

Communities Combating Pests and Weed Impacts During Drought Program

Biosecurity Management of Pests and Weeds **Guidelines**

Opening date:	21 December 2018
Closing date and time:	11.00pm AEDT 15 February 2019
Commonwealth policy entity:	Australian Government Department of Agriculture and Water Resources
Enquiries:	If you have any questions, please contact Community Grants Hub Phone: 1800 020 283 Email: support@communitygrants.gov.au Questions must be sent no later than 8 February 2019
Date guidelines released:	21 December 2018
Type of grant opportunity:	Restricted competitive
Version	19/12/2018

Contents

1. Communities Combating Pests and Weed Impacts During Drought Program - <i>Biosecurity Management of Pests and Weeds: Processes</i>	4
1.1 Role of the Community Grants Hub	5
1.2 About the grant program	5
1.3 About the grant opportunities	6
1.3.1 Wild dog exclusion fencing opportunity	7
1.3.2 Pest and weed management activities opportunity	7
1.4 Wild dog exclusion fencing outcomes	7
1.5 Pests and weeds management activities outcomes	8
2. Grant amount	8
3. Grant eligibility criteria	8
3.1 Who is eligible to apply for a grant?	8
3.2 Who is not eligible to apply for a grant?	12
4. Eligible grant activities – wild dog exclusion fencing	12
4.1 What can the grant money be used for?	12
4.2 What the grant money cannot be used for	12
5. Eligible grant activities – pest and weed management activities	13
5.1 What can the grant money be used for?	13
5.2 What the grant money cannot be used for	13
6. The grant selection process	14
7. The assessment criteria	14
8. The grant application process	15
8.1 Overview of application process	15
8.2 Application process timing	16
8.3 Completing the grant application	17
8.4 Attachments to the application	17
8.5 Applications from consortia	18
8.6 Questions during the application process	18
8.7 Further grant opportunities	18

9. Assessment of grant applications	18
9.1 Who will assess applications?	18
9.2 Who will approve grants?	19
10. Notification of application outcomes	20
10.1 Feedback on your application	20
11. Successful grant applications	20
11.1 The grant agreement	20
11.2 How the grant will be paid	20
12. Announcement of grants	21
13. Delivery of grant activities	21
13.1 Your responsibilities	21
13.2 The Community Grants Hub's responsibilities	21
13.3 Grant payments and GST	21
13.4 Reporting	22
13.5 Acknowledgement	22
14. Probity	22
14.1 Complaints process	22
14.2 Conflict of interest	23
14.3 Privacy: confidentiality and protection of personal information	23
14.4 Freedom of information	25
15. Glossary	26

1. Communities Combating Pests and Weed Impacts During Drought Program - *Biosecurity Management of Pests and Weeds: Processes*

The Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above Grant Program (the Program) which contributes to the Department of Agriculture and Water Resource's Outcome 1. The Department of Agriculture and Water Resources worked with the Community Grants Hub to plan and design the Grant Program according to the *Commonwealth Grants Rules and Guidelines*.



The grant opportunity opens

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



You complete and submit a grant application

You must read these grant guidelines before you submit your application. Further information can be found on [GrantConnect](#). Note: Any addenda for this grant opportunity will be published on GrantConnect, and by registering on this website you will be automatically notified of any changes.



We assess all grant applications

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



We make grant recommendations

We provide advice to the Minister for Agriculture and Water Resources on the merits of each application.



Grant decisions are made

The Minister for Agriculture and Water Resources decides which grant 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 will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature 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 the specific grant activity and grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Role of the Community Grants Hub

This grant opportunity will be administered by the Community Grants Hub on behalf of the Department of Agriculture and Water Resources under a Whole-of-Australian Government initiative to streamline grant processes across agencies.

1.2 About the grant program

The Program will run over the 2018–19 financial year only.

The objectives of the Program are to:

- Assist communities manage the impact of wild dogs, vertebrate pest animals and weeds during drought.
- Contribute to the government's broader biosecurity objectives.
- Limit the negative impact of wild dogs, pest animals and weeds on agricultural production.

- Facilitate local employment in areas where projects take place.
- Stimulate economic activity in areas where projects take place.
- Provide a long-term benefit to communities where projects take place.

The expected outcomes of the Program are:

- The detrimental economic, social and environmental effects associated with pests and weeds during drought are reduced.
 - Fencing excludes wild dogs and reduces their impact on livestock health and population numbers.
 - Targeted pest animals and weeds are controlled and reduced as appropriate.
 - Grazing pressure from pest animals is reduced.
 - Competition of weeds with fodder and native plants is reduced.
 - The build-up of weed seedbanks is mitigated.
- Councils and other groups such as Landcare work together to reduce the impacts of priority pest animal and weeds in eligible Local Government Areas (LGAs).
- Project landscapes are managed in a manner that maintains and improves the resilience of agricultural /primary producing areas to enhance agricultural productivity.
- Increasing the use and uptake of innovative natural resource management technologies and best management practices.
- The information, financial and institutional capacity of communities is increased and their participation in natural resource management is increased.

The Program will be undertaken according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

1.3 About the grant opportunities

These guidelines contain information for the Program grants.

This document sets out:

- the purpose of the grant opportunities
- the eligibility and assessment criteria
- how to apply for the grant opportunities
- how grant applications are checked and assessed
- responsibilities and expectations in relation to the opportunities

You must read this document before filling out an application.

1.3.1 Wild dog exclusion fencing opportunity

Wild dogs alone are conservatively estimated to cost the agricultural sector up to \$89 million per year. While farmers normally manage pests and weeds, during drought, their capacity to do this is often reduced at the very time when livestock and pasture are already stressed. The impact can undermine drought management and recovery efforts.

Eligible councils can apply for funding to develop landscape-scale projects that will reduce the impact of wild dogs on their local agricultural production. Through the development of high quality exclusion fencing, loss of stock can be reduced thereby increasing farm business profitability. Wild dog exclusion fencing can stimulate economic activity in the region and provide valuable skills for local job seekers while other employment opportunities have been reduced due to ongoing drought conditions.

Strategic landscape-scale proposals are being sought from eligible councils (or consortia of councils) to exclude wild dogs in eligible LGAs.

1.3.2 Pest and weed management activities opportunity

Pest animals and weeds require ongoing management by farm businesses, but farmers' capacity to do this during drought is often reduced at the very time when pests and weeds can cause problems for already stressed pasture and livestock. The impact can undermine drought management and recovery efforts.

Applicants may identify priority vertebrate pests in their LGAs that are problematic during drought conditions and initiate strategic science-based management to significantly reduce population numbers of these pests. Alternatively, applicants may identify priority weed management requirements in their LGAs and target activities accordingly to reduce competition of weeds with fodder and native plants and mitigate the build-up of weed seedbanks.

1.4 Wild dog exclusion fencing outcomes

The grant opportunity is intended to provide funding for exclusion fencing for wild dogs.

The objectives of the grant opportunity are to:

- Limit the impact of wild dogs on agricultural production.
- Stimulate employment and training opportunities for local job seekers in drought-affected communities.
- Exclude wild dogs from fenced areas and reduce wild dogs' impact on livestock health and population numbers.
- Increase stocking density and agricultural output.
- Manage project landscapes in a manner that maintains and improves the resilience of agricultural /primary producing areas to enhance agricultural productivity.

1.5 Pests and weeds management activities outcomes

The grant opportunity is intended to fund projects that control/manage priority pests and weeds in eligible LGAs.

The objectives of the grant opportunity are to:

- Increase stocking rates for farm businesses and agricultural output.
- Reduce competition for fodder and native plants from vertebrate pests and weed species.
- Stimulate economic activity and increase local employment.
- Reduce the impact of predators on grazing animals.

2. Grant amount

The Australian Government has announced a total of \$15 million in the 2018–19 financial year for the Program.

Indicative funding splits

Jurisdiction	Wild dog fencing	Pests and weed management
Queensland	\$7 million	\$2 million
Western Australia	\$1.5 million	
New South Wales	\$3 million	
Victoria, Tasmania, South Australia, Northern Territory	\$1.5 million	
Total	\$15 million	

Indicative funding splits are subject to sufficient suitable applications being received.

There is no minimum amount that may be applied for; however, grants cannot exceed \$1,000,000 per council.

3. Grant eligibility criteria

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

3.1 Who is eligible to apply for a grant?

To be eligible to apply, you must be one of the invited local councils listed below and have received an invitation to apply through GrantConnect.

Australian Bureau of Agricultural and Resource Economics and Sciences (ABARES) data has been used to identify 202 drought-affected local councils with a reliance on agriculture as a primary driver of the local economy.

The councils within eligible LGAs were determined by factors including:

- LGAs experiencing either partially or wholly a 1-in-20 year rainfall deficiency (over the period 1 April 2017 to 30 September 2018).
- LGAs that are not primarily a metropolitan LGA.

Local Government Areas by State						
New South Wales	Queensland	Western Australia	South Australia	Victoria	Tasmania	Northern Territory
Broken Hill	Diamantina	Yalgoo	Salisbury	Latrobe (Vic.)	Tasman	Central Desert
Campbelltown (NSW)	Mount Isa	Menzies	Flinders Ranges	Alpine	Break O'Day	Barkly
Wollongong	Bulloo	Wiluna	Franklin Harbour	Surf Coast	Glamorgan /Spring Bay	
Shellharbour	Bouli	Ashburton	Peterborough	Benalla	Sorell	
Blue Mountains	Barcoo	Trayning	Copper Coast	Colac-Otway	Dorset	
Lake Macquarie	Quilpie	Koorda	Orroroo /Carrieton	East Gippsland	Northern Midlands	
Fairfield	Winton	Carnamah	Kimba	Moira		
Blacktown	Paroo	Mingenew	Cleve	Baw Baw		
Kiama	Blackall-Tambo	Three Springs	Barunga West	Wellington		
Brewarrina	Flinders (Qld)	Morawa	Karoonda East Murray	South Gippsland		
Balranald	Longreach	Woodanilling	Port Pirie City and Dists			
Eurobodalla	Murweh	Irwin	Mallala			
Central Darling	Charters Towers	Perenjori	Lower Eyre Peninsula			
Camden	Barcaldine	Coorow	Mount Remarkable			
Bourke	Balonne	Dumbleyung	Southern Mallee			
Hornsby	Gladstone	Katanning	Murray Bridge			
Cobar	Goondiwindi	Wagin	Kangaroo Island			

Local Government Areas by State					
Penrith	Isaac	Mount Marshall	Northern Areas		
Orange	Lockyer Valley	Chapman Valley	Mount Barker		
Bogan	Central Highlands (Qld)	Kent	Goyder		
Warren	Rockhampton	Dalwallinu	Wakefield		
Liverpool	Maranoa	Broomehill-Tambellup	Playford		
Coolamon	South Burnett	Gnowangerup	Mid Murray		
Carrathool	Southern Downs	Jerramungup	Berri and Barmera		
Muswellbrook	Mackay	Greater Geraldton	Light (RegC)		
Leeton	Western Downs	Beverley	The Coorong		
Lithgow	Toowoomba	York	Clare and Gilbert Valleys		
Walgett		West Arthur	Yorke Peninsula		
Narrandera		Capel	Alexandrina		
Uralla		Moora	Loxton Waikerie		
Wollondilly		Ravensthorpe	Barossa		
Cessnock		Northampton			
Weddin		Cranbrook			
Coonamble		Bridgetown-Greenbushes			
Central Coast (NSW)		Wanneroo			
Murrumbidgee		Dandaragan			
Oberon		Carnarvon			
Gilgandra		Boyup Brook			
Shoalhaven		Lake Grace			
Edward River		Gingin			
Hawkesbury		Kojonup			
Walcha		Busselton			
Narromine		Augusta-Margaret River			

Local Government Areas by State						
Berrigan		Plantagenet				
Goulburn Mulwaree		Manjimup				
Blayney		Esperance				
Bega Valley						
Wentworth						
Forbes						
Gwydir						
Dungog						
Queanbeyan- Palerang Regional						
Lachlan						
Glen Innes Severn						
Bland						
Liverpool Plains						
Cowra						
Moree Plains						
Singleton						
Wingecarribee						
Parkes						
Tenterfield						
Bathurst Regional						
Gunnedah						
Narrabri						
Yass Valley						
Inverell						
Upper Hunter Shire						
Snowy Valleys						
Warrumbungle Shire						
Murray River						
Griffith						
Armidale Regional						
Mid-Western Regional						
Dubbo Regional						
Snowy Monaro Regional						
Upper Lachlan Shire						

Local Government Areas by State						
Cabonne						
Tamworth Regional						
Mid-Coast						

Applications from consortia are acceptable, as long as there is a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and all consortia applicants are an eligible entity as per the list above. For more information, please refer to section 7.5¹.

3.2 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 are not listed as an eligible invited local council at Section 3.1.

4. Eligible grant activities – wild dog exclusion fencing

4.1 What can the grant money be used for?

To be eligible your project must:

- Take place wholly within the eligible LGA (or LGAs within consortia if applicable).
- Be a landscape-scale approach for wild dog exclusion fencing. This will ensure benefits to a range of farmers and agricultural producers.
- Funding must be spent on materials and labour associated with wild dog exclusion fencing.
- Adhere to existing animal welfare legislation and voluntary or mandatory Codes of Practice and Standard Operating Procedures for the management of relevant pest animals, as well as federal and state/territory environmental legislation and regulations.

4.2 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- wages except those that relate directly to engagement/employment for the purposes of the proposal
- the covering of retrospective costs

¹ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. The lead applicant must have legal entity status.

- 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
- overseas travel
- general on-farm maintenance, stockpiling fencing supplies by farm businesses; general maintenance and repair programs, or existing planned capital expenses, construction and works by local council
- activities with the potential to adversely impact on any matter of national environmental significance as identified under the *Environment Protection and Biodiversity Conservation Act 1999*
- other activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

Applicants must identify if they are receiving any funds from other Commonwealth, State or Local Government sources on the application form.

5. Eligible grant activities – pest and weed management activities

5.1 What can the grant money be used for?

To be eligible your project must:

- Be a landscape-scale approach to pest and weed management activities.
- Pest and weed management activities must take place wholly in eligible LGA (or LGAs within consortia if applicable).
- Funding must be spent on materials and labour associated with pest and weed management activities.
- Use science-based management practices to reduce the population numbers of pests or weeds.
- For proposals involving animal pests, adhere to existing animal welfare legislation and voluntary or mandatory Codes of Practice and Standard Operating Procedures for the management of relevant pest animals, as well as federal and state/territory environmental legislation and regulations.

5.2 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land

- wages except those that relate directly to engagement/employment for the purposes of the proposal
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- overseas travel
- general on-farm maintenance, stockpiling fencing supplies by farm businesses; general maintenance and repair programs, or existing planned capital expenses, construction and works by local council
- activities with the potential to adversely impact on any matter of national environmental significance as identified under the *Environment Protection and Biodiversity Conservation Act 1999*
- other activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

Applicants must identify if they are receiving any funds from other Commonwealth, State or Local Government sources on the application form.

6. The grant selection process

First, we will assess your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through a competitive grant process.

We will then assess your application against the criteria set out below and against other applications. Your application will be considered on its merits, based on:

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

7. The assessment criteria

You will need to address all of the following assessment criteria in your application. We will judge your application based on the equal weighting given to each criterion. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested.

Criterion 1: What is the need for the grant activity in the eligible LGA?

- Demonstrate the need, including by providing quantitative evidence, for the proposed grant activity in the community and outline how your proposal will address the need.

- Demonstrate a detailed understanding of either existing wild dog exclusion fencing activity or existing pest and/or weed management activity in the LGA, whichever is relevant to your project.
- Outline how your council's approach to service delivery will achieve the program's outcomes.

Criterion 2: Describe how the development and implementation of the grant activity will contribute to achieving the program's objectives

- Explain how local community spending will be stimulated as a result of the grant activity.
- Explain how local resources, businesses and suppliers will be used to implement the grant activity.
- Demonstrate the long-term benefit of the grant activity to the community/communities and agricultural industries on which they depend.

Criterion 3: What is the capability and capacity of your council (or consortia of councils) to successfully deliver the grant activity?

- Demonstrate your organisation's ability to manage Commonwealth and/or state government grant funding responsibly and effectively.
- Demonstrate your organisation's capability to engage relevant expertise, including any technical expertise, required to achieve positive outcomes for all stakeholders.
- Explain how you will measure outcomes and progress towards achieving the objectives of the grant opportunity.

Criterion 4: Stakeholder engagement and employment

- Demonstrate your ability to work collaboratively with other government and non-government agencies to ensure high quality service delivery that achieves positive outcomes for the farming community.
- Demonstrate how stakeholders such as local Landcare, farming system or other groups will be engaged, describing the coordination of management where appropriate.
- Demonstrate how affected landholders will be consulted and involved as part of the development of the proposal.

8. The grant application process

8.1 Overview of application process

You must read these grant guidelines, the grant agreement terms and conditions, and questions and answers before you submit your application.

Applicants may submit up to one application for a Wild Dog Exclusion Fencing grant opportunity and/or one application for a Pest and Weed Management grant opportunity to a combined maximum total of \$1,000,000.00.

Should an applicant submit more than one application per grant opportunity (including duplicates), only the latest accepted application received will be progressed.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

You must address all of the eligibility and assessment criteria to be considered for a grant otherwise your application will not progress to assessment. Please complete each section of the application form and make sure you provide the information we have requested.

Please keep a copy of your application and any supporting papers.

8.2 Application process timing

Submit your application by the closing time and date below.

If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date, the Community Grants Hub may determine that there were exceptional circumstances beyond the applicant's control that meant they could not meet the deadline.

Examples of exceptional circumstances could include, but may not be limited to:

- Community Grants Hub infrastructure failures
- natural disasters
- power outages affecting the ability of the applicant to submit their application by the deadline
- death or disability of key personnel.

Any other exceptional circumstances will be considered on their merits.

How to lodge a late application

All requests for the lodgement of late applications must be made in writing to the agency that administers the grant. If the agency does not receive a written request to consider a late application, the application may be deemed ineligible.

The applicant must provide appropriate documentary evidence (as required by the assessment controller) to support the exceptional circumstances.

Examples of appropriate documentary evidence include Commonwealth/state/territory gazettal notices, letters/notices from a statutory authority, or a statutory declaration.

The applicant must submit the application within five calendar days of receiving an approval for late lodgement.

A delegate in the agency will determine whether a late application will be considered and accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

The expected commencement date for the granting activities is June 2019 and the expected completion date is within 12 months after the commencement date.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 21 December 2018 Close: 11.00pm 15/02/2019
Assessment of applications	Up to 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
Activity commences	June 2019
End date	June 2019

8.3 Completing the grant application

You must submit your grant application using the application form, which is available on the [GrantConnect](#) website. The application form can only be accessed by invitees for this grant opportunity. The application form includes help information.

This is an online application form that you must submit electronically. If you have any technical difficulties please contact 1800 020 283 or email support@communitygrants.gov.au.

The Community Grants Hub will not provide application forms or accept applications for this grant opportunity by fax or mail.

You must make sure that your application is complete, accurate and submitted by the closing date and time in accordance with these guidelines.

If you find a mistake in your application after it has been submitted, you should contact the Community Grants Hub by phone on 1800 020 283 or by email at support@communitygrants.gov.au straight away.

The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

8.4 Attachments to the application

The following documents must be included with your application:

- Budget outlining the estimated costs associated with the proposed grant activity. A template is provided for your use in the grant opportunity documents.
- Project plan. A template is provided for your use in the grant opportunity documents.

- Risk management plan. A template is provided for your use in the grant opportunity documents.

Your supporting documentation should be attached to the application form. There will be instructions in the application form to help you. Only attach the documents you have been asked to include.

Please note: there is a 2MB limit for each attachment.

8.5 Applications from consortia

Some councils may apply as a consortia to deliver grant activities. A consortia is two or more eligible councils who are working together to combine their capabilities when developing and delivering a grant activity.

If you are submitting a grant application on behalf of a consortia, one member of the consortia must be appointed as the 'lead organisation'. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the application form and identify all other members of the proposed consortia in the application.

8.6 Questions during the application process

Only invited applicants' questions will be responded to during the application period, please call the Community Grants Hub on 1800 020 283 or email to support@communitygrants.gov.au. The Community Grants Hub will respond to emailed questions within five working days. Answers to questions will be posted on [GrantConnect](#) and only accessible by invited applicants.

The question period will close at 5.00pm AEDT 8 February 2019. Following this time, only questions relating to using and/or submitting the application form will be answered.

8.7 Further grant opportunities

In the event that there are remaining Program funds after this competitive process, the Department of Agriculture and Water Resources may approach organisations directly and invite them to apply through a restricted non-competitive selection process.

9. Assessment of grant applications

9.1 Who will assess applications?

A Community Grants Hub assessment team will assess and score all eligible applications against the assessment criteria and against other applications. The assessment team will

undertake training to ensure consistent assessment of all applications. You may be contacted to correct or explain any unintentional errors in your application.

A Department of Agriculture and Water Resources selection advisory panel will then review all ranked applications to inform the final recommendations for funding. The panel will have regard to:

- the purpose and objectives of the Program
- conformance with eligibility criteria
- performance against assessment criteria
- the relative merit of an application compared to other applications
- overall objectives for the Program
- how the services and/or project will be delivered
- value for money
- minimise possible duplication with other Commonwealth/State/Territory government programs/service delivery.

We may seek information about you or your application. We may also consider information about you or your application that is available through the normal course of business.

The Department of Agriculture and Water Resources will make recommendations to the Minister of Agriculture and Water Resources about grants suitable to be approved.

The selection advisory panel may seek information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The selection advisory panel may also consider information about you or your application that is available through the normal course of business.

9.2 Who will approve grants?

The Department of Agriculture and Water Resources will make recommendations to the Minister of Agriculture and Water Resources. The Minister will make the final decision to approve a grant.

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

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

The Minister must not approve funding if he reasonably considers 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.

10. Notification of application outcomes

You will be advised of the outcomes of your application in writing, following a decision by the Minister for Agriculture and Water Resources. If you are successful, you will also be advised about any specific conditions attached to the grant.

10.1 Feedback on your application

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

Individual feedback will not be provided for this grant opportunity.

11. Successful grant applications

11.1 The grant agreement

If you are successful and you choose to accept a grant offer, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Agriculture and Water Resources. The department will use the Commonwealth Simple Grant Agreement. Simple terms and conditions for the grant agreement will apply and cannot be changed. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations. A schedule may be used to outline the specific grant requirements.

The Community Grants Hub will negotiate agreements with successful applicants in June 2019. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

You should not make financial commitments related to this grant until a grant agreement has been executed by the Commonwealth.

We may terminate the agreement if you fail to meet the obligations of the grant agreement.

11.2 How the grant will be paid

The grant agreement will state the maximum grant amount to be paid. Grantees will be paid in full upon the execution of a grant agreement.

We will not exceed the maximum grant amount under any circumstances. If you incur extra eligible expenditure, you must pay it yourself.

12. Announcement of grants

If successful, your grant will be listed on [GrantConnect](#) no later than 21 calendar days after the date of effect as required by Section 5.3 of the *CGRGs*.

13. Delivery of grant activities

13.1 Your responsibilities

You must submit reports in line with the timeframes in the grant agreement. We will provide sample templates for these reports in the grant agreement. We will expect you to report on

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

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement, and
- participating in a grant program evaluation as specified in the grant agreement
- providing data collected during the project for incorporation into relevant national databases.

You must use the template provided for each document or report if we provide a template

13.2 The Community Grants Hub's responsibilities

The Community Grants Hub will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- evaluate the grantee's performance.

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

13.3 Grant payments and GST

Payments will be made as set out in the grant agreement. 'Payments will be GST Exclusive'.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the [Australian Taxation Office website](#) for more information.

13.4 Reporting

The Program grant recipients must have systems in place to allow them to meet their data collection and reporting obligations outlined in their grant agreement.

13.5 Acknowledgement

All publications related to grants under the Program must acknowledge the Commonwealth as follows:

‘This activity received grant funding from the Australian Government.’

14. Probity

The Australian Government will make sure that the program 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.

Note: These guidelines may be changed from time-to-time by the Department of Agriculture and Water Resources. When this happens the revised guidelines will be published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

14.1 Complaints process

Complaints about the Process

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

Details of what constitutes an eligible complaint can be provided upon request by the Community Grants Hub. Applicants can lodge complaints using the [complaints form](#) on the Department’s website or by phone or mail.

Phone: 1800 634 035
Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Department of Agriculture and Water Resources or the Community Grants Hub 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 Department of Agriculture and Water Resources or the Community Grants Hub.

The Commonwealth Ombudsman can be contacted on:

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

14.2 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Department of Agriculture and Water Resources 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 an organisation, or in an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform the Department of Agriculture and Water Resources and the Community Grants Hub in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

The chair of the Selection Advisory Panel will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. 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*.

14.3 Privacy: confidentiality and protection of personal information

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

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

You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under the Program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

- 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.

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

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995*.

We'll treat the information you give us as sensitive and therefore confidential if it meets all of the four 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
4. you provide the information with an understanding that it will stay confidential.

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

14.4 Freedom of information

All documents in the possession of the Australian Government, including those about the Program, are subject to the *Freedom of Information Act 1982 (FOI Act)*.

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information

Coordinator in writing.

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

By email: foi@dss.gov.au

15. Glossary

Term	Definition
assessment criteria	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 granting activity, to determine applicant 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.
completion date	The expected date that the grant activity must be completed and the grant spent by.
cost shifting	Involves 'substitution of effort' by the Commonwealth for activities of another organisation or level of government. For example, cost shifting occurs where the Commonwealth provides a grant for an activity that would usually be paid for by a state, territory, or local government, such as municipal services.
date of effect	This will depend on the particular grant. It can be the date in 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.
double dipping	Double dipping occurs where a grant recipient is able to obtain a grant for the same project or activity from more than one source.
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria.
grant	A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:

Term	Definition
	<ul style="list-style-type: none"> a) under which relevant money or other CRF money, 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	Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
grant agreement	Sets out the relationship between the parties to the agreement, and specifies the details of the grant.
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants.
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities
grantee	An individual/organisation that has been awarded a grant.
Landscape-scale	Approaches that cover a large spatial scale (e.g. LGAs or across a number of farm enterprises) and consider collaborative management and regional benefits.
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
pest animal	An animal that causes more damage than benefits to human valued resources and social wellbeing. For the purpose of this program, pest animals exclude invertebrates, which are animals that do not have backbone, such as insects.
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

Term	Definition
	assessment of applications against the eligibility criteria and/or the assessment criteria.
weed	A plant that requires some form of action to reduce its negative effects on the economy, the environment, human health and amenity.