



Communities Combating Pest and Weed Impacts During Drought Program - Biosecurity Management of Pests and Weeds – Round 2 Grant Opportunity Guidelines

Opening date:	19 December 2019
Closing date and time:	11.00PM AEDT on 5 February 2020
Commonwealth policy entity:	Department of Agriculture
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 5.00PM AEDT on 29 January 2020
Date guidelines released:	19 December 2019
Type of grant opportunity:	Restricted Competitive

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1. Communities Combating Pest and Weed Impacts During Drought Program - Biosecurity Management of Pests and Weeds – Round 2 processes

The Communities Combating Pest and Weed Impacts During Drought Program - Biosecurity Management of Pests and Weeds – Round 2 is designed to achieve Australian Government objectives.

This grant opportunity is part of the above grant program which contributes to Department of Agriculture's Outcome: More sustainable, productive, internationally competitive and profitable Australian agricultural, food and fibre industries through policies and initiatives that promote better resource management practices, innovation, self-reliance and improved access to international markets. The Department of Agriculture 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 [Community Grants Hub](#) websites.



You complete and submit a grant application

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



We assess all grant applications

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



We make grant recommendations

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



Grant decisions are made

The decision maker, The Hon. David Littleproud MP, 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 Communities Combating Pest and Weed Impacts During Drought Program - Biosecurity Management of Pests and Weeds – Round 2

We evaluate your specific grant activity and the Communities Combating Pest and Weed Impacts During Drought Program Biosecurity Management of Pests and Weeds – Round 2 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 Communities Combating Pest and Weed Impacts During Drought Program - Biosecurity Management of Pests and Weeds – Round 2 (the program).

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 Agriculture.

2. About the grant program

The grant program, announced as part of an election commitment, will provide funding over two years from 2019-20 to 2020-21. Note: there is only one grant opportunity to apply for funding.

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

This grant program is intended to fund projects that control/manage priority pest animals and weeds in eligible drought affected Local Government Areas (LGAs) and initiate strategic management to significantly reduce population numbers of these pest animals and weeds.

The objectives of the program are to:

- stimulate economic activity in areas where projects take place
- facilitate local employment in areas where projects take place
- increase farm business profitability
- assist communities manage the negative impact of pest animals and weeds during drought on agricultural production
- contribute to the government's broader biosecurity objectives
- provide pest animal and weed control benefits to communities where projects take place.

The intended outcomes of the program are:

- the detrimental economic, social and environmental effects associated with pest animals and weeds during drought are reduced by:
 - 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
 - increase in stocking rates and agricultural output for farm businesses.
- Councils and other groups such as Landcare work together to reduce the impacts of pest animals and weeds in eligible LGAs
- increasing the use and uptake of innovative natural resource management technologies and best management practices
- the information, financial and institutional capacity of communities and their participation in natural resource management is increased.

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 \$3 million (GST exclusive) in the 2019-20 financial year and \$7 million (GST exclusive) in the 2020-21 financial year for the Communities Combating Pest and Weed Impacts During Drought Program - Biosecurity Management of Pests and Weeds – Round 2. For this grant program \$10 million (GST exclusive) is available over two years. There will be no indicative funding splits across the jurisdictions or between pests and activities.

The grant opportunity will run from 19 December 2019 to 5 February 2020.

- The minimum grant amount is \$50,000 (GST exclusive).
- The maximum grant amount is \$1,000,000 (GST exclusive).

Note: a consortia of councils may apply for up to \$3 million (GST exclusive) in total.

3.2 Grant period

The maximum grant period is two years.

You must complete your grant/project activities by 31 December 2021. Following the completion of your grant/project activities, an evaluation period of six months will commence.

4. Eligibility criteria

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

We cannot provide a grant if you receive funding from another government source to undertake the same activity. An exception is where the activities are to extend or expand on previously funded activities and the application can demonstrate the successes to date of the funded activities and how the proposed additional activities will be beneficial in meeting the program's objectives and outcomes.

4.1 Who is eligible to apply for a grant?

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

The list of 183 eligible applicants was determined by using Bureau of Meteorology (BOM) rainfall deficiency data which is measured by 40 per cent or more of the LGA experiencing a 1 in 20 year rainfall deficiency from 1 March 2018 to 31 August 2019, Australian Bureau of Statistics data for 10 or more farm businesses per LGA and not primarily a metropolitan area as determined by the ABS, Greater Capital Cities Statistical Area Level 4 classification.

List of eligible LGAs:

Key for LGA titles: (A) (Name) Shire (C) City Council (DC) District Council (M) Municipality (RC) Regional Council (S) Shire of (Name) (T) Town Council

New South Wales		
Albury (C)	Gilgandra (A)	Oberon (A)
Armidale Regional (A)	Glen Innes Severn (A)	Orange (C)
Berrigan (A)	Goulburn Mulwaree (A)	Parkes (A)
Bland (A)	Greater Hume Shire (A)	Queanbeyan-Palerang Regional (A)
Blayney (A)	Griffith (C)	Richmond Valley (A)
Bogan (A)	Gunnedah (A)	Shoalhaven (C)
Bourke (A)	Gwydir (A)	Snowy Valleys (A)
Brewarrina (A)	Hilltops (A)	Tamworth Regional (A)
Broken Hill (C)	Inverell (A)	Temora (A)
Byron (A)	Junee (A)	Tenterfield (A)
Cabonne (A)	Kiama (A)	Tweed (A)
Central Darling (A)	Kyogle (A)	Upper Hunter Shire (A)
Clarence Valley (A)	Lachlan (A)	Upper Lachlan Shire (A)
Cobar (A)	Leeton (A)	Uralla (A)
Coolamon (A)	Lismore (C)	Wagga Wagga (C)
Coonamble (A)	Liverpool Plains (A)	Walcha (A)
Cootamundra-Gundagai Regional (A)	Lockhart (A)	Walgett (A)
Cowra (A)	Moree Plains (A)	Warren (A)
Dubbo Regional (A)	Murray River (A)	Warrumbungle Shire (A)
Edward River (A)	Murrumbidgee (A)	Weddin (A)
Eurobodalla (A)	Narrabri (A)	Wentworth (A)
Federation (A)	Narrandera (A)	Wingecarribee (A)
Forbes (A)	Narromine (A)	Yass Valley (A)

Northern Territory		
Alice Springs (T)	Central Desert (R)	MacDonnell (R)
Barkly (R)	Litchfield (M)	

Queensland		
Balonne (S)	Lockyer Valley (R)	Somerset (R)
Banana (S)	Logan (C)	South Burnett (R)
Bundaberg (R)	Maranoa (R)	Southern Downs (R)
Central Highlands (R) (Qld)	North Burnett (R)	Toowoomba (R)
Gladstone (R)	Paroo (S)	Western Downs (R)
Gold Coast (C)	Rockhampton (R)	
Goondiwindi (R)	Scenic Rim (R)	

South Australia		
Adelaide Plains (DC)	Goyder (DC)	Peterborough (DC)
Alexandrina (DC)	Karoonda East Murray (DC)	Playford (C)
Barossa (DC)	Kimba (DC)	Port Augusta (C)
Barunga West (DC)	Light (RegC)	Port Lincoln (C)
Berri and Barmera (DC)	Loxton Waikerie (DC)	Renmark Paringa (DC)
Clare and Gilbert Valleys (DC)	Mid Murray (DC)	Southern Mallee (DC)
Cleve (DC)	Mount Barker (DC)	The Coorong (DC)
Copper Coast (DC)	Mount Remarkable (DC)	Wakefield (DC)
Flinders Ranges (DC)	Murray Bridge (RC)	Yorke Peninsula (DC)
Franklin Harbour (DC)	Orroroo/Carrieton (DC)	

Western Australia		
Albany (C)	Dandaragan (S)	Lake Grace (S)
Augusta-Margaret River (S)	Dardanup (S)	Meekatharra
Beverley (S)	Denmark (S)	Mingenew (S)
Boddington (S)	Derby-West Kimberley (S)	Moora (S)
Boyup Brook (S)	Donnybrook-Balingup (S)	Nannup (S)
Brookton (S)	Dumbleyung (S)	Plantagenet (S)
Broome (S)	East Pilbara (S)	Quairading (S)
Broomehill-Tambellup (S)	Esperance (S)	Ravensthorpe (S)
Bruce Rock (S)	Gingin (S)	Three Springs (S)
Busselton (C)	Gnowangerup (S)	Wanneroo (C)
Capel (S)	Greater Geraldton (C)	West Arthur (S)
Carnamah (S)	Harvey (S)	Wickepin (S)
Chapman Valley (S)	Irwin (S)	Williams (S)
Collie (S)	Jerramungup (S)	Wiluna (S)
Coorow (S)	Kent (S)	Wyndham-East Kimberley (S)
Corrigin (S)	Kondinin (S)	York (S)
Cranbrook (S)	Kulin (S)	

Tasmania		
Glamorgan/Spring Bay (M)		

Victoria		
Benalla (RC)	Moira (S)	Wangaratta (RC)
Gannawarra (S)	Murrindindi (S)	Wellington (S)
Greater Shepparton (C)	Strathbogie	
Mildura (RC)	Swan Hill (RC)	

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 all consortia applicants are an eligible entity as per the list above¹

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 are not listed as an eligible invited council at Section 4.1.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your project must:

- be a landscape-scale approach to pest animal and/or weed management activities
- pest animal and/or 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 animal and/or weed management activities
- use best practice management to reduce the population numbers of pest animals and/or weeds
- for proposals involving pest animals, adhere to existing animal welfare legislation and voluntary and/or mandatory Codes of Practice and Standard Operating Procedures for the management of relevant pest animals, as well as adhering to relevant federal and state/territory legislation and regulations
- for proposals involving weeds, adhere to relevant federal and state/territory legislation and regulations.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on agreed project activities.

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

¹ 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 at 7.2 'Joint (Consortia) Applications'

5.3 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 purpose of the proposal
- the covering of retrospective costs (i.e. before commencement of the grant agreement)
- costs incurred in the preparation of the 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*
- activities that duplicate or replicate activities for which the applicant (or consortia of applicants if applicable) is receiving funding or has previously received (excluding cash or in-kind contributions) from the Commonwealth or another source (such as state, territory or local government, or private sector). An exception is where the activities are to extend or expand on previously funded activities and the application can demonstrate the successes to date of the funded activities and how the proposed additional activities will be beneficial in meeting the program's objectives and outcomes.

Applicants must identify if they are receiving any funds, for the same activities, from other Commonwealth, state or local government or other sources on the application form.

6. The assessment criteria

You must address all of the following assessment criteria in the application. We will assess your application based on equal weighting given to each criterion detailed below.

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

Criterion 1

What is the need for the grant activity in the eligible LGA and how will you address the need?

When addressing the criterion, a strong response will:

- 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 existing pest animal and/or weed management activity in the LGA.
- Outline how your council/s can deliver services/work to 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.

When addressing the criterion a strong response will:

- Demonstrate the long-term benefit of the grant activity to the objectives of this grant program and to the community/communities and agricultural industries on which they depend.
- 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.

Criterion 3

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

When addressing the criterion, a strong response will:

- 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

Describe your council (or consortia of councils) capability to engage and involve stakeholders to successfully deliver the grant activity.

When addressing the criterion, a strong response will:

- 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.

7. How to apply

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

The Grant Opportunity Guidelines can be found on the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to these guidelines will be published on both sites. All other grant opportunity documentation (including the online application form) will only be available to invited

applicants via GrantConnect. Addenda² to these grant opportunity documents will only be published on GrantConnect.

By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You can only submit one application form for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress. LGAs who have submitted an application as part of a consortia are not able to submit another application as either an individual or a consortium and similarly LGAs who have submitted an individual application are not able to apply as a consortia.

To apply you must:

- complete the online application form on [GrantConnect](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 11.00PM AEDT on 5 February 2020.

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

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

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date 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 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

All of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided for your use with the grant opportunity documents as specified:

- a budget outlining the estimated costs associated with the proposed grant activity
- a project plan

² 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.

- a risk management plan.

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 2mb limit for each attachment.

7.2 Joint (consortia) applications

We recognise that some organisations may want to form a consortium to deliver a project.

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.

Only eligible LGAs who are invited to apply may form a consortium.

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 support@communitygrants.gov.au.

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

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

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

The Delegate or their appointed representative³ will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

³ This may be the Hub Delegate or nominated staff member of the Department of Agriculture at the EL2 level or above.

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

Expected timing for this grant opportunity

If you are successful, you will be expected to start your project in June 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	7 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 8 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	1 June 2020
Latest end date of grant activity	31 December 2021

7.4 Questions during the application process

Only invited applicants' questions will be responded to during the application submission 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 five working days. Answers to questions are posted on the [GrantConnect](#) website.

The question period will close at 5:00PM AEDT on Wednesday 29 January 2020. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

The Assessment Centre will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through a restricted competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. We will consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications.

A Selection Advisory Panel will consider whether it provides value with relevant money.⁴

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

- the extent to which the evidence in the application demonstrates that it will contribute to meeting the program outcomes and objectives.

⁴ See glossary for an explanation of 'value with relevant money'.

- conformance with eligibility criteria
- the relative merit of an application compared to other applications
- how the services and/or project will be delivered
- minimising possible duplication with other Commonwealth/State/Territory government programs/service delivery.

8.2 Who will assess and select applications?

The Assessment Centre will assess each eligible and compliant application on its merit and compare it to other eligible applications. The Assessment Centre will be made up of Community Grants Hub staff, who will undertake training to ensure consistent assessment of all applications.

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

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. The assessment centre 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.

8.3 Who will approve grants?

The Department of Agriculture will make recommendations on the suitable 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 to the Minister for Water Resources, Drought, Rural Finance, Natural Disaster and Emergency Management. The Minister (the decision maker) will make the final decision to approve a grant.

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

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

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you will be advised of any specific conditions attached to the grant.

9.1 Feedback on your application

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

Individual feedback will not be provided for this grant opportunity.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Simple Agreement for this grant opportunity.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on GrantConnect as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any Communities Combating Pest and Weed Impacts During Drought Program Biosecurity Management of Pests and Weeds – Round 2 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 Simple Grant Agreement

We will use a Commonwealth Simple grant agreement.

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

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

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 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- any financial contributions you or your partner(s) must make
- any in-kind contributions you or your partner(s) will make
- any financial contribution provided by a third party
- Reporting requirements and any associated grant payments due on satisfactory completion of the milestones.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory completion of the milestones as set out in the grant agreement.

10.3 Grant payments and GST

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

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

11. Announcement of grants

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

You must also inform us of any changes to your:

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

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

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

12.2 Reporting

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

- progress against agreed grant activity milestones and outcomes
- expenditure of the grant.

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

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

Progress reports

Progress reports must:

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

We will only make grant payments when we receive satisfactory progress reports.

You must tell us of 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 project.

Final report

When you complete the project you must submit a final report.

Final reports must:

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

12.3 Financial declaration

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

12.4 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 Communities Combating Pest and Weed Impacts During Drought Program Biosecurity Management of Pests and Weeds – Round 2 to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for

this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

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

12.8 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth by saying:

‘Communities Combating Pest and Weed Impacts During Drought Program - Biosecurity Management of Pests and Weeds – Round 2 - an Australian Government initiative’.

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 from time-to-time by the Department of Agriculture. When this happens, the revised guidelines will be published on [GrantConnect](#).

13.1 Enquiries and feedback

Complaints about this grant opportunity

The [Department of Agriculture Complaints Procedures](#) apply to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to pestanimals&weeds@agriculture.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 \(DSS\)](#) website, or contact the DSS 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 of Agriculture has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the Department of Agriculture.

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 Department of Agriculture 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 program/ grant opportunity.

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

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

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

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

13.3 Privacy

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

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

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

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

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

As part of your application, you declare your ability to comply with the *Privacy Act 1988* 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 of Agriculture would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential information

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

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

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

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

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

By email: foi@dss.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i>
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
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
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
<i>Commonwealth Grants Rules and Guidelines (CGRGs)</i>	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.
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> <ul style="list-style-type: none"> a. under which relevant money⁵ or other <u>Consolidated Revenue Fund (CRF) money</u>⁶ is to be paid to a grantee other than the Commonwealth; and 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
<u>GrantConnect</u>	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
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 Department of Agriculture Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
Pest animal	<p>An animal that causes more damage than benefits to human valued resources and social wellbeing. For the purpose of this program, pest animals exclude:</p> <ul style="list-style-type: none"> ○ invertebrates, which are animals that do not have backbone, such as insects, and Australian native animals, such as kangaroos.

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁶ 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 <u>Portfolio Budget Statement</u> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant Programs. A PBS Program may have more than one grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	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.
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.
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.
Weed	A plant that requires some form of action to reduce its negative effects on the economy, the environment, human health and amenity. For the purpose of this program, weeds exclude Australian native plants, which may be considered weeds at a certain point in time.