



Assistance Grants – Access to Industry Priority Uses of Agvet Chemicals 2021–22 program (Round 7)

Grant Opportunity Guidelines

Opening date:	30 November 2021
Closing date and time:	9:00 pm AEDT on 10 February 2022
Commonwealth policy entity:	Department of Agriculture, Water and the Environment
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 3 February 2022
Date guidelines released:	30 November 2021
Type of grant opportunity:	Closed non-competitive

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1. Assistance Grants – Access to Industry Priority Uses of Agvet Chemicals 2021–22 program (Round 7): processes

The Assistance Grants – Access to Industry Priority Uses of Agvet Chemicals program (the grant program) is designed to achieve Australian Government objectives

This grant opportunity contributes to the Department of Agriculture, Water and the Environment's (the department) Outcome 3.10 – Agricultural Resources, and aims to improve access for industry to priority minor use agricultural and veterinary (agvet) chemicals. The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



Stakeholder consultation process

We engage Rural Research and Development Corporations (RDCs) and others in setting national priorities for minor uses, through a collaborative virtual forum (the Priority Setting Forum)

Information about the Priority Setting Forum is provided separately to stakeholders and is not included in these Grant Opportunity Guidelines (the guidelines).



You submit proposed projects for consideration by the department and at the Priority Setting Forum

Only RDCs are eligible to propose projects. We will provide a template to facilitate the submission of proposed projects.



We host RDCs and others at the Priority Setting Forum, to establish a Priority and Reserve List for funding

The forum will produce a Priority and Reserve List of proposed projects. This list will be published after the forum as part of these guidelines.



Grant process

The grant opportunity opens

The grant opportunity opens after the Priority and Reserve List is published. Applications cannot be made beforehand. You are invited to submit applications for priority projects included in the Priority and Reserve List. We publish the grant guidelines on the [GrantConnect](#) and [Community Grants Hub \(the Hub\)](#) websites.



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria specified in the guidelines.



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.



We make grant recommendations

We provide advice to the decision maker (the Minister for Agriculture and Northern Australia or his delegate) on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

We enter into a grant agreement with you, if successful.



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 program

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

1.1 Introduction

These guidelines contain information about the Assistance Grants – Access to Industry Priority Uses of Agvet Chemicals program (Round 7).

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 grant opportunity.

This grant opportunity and process will be administered by the Community Grants Hub (the Hub) on behalf of the Department of Agriculture, Water and the Environment (the department).

2. About the grant program

The grant program was announced as part of the 2021–22 Budget measure *Supporting trade – extend the Improved Access to Agricultural and Veterinary Chemicals* program (the initiative), which aims to support farmers, increase productivity and grow foods for expanding export markets by improving access to agvet chemicals. It extends the 2020–21 and 2018–2020 initiative which, in turn, extend the 2014–15 Budget measure titled *A Competitive Agriculture Sector – improved access to agricultural and veterinary chemicals*.

The 2021–22 Budget measure forms part of the Agriculture 2030 package, and sits within the department’s Portfolio Budget Statement (PBS) Outcome 3.10 – Agricultural Resources.

The grant program is a key component of the initiative. The objective of the grant program is to provide funding to Rural Research and Development Corporations (RDCs) to assist them with data generation to support applications to the Australian Pesticides and Veterinary Medicines Authority (APVMA) that seek to gain, maintain or broaden access to “minor use” agvet chemical product. A “minor use” agvet chemical product is a use that would not produce sufficient economic return to an applicant to justify the cost of registration. Priority minor uses are identified in collaboration with a cross-industry forum.

A total of \$11.86 million in assistance grants were awarded in the first 6 rounds of the grant program from 2015–16 to 2020–21. This has funded 192 projects across a diverse range of agricultural sectors including dairy, horticulture, grains and game birds. A further \$2 million (GST exclusive) is available in 2021–22 as part of this grant opportunity.

To date the grant program has contributed to 41 new permit uses and the inclusion of 8 additional uses on an existing product label, providing improved access for Australian producers. A further 22 data packages have been submitted for APVMA consideration.

A 2020 report by the Australian Bureau of Agricultural and Resource Economics and Sciences reviewing 15 projects funded under the grant program over a 20-year timespan, estimated an average return of \$117 per grant dollar invested. The projects reviewed spanned cereals, horticulture crops and fodder grown for the dairy industry.

2.1 Priority Setting Forum

Proposed projects are considered by the department at the Priority Setting Forum (the forum) held during the week prior to the opening of the grant program. The forum, which consists of RDCs, industry groups and state and territory governments, identifies priority pest control needs for minor uses for recommendation under the grant program.

The forum contributes to ensuring the grant program is in line with the CGRGs' key principle of collaboration and partnership. It will help government to deliver open, transparent and equitable access to grants. It will also help ensure the relevance and impact of the grant opportunity by allowing industry to work together to identify priorities.

The forum also contributes to ensuring the grant program is in line with the CGRGs' key principle of achieving value with relevant money. The CGRGs explain that the objective of the selection process is to select grant activities that best represent value with relevant money in the context of the objectives and outcomes of the grant opportunity. The forum is an efficient and economical method for conducting a needs analysis before the selection process in order to identify the highest priority grant activities, consistent with the intended government policy outcomes.

The steps involved in the establishment of the Priority and Reserve List by the forum are outlined below.

2.2 Who is eligible to submit a project proposal to the forum?

The RDCs listed in Table 1 are eligible to submit a project proposal to the forum.

Consistent with previous funding rounds, the department has chosen to provide funding to RDCs because they are the Australian Government's primary vehicle for funding rural innovation, and have extensive experience in identifying the needs of rural industries and co-ordinating research and development activities to address those needs.

Table 1: List of eligible RDCs

RDC	Australian Business Number
Australian Egg Limited	66 102 859 585
Australian Grape and Wine Incorporated	45 903 873 163
Australian Livestock Export Corporation Limited	88 082 408 740
Australian Meat Processor Corporation Limited	67 082 373 448
Australian Pork Limited	83 092 783 278
Australian Wool Innovation Limited	12 095 165 558
Cotton Research and Development Corporation	71 054 238 316
Dairy Australia Limited	60 105 227 987
Fisheries Research and Development Corporation	74 311 094 913
Forest and Wood Products Australia Limited	75 127 114 185
Grains Research and Development Corporation	55 611 223 291

RDC	Australian Business Number
Horticulture Innovation Australia Limited	71 602 100 149
Meat and Livestock Australia Limited	39 081 678 364
Rural Industries Research and Development Corporation	25 203 754 319
Sugar Research Australia Limited	16 163 670 068

2.3 Australian Pesticides and Veterinary Medicines Authority pre-application assistance

Only project proposals that have been discussed with the APVMA to confirm minimum data or other requirements for a regulatory decision are considered by the department, unless an RDC can provide proof of an extenuating circumstance. Pre-application assistance received by the APVMA for projects submitted to the previous forum that didn't get funded are considered valid.

2.4 Objective scoring system

An objective scoring system utilising two matrices, one for agricultural products and one for veterinary medicines, is used by the department to develop a preliminary priority list. The matrices, which address specific sector needs, were developed in consultation with RDCs.

2.5 Project proposals submission

RDCs are invited to submit project proposals and answers to the related matrix questions to the department between late September and late October every year via the online application form provided by the department. RDCs are not allowed to submit more than 4 projects in a single commodity, unless a project addresses multiple species or multiple crops.

2.6 Development of a preliminary priority list

The department develops a preliminary priority list on the basis of the objective scoring system. The scores of the agricultural and veterinary product matrices are combined to result in one preliminary priority list.

The project proposals and related responses to the matrix questions are circulated to all forum attendees prior to the forum.

2.7 Finalising the Priority and Reserve List

The preliminary priority list is announced at the forum. Approximately 80% of funding are allocated through the objective scoring system. All projects ranked between approximately 81% and 110% of funding, along with the top ranked project of any RDC that is not represented in the preliminary prioritisation list up to 110%, are presented to the forum for debate. These projects are subsequently voted on by forum participants to determine their position in the final Priority and Reserve List. Participation in the voting process is limited to representatives from the RDCs, the National Farmers' Federation, Animal Health Australia, Plant Health Australia, the Australian Veterinary Association and the Australian and state and territory governments.

The department collates the votes and presents the final ranking to the forum.

RDCs may seek the approval of the forum to interchange the position of projects in the Priority and Reserve List.

2.8 Invitation to apply for a grant

Following the forum, those RDCs with projects in the Priority and Reserve List are invited to apply for a grant for those projects through GrantConnect. This means that not all RDCs may be invited to apply for grants, although all RDCs will have a fair and transparent opportunity to contribute to the national priority setting process before the grant opportunity opens.

3. Grant amount and grant period

3.1 Grants available

The Australian Government extended the grant program by a further 4 years to 30 June 2025. Of the total \$8 million (GST exclusive) allocated to the grant program over four years, \$2 million is available for this grant opportunity in 2021–22.

Grant applications will be considered for the maximum amounts, circumstances and expected completion timeframes listed in Table 2 below. The project timeframe reflects our expectation that successful projects will be used to support an application to the APVMA within 3 or 5 years of starting the project.

Table 2: Amounts for this grant opportunity

Maximum amount of grant GST exclusive	Circumstances	Expected timeframe for project completion
\$75,000	To access a permit use	3 years
\$150,000	To access a new label use	5 years
\$350,000	To access a new label use for a complete crop group	5 years

3.2 Grant period

The maximum length of the grant activity is 18 months. After this period, you will be expected to report on project progress until project completion as required by the department.

4. Eligibility criteria

4.1 Who is eligible to apply for a grant?

To be eligible, you must be one of the RDCs listed in Table 1 above, have a project proposal included in the Priority and Reserve List and have received an invitation to apply through GrantConnect.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply for this grant opportunity if you are not listed as an eligible organisation at section 4.1 and have not received an invitation to apply through GrantConnect.

You are also not eligible to apply if you are an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your project must seek to submit an application to the APVMA to:

- access a permit use
- include a new use on a product label for an individual crop, animal species or a crop group, and
- be a use identified by the Priority Setting Forum.

You can use the grant to pay for:

- commissioning and administering studies and/or trials
- data analysis
- travel, where directly related to the grant activities
- developing and submitting an application to the APVMA
- reasonable costs to administer the grant (for example, wages and other on costs needed to effectively deliver the project).

5.2 What the grant money cannot be used for

You cannot use the grant for:

- projects involving chemicals under review by the [Stockholm Convention on Persistent Organic Pollutants](#)
- wages not directly associated with the delivery of the grant
- major capital expenditure
- costs incurred in the preparation of a grant application or related documentation
- major construction/capital works
- protecting or patenting intellectual property
- business expenses not directly related to carrying out the grant activities, including overhead and infrastructure costs and relocation costs
- hospitality or catering beyond reasonable costs for providing refreshments at grant activity workshops or field days
- purchasing of land, infrastructure, company assets, IT equipment or activities that could be considered part of normal business or ongoing operations, unless integral to delivery of the grant activities
- any activity not directly related to carrying out or administering the grant
- retrospective funding of data already generated.

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

6. The assessment criteria

You must address both the following assessment criteria in your application. When we assess your application against the criteria, each criterion is given equal weighting.

Criterion 1

What national priority project will this grant activity address?

In providing a response to this criterion, you are limited to including the single unique identification code for a project on the Priority and Reserve List (Appendix A). The character limit for this criterion is 10.

Criterion 2

How will the grant activity funds be spent?

In providing a response to this criterion you must state the total funds requested, and must provide a budget which outlines expected activities (including trials) and estimates all costs of the project, within the maximum grant amount (refer to section 3.1).

We provide a budget template as an attachment to the grant opportunity, and you must attach the completed template to your application. The character limit for this criterion is 750.

7. How to apply

Before applying, you must read and understand these guidelines, the Priority and Reserve List from the Priority Setting Forum in Appendix A, the terms and conditions, sample grant agreement, and questions and answers.

These documents are found at [GrantConnect](#). Addenda¹ to grant opportunity documentation will be published on GrantConnect. Invitees will be notified of any changes by GrantConnect. GrantConnect is the authoritative source for grants information.

Only invitees can access these documents (including the application form).

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

To apply, you must:

- complete the online application form on [GrantConnect](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Hub by 9:00 pm AEDT on 10 February 2022.

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 Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The 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

A budget for the project proposal **must** be included with your application and you **must** use the budget template provided with the grant opportunity documents.

Your application will be considered non-compliant and will not proceed to assessment if a budget is not provided and/or the mandatory template is not used.

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

Please note there is a 2 MB 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 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 [Hub website](#).

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

The delegate or their appointed representative¹ 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 appeal process.

¹ This may be the Community Grants Hub delegate or nominated staff member of the Department of Agriculture, Water and the Environment at the EL2 level or above.

Once the outcome is determined, the Hub will advise applicants 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 May 2022.

Table 3: 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 2022
End date of grant activity	October 2023

7.3 Questions during the application process

Only invited applicants' questions will be answered during the application submission period. Please contact the Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

The CGH will respond to emailed questions within 5 working days. Answers to questions are posted on [GrantConnect](#).

The question period will close at 5:00 pm AEDT on 3 February 2022. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

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

If eligible, we will then assess your application against the assessment criteria (see section 6). We will consider your application on its merits, based on how well it meets the criteria.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

8.2 Who will assess and select applications?

Assessors will assess each eligible and compliant application on its merit. Assessors are Commonwealth staff, who will undertake training to ensure consistent assessment of all applications.

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

Assessors will make recommendations having regard to conformance with eligibility and assessment criteria outlined in these guidelines in order to:

- assess the extent to which the application represents value with relevant money²
- (if known) minimise possible duplication with other Commonwealth/state/territory government programs/service delivery.

Assessors may seek information about you or your application from within the Commonwealth. They may also consider information about you or your application that is available through the normal course of business.

8.3 Who will approve grants?

The Minister for Agriculture and Northern Australia or his delegate (the decision maker) decides which grants to approve based on 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.

9.1 Feedback on your application

A feedback summary will be published on the Hub website to provide all organisations with easy access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will be available. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

9.2 Further grant opportunities

In the event that there are insufficient suitable applications to meet program objectives, we may approach organisations directly and invite them to apply through a closed non-competitive selection process.

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 Simple Grant Agreement for this grant opportunity.

² See glossary for an explanation of 'value with money'.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on GrantConnect 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 Simple Grant Agreement

We will use a Commonwealth Simple Grant Agreement.

You will have 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 How we pay the grant

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

We will pay 100% of the grant on commencement of the grant activity. You will be required to report how you spent the grant funds as specified in the grant agreement.

10.3 Grant payments and GST

GST is out of scope for this grant opportunity.

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 no later than 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

We will monitor the progress of your project by assessing the progress report you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

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 his representative to attend.

12.2 Reporting

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

- progress against agreed milestones and outcomes, including:
 - progress or delays during the reporting period and whether the project is on-track to reasonably deliver a submission to the APVMA within the expected timeframe (see Table 1)
 - details of any changes or proposed changes to activities or budget
- 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.

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

Progress report

The progress report must:

- include evidence of your progress toward completion of agreed activities and outcomes
- be submitted by the report due date as outlined in your grant agreement (you can submit reports ahead of time if you have completed relevant activities).

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

12.3 Financial declaration

We will ask you to provide a 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 Compliance visits

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

12.5 Record keeping

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

12.6 Evaluation

We will evaluate the grant program to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

12.7 Acknowledgement

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

'This Assistance Grants – Access to Industry Priority Uses of Agvet Chemicals activity 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 the [GrantConnect](#) and [Hub](#) websites.

13.1 Enquiries and feedback

Complaints about this grant opportunity

The department's policies apply to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Online

Complete the [Suggestions, compliments and complaints](#) form.

Mail

Department of Agriculture, Water and the Environment
Client Feedback
Reply Paid 858
Canberra ACT 2601

Complaints about the selection process

Applicants can contact the complaints service with complaints about the selection process. Details of what makes an eligible complaint can be provided by asking the Hub. Applicants can use the [online complaints form](#) on the [Department of Social Services](#) website, or contact the Department of Social Services' 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 Hub or the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Hub or the department.

The Commonwealth Ombudsman can be contacted on:

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

13.2 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 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 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 [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 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 Privacy 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 3 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 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 FOI requests must be referred to the Freedom of Information Coordinator in writing.

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

By email: foi@dss.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 (PGPA Act) .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines	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 2 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
grant	<p>for the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money³ or other Consolidated Revenue Fund (CRF) money⁴ is to be paid to a grantee other than the Commonwealth b. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a ‘program’ carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement program.
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.
permit	A document issued by the APVMA (under the Agvet Code) that allows a person in certain circumstances to possess, supply, use or manufacture a chemical product, which would otherwise be an offence under the Agvet Code, or would involve contravention of a civil penalty provision under that Code.

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

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

Term	Definition
Portfolio Budget Statement (PBS) program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprises of 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.

Appendix A. Priority and Reserve List

Identification code	RDC	Project title	Maximum grant amount (GST exclusive)	Activity
2021Priority01	Dairy Australia	Perennial grass pastures - Winter and barley grass - Ethofumesate	\$140,000	A new label use
2021Priority02	Hort Innovation	Fennel Celery Artichoke - Fungi - GF-4536	\$150,000	A new label use
2021Priority03	Fisheries RDC	Finfish - Parasites - Toltrazuril	\$75,000	A permit use
2021Priority04	Hort Innovation	Blueberries - Various insects - Sivanto	\$150,000	A new label use
2021Priority05	Fisheries RDC	Freshwater and marine crustaceans - Bacteria - Oxytetracycline	\$75,000	A permit use
2021Priority06	AgriFutures	Jackfruit - Various insects - Exirel	\$144,815	A new label use
2021Priority07	AgriFutures	Jackfruit - Fruit rot - Amistar	\$134,695	A new label use
2021Priority08	AgriFutures	Ginger - Fusarium rot/Root rot nematodes - SYNSTN1	\$114,455	A new label use
2021Priority09	Hort Innovation	Strawberry - Various insects - Sivanto	\$138,000	A new label use
2021Priority10	AgriFutures	Dragon fruit - Various insects - Exirel	\$144,815	A new label use
2021Priority11	AgriFutures	Dragon fruit - Various fungi - Orius	\$144,815	A new label use
2021Priority12	AgriFutures	Coffee - Rhizoctonia - Mancozeb	\$75,000	A permit use
2021Priority13	Hort Innovation	Raspberry and Blackberry - Various insects - Sivanto	\$150,000	A new label use
2021Priority14	AgriFutures	Hemp - Various fungi - Vibrance	\$150,000	A new label use
2021Priority15	Grains RDC	Pigeon pea - Helicoverpa - GF-3028	\$150,000	A new label use

Identification code	RDC	Project title	Maximum grant amount (GST exclusive)	Activity
2021Reserve01	Hort Innovation	Stone fruits - Fruit flies - Sivanto	\$317,400	A new label for a whole crop group
2021Reserve02	Australian Eggs	Egg laying chickens - Shaft louse - Exzolt	\$150,000	A new label use
2021Reserve03	Forest and Wood Product Australia	Pine and Eucalypt plantations - Acacia spp - Clopyralid	\$120,000	A new label use
2021Reserve04	AgriFutures	Pomegranate - Fruit rot - Intervene	\$94,215	A new label use
2021Reserve05	Hort Innovation	Herb crop group - Insects - Sivanto	\$170,000	A new label for a whole crop group
2021Reserve06	Hort Innovation	Snow and sugar snap peas - Ascochyta blight - GF-4536	\$133,400	A new label use
2021Reserve07	Wine Australia	Wine grapes - Scales - Insegar	\$148,000	A new label use
2021Reserve08	AgriFutures	Pomegranate - Fruit rot - Switch	\$144,815	A new label use