



Youth Engagement Package Sponsorship of the Young Australian of the Year Award: 2022-25 Grant Opportunity Guidelines

Opening date:	23 November 2021
Closing date and time:	9:00 pm AEDT on 29 November 2021
Commonwealth policy entity:	Department of Education, Skills and Employment
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
Date guidelines released:	23 November 2021
Type of grant opportunity:	Closed non-competitive

Contents

1. Youth Engagement Package: Sponsorship of the Young Australian of the Year Award process	4
1.1 Introduction	5
2. About the grant program	5
3. Grant amount and grant period	6
3.1 Grants available	6
3.2 Grant period	6
4. Eligibility criteria	6
4.1 Who is eligible to apply for a grant?	6
4.2 Who is not eligible to apply for a grant?	7
4.3 What qualifications, skills or checks are required?	7
5. What the grant money can be used for	7
5.1 Eligible grant activities	7
5.2 What the grant money cannot be used for	8
6. The assessment criteria	8
7. How to apply	9
7.1 Timing of grant opportunity processes	10
7.2 Questions during the application process	10
8. The grant selection process	11
8.1 Assessment of grant applications	11
8.2 Who will approve grants?	11
9. Notification of application outcomes	11
10. Successful grant applications	11
10.1 The grant agreement	11
10.2 Commonwealth Child Safe Framework	12
10.3 Specific legislation, policies and industry standards	13
10.4 Multicultural access and equity	13
10.5 How we pay the grant	13
10.6 Grants payments and GST	13
11. Announcement of grants	13
12. How we monitor your grant activity	14
12.1 Keeping us informed	14
12.2 Reporting	14
12.3 Financial declaration	15
12.4 Grant agreement variations	15
12.5 Compliance visits	15
12.6 Record keeping	15
12.7 Evaluation	15

13. Probity	15
13.1 Enquiries and feedback	16
13.2 Conflicts of interest	16
13.3 Privacy	17
13.4 Confidential information	17
13.5 Freedom of information.....	18
14. Glossary	19

1. Youth Engagement Package: Sponsorship of the Young Australian of the Year Award process

The sponsorship of the Young Australian of the Year Award is designed to achieve Australian Government objectives.

This grant opportunity is part of the above grant program which contributes to Department of Education, Skills and Employment's Outcome 1. The Department of Education, Skills and Employment works with the National Australia Day Council to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

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



You complete and submit a grant application

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



We assess all grant applications

We assess the application 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.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker (First Assistant Secretary, Improving Student Outcomes Division, Department of Education, Skills and Employment) decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application.



We enter into a grant agreement

We enter into a Commonwealth Simple 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 Sponsorship of the Young Australian of the Year Award

We evaluate your specific grant activity and the Sponsorship of the Young Australian of the Year Award 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 Sponsorship of the Young Australian of the Year Award 2022-25 grants.

You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Education, Skills and Employment (the department).

2. About the grant program

Australian Government sponsorship funding for the Young Australian of the Year Award was announced jointly by the Australian Government Minister for Education and Youth, Minister for Employment, Workforce, Skills, Small and Family Business, and Assistant Minister for Youth and Employment Services, on 15 May 2021 - Morrison Government supporting young Australians.

Australian Government sponsorship funding is outlined in the Education, Skills and Employment Portfolio Budget Statements 2021–22, Budget Related Paper No. 1.4.

The Australian Government Solicitor has advised that this sponsorship grant arrangement is covered under the Executive power in the Constitution, and therefore does not require separate legislative authority and has a low Constitutional risk.

The Young Australian of the Year Award is a category of the Australian of the Year Awards. It is Australia's peak award recognising the tremendous and important contributions that young people make to Australian society. The Award recognises the inspirational and exceptional efforts of young people.

The Young Australian of the Year Award is co-ordinated, administered, and promoted by the National Australia Day Council. The National Australia Day Council will be required to successfully deliver the Young Australian of the Year Award including state and territory nominations, announcements and award ceremonies.

There is a risk that the Young Australian of the Year Award may be affected by COVID-19 due to social distancing requirements or enforced lockdowns and will be mitigated by hosting online state and territory award ceremonies.

The objectives of the program are to:

- increase young people's understanding of our democracy and appreciation for civics and citizenship
- give recognition of the tremendous and important contributions that young people make to Australian society while showcasing leadership of inspiring young people

- promote the Australian Government's role in positive education and social outcomes for youth across the nation and the department's contribution to social wellbeing and economic prosperity.

The intended outcomes of the program are:

- successful operation and completion of the Young Australian of the Year Awards in all 8 states and territories each year and the national awards ceremony on 26 January each year.
- The Australian Government knows that young Australians have been particularly impacted by COVID-19, and the Government remains focused on bringing hope to young people. This grant funding supports the Government's measures to engage with and support all young Australians to be healthy, safe and empowered to reach their full potential. This grant program supports youth engagement measures funded by Government by showcasing and celebrating inspirational young people and their achievements
- recognition by the National Australia Day Council of the department and Australian Government's financial contribution as a 'partner' in the awards.

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

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$1.2 million (GST exclusive) over 4 years for the sponsorship of the Young Australian of the Year Award grant opportunity. The grant will run over the 2022, 2023, 2024, 2025 calendar years with an annual payment of \$300,000.

3.2 Grant period

The maximum grant period is 4 years from 2021–22 to 2024–25.

You must complete your grant by 26 January 2025.

4. Eligibility criteria

This grant opportunity is a closed non-competitive grant selection process. The department considers that this is an appropriate type of selection process for the purposes of co-ordinating, administering and promoting of the Young Australian of the Year Awards which is a nationally run award process as part of the Australian of the Year Awards. The Awards are coordinated and run at the national level by the National Australia Day Council and no other organisation.

4.1 Who is eligible to apply for a grant?

To be eligible to receive a grant, you must be one of the listed invited organisations and have received an invitation to apply through GrantConnect.

The National Australia Day Council is the only entity responsible for the coordination and administration of the Australian of the Year Awards at the national level. As such the grant opportunity will be offered on a closed non-competitive arrangement.

Invited Organisation	ABN	Funding (GST exclusive)			
		2021–22	2022–23	2023–24	2024-25
National Australia Day Council	76 050 300 626	\$300,000	\$300,000	\$300,000	\$300,000

No further organisations will be invited to apply.

4.2 Who is not eligible to apply for a grant?

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

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'.

4.3 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the Young Australian of the Year Awards must:

- comply with all relevant legislation relating to the employment or engagement of child-related personnel in relation to the activity, including all necessary Working with Children Checks however described.
- ensure that Working with Children Checks obtained in accordance with this clause 4.3 remain current and that all child-related personnel continue to comply with all relevant legislation for the duration of their involvement with the activity.

The National Australia Day Council is required to be compliant with all relevant Commonwealth, state, and territory laws and regulations, including the following legislation, policies, and industry standards:

- *Public Governance, Performance and Accountability Act 2013*, and its associated legislative framework
- *Privacy Act 1988*, and its associated legislative framework
- National Principles for Child Safe Organisations
- Working with children checks
- Working with vulnerable people checks.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your sponsorship grant must:

- be used entirely on the administration and coordination of the Young Australian of the Year Awards in each state and territory annually and for the culmination of the National Award on 26 January each year.
- Costs that the grant can be used for include:
 - selection of state and territory finalists, in all categories of the Young Australian of the Year Award

- state and territory events to celebrate the finalists
 - selection of national-level winners, in all categories of the Young Australian of the Year Award
 - events to celebrate national-level winners
 - promotion of the Young Australian of the Year Award on digital platforms, streaming services, social media, television, radio, and fixed media (e.g. billboards)
 - operations of the Grantee, including personnel, connected to the Young Australian of the Year Award.
- develop and implement the 'Young Australian of the Year Award - Coordination Plan'. The Plan will detail the way in which the Grantee co-ordinates, administers, and promotes the Young Australian of the Year Award each year.

The grantee must only use up to \$300,000 (GST exclusive) of the Grant for the Young Australian of the Year Award each calendar year, from 2022–25.

5.2 What the grant money cannot be used for

You cannot use the grant for:

- the purchase of land
- wages
- major capital expenditure
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

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

6. The assessment criteria

You must address all of the assessment criteria detailed in the Service Delivery Plan application. The Service Delivery Plan application is included with the grant opportunity documentation. Each of the assessment criteria listed below has an equal weighting so you should provide an equivalent amount of information in responding to each criterion.

The following assessment criteria will be used in assessing the Young Australian of the Year Award program proposal.

We will accept a maximum of 500 words per criterion.

Criterion 1 – Objectives and Outcomes

Describe how you achieve the objectives and outcomes of the grant program as outlined in Section 2.

In responding to this criterion you should include:

- a description and objectives of the project, where and when the activities will occur, and how it will be implemented, delivered and promoted

- details about who will benefit and the intended outcomes
- how your project represents value for money.

Criterion 2 - Organisational capacity

Demonstrate your organisation's ability to successfully deliver the grant activity on time and within budget.

In responding to this criterion you should include:

- a description of your organisation's prior experience in delivering similar projects
- Describe your organisation's community knowledge, networks and partnerships and outline how you will use these to successfully deliver the project.
- details about your organisation's capability to meet reporting and performance requirements.

7. How to apply

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

These documents are found on the [GrantConnect](#) website. Any changes to grant opportunity documentation are published and addenda¹ will be published on GrantConnect and only accessible by invitees. GrantConnect is the authoritative source for grants information.

Only invitees can access these documents and the Service Delivery Plan. The organisations listed in section 4.1 will be invited to submit a Service Delivery Plan application using the individualised form that is available on GrantConnect.

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.

To apply, you must:

- complete the Service Delivery Plan application
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application to the Community Grants Hub by 9:00 pm AEDT on 29 November 2021.

Once you have completed the Service Delivery Plan application, you must email it and all required attachments to support@communitygrants.gov.au.

Please include **2021-5859 Young Australian of the Year Award Sponsorship** in the subject line of your email response. 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

¹ Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

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

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

If we find an error or something missing, we may ask you for clarification or additional information. This will not change your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

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

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

7.1 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the Service Delivery Plan application.

Expected timing for this grant opportunity

If you are successful, you will be expected be able to commence your grant activity before 30 December 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	Within 1 week from the closing date
Approval of outcomes of selection process	Within 1 week from the closing date
Negotiations and award of grant agreements	Within 4 weeks from the closing date
Earliest start date of grant activity	23 December 2021
End date of grant activity	26 January 2025

7.2 Questions during the application process

Only invited applicants' questions will be answered during the application submission period. Please 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 3 working days. 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 Service Delivery Plan 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
- whether it provides value with relevant money.

The department's assessment committee will be convened to assess applications as part of the non-competitive selection process. When assessing the extent to which the application represents value with relevant money, the department's assessment committee will have regard to:

- the overall objective to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the objective and outcomes
- how the organisation will promote grant activities to target stakeholders.

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

8.2 Who will approve grants?

The Secretary of the Australian Government Department of Education, Skills and Employment (the decision maker) approves sponsorship funding for the Young Australian of the Year Award, in accordance with section 23 of the *Public Governance, Performance and Accountability Act 2013*.

The Secretary will consider the guiding principles of the Commonwealth Grants Rules and Guidelines in any approval process.

The Secretary's decision is final, including the:

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

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.

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.

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.

We may manage the grant agreement through our Grant Recipient Portal. Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens, and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

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

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

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

10.2 Commonwealth Child Safe Framework

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

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

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

A child safety clause will 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 state and territory legislative requirements for working with children and mandatory reporting.

10.3 Specific legislation, policies and industry standards

The National Australia Day Council is required to be compliant with all relevant Commonwealth, state, and territory laws and regulations, including the following legislation, policies, and industry standards:

- *Public Governance, Performance and Accountability Act 2013*, and its associated legislative framework
- *Privacy Act 1988*, and its associated legislative framework
- National Principles for Child Safe Organisations
- Working with children checks
- Working with vulnerable people checks.

10.4 Multicultural access and equity

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

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications.

10.5 How we pay the grant

The grant agreement will state the maximum grant amount to be paid. Payment will only be made once the grant agreement has been executed.

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 annually in advance, based on your forecast eligible expenditure. Payments are subject to satisfactory progress.

10.6 Grants payments and GST

Payments will be GST exclusive.

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 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

12.1 Keeping us informed

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

Grantees must inform us if anything is likely to affect their grant agreement or the delivery of the mobility opportunities as specified in their grant agreements. If grant recipients are having difficulties delivering their grant activities as a result of COVID-19-related restrictions, they should contact us for advice.

You must also inform us of any changes to your:

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

The National Australia Day Council will also be required to:

- liaise with and provide information to the department as reasonably required by the department
- comply with all reasonable requests or monitoring requirements as required by the department.

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

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

12.2 Reporting

You must submit reports in line with the grant agreement. We will remind you of your reporting obligations before a report is due.

You will be required to attend monthly progress meetings with the department to report on the successful delivery of the Young Australian of the Year Award.

The department 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.

Annual outcomes report

The annual outcomes report must include:

- include evidence of your progress towards completion of agreed activities and outcomes as determined by the Young Australian of the Year Award Overview
- evidence of total eligible expenditure
- a written statement prepared by the National Australia Day Council's Chief Operating Officer.

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

Ad-hoc reports

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

Final report

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

The final report must:

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

12.3 Financial declaration

We will ask you to provide a financial declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money for each year.

12.4 Grant agreement variations

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

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

12.5 Compliance visits

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

12.6 Record keeping

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

12.7 Evaluation

We will evaluate the grant opportunity to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the 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 the [GrantConnect](#) and [Community Grants Hub](#) websites.

13.1 Enquiries and feedback

Complaints about this grant opportunity

All complaints about this grant opportunity, including grant decisions, must be made in writing through the [feedback and enquiries form](#) on the department's website.

Any questions you have about grant decisions for this grant opportunity should be sent to youth@dese.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 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 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 officers, the Community Grants Hub staff, any member of a committee, an advisor, and/or you or any of your personnel have 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 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 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. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 (PGPA Act) .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when 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.
Funding Arrangement Manager	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 money² or other Consolidated Revenue Fund (CRF) money³ 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	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.
National Redress legislation	means the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 .
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.

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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.