

The Try, Test and Learn Fund: Supporting Expecting and Parenting Teens Project Guidelines

Opening date:	20 December 2017
Closing date and time:	2.00pm AEDT on 5 January 2018
Commonwealth policy entity:	Department of Social Services
Enquiries:	If you have any questions, please contact: Phone: 1800 020 283 Email: support@communitygrants.gov.au
Date guidelines released:	20 December 2017
Type of grant opportunity:	Restricted non-competitive

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1. The Try, Test and Learn Fund: Supporting Expecting and Parenting Teens Project overview

1.1 About the grant process

The Try, Test and Learn Fund 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 1: Social Security. The Department of Social Services works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



The grant opportunity opens

We publish the grant guidelines and advertise on the GrantConnect and Community Grants Hub websites.



You complete and submit a grant application

You must read these grant guidelines before you submit your application. These guidelines can be found on GrantConnect, the Australian Government's whole-of-government grants information system. Note: Any addenda for this grant opportunity will be published on GrantConnect, and by registering on this website you will be automatically notified of any changes.



We assess all grant applications

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



We make grant recommendations

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



Grant Decisions are made

The decision maker decides if the grant application is successful.



We notify you of the outcome

We advise you of the outcome of your application.



We enter into a grant agreement

We will enter into a grant agreement with the successful applicant. The type of grant agreement is based on the nature of the grant and 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 program

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

1.2 Role of the Community Grants Hub

This grant opportunity will be managed by the Community Grants Hub (the Hub) on behalf of the Department of Social Services, under a Whole of Australian Government initiative to streamline grant processes across agencies.

1.3 About the grant program

These guidelines contain information about a restricted non-competitive grant opportunity for the Supporting Expecting and Parenting Teens project. The project was one of those developed during Tranche 1 of the Try, Test and Learn Fund. Information about this and other Try, Test and Learn Fund grant opportunities will be released on the GrantsConnect website.

The Try, Test and Learn Fund was announced in the 2016-17 Federal Budget as an initial response to the Australian Priority Investment Approach to Welfare under Outcome 1.10 Working Age Payments. It will develop and fund new or innovative policy responses aimed at improving workforce participation or capacity to work for groups at risk of long-term welfare dependence.

Detailed information about the Try, Test and Learn Fund is publicly available in the [Try, Test and Learn Fund Tranche 1 Handbook and the Co-development Supplementary Information document](#).

The Try, Test and Learn Fund forms part of Outcome 1.10 Working Age Payments. It will be undertaken according to the *Commonwealth Grants Rules and Guidelines 2017* ([CGRGs](#)).

This document sets out:

- the background and goals of the Try, Test and Learn Fund
- how the Try, Test and Learn Fund works, including information on the public consultation activities that have defined the project to be funded through this grant opportunity (ideas generation and co-development)
- the assessment criteria for the grant opportunity
- how grant applications will be evaluated
- responsibilities and expectations in relation to the opportunity.

You must read this document before completing an application.

1.4 Background to the grant opportunity

1.4.1 Overview

These guidelines relates to the Supporting Expecting and Parenting Teens project, which is one of the projects to be funded by Tranche 1 of the Try, Test and Learn Fund. Funding for the Try, Test and Learn Fund projects will be released in multiple tranches over several years.

Tranche 1 commenced in December 2016 with a public call for ideas. Promising ideas were co-designed with stakeholders and developed into refined project proposals. From these proposals the Minister for Social Services, in consultation with the Prime Minister, Treasurer and the Minister for Finance, selected a number for funding including the project which will be funded through the restricted non-competitive opportunity outlined in these Grant Opportunity Guidelines.

The following sections provide more detail on Tranche 1 and the consultation activities that defined the project being funded.

1.4.2 The Australian Priority Investment Approach to Welfare and the Try, Test and Learn Fund

The Australian Priority Investment Approach to Welfare was a recommendation of the 2015 review of Australia's welfare system, A New System for Better Employment and Social Outcomes, led by Patrick McClure. It was established by the Australian Department of Social Services in 2015 and is underpinned by annual actuarial valuations of welfare payment data.

The valuations estimate the future lifetime cost of welfare payments to the Australian population and groups within it.

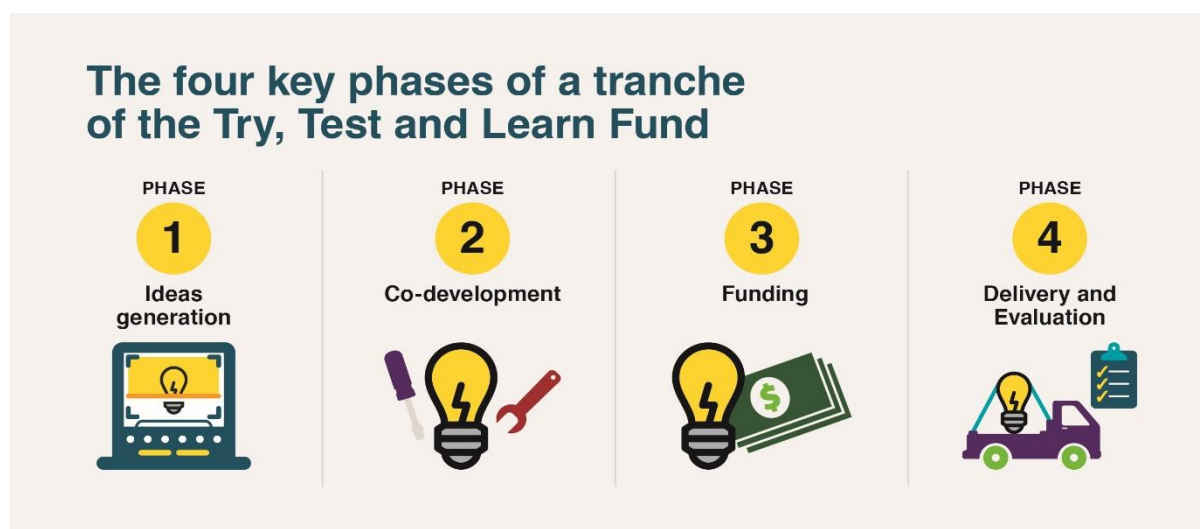
The objectives of the Priority Investment Approach are to improve lifetime wellbeing by:

- increasing the capacity of individuals to participate in social and economic life and to live independently of welfare
- reducing the risk of welfare dependence
- reducing long-term social security costs in the interests of maintaining a sustainable support system for vulnerable Australians.

The Try, Test and Learn Fund will support groups identified by the Government, based on analysis of Priority Investment Approach valuations, as being at high risk of long-term welfare dependence and whose risk could be reduced with new or innovative policy responses.

Policy responses arising from the Fund are developed through an open and collaborative approach. This approach is focused on seeking new ideas from and collaborating with a diverse range of stakeholders including the social sector, business, academia and the general public in order to develop new ways of tackling complex social challenges.

The Try, Test and Learn Fund entails multiple stages of consultation (see diagram below). It seeks new ideas, and then co-designs promising ideas with relevant stakeholders including potential service users. After co-design, selected projects are funded, delivered and evaluated. An overview of each phase as it occurred in Tranche 1 is provided in section 2.2.



The approach to ideas generation and co-development ensures that officials can work closely with potential grant recipients and beneficiaries on designing activities that will achieve the outcomes of the Try, Test and Learn Fund in alignment with public needs.

Another central feature of the Try, Test and Learn Fund is the generation of new insights and empirical evidence into 'what works' to reduce long-term welfare dependence. Projects will be robustly evaluated to produce high quality policy evidence regarding whether the interventions are effective, for whom and under what circumstances. In this way, the Fund will allow Government to identify what approaches work and use this evidence to transform our funding in existing programs or make the case for new projects.

1.4.3 Tranche 1 priority groups

The priority groups for Tranche 1 of the Try, Test and Learn Fund were informed by the 2015 Priority Investment Approach Baseline Valuation Report and additional analysis of Priority Investment Approach data. These initial priority groups are:

- young people aged under 25 who started receiving Parenting Payment at age 18 or under and who are still receiving an income support payment

- young people aged under 25 who are in receipt of Carer Payment or at immediate risk of going onto the payment
- young people aged under 25 who have moved, or are at risk of moving, from study (post-secondary or tertiary and been in receipt or receiving a student payment) to an extended period on an unemployment payment.

The initial priority groups were chosen by the Minister of Social Services, based on advice provided by the Department of Social Services and the Priority Investment Approach Inter-departmental Committee.

These priority groups are among a number identified in the Priority Investment Approach Baseline Valuation Report as groups of interest who have relatively high lifetime costs but for whom there is potential to reduce these likely costs and improve likely lifetime outcomes.

1.4.4 Tranche 1 project development and selection

The process for the development and selection of Tranche 1 projects entailed:

- Ideas generation (9 December 2016 to 24 February 2017) – In the initial ideas generation phase, ideas were broadly sought from community groups, government, academics, business, other groups and the general public through an open forum on the Department of Social Services' consultation platform, DSS Engage.
- Idea shortlisting (late February to March 2017) – After idea submissions closed, eligible ideas were assessed against the following criteria: effectiveness and impact of the idea; a new or innovative approach; and appropriateness for trial and evaluation. More detail on selection criteria used at the ideas generation stage is available in the Try, Test and Learn Fund Tranche 1 Handbook. Each submission was assessed and moderated before being scored. Senior departmental officials undertook additional research on high scoring ideas before selecting an initial shortlist. Additional ideas that were similar or complementary to key ideas were also selected to include different stakeholders with diverse perspectives and foster a collaborative co-development process.
- Co-development (March to May 2017) – Shortlisted ideas entered a co-development phase, in which stakeholders collaboratively developed and refined the shortlisted ideas from initial concepts into detailed project proposals. This co-development stage was an important step in seeking new and innovative solutions, and focused on fostering:
 - genuine collaboration with a meaningful impact on program design, including a focus on collaboration with representatives of the priority groups
 - more creative and innovative program design
 - new opportunities for collaboration between the Commonwealth, the community sector, business and other stakeholders, and the chance to learn from each other.

Co-development involved a series of workshops led by independent design facilitators. In some cases single ideas were workshopped; in others a group of ideas that were complementary or similar were workshopped together.

Key co-development stakeholders included proponents of the idea or ideas and

potential services users (priority group members). Other stakeholders included members of the Try, Test and Learn Fund Expert Advisory Panel,¹ relevant Commonwealth government representatives and peak body representatives.

At the end of the co-development phase, design facilitators prepared proposals for each project with some input from co-development participants. More information on the co-development process is available in the [Co-development Supplementary Information document](#).

- **Project recommendation and selection (May to August 2017)** – At the conclusion of the co-development phase, project proposals were considered to determine which projects should proceed to funding and delivery. Each project was considered independently against a range of parameters by the Department of Social Services in consultation with the Priority Investment Approach Inter-departmental Committee.² Considerations included how likely the project was to achieve intended outcomes, any major risks or challenges in delivering the project and whether the project had a viable approach for delivery and evaluation. Following these considerations recommendations were put forward to the Minister for Social Services who made final project selections in consultation with the Prime Minister, the Minister for Finance and the Treasurer.

1.4.5 Tranche 1 project funding (August 2017 onwards)

These Grant Opportunity Guidelines cover the Supporting Expecting and Parenting Teens project for which a restricted non-competitive grant process has been determined to be the appropriate funding approach.

Where a restricted non-competitive grant process has been selected, the original idea proponent is considered to be in a unique position to deliver the project, and has therefore been selected as a sole eligible applicant. In these cases, the idea proponent's idea has been co-developed into a specific project with the Department of Social Services and other stakeholders but retains features which make the idea proponent uniquely qualified as a potential delivery partner. Where idea proponents have not demonstrated specialised expertise or are not in a position to deliver projects, restricted competitive or open competitive grant processes will be pursued.

1.5 Grant opportunity objectives and outcomes

Supporting Expecting and Parenting Teens is an early intervention, pre-ParentsNext project that will provide timely, physical and mental healthcare and other supports to expectant and parenting teens (E&PTs) and their child that spans pre, during and post-birth care.

¹ The Expert Advisory Panel is a group of academics and research leaders with expertise across various fields including labour market economics, inequality and disadvantage, intergenerational welfare dependency, social research methods and service delivery and implementation. Panel members are called upon for advice to assist with the implementation of the Investment Approach and the Try, Test and Learn Fund.

² Members include the Departments of the Prime Minister and Cabinet, Employment, Education and Training, Health, Human Services and Social Services, the Treasury, the Australian Bureau of Statistics and the Australian Government Actuary.

The project will provide a parent-centred approach whereby the E&PT is connected with health and other services during and after pregnancy, with the help of a trusted mentor in selected sites. The mentor will work intensively with E&PTs (and their families) to support them prior to the birth of the baby (where possible), at the time of the birth and during the child's first months.

The project will be accessible to all young people aged under 25 who started receiving Parenting Payment at age 19 or under and who are still receiving an income support payment. The participants will primarily be identified through health services such as hospitals, in areas with high rates of teenage parents.

An online platform will be developed to help E&PTs access the support they need to achieve their short-term and long-term goals. Participants will work with a trusted mentor to develop their individualised pathway plan that identifies issues and barriers that young parent is facing.

The project will fill the gap that exists between the time of the young person discovering they are pregnant and the time that they are required, through Centrelink mutual obligation requirements, to develop a participation plan and possibly enter the Australian Government's ParentsNext program. In the short to medium term, the aim is to improve the health and well-being of young parents' and their child, connect them to appropriate services, and provide them with a realistic plan for the future. Over the longer term, the aim is to increase young parents' participation in, and readiness for, employment or education, and to support young parents to engage in employment or education, in order to transition away from welfare.

Project activities will include:

- trusted mentors located in existing community hubs, reporting to a National Manager, who will work intensively with E&PTs (and their families) to develop an individualised pathway plan, utilising assessment and planning tools, that identifies issues and barriers the participant is facing as well as short and long term goals
- the trusted mentor connecting and supporting the participant to access a comprehensive and flexible network of services that meets their needs such as: parent/infant/child health and mental health, housing, family violence, addiction and relationships, parenting and resilience, quality child development, formal education, life and work skills (for example, driver training, computer literacy), training and work experience opportunities, and employment opportunities
- young parents participating in the program will have access to a flexible funding package that they can use – with the guidance of their mentor – prior to the birth of their baby, at the time of the birth, and in the early stages of parenting
- an online interactive platform enabling all E&PTs to access cohesive, assistance-based best practice information and locate appropriate services in their area.

The project will assist approximately 500 young parents in multiple locations across Australia: Melbourne, Victoria; Wyong/Newcastle, New South Wales; Darwin, Northern Territory; Caboolture/Logan/Ipswich, Queensland; and Brighton/Clarence/Derwent Valley, Tasmania. The project will be trialled over two years, comprising a three month implementation phase and a 21 month operational phase.

The eligible applicant is required to deliver the following activities:

- establish the project, including development of policy and governance and management processes and recruitment and training of staff (including mentors)
- as National Manager, oversee the delivery of the project including managing the trial sites and delivery of specific activities by the project mentors
- develop and establish a highly scalable technology platform to support the program and enable it to be scaled up and rolled out to other geographies
- comply with all other activities and reporting requirements outlined in the grant agreement and activity work plan.

The project will be evaluated to assess its success in achieving the specified outcomes and the appropriateness of the approach for a broader rollout against a number of outcomes, including the following:

- improved parenting skills
- improved social and emotional wellbeing of participants and their child(ren)
- readiness to re-engage with education, employment and/or employment readiness programs or work
- successful transition to the Australian Government's ParentsNext program (if relevant)
- reduction in occurrence of rapid repeat pregnancy
- reduction in children moving to out-of-home care
- reduction in risk of intergenerational welfare dependency.

2. Grant amount

The Australian Government has announced a total of \$79.6 million to projects supported by the Fund over four years for the Try, Test and Learn Fund. Individual grant amounts will be guided by project design and budgeting conducted during the co-development process and captured in project proposals.

The approximate budget for the Supporting Expecting and Parenting Teens project is \$4 million. The project will run for two years and entail a three month implementation phase, followed by a 21 month operational phase.

3. Grant eligibility criteria

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

3.1 Who is eligible to apply for a grant?

To be eligible you must be the listed organisation and have received an invitation to apply through GrantConnect.

3.1.1 Eligible applicant

To be eligible you must be the listed organisation:

Name of Organisation	Rationale for Invitation
Brave Foundation	See rationale below

This project was co-developed from a number of ideas submitted to the Try, Test and Learn Fund by interested stakeholders and sector experts across Australia. In particular, Brave Foundation was the proponent of an idea submitted to Tranche 1 of the Try, Test and Learn Fund that forms the backbone of this proposal.

Brave Foundation is invited to apply for this grant opportunity to help ensure delivery consistency and coordination of support across trial locations. Brave Foundation is invited to submit an application as it has been assessed as having:

- capability to oversee the project and its delivery in the trial locations,
- existing infrastructure, materials and established relationships to support the project activities,
- specialist knowledge of the young parent target group, and
- capability to deliver to the project objectives and outcomes.

The project will utilise Brave Foundation's experience and knowledge of the young parent target group and its existing relationships with providers of services, and support to young parents, many of which were involved in co-developing this proposal. Also, Brave Foundation has an established web-based directory of over 250 services for the E&PT, their families and communities. By providing the opportunity to further develop an existing web-based directory, Brave Foundation demonstrate strong value for money in the delivery of this element of the project.

The project will require the engagement of experienced and trusted mentors who will be located in existing community hubs and work with E&PTs to develop individualised pathway plans, and provide intensive mentoring and case management support. It will also require community liaison and the establishment of working relationships with relevant service providers and others. Brave Foundation has specialist knowledge of the issues and barriers young people face as well as how to assist young parents to overcome these issues, improve their social and emotional well-being and go on to re-engage in education and/or employment. It has established relationships with young parents as well as with community organisations and experienced service providers across Australia, and has an ability to form strategic alliances that will help ensure value for money in the delivery of the project, particularly given its short-term nature. Working closely with communities and experienced service providers will ensure delivery in each trial site is well targeted and appropriate for addressing the needs of young parents in those areas.

The project will require national management by one organisation of project delivery in several trial sites across Australia to ensure a consistent approach. This consistency is critical to ensuring delivery of a trial project that can be evaluated successfully. Brave Foundation's national footprint will help ensure these objectives are met.

Brave Foundation will be able to move quickly to manage governance arrangements, approach and delivery, and ensure the project keeps to the given timeframe and budget. Brave Foundation has a diverse and professional Board comprising seven Directors across Australia with proven capacity to manage requirements for reporting and oversee project processes and mechanisms. Three members of the Board will be on a Steering Committee comprising sector experts, which will help guide the provider during the trial. .

Finally, the project will operate as a trial with constrained financial and time parameters. The most effective method of delivering a trial of this nature is to utilise the skills and knowledge of existing providers. This approach will provide the best value for money for conducting the initial, limited trial stage of the project and to collect policymaking evidence under the auspices of the evaluation-driven policy intent of the Try, Test and Learn Fund. There is no guarantee of continued funding for the successful applicant once the trial is completed. If any decision were made in the future to consider expanding a similar project concept for a broader rollout, broader-based and competitive funding processes would be considered.

4. Eligible grant activities

4.1 What can the grant money be used for?

The grant can be used for the following grant activities:

- staff salaries and on-costs which can be directly attributed to the provision of the grant activity in the identified service area or areas as per the grant agreement
- employee training for paid and unpaid staff including Committee and Board members, that is relevant, appropriate and in line with the grant activity
- operating and administration expenses directly related to the project as per the grant agreement, such as:
 - telephones;
 - rent and outgoings;
 - computer/ IT/website/software;
 - insurance;
 - utilities;
 - postage;
 - stationery and printing;
 - accounting and auditing;
 - travel/accommodation costs; and
 - assets as defined in the Terms and Conditions of the grant agreement that can be reasonably attributed to meeting agreement deliverables.

- payments to sub-contractors to perform eligible grant activities
- part of the grant can be used for evaluation of the funded project and/or to explore options for future sustainability and ongoing viability of the funded project.

4.2 What can the grant money not be used for?

The grant cannot be used for the following grant activities:

- purchase of land
- major capital expenditure³
- subsidy of general ongoing administration costs such as rent, electricity and phone not directly related to the project/s being delivered as part of the grant agreement
- costs to attend and travel to conferences
- overseas travel
- the covering of retrospective costs.

Please note the grant cannot be used for the costs incurred in the preparation of your grant application or related documentation.

5. The project development and grant selection process

5.1 Project development

The Supporting Expecting and Parenting Teens project underwent the Tranche 1 project development process outlined in section 1.4. In brief, this project entailed public ideas generation; shortlisting; intensive co-development with a variety of stakeholders including service providers and priority group representatives; and project recommendation and selection.

5.2 Grant selection process

If an eligible application is received, it will be considered through a restricted non-competitive grant process.

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

- how well it meets the criteria

³ See glossary

- whether it provides value for money

When undertaking a selection process we will consider the proportionality of scale, nature, funding amount, complexity and risks involved in the funding round. We will consider proportionality to inform the choice of the application and selection process, the type of grant agreement to be used and the reporting and acquittal requirements.

6. The assessment criteria

You will need to address the following assessment criteria in your application. Other criteria, such as innovation, the likely effectiveness of the project and the feasibility for trial and evaluation of the project have been considered in the idea and project selection stages and do not need to be addressed as part of this grant process.

We will judge your application based on each criterion. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. The application form includes word limits.

The equally weighted assessment are:

- 1. Demonstrate your organisation's experience, capability and capacity to manage and deliver services for the young parent target group in the trial locations.**

Your response should:

- demonstrate your organisation's ability to effectively develop, implement, manage and monitor grant activities to achieve positive outcomes for the young parent target group in the trial location
- demonstrate your organisation's ability to establish effective links with relevant partners and stakeholders to achieve outcomes for the young parent target group.

- 2. Demonstrate your organisation's experience, capability and capacity to implement and deliver the project and achieve its objectives.**

Your response should:

- outline the number of key staff that will manage and / or deliver your organisation's project and outline their relevant capabilities (experience, skills and qualifications)
- demonstrate your organisation's capacity and approach to support data collection and monitoring activities for project evaluation.

7. The grant application process

7.1 Overview of application process

You must read these grant guidelines, the application form, and the grant agreement terms and conditions before you submit an application.

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

You must address all of the assessment criteria to be considered for a grant. Please complete each section of the application form and make sure that you provide the information we have requested.

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

7.2 Application process timing

Submit your application by the closing time and date below.

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

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

Information on the Community Grants Hub [late application policy](#) is available on the Community Grants Hub website.

The expected start date for the granting activities will be on execution of the Grant Agreement. The expected end date will be subject to the individual grant agreement. You must spend the grant by the end date.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	2 weeks
Assessment of application	Timing will be dependent on the complexity of the application received and the capacity of the Community Grants Hub
Approval of outcome of selection process	Timing will be dependent on the complexity of the application received and the capacity of the Community Grants Hub
Negotiations and award of grant agreement	By the end of January 2018
Applicant notified of outcome	By the end of January 2018
Activity commences	On execution of the Grant Agreement
End Date	Subject to the individual grant agreement

7.3 Completing the grant application

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

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

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

You must make sure that your application is complete and accurate and submitted in accordance with these Guidelines.

If you find a mistake in your application after it has been submitted, you should contact us straight away. The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information, nor requests from the applicant to correct the application after the closing time.

7.4 Attachments to the application

The following document must be included with your application:

- project plan completed on the provided template
- intellectual property proposed special conditions on the provided template
- most recent audited financial statement for two financial years.

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

Please note: There is a 2MB file size limit for each attachment.

7.5 Questions during the application process

Only the invited applicant's questions will be responded to during the application period. To submit a question, please call the Community Grants Hub on 1800 020 283 or email support@communitygrants.gov.au.

7.6 Further grant opportunities

The Try, Test and Learn Fund will run over four years from 2016-17 to 2019-20. It is anticipated that ideas will be sought, and funding released, over multiple tranches.

8. Assessment of grant applications

8.1 Who will assess applications?

An assessment team will assess the eligible and compliant application based on its merits. The assessment team will be comprised of departmental staff.

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

8.2 Who will approve grants?

The policy delegate who is the Branch Manager, Policy Strategy and Investment Branch will make the final decision to approve a grant.

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

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

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

9. Notification of application outcomes

You will be advised of the outcome of your application in writing. If you are successful, you will also be advised about any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing.

10. Successful grant applications

10.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Social Services. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

You will be required to:

- deliver the project and meet the performance reporting and financial acquittal requirements outlined in your grant agreement

The Department of Social Services will negotiate the agreement with the successful applicant.

Where a grantee fails to meet the obligations of the grant agreement, the Department of Social Services may seek to terminate the relevant agreement.

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

10.2 How the grant will be paid

The grant agreement will:

- state the maximum grant amount to be paid.

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

Grant funding will be paid:

- according to agreed milestones and performance indicators defined in the Grant Agreement and Activity Work Plan.

We recognise that unexpected events may affect the progress of a grant activity. In these circumstances, you can request an activity variation, including:

- changing an activities milestones

- extending the timeframe for completing an activity but within the time period of the Try, Test and learn Fund program.

The program does not allow for:

- an increase to the agreed amount of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. Contact your Grant Agreement Manager for further information. We will not consider changes after the grant agreement end date.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective and any relevant policies of the Department of Social Services
- changes to the timing of grant payments
- availability of program funds.

11. Announcement of grants

If successful, your grant will be listed on the website 21 days after the date of effect⁴ as required by Section 5.3 of the *CGRGs*.

12. Delivery of grant activities

12.1 Your responsibilities

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

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

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

You will also be responsible for:

⁴ See glossary.

- ensuring that your application is accurate and complete
- ensuring that the terms and conditions of the grant agreement are met and that the activity is managed in an efficient and effective manner
- meeting milestones and other timeframes specified in the grant agreement
- complying with record keeping, reporting and acquittal requirements in accordance with the grant agreement
- participating in grant program evaluation as necessary for the period specified in the grant agreement
- ensuring that the grant activity outputs and outcomes are in accordance with the grant agreement.

12.2 The Department's responsibilities

The Department of Social Services will:

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

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

12.3 Grant payments and GST

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

Before any payments are made, you must provide:

- a tax invoice for the amount of the payment (the Australian Government's default invoice process is Recipient Created Tax Invoices)
- evidence that you have achieved the associated milestone
- any other conditions of payment (e.g. evidence of purchase of equipment, satisfactory progress report, approvals, and any other documentation).

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

12.4 Reporting

The Supporting Expecting and Parenting Teens grant recipient must have systems in place to allow them to meet their data collection and reporting obligations outlined in their grant agreement.

Performance information (e.g. client characteristics and service delivery information) will be required to be collected by the service provider at the client level and entered directly into the department's performance reporting solution, the Data Exchange.

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

12.5 Evaluation

The Department of Social Services will evaluate the Try, Test and Learn Fund and each project funded by it to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

12.6 Acknowledgement

All materials related to grants under the program must acknowledge the Commonwealth as follows:

'Try, Test and Learn Fund – an Australian Government initiative'.

13. Probity

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

Note: These guidelines may be changed from time-to-time by Department of Social Services. When this happens the revised guidelines will be published on [GrantConnect](#).

13.1 Complaints process

The Department of Social Services [Complaints Procedures](#) apply to complaints about the Program. All complaints about a grant process must be lodged in writing.

Complaints about the Process

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

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

Complaints to the Ombudsman

If you do not agree with the way the Department of Social Services has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department of Social Services.

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 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a [conflict of interest](#), or perceived conflict of interest, if a Community Grants Hub staff member, 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
- has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicant from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

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

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

The Community Grants Hub will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*. We publish our conflict of interest policy available on the [Community Grants Hub](#) website.

13.3 Privacy: confidentiality and protection of personal information

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

- what personal information we collect

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

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

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

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

We may reveal confidential information to:

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

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

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

We will treat the information you give us as sensitive and therefore confidential if it meets all of the four conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else
4. you provide the information with an understanding that it will stay confidential.

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

13.4 Freedom of information

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

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

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

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

By email: foi@dss.gov.au

13.5 Consultation

For information about the co-development process used to refine and develop shortlisted ideas, please see the 'Important Information' section of the [Try, Test and Learn Fund DSS Engage website](#).

14. Glossary

Term	Definition
Assessment criteria	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
Capital expenditure	<p>Capital expenditure is spending for capital items as defined in the Department's Capital Works Policy. A capital item is any item of real estate or infrastructure valued at \$10,000 or more (including GST). Capital items include, but are not limited to:</p> <ul style="list-style-type: none"> • land • new and existing buildings, including demountable buildings that are a fixture to the land • building renovations, and • roads, pipelines and airstrips.
Co-development	The co-development phase involves consultation with stakeholders to collaboratively develop and refine shortlisted ideas from initial concepts into detailed project proposals.
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 <i>PGPA Act</i> .
Completion date	The expected date that the grant activity must be completed and the grant spent by.
Cost shifting	Involves 'substitution of effort' by the Commonwealth for activities of another organisation or level of government. For example, cost shifting occurs where the Commonwealth provides a grant for an activity that would usually be paid for by a state, territory, or local government, such as municipal services.
Date of effect	This will depend on the particular grant. It can be the date in which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
Decision maker	The person who makes a decision to award a grant.

Term	Definition
Double dipping	Double dipping occurs where a grant recipient is able to obtain a grant for the same project or activity from more than one source.
Eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria.
Grant	A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a) under which relevant money or other CRF money, is to be paid to a recipient other than the Commonwealth b) which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
Grant activity	The project / tasks / services that the grantee is required to undertake with the grant money. It is described in the Grant Agreement.
Grant agreement	Sets out the relationship between the parties to the agreement, and specifies the details of the grant.
Grant Agreement Manager	Monitors performance against agreed objectives within the grant agreement and ensure accountability requirements are met.
Grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants.
Grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities.
Grantee	An individual / organisation that has been awarded a grant.
Selection criteria	Comprise eligibility criteria and assessment criteria.
Selection process	The method used to select potential grantees. This process may involve comparative assessment of applications or the

Term	Definition
	assessment of applications against the eligibility criteria and / or the assessment criteria.