



Families and Communities Program Redress Support Services Grant Opportunity Guidelines

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Closing date and time:	9:00 pm AEST on 13 September 2021
Commonwealth policy entity:	Department of Social Services
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 AEST on 6 September 2021
Date guidelines released:	3 August 2021
Type of grant opportunity:	Open Competitive

Contents

1. Families and Communities Program: Redress Support Services processes	4
1.1 Introduction	5
2. About the grant program	5
2.1 About the Redress Support Services grant opportunity	6
2.2 Grant opportunity outcomes	8
2.3 Redress Support Services delivery	9
2.4 Target groups	9
2.5 Engagement with other services	10
2.6 Engagement with other intermediary services	10
2.7 Sub-contracting arrangements	10
3. Grant amount and grant period	11
3.1 Grants available	11
3.2 Grant period	11
4. Eligibility criteria	11
4.1 Who is eligible to apply for a grant?	11
4.2 Who is not eligible to apply for a grant?	12
4.3 What qualifications, skills or checks are required?	13
5. What the grant money can be used for	13
5.1 Eligible grant activities	13
5.2 Eligible expenditure	13
5.3 What the grant money cannot be used for	14
6. The assessment criteria	14
7. How to apply	15
7.1 Attachments to the application	16
7.2 Joint (Consortia) applications	17
7.3 Timing of grant opportunity processes	17
7.4 Questions during the application process	18
8. The grant selection process	18
8.1 Assessment of grant applications	18
8.2 Financial viability	19
8.3 Who will assess and select applications?	19
8.4 Who will approve grants?	20
9. Notification of application outcomes	20
9.1 Feedback on your application	20
9.2 Further grant opportunities	21
10. Successful grant applications	21
10.1 The grant agreement	21

10.2	Commonwealth Child Safe Framework	21
10.3	Specific legislation, policies and industry standards.....	22
10.4	Multicultural access and equity	22
10.5	How we pay the grant	23
10.6	Grant payments and GST	23
11.	Announcement of grants	23
12.	How we monitor your grant activity	23
12.1	Keeping us informed	24
12.2	Reporting	24
12.3	Financial declaration	25
12.4	Grant agreement variations	25
12.5	Compliance visits	26
12.6	Record keeping	26
12.7	Evaluation	26
13.	Probity	26
13.1	Enquiries and feedback	26
13.2	Conflicts of interest	27
13.3	Privacy	27
13.4	Confidential information	28
13.5	Freedom of information	29
14.	Consultation	29
15.	Glossary	30

1. Families and Communities Program: Redress Support Services processes

The Redress Support Services program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to the Department of Social Services' Outcome 2: Program 2.1 Families and Communities. The Department of Social Services works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#) and the [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 decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the grant opportunity

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

1.1 Introduction

These guidelines contain information for the Redress Support Services (RSS) grants.

You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Department of Social Services (the department) and Community Grants Hub.

2. About the grant program

RSS are funded by the Australian Government and managed by the department. They are funded under the Portfolio Budget Statement Outcome 2, Program 2.1: Families and Communities. The Families and Communities Program aims to strengthen relationships, support families, improve children's wellbeing and increase the participation in community life to strengthen family and community functioning, and reduce the costs, impacts and incidence of family breakdown.

The RSS program component aims to provide timely access to trauma-informed and culturally appropriate community-based support services to support people's engagement with the National Redress Scheme (the Scheme).

The National Redress Scheme

The Scheme was established in response to the Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission). It is a way to acknowledge that many children were sexually abused in Australian institutions, to hold institutions to account for this abuse, and help people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a monetary payment. The Scheme started on 1 July 2018 and will run for 10 years.

The Scheme is available to people:

- who experienced sexual abuse when they were a child
- whose abuse occurred before 1 July 2018 (before the Scheme commenced)
- who were abused in an institutional setting.

Further information on the Scheme is available on the [National Redress Scheme website](#).

The Redress Support Services program

The Royal Commission recommended the establishment of support services to help people engage with the Scheme. The Government has committed up to \$43.072 million from 1 July 2022 to 30 June 2024 to fund community-based support services in every state and territory to provide support for people who experienced institutional child sexual abuse to interact with the Scheme.

There are currently 32 funded RSS operating nationally to 30 June 2022. To ensure the Scheme is continuing to meet the current and emerging needs of people who experienced institutional child sexual abuse, all current RSS that want to be considered for further funding from the Scheme or new services that want to deliver RSS for the Scheme need to apply. Applications will be assessed and ranked against the selection criteria and compared to other applications.

The role of Redress Support Services

RSS play a critical role in providing emotional and practical support for people who experienced institutional child sexual abuse and who wish to apply for redress through the Scheme.

- Emotional support includes providing counselling, case management and professional supervision to provide people with a safe environment to engage with the Scheme.

Practical support includes providing information about the Scheme, assisting people to complete the Scheme's application form, and supporting people to access other appropriate services such as legal and financial counselling or other community services. RSS play an important role in informing people of what to expect through their engagement with the Scheme by providing clear information about what the Scheme is, how it can be accessed and what a person can reasonably expect through the process of applying and potentially accepting an offer of redress.

Organisations will need to demonstrate their capability to provide trauma-informed and culturally appropriate support to people considering applying for the Scheme and throughout the application and outcome process. This includes a focus on particularly vulnerable groups, for example, Forgotten Australians, Care Leavers, people with disability, Aboriginal and Torres Strait Islander peoples and people from culturally and linguistically diverse (CALD) backgrounds.

Aboriginal and Torres Strait Islander peoples are disproportionately affected by institutional child sexual abuse and require culturally safe organisations to deliver effective support. The Scheme encourages organisations that focus on delivering services to Aboriginal and Torres Strait Islander peoples to apply through this RSS grant opportunity.

RSS must ensure and maintain a good understanding of their clients' needs and demonstrate flexibility to ensure they have equitable and appropriate access to the Scheme. This requirement will need to be satisfied by all organisations that deliver RSS, including those operating as part of a consortium or subcontracting arrangement.

The department provides RSS with a Support Services Manual to assist in supporting applicants to the Scheme throughout the application and assessment process. This manual is not intended to be an exhaustive source of information. RSS are required to contact the department when further information and clarification is required about the Scheme.

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

2.1 About the Redress Support Services grant opportunity

Purpose of this grant opportunity

This grant opportunity covers the period from 1 July 2022 to 30 June 2024. RSS will provide support to people who have experienced past institutional child sexual abuse to engage with the Scheme. This includes support for people regardless of whether the responsible institution has or has not joined the Scheme.

For many people who experienced institutional child sexual abuse, applying for redress may be the first time they disclose their abuse, and for many applicants it may trigger associated trauma. Providing community-based support services to individuals is therefore a key component of the Scheme. RSS support people that are applying or considering applying for the Scheme by:

- providing guidance and support to people considering applying
- providing practical support to people completing applications for redress
- communicating accurate information and promoting the Scheme to people who experienced institutional child sexual abuse, both directly and indirectly, for example, through their carers and advocates and engagement with intermediary organisations
- assisting interactions with the Scheme and acting as a nominee, where appropriate and as agreed with the client
- providing professional and trauma-informed support to people throughout their engagement with the Scheme.

RSS will use evidence-based trauma-informed practice, design and delivery principles that ensure:

- a tailored but flexible approach to support people to engage in the redress process
- the importance of validating and respecting the different histories of people who experienced institutional child sexual abuse
- the person who experienced the child sexual abuse is central to all service design and delivery
- people who experienced child sexual abuse are empowered to make their own informed choices
- service delivery staff have appropriate specialist skills/training and understand trauma and the unique and varied impacts of past institutional practices.

Particularly vulnerable groups of people that may engage with the Scheme are detailed at section 2.4.

Support is available to people:

- prior to application, so clients understand the application process from end to end, including the eligibility requirements and the steps involved
- during the application process, answering questions clients may have and helping them complete and lodge applications
- during the notification periods so clients understand what is being communicated to them and can be provided with support to help process the information
- when a decision is made in respect to their application
- after the offer of redress is made, to help clients access counselling and psychological care, a direct personal response or other related referral.

Responsibility for delivering independent services

Organisations will be transparent and publicly acknowledge any involvement and/or links to organisations or individuals involved in past welfare policies, practices or services who may have been responsible for institutional child sexual abuse. Organisations will be required to confirm their commitment to deliver high quality and independent support and outline their policies for handling real and perceived conflicts of interest. Organisations will advise clients of any links to government or non-government institutions prior to providing redress support.

Organisations that are also a participating institution in the Scheme will be required to publish advice about their participation in the Scheme on their website. Organisations that are a participating institution in the Scheme will not be able to deliver support to people who have named them as the institution responsible for their abuse. All organisations must provide an Independence Assurance Management Strategy document using the template provided (see section 7.1).

2.2 Grant opportunity outcomes

The primary objective of RSS is to provide flexible, timely and trauma informed assistance and support to people engaging with the Scheme.

The expected outcomes for people who have experienced institutional child sexual abuse using an RSS are having:

- been treated with dignity and respect, including an acknowledgement that their experience of childhood sexual abuse was wrong and should never have happened
- been assisted, through sensitive support, to complete their application and process the assessment outcome
- accessed flexible support services throughout the application process when needed
- been well informed about the Scheme process
- a good understanding of other support services available for themselves and their families/support network
- support from individuals and organisations independent of past providers of care and/or institutions responsible for institutional child sexual abuse
- support to understand and manage an offer of redress
- been safely referred to ongoing support once engagement with the Scheme has finished
- been provided appropriate support to clients to engage with institutions through the Direct Personal Response (DPR) process as required
- been provided with a referral to other services where they are not eligible, or they decide they do not wish to proceed with the process of making an application for redress.

To achieve these outcomes, activities include, but are not limited to:

- providing accessible, trauma-informed and client focused support at all stages of the Scheme
- assisting people to lodge applications to the Scheme and describe their experience
- supporting people to describe their experience in their application
- supporting people through the application and outcomes process, including providing support during stages of the process they may find difficult such as signing the acceptance document or participating in a direct personal response
- providing support through qualified practitioners and trained professionals
- ensuring equitable and appropriate access for particularly vulnerable groups of people
- providing access to interpreting or cultural translation services as required (see section 10.4)
- assisting people who accept an offer of redress to engage with the relevant institution for a direct personal response
- providing supportive referrals to the independent legal support service, knowmore Legal Services Limited, for free legal advice, or to the Scheme's independent free redress financial counselling service
- providing supportive referrals to counselling and psychological care providers
- referring to or collaborating with appropriate services to provide social and practical support to clients during the application process, such as housing, health, mental health, financial and aged care services in order to meet the critical needs of the individual
- collaborating with other organisations, such as local community groups, to support people to engage with the Scheme

- supporting people who receive an offer of redress with supportive, warm referrals to knowmore Legal Services Limited
- providing a warm referral to other existing support services to continue their care, in cases where an individual is unable to access the Scheme
- supporting and participating in the Scheme's evaluation process.

2.3 Redress Support Services delivery

All services should have the capability to provide support to people flexibly, including online or by telephone, where it is an individual's preference or where restrictions on face-to-face servicing apply (for example, due to COVID-19 restrictions being in force).

Some examples of the service delivery methods that may be considered under this grant opportunity (noting this is not an exhaustive list) include:

- location-based support delivered through face-to-face settings, which may or may not be complemented by outreach services and community engagement
- national telephone support, which may also include national online support, delivered nationally by staff trained in telephone and online counselling using specialised telephone and online facilities.

2.4 Target groups

The target group for RSS are people who have experienced sexual abuse as children in institutional contexts, before the commencement of the Scheme on 1 July 2018.

This target group is highly diverse and includes particularly vulnerable groups of people who may have difficulty engaging with the Scheme. This includes people who traditionally face barriers accessing Government services due to factors including lower levels of literacy, limited computer literacy or access and disengagement. Specific cohorts may include, but are not limited to:

- Forgotten Australians
- Former Child Migrants
- Care Leavers
- Aboriginal and Torres Strait Islander peoples, including Stolen Generations
- people with disability, including people with an intellectual disability
- people with mental health difficulties
- people from CALD backgrounds
- people with low literacy
- people under the age of 18
- people living in rural and remote areas
- people who are experiencing, or have experienced, homelessness
- people who have experienced family or domestic violence
- people living in residential care
- other cohorts with specific support needs.

Organisations that apply must consider the target group when developing and delivering support services under this grant opportunity.

2.5 Engagement with other services

In addition to RSS, there are 2 supplementary components of support available to people engaging with the Scheme.

- Free legal support services are available through [knowmore Legal Services Limited](#) to ensure applicants have access to independent expert legal advice while they engage with the Scheme. Services will be available through face-to-face meetings or by telephone to assist people:
 - with advice on other options available to them, including access to compensation through other schemes or common law rights and claims
 - prior to the application to ensure people understand the requirements of the Scheme and the application process
 - during completion of a person's application
 - after a person receives an offer of redress and elects to seek an internal review
 - with advice on the effect of signing the Deed of Release.
- Free financial support services are available through the [Redress Financial Counselling Service](#), which is a confidential service that provides participants in the Scheme with targeted financial counselling. It can assist people who experienced child sexual abuse to make informed decisions regarding their financial situation.

RSS are required to provide referrals to these services to create holistic service delivery for people who experienced institutional child sexual abuse.

RSS are required to engage with other parties delivering redress outcomes, such as counselling and psychological care providers or institutions delivering a direct personal response, to support people to engage these elements of the Scheme.

2.6 Engagement with other intermediary services

RSS are required to undertake promotional and communication activities to promote the Scheme to people who have experienced institutional child sexual abuse, both directly and indirectly, through engagement with intermediary services to reach potential applicants, for example, local community groups, mental health, sexual assault services and aged care services.

2.7 Sub-contracting arrangements

To ensure equitable coverage and access to support services across geographic locations and vulnerable cohorts, RSS may use department-approved subcontracting arrangements and brokerage to provide support for people where the funded RSS is unable to deliver the service directly.

There is no prescribed arrangement for how services may engage with other services to fill service gaps so long as the service provider can satisfy the department that the proposed arrangements will maintain sufficient protections and quality control protections in the provision of trauma-informed and culturally appropriate care. Grantees should consider the capabilities of their services and other suitable providers within their professional or local networks when applying for this grant opportunity, particularly with regard to trauma-informed practice. Some possible arrangements may include:

- a partnership with a qualified local health service that can deliver outreach services
- a subcontracting arrangement to another provider with specialist capabilities to address a particular local cohort of high demand, such as an area with a high proportion of former child migrants

- a consortium arrangement comprised of multiple providers with the objective of ensuring comprehensive service coverage over a large geographical area (see section 7.2).

All grantees should take reasonable steps in determining the suitability and quality of any outsourced providers and ensuring their services are consistent with the eligibility requirements as outlined in these Grant Opportunity Guidelines before applying for this grant opportunity. The suitability of the arrangement and how the capabilities of the outsourced organisation and its staff will meet the requirements of this grant opportunity must be considered. It is also necessary for grantees to be aware of and ensure all outsourced providers declare any actual or perceived conflicts of interests with individuals and/or organisations with historical links to institutional child abuse.

The department will favourably consider organisations that are able to provide comprehensive service coverage in their proposed service area.

3. Grant amount and grant period

3.1 Grants available

Up to \$43.072 million over 2 years is available for this grant opportunity, starting from 1 July 2022 and ceasing 30 June 2024.

Organisations can apply for up to a maximum of \$2.5 million in funding under this grant opportunity over the funding period. Successful organisations may be offered less funding than requested.

Subsequent grant processes will be undertaken at a later stage to ensure community-based RSS continue throughout the life of the Scheme (2018 to 2028).

The number or types of organisations that will be recommended for funding through this grant opportunity is not prescribed. The number and types of organisations funded to deliver RSS will be determined against a number of factors, including the extent to which services can adequately and appropriately address service gaps or the support needs of particularly vulnerable groups of people.

3.2 Grant period

The grant will run from 1 July 2022 to 30 June 2024. The maximum grant period is 2 years.

4. Eligibility criteria

We cannot consider your application if it does not meet **all** the eligibility criteria.

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

4.1 Who is eligible to apply for a grant?

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

- Indigenous Corporation
- Company¹
- Cooperative

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

- Incorporated Association
- Trustee on behalf of a Trust²
- Unincorporated Association.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above³.

If you are a non-government institution that is a participating institution for the purposes of the Scheme you are eligible to apply. Your application will be assessed on a case-by-case basis, taking into account the number of applications that name your organisation as the responsible institution, the nature of the applications, the history of your organisation and your proposed approach to ensure independence. Organisations that cannot sufficiently demonstrate their ability to manage potential conflicts of interest will not be assessed further (see section 13.2).

4.2 Who is not eligible to apply for a grant?

You are **not** eligible to apply if you are a:

- 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
- International Entity
- Sole Trader
- Statutory Entity
- Person
- Partnership

You are also **not** eligible to apply if you meet the following criteria:

- You are a state, territory or non-government institution or a related institution (whether a legal or non-legal entity) named in the Royal Commission into Institutional Responses to Child Sexual Abuse as an institution where historical child sexual abuse occurred.
- You receive direct funding from a non-government institution named in the Royal Commission into Institutional Responses to Child Sexual Abuse as an institution where historical child sexual abuse occurred.

If your entity type is not listed in section 4.1 above, you are not eligible to apply and your application will not be assessed.

² 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.

³ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. Consortia are eligible to apply and the relevant conditions applicable to consortia are in section 7.2.

4.3 What qualifications, skills or checks are required?

The scope of RSS is specialised. Staff working on the grant activity must be suitably trained and experienced in responding to complex trauma, with a deep understanding of the often complex practical support and emotional needs of people who experienced past institutional child sexual abuse.

Staff must have relevant qualifications in psychology, social work, counselling or other relevant fields or substantial similar experience, with an understanding of child sexual abuse and trauma.

RSS must ensure staff are trained in cultural safety/awareness and in supporting people from Aboriginal and Torres Strait Islander and CALD backgrounds.

Applicants must comply with the department's 'Vulnerable Persons, Police Check and Criminal Offences' policy as stated in the Commonwealth Standard Grant Agreement Supplementary Provisions..

Funding for professional development and access to supervision is included as part of the model. This reflects the specialised nature of the support services, and the importance of supporting staff through work that can be challenging professionally and personally.

RSS are required to provide appropriate:

- continuous professional development to support practitioners to maintain and improve appropriate skills and knowledge to support people who have experienced child sexual abuse
- access to supervision, complemented by debriefing arrangements as appropriate, to support staff wellbeing with this challenging work.

Your application should include costs for providing continuous professional development and access to supervision.

RSS staff are required to participate in Scheme-specific training sessions provided by the department. This should be considered when completing your application.

5. What the grant money can be used for

5.1 Eligible grant activities

The grant can be used for the following grant activities:

- delivery of support service activities, including providing information and support to assist clients to access the Scheme
- staff salaries and on-costs which can be directly attributed to the provision of RSS in the identified service area/s as per the grant agreement
- employee training for paid and unpaid staff that is relevant, appropriate and in line with RSS objectives
- relevant staff supervision and support for those working with RSS clients
- departmental approved subcontracting arrangements and brokerage to provide support for clients with specialised needs or in rural and remote locations where the funded RSS provider is unable to deliver the service directly.

5.2 Eligible expenditure

Costs that the grant can be used for are:

- operating and administration expenses directly related to the delivery of services, such as:
 - telephones

- rent and outgoings
- computer/IT/website/software
- insurance
- utilities
- postage
- stationery and printing
- accounting and auditing
- travel/accommodation costs
- assets that can be reasonably attributed to meeting agreement deliverables, after seeking approval from the department
- screening processes for paid, unpaid and sub-contracted staff.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

Where an organisation is a participating institution in the Scheme, it cannot use the grant for:

- redress payments to the Scheme
- administration expenses as a result of being a participating institution in the Scheme.

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. We will assess your application based on the equal weighting for each criterion detailed below, if applicable.

The application form includes character limits – up to 6,000 characters (approximately 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 – Understanding of trauma informed practice

Demonstrate your understanding of institutional child sexual abuse and its impact on people, and your organisation’s ability to deliver services in line with trauma-informed principles.

Your response should:

- demonstrate your understanding and knowledge of the various impacts of childhood sexual abuse, including your specialist understanding of one or more of the highly vulnerable target groups (see section 2.4)
- provide evidence to show your organisation’s efforts to ensure services are trauma-informed, culturally appropriate and equally accessible by all people engaging with the Scheme

- demonstrate how your organisation has and continues to build this understanding and knowledge.

Criterion 2 – Proposed service delivery model

Describe your proposed service delivery model for the delivery of RSS in your proposed area.

Your response should describe:

- your service reach in your proposed service coverage area, including any partnership, consortium or sub-contracting arrangements (if applicable). Please include your ability to support applicants from overseas if applicable
- your proposed service delivery model for RSS which should include how you will:
 - promote your service and engage clients who are potential applicants to the Scheme (this could include communication activities and through the use of intermediary organisations or existing stakeholder networks)
 - support people through the application process
 - meet the needs of highly vulnerable groups
 - ensure that your services are accessible for people with a disability
 - support people in engaging with institutions through the direct personal response process, if required
- how your proposed approach will meet the objectives and intended outcomes of RSS.

Criterion 3 – Organisational capacity

Demonstrate your organisation's capacity to deliver RSS.

Your response should:

- provide an overview of your organisation, including governance structures, geographical coverage, and dispute resolution policies
- describe the relevant experience and qualifications of staff who will deliver services and how you will ensure they are appropriately skilled and supported, including staff from other organisations funded through any consortium or sub-contracting arrangements
- describe how you will evaluate the effectiveness of your organisation in delivering RSS
- describe your processes for ensuring that all reporting requirements in section 12.2 for this grant opportunity will be met.

7. How to apply

Before applying, you **must** read and understand these guidelines, the terms and conditions, the draft grant agreement, and Questions and Answers before you submit an application.

These documents are found on [GrantConnect](#) and the [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda⁴ will be published on GrantConnect. By registering on GrantConnect, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

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

⁴ Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

To apply, you must:

- complete the online application form on the [GrantConnect](#) or [Community Grants Hub website](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- complete all required templates
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 9:00 pm AEDT on 13 September 2021.

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

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The department do 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

The following completed document **must** be included with your application:

- **Attachment A:** Independence Assurance Management Strategy.

Demonstrating independence from institutions responsible for institutional child abuse is a key principle of the Scheme.

You **must** use the Independence Assurance Management Strategy template to provide detailed information about any conflict of interest, actual or perceived, with institutions, organisations or individuals responsible for abuse of children in institutional settings. This may include (but is not limited to) legal, financial or personal relationships with organisations or individuals who have been publicly identified as responsible for institutional child sexual abuse, especially those identified by the Royal Commission.

All applicants must provide one completed Independence Assurance Management Strategy document. Applicants proposing to enter a partnership or consortium arrangement with one or more organisations must provide a completed Independence Assurance Management Strategy document for each organisation within the arrangement detailing any actual or perceived conflicts of interest by the organisation or individuals engaged by the organisation in a professional capacity. Not using and submitting the correct template, or the correct number of documents for any proposed arrangement with other organisations, will result in your application not progressing to assessment. Only attach the completed template you have been asked to include.

Organisations that fail to disclose a conflict of interest, or do not sufficiently outline strategies to manage actual or potential conflicts of interest will not be assessed further.

The Selection Advisory Panel will consider the risk relating to your Independence Assurance Management Strategy to inform the final recommendations for funding (see section 8.1).

If the mandatory template is not used, your application will be considered non-compliant and will not proceed to assessment.

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 Joint (Consortia) applications

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

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group.

Any applications received on behalf of a consortium will be subject to the same eligibility requirements and selection criteria as applications received from non-consortiums. When applying as a consortia, organisations should ensure their application clearly details how they will work together to collectively address the requirements under this grant opportunity, noting that responsibility for the grant remains with the lead organisation.

All members of the consortium must be able to demonstrate independence from institutions, organisations or individuals responsible for institutional sexual abuse (see section 7.1). It is the responsibility of the lead organisation to ensure conflict of interest matters are satisfied.

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

7.3 Timing of grant opportunity processes

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

Late applications

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

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

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

How to lodge a late application

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

For a late application to be considered by the department, it must:

- be received in writing
- include a written explanation for late submission
- be submitted within 3 business days of the closing date.

The department's decision will be final and not subject to a review or appeals process. The Community Grants Hub will advise the applicant in writing if their late application has been accepted.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around 1 July 2022.

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	1 July 2022
End date of grant activity	30 June 2024

7.4 Questions during the application process

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

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

The question period will close at 5:00 pm AEST on 6 September 2021. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

The Community Grants Hub will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

If eligible, the department 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 assessment criteria
- how it compares to other applications.

A Selection Advisory Panel will consider:

- whether it provides value with relevant money⁵.

⁵ See glossary for an explanation of 'value with money'.

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

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will target groups or individuals
- how it compares to other applications.

8.2 Financial viability

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

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

8.3 Who will assess and select applications?

The department will assess each eligible and compliant application on its merit and compare it to other eligible applications. Assessment will be undertaken by departmental personnel, who will undertake training to ensure consistent assessment of all applications.

The Selection Advisory Panel may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. Assessment personnel may also consider information about you or your application that is available through the normal course of business.

The Selection Advisory Panel recommends to the decision maker which applications to approve for a grant.

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

A Selection Advisory Panel, which may include departmental National and State Office staff and other relevant experts, will then review all ranked applications to inform the final recommendations for funding.

The Selection Advisory Panel will make recommendations having regards to:

- overall objectives for the program
- conformance with eligibility criteria
- distribution of providers across all locations
- how services will be delivered
- how services will meet the needs of vulnerable groups
- the appropriateness of staffing qualifications
- how actual or perceived conflicts of interest may affect service delivery
- how associations with organisations responsible for institutional child sexual abuse may affect service delivery

- existing and/or potential market failure
- value for money
- whether there is duplication with other Commonwealth/state/territory government programs/service delivery.

The department also reserves the right to use information from:

- Department of Social Services databases
- other Australian Government agencies, such as the Australian Taxation Office and Australian Securities and Investments Commission
- state or territory agencies
- law enforcement agencies
- credit reference agencies
- courts or tribunals
- publicly available information
- any other appropriate organisation or person reasonably required as part of these checks.

Information obtained from checks on applicants described in this section may be taken into account during the assessment of applications or in making the final decision to offer funding.

8.4 Who will approve grants?

The Deputy Secretary, Families and Communities (the decision maker) decides which grants to approve based on the recommendations of the Selection Advisory Panel and the availability of grant funds for the purposes of the grant program.

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

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

The delegate must not approve funding if they reasonably consider the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

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

Successful and unsuccessful applicants will have the opportunity to seek feedback on their application within 30 days of receiving an outcome notification.

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.

9.2 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, the department may approach organisations directly and invite them to apply through a direct 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 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 the Community Grants Hub websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

The successful applicant will be required to provide:

- information using the [Department of Social Services Data Exchange](#)
- activity work plans
- an Independence Assurance Management Strategy, updated as needed.

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 Redress Support Service activities until a grant agreement is executed.

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

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

Commonwealth Standard Grant Agreement

We will use a Commonwealth Standard Grant Agreement.

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

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

10.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the [National Principles for Child Safe Organisations](#). The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the [Commonwealth Child Safe Framework \(CCSF\)](#).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children

- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

10.3 Specific legislation, policies and industry standards

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

- [*National Redress Scheme for Institutional Child Sexual Abuse Act 2018*](#).

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

RSS program service providers will comply with Commonwealth legislation including:

- [*Privacy Act 1988 \(Cth\)*](#) in performing the obligations outlined in the grant agreement
- [*Copyright Act 1968*](#) (the Act) in regards to undertaking Redress Support Services
- [*Freedom of Information Act 1982*](#) (Commonwealth) (FOI Act)
- [*Family Law Act 1975*](#) (Family Law Act)
- [*Family Law Amendment \(Shared Parental Responsibility\) Act 2006*](#)
- [*Family Law \(Family Dispute Resolution Practitioners\) Regulations 2008*](#)
- [*Marriage Act 1961*](#)
- [*Sex Discrimination Act 1984*](#)
- any other relevant legislation related to the National Redress Scheme.

In delivering the RSS, organisations are required to comply with all relevant laws; and comply with departmental policies as specified on the [Department of Social Services](#) website

10.4 Multicultural access and equity

The Australian Government's Multicultural Access and Equity Policy obliges Australian Government agencies to ensure their policies, programs and services – including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for people from multicultural communities.

Grant applicants should consider how they will ensure their services will be accessible to people from multicultural communities. 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 (to assist with identifying these costs see the Translating and Interpreting Services costing tool in the grant opportunity documents).

10.5 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- activity requirements
- payment amount and milestones
- performance indicators
- reporting milestones
- financial acquittal requirements.

The grant agreement will state the maximum 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 make an initial payment on execution of the grant agreement. We will make subsequent payments, 6 monthly, on the dates shown in your grant agreement. Payments are subject to satisfactory progress.

10.6 Grant payments and GST

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

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 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

If successful, you must carry out the grant activities in accordance with these guidelines and the grant agreement, which includes the standard terms and conditions and any supplementary conditions. The grant agreement will outline the specific grant requirements.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- meeting milestones and other timeframes specified in the grant agreement
- complying with record keeping, reporting and acquittal requirements in accordance with the grant agreement
- participating in grant program evaluation as necessary for the period specified in the grant agreement
- ensuring that the grant activity outputs and outcomes are in accordance with the grant agreement.

Providers delivering services under the RSS program must comply with all relevant Commonwealth and state and territory legislation and regulations. It is particularly important that all services meet all requirements for working with vulnerable people and state-based working with children checks.

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activities 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

Data Exchange reporting

Grantees must have systems in place to meet their data collection and reporting obligations outlined in their grant agreement. This will include the creation of a MyGovID account.

Performance information (for example, client characteristics and service delivery information) needs to be collected by grantees at the client level and put directly into the department's performance reporting system, the Data Exchange.

The performance information reported through the Data Exchange includes:

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

The Data Exchange has 2 standardised 6 monthly performance reporting periods each year, which run from 1 July to 31 December and 1 January to 30 June, with a 30-day close-off period after each of these. Once the close-off period is completed, no further changes can be made to the data.

Information must be provided in accordance with the Data Exchange Protocols available on the [Data Exchange website](#).

For this activity, participation in the 'partnership approach' is a requirement of funding. By participating, you agree to provide some additional information in exchange for the receipt of regular and relevant reports. The main focus of the partnership approach is collecting information about the outcomes achieved by clients as a result of service delivery. The partnership approach also includes some extended data items that provide additional information about client demographics, needs and circumstances.

The Data Exchange takes its privacy obligations very seriously to ensure it does not contravene the Commonwealth [Privacy Act 1988](#). Consistent with good privacy practice, our approach has been to implement our privacy obligations by design, that is, to build effective privacy controls into the policies, procedures and systems of the Data Exchange.

The Data Exchange protects client privacy by ensuring personal information is only collected for storage in the Data Exchange with a client's consent where an organisation chooses to use the Data Exchange for its own client management purposes.

Client level data provided through the Data Exchange is de-identified so that no identifiable client information is able to be used by a service provider's funding agency. Information collected through the Data Exchange is used for research and policy analysis only. The Data Exchange is interested in analysing trends at the program and whole-of-program level, not individual clients.

Please refer to the 'Protecting a client's personal information' section of the Data Exchange Protocols for more detailed information about privacy, consent and notification arrangements in the Data Exchange.

A [Privacy Factsheet](#) has also been made available to provide to clients, to help them easily understand the privacy arrangements as outlined in the Data Exchange Protocols.

Activity Work Plan

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

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

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 request an independent audit of claims and payments.

12.3 Financial declaration

Financial declaration

We will ask you to provide an annual 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, Community Grants Hub.

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

12.5 Compliance visits

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

12.6 Record keeping

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

12.7 Evaluation

We will evaluate the RSS 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.

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 Social Services' complaints procedure](#) applies to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to support@communitygrants.gov.au.

Complaints about the selection process

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

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

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the department.

The Commonwealth Ombudsman can be contacted on:

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

13.2 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 interest 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 and the [Australian Privacy Principles](#). This includes letting you know:

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

In submitting a grant application under this opportunity, you agree to the Australian Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information we cannot assess your grant application.

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

We may share the information you give us in your application, including personal information, with other Commonwealth entities, the responsible Minister, Assistant Ministers and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by Australian law.

As part of your application, you also declare your ability to comply with the Privacy Act and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Australian Government would breach an Australian Privacy Principle as defined in the 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 purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

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

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

By email: foi@dss.gov.au

14. Consultation

The department has consulted on RSS through:

- discussions with state and territory governments
- direct feedback from applicants and advocacy groups, including through roundtable meetings organised by the department.

The department has also considered feedback on the operation of the RSS provided through the Joint Select Committee on Implementation of the Scheme and the Scheme's second anniversary review.

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
child sexual abuse	under the scheme, child sexual abuse is when someone involves a person under the age of 18 in sexual activities that they do not understand, or that are against community standards.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act .
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it.
counselling	people can apply for this as part of the National Redress Scheme. Depending on where people live they will receive a lump sum to pay for services in their local area or a referral to services.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money⁶ or other Consolidated Revenue Fund (CRF) money⁷ 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.
institution	is an organisation, establishment, foundation, society, or the like. This includes, but is not limited to, historical residential institutions (missions, orphanages, children's homes, youth detention, mental hospitals, psychiatric facilities and disability institutions), contemporary out-of-home care, schools, sport, recreation, arts, culture, community and hobby groups, contemporary detention environments, religious institutions or government departments.
institutional child sexual abuse	is where the child sexual abuse occurred, for example, on the premises of an institution, or where the activities of the institution took place (such as a camp), or by an official of an institution

⁶ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁷ 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.
Redress	means acknowledging harm done. The National Redress Scheme provides counselling, a direct personal response and a Redress payment.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> ▪ quality of the project proposal and activities ▪ fit for purpose of the proposal in contributing to government objectives ▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved ▪ potential grantee's relevant experience and performance history.