

# Supporting Younger Veterans Grant Opportunity Guidelines

Opening date:	3 July 2018
Closing date and time:	2.00pm AEST on 14 August 2018
Commonwealth policy entity:	Department of Veterans' affairs
Enquiries:	If you have any questions, please contact Phone: 1800 020 283 Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a>
Date guidelines released:	3 July 2018
Type of grant opportunity:	Open competitive

# Contents

- 1. Supporting Younger Veterans Opportunity Processes 4**
- 1.1 Role of the Community Grants Hub 5
- 1.2 About the Grant Program 5
- 1.3 About the Grant Opportunity 6
- 1.4 Grant Opportunity outcomes 6
- 2. Grant Amount 6**
- 3. Grant eligibility criteria 6**
- 3.1 Who is eligible to apply for a grant? 7
- 3.2 Who is not eligible to apply for a grant? 7
- 3.3 What qualifications or skills are required? 8
- 4. Eligible grant activities 8**
- 4.1 What can the grant money be used for? 8
- 4.2 What the grant money cannot be used for? 8
- 5. The grant selection process 9**
- 6. The assessment criteria 9**
- 7. The grant application process 11**
- 7.1 Overview of application process 11
- 7.2 Application process timing 11
- 7.3 Completing the grant application 12
- 7.4 Attachments to the application 13
- 7.5 Applications from consortia 13
- 7.6 Questions during the application process 13
- 8. Assessment of grant applications 14**
- 8.1 Who will assess applications? 14
- 8.2 Who will approve grants? 14
- 9. Notification of application outcomes 15**
- 9.1 Feedback on your application 15
- 10. Successful grant applications 15**
- 10.1 The grant agreement 15

10.2 How the grant will be paid	16
<b>11. Announcement of grants</b>	<b>16</b>
<b>12. Delivery of grant activities</b>	<b>16</b>
12.1 Your responsibilities	16
12.2 The Community Grants Hub's responsibilities	16
12.3 Grant payments and GST	17
12.4 Reporting	17
12.5 Evaluation	17
12.6 Acknowledgement	18
<b>13. Probity</b>	<b>18</b>
13.1 Complaints process	18
13.2 Conflict of interest	19
13.3 Privacy: confidentiality and protection of personal information	19
13.4 Freedom of information	21
<b>14. Glossary</b>	<b>22</b>

# 1. Supporting Younger Veterans Opportunity Processes

## **The Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above Grant Program which contributes to the Department of Veterans' Affairs (DVA) Outcome 1 – Compensation and Support. DVA works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



## **The grant opportunity opens**

The Community Grants Hub (the Hub) publishes the grant guidelines and advertises on the [GrantConnect](#) and the [Community Grants Hub](#) websites.



## **You complete and submit a grant application**

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



## **The Hub assesses all grant applications**

The Hub assesses the applications against eligibility criteria and will notify you if you are not eligible. The Hub then assesses your application against the assessment criteria including an overall consideration of value for money, and compares it to other applications.



## **DVA make grant recommendations**

An expert panel, consisting of DVA personnel, will provide advice to the decision maker on the merits of each application.



## **Grant Decisions are made**

The Minister for Veterans' Affairs decides which grant applications are successful.



### **The Hub will notify you of the outcome**

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



### **The Hub enters into a grant agreement**

The Hub, on behalf of DVA will enter into a grant agreement with successful applicants. 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. The Hub manages the grant by working with you, monitoring your progress and making payments.



### **Evaluation of the program**

DVA will evaluate the specific grant opportunity. We base this on information you provide to us and that we collect from various sources.

## **1.1 Role of the Community Grants Hub**

This grant opportunity will be administered by the Community Grants Hub on behalf of the Department of Veterans' Affairs (DVA) under a Whole-of-Australian Government initiative to streamline grant processes across agencies.

## **1.2 About the Grant Program**

On 25 June 2016, the Australian Government announced financial support for younger veterans with military service post-1999. Recognising that this group has unique needs, the Supporting Younger Veterans (SYV) program was established.

The SYV program aims to foster the ability of ex-service organisations (ESOs) and non ex-service organisations to support the needs of younger veterans as they transition out of the Australian Defence Force (ADF), establish themselves into civilian life, and manage the challenges that their ADF service presents through different stages of their civilian life.

This will be achieved by encouraging and supporting partnership arrangements between these organisations to meet the SYV objectives:

- deliver services to younger veterans that are innovative, sustainable, build community capacity for the future and complement services already provided by the Commonwealth;

- expand on existing or well established services offered to younger veterans to new regions within Australia or in development of new services that will be offered in more than one location; and
- raise awareness of the important issues faced by younger veterans.

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

## 1.3 About the Grant Opportunity

These guidelines contain information about the SYV grant opportunity.

This document sets out:

- the purpose of the grant opportunity;
- the eligibility criteria and assessment considerations;
- how grant applications are checked and assessed; and
- responsibilities and expectations in relation to the opportunity.

You must read this document before filling out an application form.

## 1.4 Grant Opportunity outcomes

The expected outcomes of the SYV program are to:

- develop capability within the Veteran community that services the unique needs of younger veterans;
- support the development of well researched and tailored services for younger veterans;
- fund organisations that can sustainably deliver services to younger veterans now and into the future;
- increase collaboration amongst organisations to expand services and harness existing expertise; and
- increase awareness of younger veteran issues and or services within the Australian and Veteran communities, where doing so would benefit younger veterans.

## 2. Grant Amount

A total of \$1 million is available for this grant opportunity for the 2018-19 financial year.

There is no maximum or minimum amount that can be sought for this grant opportunity.

## 3. Grant eligibility criteria

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

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

SYV is open to:

- ESOs that specifically provide support and services to veterans with military service post-1999; and/or are adapting their business model to focus on the SYV cohort; and
- Non-ESOs (external to the ESO community) in a partnership arrangement with at least one ESO that directly provides support and services to veterans with military service post-1999; and/or are adapting their business model to focus on the SYV cohort.

An applicant may choose to apply as:

- an ESO applying for funding in its own right;
- a non-ESO applying in a partnership arrangement with an ESO; and
- an ESO applying as the lead agency of a consortium.

To be eligible you must be incorporated and one of the following entity types as stated in the dropdown list in the application form:

- Company
- Cooperative
- Indigenous Corporation
- Incorporated Association
- Statutory Entity
- Trustee on behalf of a Trust

Responsibilities of a non-ESO in a partnership arrangement with an ESO are to:

- bear executive management responsibility and be accountable to DVA for the appropriate use of grant funds by the members of the partnership arrangement in accordance with the terms of the grant;
- complete the declaration using the Partnership/Consortium Arrangement Letter of Declaration template provided in the Grant Opportunity Documents;
- take responsibility for the receipt and distribution of grant funds; and
- take responsibility for the collection, collation and provision of all audit, reporting and acquittal documentation for the grant.

Applications from consortia are welcome, provided there is a lead applicant who is the main driver of the proposal and is eligible as per above (refer to section 7.5).

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

You are not eligible to apply if you are:

- Local Government;
- State/Territory Government Entity;
- an individual;
- International Entity;
- Unincorporated Association; and
- an organisation that has any outstanding acquittal(s) for previous DVA grant funding.

### 3.3 What qualifications or skills are required?

Qualifications and skills are determined by the activity/s outlined in your proposal, as well as risks associated with each proposal (refer to sections 1.2 and 1.4).

It is the responsibility of your organisation to ensure that anyone working directly with vulnerable people has the appropriate registrations under relevant state or territory legislation.

## 4. Eligible grant activities

### 4.1 What can the grant money be used for?

Funding can be used to deliver activities that meet the objectives and outcomes of the SYV program.

Although funding for salary and administration costs will be considered, it should be noted that wages/salaries and or administration costs must relate to the set-up of the activity and, cannot be claimed for ongoing program or service delivery. Set-up costs should be detailed clearly in your project budget.

You can only spend grant funds on eligible activities as defined in the details of your grant agreement with the DVA.

### 4.2 What the grant money cannot be used for?

You cannot use the grant funding for the following activities:

- purchase of land;
- wages for ongoing program or service delivery - wages to set-up a service or set-up an expansion of existing services are the exception;
- major capital expenditure;
- the covering of retrospective costs;
- costs incurred in the preparation of a grant application or related documentation;
- general ongoing administration related to running an organisation such as electricity, phone and rent;

- major construction/capital works;
- overseas travel; and
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

Your organisation cannot be receiving funding from the Australian Government and/or another organisation either directly or indirectly via a third party for the same purpose as the activity proposed under this granting opportunity.

## 5. The grant selection process

First, the Hub will assess 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.

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

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

In the event that the total amount sought in applications for funding exceeds the available grant funds, some applications may not be approved or may be approved for a reduced amount.

## 6. The assessment criteria

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

**Please note:** in relation to Criterion 1, Applicants must undertake a needs analysis and should refer to the Aspen Institute [ESO Mapping Report](#), specifically Sections 4.6 – *Clarification of Need* and 5 - *Needs Mapping*, or other reporting material that details the locations of younger veterans as evidence to support the need for your proposal.

**Criterion 1: Demonstrate the suitability of the proposed activity and its alignment to the objectives of SYV grants program defined in Section 1.2.**

A preferred response will:

- Outline how your organisation's activity aligns with the objectives of the SYV grant program
- Using your needs analysis, describe the need that the proposal will address, including:
  - how the need was identified; and
  - the target group that your proposal will assist
- Explain how the proposed activity will address the identified need.

**Criterion 2: Demonstrate stakeholder engagement and support for your proposed activity.**

A preferred response will:

- Describe how younger veterans:
  - are the focus of the activity;
  - have been consulted during the proposal's development; and
  - support and are committed to actively participating in the activity.
- Outline the number of members of the younger veteran community that your organisation's proposal will engage, and the level of support it will provide
- Identify and describe the nature and extent of the involvement of other relevant stakeholders, including:
  - ex-service organisation/s;
  - veteran community members; and
  - other community stakeholders.
- Explain how your organisation's proposed activity will be promoted and advertised.

**Criterion 3: Outline the outcome/s of your proposed activity, including how the proposed activity will be sustainable beyond the life of the grant.**

A preferred response will:

- Explain the connection between the proposed activity, the expected results of the activity and the SYV outcomes you have nominated
- Explain how your organisation will measure outcomes and progress towards achieving the grant outcome(s)
- Explain how your organisation's proposed activity will create long-term benefits for the younger veteran community that will be sustainable beyond the life of the grant
- Demonstrate how your organisation's proposed activity will be financially viable and sustainable beyond the life of the grant.

**Criterion 4: Demonstrate the capability of your organisation and the experience of relevant staff to successfully deliver the proposed activity.**

A preferred response will:

- Use examples to describe your organisation's experience with developing and implementing the proposed (or similar) activity
- Outline the risks associated with the development and implementation of the proposed activity and explain how your organisation will mitigate and manage these risks
- Explain the relevant experience and qualifications held by key personnel and their role in managing the proposed activity.

## 7. The grant application process

### 7.1 Overview of application process

You must read these grant guidelines, the application form, the Questions & Answers and 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 meet the eligibility and assessment criteria to be considered for a grant. Please complete each section of the application form and make sure you provide the information we have requested.

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

### 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.

**Table 1: Expected timing for this grant opportunity**

Activity	Timeframe
Application period	Open: 3 July 2018 Close: 2:00pm AEST 14 August 2018
Assessment of applications	4-6 weeks
Approval of outcomes of selection process	4-6 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Activity commences	November 2018
End date	As stated in your grant agreement, if successful

## 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 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](mailto:support@communitygrants.gov.au).

Applicants must submit a separate application for each activity if more than one application is submitted for the same activity the latest accepted application will progress.

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

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

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

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

## 7.4 Attachments to the application

The following documents must be included with your application:

- Project Budget - a template is provided for your use in the Grant Opportunity Documents.
- A quote for each item you are seeking funding for.
- Your two most recent sets of financial statements, inclusive of Profit and Loss Statement and Balance Sheet (preferably audited). If a charity, this would equate to the two most recent annual information statement demonstrating your financial circumstances.
- If applying as in a partnership or consortium arrangement complete the declaration using the Partnership/Consortium Arrangement Letter of Declaration template provided in the Grant Opportunity Documents.

Your supporting documentation should be attached to the application form. There will be instructions in the application form to help you. Please only attach the documents you have been asked to include. If the selection process identifies errors in your attachment, you may be contacted to correct or explain the information.

Please note: There is a 2mb limit for each attachment.

## 7.5 Applications from consortia

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

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the application form, meet the eligibility criteria (refer to section 3.1) and identify all other members of the proposed consortium in the application.

## 7.6 Questions during the application process

If you have any questions during the application period, please contact the Community Grants Hub on 1800 020 283 or email to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The Community Grants Hub will respond to emailed questions within five working days.

Answers to questions may be posted on [GrantConnect](#) and on the [Community Grants Hub](#) website.

The question period will close at 2:00pm AEST, 6 August 2018. Following this time, only questions relating to using and/or submitting the application form will be answered.

## 8. Assessment of grant applications

### 8.1 Who will assess applications?

An assessment team will assess all eligible and compliant applications based on their merits. The assessment team will be comprised of departmental staff. The assessment team will undertake training to ensure consistent assessment of all applications.

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

An expert panel of DVA personnel, will review all ranked applications to inform the final recommendations for funding.

The Expert Panel will make recommendations having regards to:

- overall objectives for the Program;
- conformance with eligibility criteria;
- how the services and/or project will be delivered;
- existing and/or potential market failure;
- value for money; and
- (if known) minimise possible duplication with other Commonwealth/State/Territory government programs/service delivery.

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

### 8.2 Who will approve grants?

The Expert Panel comprising of DVA staff will make recommendations to the Minister for Veterans' Affairs through a briefing process. The Minister for Veterans' Affairs will make the final decision to approve a grant.

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

The Minister for Veterans' Affairs decision is final in all matters, including:

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

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

## 9. Notification of application outcomes

You will be advised of the outcomes of your application in writing, following a decision by the Minister of Veterans' Affairs. If you are successful, you will also be advised about any specific conditions attached to the grant.

### 9.1 Feedback on your application

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

## 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 as represented by DVA. DVA will use a Whole of Government Grant Terms and Conditions (Commonwealth Simple Grant Agreement), depending on suitability to the Activity and Organisations to be funded.

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.

Grant funds must be spent in accordance with the conditions of the Grant Agreement. Approval for any change to the project or expenditure of grant funds must be sought from DVA in writing, and approval received before any changes are implemented.

Successful applicants are required to record and maintain information supporting the appropriate use and expenditure of the funds. Unspent grant funds must be returned to the DVA at the end of the project period.

You will be required to deliver the project and meet the performance reporting and financial acquittal requirements outlined in your grant agreement.

Organisations that are successful in obtaining grant funding must agree to the disclosure of their name and details of the project, as required under Commonwealth Government grant publication requirements. These details will be available on the GrantConnect and/or the DVA website for at least two years, and will be included in media releases and letters announcing the grant to Members of the Parliament of Australia. They will also be made available to the Australian National Audit Office and as required to meet Government accountability requirements.

Where a grantee fails to meet the obligations of the grant agreement, the Community Grants Hub on behalf of DVA may withhold grant funding and/or terminate a grant 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

Approved funds will be paid to successful applicants within four weeks of the receipt of a completed Grant Agreement and relevant bank account details. Depending on the value and or risk associated with a proposal, DVA may choose to fund the proposal through progressive payments to the successful organisation/s.

The Grant Agreement will state the amount to be paid to your organisation in a lump sum, unless otherwise specified.

## 11. Announcement of grants

If successful, your grant will be listed on GrantConnect within 21 calendar days after the date of effect as required by Section 5.3 of the Commonwealth Grants Rules and Guidelines (CGRGs).

## 12. Delivery of grant activities

### 12.1 Your responsibilities

You must submit reports in line with the timeframes in the grant agreement. We will expect you to report on:

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

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively;
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement; and
- participating in a grant program evaluation as specified in the grant agreement.

### 12.2 The Community Grants Hub's responsibilities

The Community Grants Hub will:

- meet the terms and conditions set out in the grant agreement;
- provide timely administration of the grant; and

- evaluate the grantee's performance.

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

## 12.3 Grant payments and GST

Grants made by the DVA under the SYV Program are financial assistance payments. As such, SYV grants are provided on a GST exclusive basis and there is no GST liability arising for successful applicants in receipt of an SYV grant because there is no taxable supply made by the Grantee to the DVA. This means that, if your organisation is registered for GST, your organisation does not need to remit any GST to the Australian Tax Office (ATO) as the SYV grant you receive from the DVA is not consideration for a taxable supply.

If you have any queries in relation to the transactions you enter into with third parties as a result of a grant received under the SYV Program, you may wish to speak with the ATO or your financial 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

All funded projects will be subject to financial and performance reporting requirements and meeting specified milestones. Grantees will need to keep records of project activities and monitor project progress, expenditure and the project's results. This information will help grantees to report on and evaluate the success of their project.

It is anticipated that into the future grantees will have systems and processes 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 service providers at the client level and if applicable, entered directly into the department's chosen performance reporting solution. An example of one of the possible reporting solution options is the Data Exchange, however other reporting options may be determined to be applicable for this purpose. Example protocol information on the Data Exchange can be found on the [Data Exchange website](#).

## 12.5 Evaluation

The DVA will evaluate the SYV grant program 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 publications related to grants under the Program must acknowledge the Commonwealth as follows:

'This activity received grant funding from the Australian Government.'

Successful applicants will appropriately acknowledge the Australian Government's financial contribution to the project or activity, e.g. through recognition of the grant by a statement placed on the successful applicant's website or in its newsletter. Prior written approval must be obtained before using the Commonwealth's Coat of Arms, DVA branding or trademarks.

## 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 before each annual funding round by the DVA. When this happens the revised guidelines will be published on the GrantConnect.

### 13.1 Complaints process

#### **Complaints about the Program**

The [Department of Veterans' Affairs Feedback Management Policy](#) applies to complaints about the Program. All complaints about the program, including grant decisions, must be lodged in writing.

Any questions you have about grant decisions for the Program should be sent to [DVA.Grants.Processing.Team@dva.gov.au](mailto:DVA.Grants.Processing.Team@dva.gov.au)

#### **Complaints about the Process**

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

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

**Phone:** 1800 634 035

**Mail:** Complaints

GPO Box 9820

Canberra ACT 2601

## Complaints to the Ombudsman

If you do not agree with the way the DVA or the Community Grants Hub has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant Commonwealth entity.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [Commonwealth Ombudsman](#)

## 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 DVA and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel:

- have a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer;
- have a relationship with, or in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; and or
- have 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 DVA and the Community Grants Hub in writing immediately.

Committee members and other officials including the decision maker must also declare any conflicts of interest.

The chair of the Expert Panel will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*. 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; and
- who we give your personal information to.

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

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

The Australian Government may also use and disclose information about grant applicants and grantees 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:

- other Commonwealth employees and contractors to help us manage the program effectively;
- employees and contractors of DVA 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; and
- 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 2013*;
- *Privacy Act 1988*;
- *Crimes Act 1914*; and
- *Criminal Code Act 1995*.

## 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](mailto:foi@dss.gov.au)

## 14. Glossary

<b>Term</b>	<b>Definition</b>
assessment criteria	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
commencement date	The expected start date for the grant activity.
completion date	The expected date that the grant activity must be completed and the grant spent by.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
cost shifting	Involves 'substitution of effort' by the Commonwealth for activities of another organisation or level of government. For example, cost shifting occurs where the Commonwealth provides a grant for an activity that would usually be paid for by a state, territory, or local government, such as municipal services.
date of effect	This will depend on the particular grant. It can be the date in which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	The person who makes a decision to award a grant.
double dipping	Double dipping occurs where a grant recipient is able to obtain a grant for the same project or activity from more than one source.
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria.
ESO	Ex-Service Organisation – an organisation established to support serving and non-serving members of the defence force and their dependants.

<b>Term</b>	<b>Definition</b>
grant	<p>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>a) under which relevant money or other CRF money, is to be paid to a grantee other than the Commonwealth</li> <li>b) 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	Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
grant agreement	Grant agreement means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grantees to allow grantees to engage more easily and efficiently with the Commonwealth.
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.
PBS Program	Described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities
selection criteria	Comprise eligibility criteria and assessment criteria.

<b>Term</b>	<b>Definition</b>
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.