



# Mutual Understanding, Support, Tolerance, Engagement and Respect – Multicultural Community Amenities Grants in the Northern Territory Grant Opportunity Guidelines

<b>Opening date:</b>	<b>Monday 2 November 2020</b>
<b>Closing date and time:</b>	11.00 PM AEDT on Monday 7 December 2020
<b>Commonwealth policy entity:</b>	Department of Home Affairs
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5.00 PM AEDT on <a href="#">Friday 20 November 2020</a>
<b>Date guidelines released:</b>	<b>Monday 2 November 2020</b>
<b>Type of grant opportunity:</b>	Open competitive

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# 1. Mutual Understanding, Support, Tolerance, Engagement and Respect: Multicultural Community Amenities Grants in the Northern Territory processes

**The Mutual Understanding, Support, Tolerance, Engagement and Respect program is designed to achieve Australian Government objectives.**

This grant opportunity is part of the above grant program which contributes to the Department of Home Affairs's Outcome 2.4 Refugee and Humanitarian Assistance. The Department of Home Affairs 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 and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



**We make grant recommendations**

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



**Grant decisions are made**

The decision maker (the Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs, or their delegate) decides which applications are successful.



**We notify you of the outcome**

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



**We enter into a grant agreement**

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



**Delivery of grant**

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



**Evaluation of the Multicultural Community Amenities Grants in the Northern Territory**

We evaluate your specific grant activity and the Multicultural Community Amenities Grants in the Northern Territory 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 Multicultural Community Amenities Grants in the Northern Territory.

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 Home Affairs.

## 2. About the grant program

This grant opportunity is part of the Mutual Understanding, Support, Tolerance, Engagement and Respect (MUSTER) measure.

MUSTER helps to build cohesion and create a sense of commonality around everyday issues (that is, issues that are tangible and meaningful in day-to-day-life) to further understanding and acceptance of diversity.

MUSTER acknowledges community cohesion is forged not only at the individual level, but also between identity groups, communities of interest and civic organisations. Its recognised location often plays a role in disadvantage and it is often geographically concentrated.

MUSTER will take a place-based approach and will be targeted at communities in need that will benefit from improved social cohesion.

Funding will only be available to deliver one-off, time-limited projects that support the social and economic participation of people, whether through employment, education or broader community life.

The objectives of the program are to more effectively facilitate integration and diversity activities that encourage diverse communities to come together around a shared opportunity or challenge, and in turn help build understanding and trust.

The intended outcomes of the program are:

- Communities will be strong, resilient and cohesive including in tough times and emergencies.
- Transformation will take place at the community level with changes made in the systems and structures that help to shape people's lives.
- Communities will be better connected and people will participate socially and economically and thrive in well-functioning communities.

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

## 2.1 About the Multicultural Community Amenities Grants in the Northern Territory grant opportunity

The purpose of the Multicultural Community Amenities Grants in the Northern Territory grant opportunity is to support the delivery of one-off, time-limited projects to improve existing multicultural service and community group amenities in the Northern Territory. This grant opportunity will support multicultural associations and organisations to develop their community facilities to ensure they are suitable for events and initiatives that may need to accommodate culturally specific requirements (such as appropriate kitchen facilities to avoid contamination between meat and vegetarian preparation areas).

By improving these amenities, it will encourage diverse communities to hold social and economic activities in environments that can facilitate and respect culturally appropriate norms. The grants will establish spaces that foster discussions about shared opportunities or challenges in the communities and in turn help build understanding and trust.

This grant opportunity will contribute to ensure that community spaces are sufficiently developed to deliver events and initiatives that will foster cultural communities' social, economic and sporting life in the Northern Territory. By doing so, improved amenities will help communities enjoy the use and benefit of shared community spaces that can accommodate their cultural needs and in turn, support their full participation in community life in Australia.

The objectives of the grant opportunity are to:

- ensure multicultural communities have updated communal spaces that will support their members to be strong, resilient and cohesive, including in tough times and emergencies
- foster transformation at the community level through updated amenities that will encourage changes to the systems and structures that shape the lives of multicultural communities
- develop facilities to support communities to be better connected and to participate socially and economically and thrive in well-functioning communities
- assist Northern Territory multicultural services and community groups to improve their existing amenities so that they can increase their access to and participation in social, economic and sporting life in the Northern Territory of Australia
- encourage Northern Territory multicultural services and community groups to develop and use communal spaces to host events and/or gatherings.

The intended outcomes of the grant opportunity are:

- Outcome 1: Improved amenities help communities enjoy the use and benefit of shared community spaces that can accommodate their cultural needs.
- Outcome 2: Existing Northern Territory multicultural services or community groups are able to fully participate in social, economic and sporting life in the Northern Territory.

## 3. Grant amount and grant period

### 3.1 Grants available

The Australian Government has announced a total of up to \$2 million (GST exclusive) over one year for the 2020–21 financial year for the Multicultural Community Amenities Grants in the Northern Territory.

- The minimum grant amount per application is \$25,000 (GST exclusive).
- The maximum grant amount per application is \$50,000 (GST exclusive).

### 3.2 Project period

You must complete your project within 12 months of the date the grant agreement is executed.

We are not responsible for any expenditure you incur until a grant agreement is executed. You must incur your project expenditure between the project start and end dates to be eligible.

Please note, when calculating the duration of the project, you should factor in additional time for obtaining approvals, contracting tradespeople, possible weather delays and any other unforeseen circumstances that may prevent you completing your project on time.

## 4. Eligibility criteria

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

While all eligible applications will be considered, priority for funding will be given to eligible applicants who provided the strongest responses to the assessment criteria and receive additional cash and/or in-kind contributions towards the project costs.

Full and confirmed details of any in-kind contributions, including labour, goods or services, must be outlined in your application and include an estimate of the dollar value.

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

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

- Indigenous Corporation
- Company<sup>1</sup>
- Cooperative
- Incorporated Association
- Statutory Entity
- Partnership<sup>2</sup>

If you are applying as a Trustee on behalf of a Trust<sup>3</sup>, the Trustee must have an eligible entity type as listed above.

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<sup>1</sup> Company is a company incorporated under the *Corporations Act 2001* (Cth).

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

## 4.2 Additional eligibility requirements

We can only fund organisations that are able to demonstrate that they provide or are able to provide multicultural services and support in the Northern Territory.

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

You are not eligible to apply if you are a/an:

- Corporate Commonwealth Entity
- Non-corporate Commonwealth Entity
- Non-corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government<sup>4</sup>
- International Entity
- Sole Trader
- Person<sup>5</sup>
- Unincorporated Association

# 5. What the grant money can be used for

## 5.1 Eligible grant activities

To be eligible, your grant activity must meet the program's intent under section 2.1 of the Grant Opportunity Guidelines.

New building works and/or the purchase of equipment and furnishings to improve existing amenities may be considered if you can demonstrate that they are relevant to the project and meet the objectives defined in section 2.1 of the Grant Opportunity Guidelines and they demonstrate value for money.

Applicants should be realistic when costing projects.

Organisations offered funding under this program for building works must:

- have council approval where relevant
- specify who owns the premises (land and building).

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

<sup>4</sup> Includes New South Wales local governments created as Body Politics

<sup>5</sup> A person is a natural person, an individual, a human being.

Examples of projects that may be funded fall into three categories:

Buildings:

- upgrade existing amenities, including improved access (for example, ramps and access doors)
- provision of external shade areas (for example, covered play areas)
- lighting/security/fencing
- environmentally friendly additions (for example, solar panelling)
- barbeque and picnic facilities.

Mobile amenities:

- mobile catering facilities such as a food van
- mobile stages
- sound and lighting equipment.

Online amenities:

- video conferencing facilities
- websites and other online presence.

Applications for other projects that meet the objectives of the program are encouraged.

## **5.2 Eligible locations**

Your grant can include activities at different locations, as long as they are all in the Northern Territory of Australia.

## **5.3 Eligible expenditure**

You can only spend the grant on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items are:

- costs of project related planning, administration, consultation, coordination, monitoring and reporting
- costs of suppliers, consultants, specialists/experts and contracted labour undertaking eligible project activities
- purchase of materials required to deliver eligible project activities (for example, fencing materials, equipment etc.)
- costs of obtaining required permissions.

If your application is successful, we may ask you to verify project costs that you provided in your application.

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

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

## 5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- wages
- 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
- projects that have commercially oriented objectives
- projects that do not meet Australian standards
- include building or upgrade of specific licenced and or gaming areas
- activities that are not located in the Northern Territory of Australia
- overseas travel
- the purchase or lease of vehicles (excluding mobile catering facilities)
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

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

## 6. The assessment criteria

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

All the assessment criteria are equally weighted.

The application form includes character limits – up to 6000 characters (approx. 900 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

### Criterion 1

Demonstrate a strong need for a Multicultural Community Amenities project within your community

You must demonstrate this through identifying:

- The community group/s that your project will target. Describe their characteristics, which may include the size of the community, ethnicity, and geographical location.
- Why your community requires assistance. Describe and provide evidence of the issues that you are seeking to address.
- How the project will improve the quality or standard of facilities available to the community.

### Criterion 2

Describe your project in detail.

You must identify:

- the amenities planned and how you will deliver them
- the economic and community benefits of the proposed project

- how it will address the grant objectives outlined in section 2.1 of the Grant Opportunity Guidelines.

Examples of how your project could demonstrate the economic and community benefits include making a region a more attractive place to live; improving community connections and social cohesion; the degree to which the project delivers benefits beyond the construction phase; and how the project addresses disadvantage within the community.

### **Criterion 3**

Describe your organisation's experience working with and delivering projects for your community.

You must identify:

- your readiness to commence the project with appropriate approvals planned for, or in place
- your experience with similar projects including managing similar grant funding
- your access to people with the right skills and experience
- your consultation with your community regarding the design of your project and the level of support (including in-kind) by the community and from other sources.

## **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 on the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda<sup>6</sup> will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You may submit more than one application. A separate application form must be submitted for each proposed project. If more than one application is submitted for the same project proposal the latest accepted application form will progress.

To apply you must:

- Complete the online application form on GrantConnect or the Community Grants Hub website.
- Provide all the information requested.
- Address all eligibility criteria and assessment criteria.
- Include all necessary attachments.
- Submit your application(s) to the Community Grants Hub by 11.00 PM AEDT on Monday 7 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 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

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<sup>6</sup> 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.

and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

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

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

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

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

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

## 7.1 Attachments to the application

If you are applying for Building Works, the following document(s) must be attached to your application for it to be considered compliant and for it to proceed to assessment:

proof of ownership and relevant council approval/request for approval (if required), consolidated into one document.

You must attach supporting documentation to the application form according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments that we do not request.

**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.

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

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

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

The delegate or their appointed representative<sup>7</sup> will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

Incomplete applications and applications received after the closing date will not be considered for assessment.

### Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around May 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 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	May 2021
End date of grant activity	Within 12 months of the date the grant agreement is signed

### 7.3 Questions during the application process

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

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

The question period will close at 5.00 PM AEDT on Friday 20 November 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. Only eligible applications will proceed to the assessment stage.

### 8.2 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 of Home Affairs (the department). The

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<sup>7</sup> This may be the Department of Home Affairs Delegate or nominated staff member at the EL2 level or above.

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 and Northern Territory government officials.

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 relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the Multicultural Community Amenities Grants in the Northern Territory
- the extent to which the applicant demonstrates a commitment to the Multicultural Community Amenities Grants in the Northern Territory
- how the grant activities will target groups or individuals
- the risks, financial, fraud and other, that the applicant or project poses for the department
- 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.

### **8.3 Who will approve grants?**

The Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs, or their delegate, 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
- the grant funding amount to be awarded
- the 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 program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

### 9.1 Feedback on your application

A feedback summary will be published on the Community Grants Hub website to provide all organisations with easy to access 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 general/standard grant conditions that cannot be changed. Sample [grant agreements are](#) available on GrantConnect and Community Grants Hub websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any Multicultural Community Amenities Grants in the Northern Territory activities 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.

### 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 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.

### **10.4 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.

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

### **10.5 Grant payments and GST**

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 grant activity 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 a sample template for your final report. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- expenditure of the grant
- evidence of the completion of activities
- how the project has addressed/met the need of the targeted community group
- whether you delivered on budget in the expected timeframe.

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

We may request records to confirm details of your report if necessary. Occasionally we may need to re-examine claims, ask for more information or request an independent audit of claims and payments.

#### **Progress reports**

We may ask you for progress reports on your grant if deemed applicable.

Progress reports must:

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

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

#### **Final report**

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

### **12.3 Financial declaration**

You must provide a financial declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

### **12.4 Grant agreement variations**

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

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 program was in achieving its outcomes.

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

### **12.8 Acknowledgement**

If you make a public statement about a Multicultural Community Amenities Grants in the Northern Territory project funded under the program, we require you to acknowledge the grant by using the following:

‘This Multicultural Community Amenities Grants in the Northern Territory 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 of Home Affairs complaints procedure on the [department's website](#) 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 lodged in writing via the [online form](#).

### 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](mailto:complaints@dss.gov.au)

Mail: Complaints  
GPO Box 9820  
Canberra ACT 2601

### Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the Department of Home Affairs 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 of Home Affairs.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

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

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

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

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

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

### **13.3 Privacy**

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

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

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

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

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

As part of your application, you declare your ability to comply with the *Privacy Act 1988* (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 program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

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

### **13.5 Freedom of information**

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

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

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

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

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

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a> .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
amenities	a desirable or useful feature or facility of a building or place which may be fixed, mobile, or online.
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.
capital works	works to build, extend, modify or renovate facilities.
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.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
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.

Term	Definition
facilities	a place, amenity or piece of equipment provided for a particular purpose.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
grant	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: <ul style="list-style-type: none"> <li>a. under which relevant money<sup>8</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>9</sup> is to be paid to a grantee other than the Commonwealth and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
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.
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the 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 Opportunity Guidelines	refers to a document(s) containing the relevant information required for potential grantees to understand: the purpose, outcomes and objectives of a grant; the application and assessment process; the governance arrangements (including roles and responsibilities); and the operation of the grant. Grant Opportunity Guidelines include related documents, such as the application guidelines and forms, invitations to apply, supporting documentation, frequently asked questions, draft grant agreements, and any templates for reporting or acquittals.

<sup>8</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

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

Term	Definition
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.
in-kind contribution	In-kind contribution refers to goods; services and labour provided to deliver your project that have a monetary value, but do not involve a payment.
Portfolio Budget Statement (PBS) Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
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"> <li>▪ quality of the project proposal and activities</li> <li>▪ fit for purpose of the proposal in contributing to government objectives</li> <li>▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>▪ potential grantee's relevant experience and performance history.</li> </ul>
we	refers to officers from the Community Grants Hub or the Department of Home Affairs.
you	refers to the organisation applying.

