¹⁰ is to be paid to a grantee other than the Commonwealth and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
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 targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Department of the Prime Minister and Cabinet 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.

⁹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹⁰ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
selection advisory panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
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.