



# Australia's Disability Strategy – National Disability Conference Initiative

## Grant Opportunity Guidelines

<b>Opening date:</b>	4 January 2022
<b>Closing date and time:</b>	9:00 pm AEDT on 1 February 2022
<b>Commonwealth policy entity:</b>	Department of Social Services
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5:00 pm AEDT on 25 January 2022
<b>Date guidelines released:</b>	4 January 2022
<b>Type of grant opportunity:</b>	Open competitive

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# 1. Australia's Disability Strategy - National Disability Conference Initiative Processes

**Australia's Disability Strategy - National Disability Conference Initiative is designed to achieve Australian Government objectives.**

This grant opportunity is part of the above grant program which contributes to the Department of Social Services' Outcome 3.1: Disability, Mental Health and Carers. Department of Social Services works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



## **The grant opportunity opens**

We publish the grant opportunity 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 your application against the eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your application against the assessment criteria and compare it to other applications.



## **We make grant recommendations**

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



## **Grant decisions are made**

The decision maker decides which applications are successful.



## **We notify you of the outcome**

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



## **We enter into a grant agreement**

We enter into a grant agreement with you if you are 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 and making payments.



## Evaluation of the Australia's Disability Strategy - National Disability Conference Initiative 2022–23

We evaluate your specific grant activity and the National Disability Conference Initiative as a whole.  
We base this on information you provide to us and we collect from various sources.

### 1.1 Introduction

These guidelines contain information for Australia's Disability Strategy – National Disability Conference Initiative (NDCI) 2022–23 grants.

You must read these guidelines before filling out an application.

This document sets out:

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

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

## 2. About the grant program

The NDCI is a program delivered by the Australian Government as a commitment under Australia's Disability Strategy, supporting the vision of the strategy for an inclusive Australian society that ensures people with disability can fulfil their potential, as equal members of the community.

The NDCI is part of the department's Disability and Carer Support component, under the Disability, Mental Health and Carers Program (the program). The program provides community-based initiatives and support for people with disability or mental illness and for carers so they can develop their capabilities and actively participate in community and economic life.

The objectives of the program are to provide a foundation for integrated, community led program delivery that understands and meets local needs and promotes innovation and collaboration.

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

This grant opportunity provides grants to conference organisers to assist people with disability participate in nationally-focused, disability-related, conferences held in Australia. Grants will support eligible conference organisers to provide accessibility measures that will maximise the inclusion and participation of people with disability at their conference. This in turn supports the achievements of Australia's Disability Strategy.

## Outcomes

The outcomes of the NDCI that are expected to be achieved by this grant funding round are:

- greater awareness of Australia's Disability Strategy 2021–31 launched on 3 December 2021
- people with disability are provided with greater opportunities to participate in all areas of Australian life by assisting them and their carers with the costs of participating in disability related conferences that might otherwise be inaccessible to them
- greater participation and inclusion of people with disability at nationally-focused, disability-related conferences held in Australia.

## 3. Grant amount and grant period

### 3.1 Grants available

The Australian Government has announced a total of \$315,000 GST exclusive in 2022–23 for the NDCI.

A maximum of \$10,000 GST exclusive is available per conference for this grant opportunity.

Organisers of small conferences are encouraged to apply.

Your conference must be held in the 2022–23 financial year (that is between 1 July 2022 and 30 June 2023).

## 4. Eligibility criteria

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

### 4.1 Who is eligible to apply for a grant?

To be eligible you must:

- be the conference organiser
- confirm the conference will be held in Australia in the 2022–23 financial year
- hold a conference that is disability-related and nationally-focused
- not be receiving (or applying for) funding from another government source for the same activity and purpose that you are requesting NDCI funding for (that is to provide accessibility measures that will maximise the inclusion and participation of people with disability at their conference)
- be one of the following entity types:
  - Indigenous Corporation
  - Company<sup>1</sup>
  - Cooperative
  - Incorporated Association
  - Statutory Entity
  - Unincorporated Association.

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<sup>1</sup> Company is a company incorporated under the *Corporations Act 2001* (Cth)

If you are applying as a Trustee on behalf of a Trust, the Trustee must have an eligible entity type as listed above.

## 4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are a:

- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Corporate State or Territory Entity (note: any universities falling under this classification will be treated as Statutory Entity for the purpose of this grant opportunity and are eligible to apply)
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government
- International Entity
- Sole Trader
- Person

Please note if your entity type is not listed in 4.1 above you are not eligible to apply and your application will not be assessed.

## 5. What the grant money can be used for

### 5.1 Eligible grant activities

Eligible applicants may apply for funding of up to \$10,000 (GST exclusive) for disability-related conferences, with a national focus, planned for the 2022–23 financial year.

The following activities are eligible for grant funding:

- assistance for people with disability with the costs of attending conferences, (for example, conference fees, accommodation, travel for domestic participants, fees for conference presenters with disability)
- assistance for family members or carers providing support to a person with disability attending a conference (for example, costs associated with conference fees, accommodation, travel for domestic participants)
- facilitating access so people with disability can participate in conferences (for example, by funding accessible materials, assistive computer devices or software, technology enhancements so people with disability can participate remotely, Auslan interpreters, aids or appliances or other costs of ensuring venue accessibility)

Disability-related conferences are considered to be conferences for which at least half of the schedule focuses on people with disability and issues that affect the lifetime wellbeing and social participation of people with disability.

A 'nationally-focused' conference is considered to be a conference:

- for which the majority of the conference schedule focuses on national (rather than state, local or regional) issues
- which is open to participants from across Australia (rather than being restricted to participants in a particular state or territory).

## 5.2 Eligible expenditure

You can only spend grant funds on eligible grant activities outlined in 5.1 above and defined in the grant details in your grant agreement.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your grant activity.

Not all expenditure on your grant activity may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure.

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

## 5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- conferences which are not nationally-focused
- conferences which are not disability-related
- to provide support to a person without disability, unless they are a family member or carer who is attending specifically to support a person with disability to participate
- international travel, international conferences, international presenters/speakers or international participants
- presenters/speakers without disability to present at a conference
- catering or venue hire
- general administrative costs such as advertising, telephone, printing/publishing, staff expenses
- purchase of land, major capital expenditure or major construction/capital works
- 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
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

If you are receiving (or applying for) other government funding related to your nominated conference, you must specify in your application form, the intended purpose of that funding (that is how it will be used) and how that use differs from the use proposed in your application.

## 6. The assessment criteria

You must address all of the following assessment criteria in the application. We will assess your application based on the information provided in your response to each criterion detailed below. When assessing your application we will apply an equal weighting to all criteria.

The application form includes character limits – up to 2,000 characters (approximately 300 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

The criteria will be assessed to consider how grant funding will be used to benefit people with disability and provide value with relevant money.

### **Criterion 1 – National disability focus**

When addressing this criterion strong applicants will:

- demonstrate how your conference aligns with one or more of the outcome areas of [Australia's Disability Strategy 2021-2031](#).
- describe the overall benefit of the conference to the relevant target group
- demonstrate how the conference has a national focus.

### **Criterion 2 – Maximising the inclusion and participation of people with disability**

When addressing this criterion strong applicants will:

- demonstrate how assistance will maximise the inclusion and participation of people with disability at the conference
- provide an expected budget of expenditure items the grant money will be used for.

### **Criterion 3 – Organisation capacity and capability**

When addressing this criterion strong applicants will:

- demonstrate your organisation's capacity and capability to administer the grant
- demonstrate the relevant experience, skills and qualifications of members of your organisation in delivering the project.

## **7. How to apply**

Before applying, you must read and understand these guidelines, the terms and conditions, the questions and answers document, and the draft letter of agreement.

These documents are found on the GrantConnect and Community Grants Hub websites. Any changes to grant documentation are published on both sites and addenda<sup>2</sup> will 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 for this grant opportunity.

To apply you must:

- complete the online application form on [GrantConnect](#) or [Community Grants Hub](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application to the Community Grants Hub by 9:00 pm AEDT on 1 February 2022.

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

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

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<sup>2</sup> 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.

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](mailto: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**

If applying as a Trustee on behalf of a Trust, a signed Trust Deed and any subsequent variations must be included with your application.

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

## **7.2 Joint (Consortia) applications**

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

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 lead organisation must be an organiser of the conference specified on the NDCI application. The application must identify all other members of the proposed group.

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 prevented 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. 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 should 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 up to 3 days after the grant opportunity has closed.

The Delegate or their appointed representative<sup>3</sup> 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.

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**

The expected commencement date for the grant activities is 1 July 2022 and the expected completion date is 30 June 2023. You must spend the grant by the completion date.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	13 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	1 July 2022
End date of grant activity	30 June 2023

## **7.4 Questions during the application process**

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

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

The question period will close at 5:00 pm AEDT on 25 January 2022. Following this time, only questions about using and/or submitting the application form will be answered.

## **8. The grant selection process**

### **8.1 Assessment of grant applications**

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

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<sup>3</sup> This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

If eligible, the department will then assess your application against the assessment criteria 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<sup>4</sup>.

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

- overall objectives for the program
- conformance with eligibility requirements
- accessibility for people with disability across Australia
- (if known) minimising possible duplication with other Commonwealth, state and territory government programs/service delivery.

## **8.2 Who will assess and select applications?**

Assessment will be undertaken by the department's personnel within the Australia's Disability Strategy Branch, 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. Assessment personnel may also consider information about you or your application that is available through the normal course of business.

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

## **8.3 Who will approve grants?**

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

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

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

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

# **9. Notification of application outcomes**

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

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<sup>4</sup> See glossary for an explanation of 'value with relevant money'.

## 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.

# 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 Individualised Grant Agreement for this grant opportunity.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on [GrantConnect](#) and [Community Grants Hub](#) websites 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 NDCI activities until a grant agreement is executed.

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

### **Commonwealth Individualised Grant Agreement**

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

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

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

## 10.2 How we pay the grant

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

We will pay 100% of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity.

## 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. Specific legislation, policies and industry standards

### 11.1 Commonwealth Child Safe Framework

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

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

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

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

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement.

Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

### 11.2 Multicultural access and equity

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

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

### 11.3 Aboriginal and Torres Strait Islander access and equity

Similarly, grant recipients should consider how to make conferences accessible to, and deliver equitable outcomes for, Aboriginal and Torres Strait Islander people. Applicants should take into account cultural and linguistic needs of Indigenous Australians.

Australia's Indigenous population is nearing 700,000, or 3% of the total population. The 2016 ABS Census found 64,000 Aboriginal and Torres Strait Islander people, or one in 10, speak Indigenous languages at home, with a wide variety of Indigenous languages, dialects and creoles spoken.

If Indigenous language interpreters are required, associated costs and implications for delivery of a service need to be considered.

If more than one language is spoken in a community, it is recommended the community be consulted to provide advice on the preferred language for interpreting services. Advice should be sought for each event at which an interpreter is required, as the preferred language might change depending on the make-up of the group.

## 12. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#).

## 13. How we monitor your grant activity

### 13.1 Keeping us informed

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

We need to know of any changes to your organisation or its business activities, particularly if they affect your ability to complete the grant activity, 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.

### 13.2 Reporting

On completion of the activity you are required to provide, for the period 1 July 2022 to 30 June 2023 a:

- signed statement with a brief summary of the conference (for example, conference purpose, where and when it was held, number of people with disability and carers that attended, total attendance, key conference outcomes)
- financial declaration to verify you spent the grant on the activity in accordance with the agreement. You must also specify any amount (if any) that remains unspent and you must return the unspent funds.

### 13.3 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.

### 13.4 Record keeping

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

## 13.5 Evaluation

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

## 13.6 Acknowledgement

All publications related to grants under the program or activities must acknowledge the Commonwealth as follows:

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

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

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

## 14. Probity

The Australian Government will make sure the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed by the department. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

### 14.1 Enquiries and feedback

#### Complaints about this grant opportunity

The department’s [Complaints procedure](#) applies to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

#### Complaints about the selection process

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

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

Phone: 1800 634 035

Email: [complaints@dss.gov.au](mailto:complaints@dss.gov.au)

Mail: Complaints  
GPO Box 9820  
Canberra ACT 2601

#### Complaints to the Ombudsman

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 15. Specific legislation, policies and industry standards

### 15.1 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or, 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 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.

### 15.2 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.

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

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

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

As part of your application, you also declare your ability to comply with the Privacy Act 1988 and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Australian Government would breach an Australian Privacy Principle as defined in the Act.

### **15.3 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 it meets all of the 3 conditions below.

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

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

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

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

## 15.4 Freedom of information

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

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

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

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

By email:         [foi@dss.gov.au](mailto:foi@dss.gov.au)

## 16. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the <a href="#">PGPA Act</a> .
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date the grant activity must be completed and the grant spent by.
co-sponsoring entity	when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
funding arrangement manager	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"> <li>▪ under which relevant money<sup>5</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>6</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>▪ which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	refers to the project/tasks/services the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grantee	the individual/organisation which has been selected to receive a grant.
Portfolio Budget Statement (PBS) Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , 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.

<sup>5</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>6</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with relevant money	<p>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"> <li>▪ quality of the project proposal and activities;</li> <li>▪ fit for purpose of the proposal in contributing to government objectives;</li> <li>▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>▪ potential grantee's relevant experience and performance history.</li> </ul>