

Strong and Resilient Communities Inclusive Communities Grants Guidelines

Opening date:	11 September 2018
Closing date and time:	2:00pm AEST on 25 September 2018
Commonwealth policy entity:	Department of Social Services
Enquiries:	If you have any questions, please contact Community Grants Hub Phone: 1800 020 283 Email: support@communitygrants.gov.au
Date guidelines released:	11 September 2018
Type of grant opportunity:	Targeted non-competitive

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1. Strong and Resilient Communities: Inclusive Communities Processes

The Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above Grant Program which contributes to Department of Social Services Outcome 2.1 Families and Communities. 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 service delivery plan, which forms your application

You must read these grant guidelines before you submit your Service Delivery Plan. 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 review all grant applications

We check the application against eligibility criteria and notify you if you are not eligible. We then assess your Service Delivery Plan including an overall consideration of the value with relevant money.



We make grant recommendations

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



Grant Decisions are made

The decision maker decides which grant applications are 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 successful applicants. The type of grant agreement is based on the nature of the grant and is proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of Strong and Resilient Communities/Inclusive Communities

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

1.1 Role of the Community Grants Hub

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

1.2 About the Strong and Resilient Communities Activity

The Strong and Resilient Communities Activity is an element of the [Families and Communities Program](#). The Families and Communities Program aims to strengthen relationships, improve well-being of children and young people, reduce the cost of family breakdown, strengthen family and community functioning and facilitate the settlement of migrants and humanitarian entrants in the community.

The Strong and Resilient Communities Activity aims to build strong, resilient, cohesive and harmonious communities to ensure that individuals, families and communities have the opportunity to thrive, be free from intolerance and discrimination, and have the capacity to respond to emerging needs and challenges.

The Strong and Resilient Communities Activity will help to ensure that individuals, families and communities have the opportunity to obtain:

A sense of belonging	<i>Through a greater sense of connection to and pride in their community, with shared values and trust, and a sense of pride in the Australian way of life and culture.</i>
A sense of social inclusion	<i>By providing community members with equitable access to resources, such as education, employment and housing.</i>
Plenty of opportunities to participate	<i>By ensuring that there are opportunities to obtain voluntary work or gainful employment, as well as cooperative involvement in events that cross boundaries of race and culture.</i>
Acceptance from the broader community	<i>With mutual respect, low levels of discrimination, positive attitudes towards minorities and newcomers, and a resilience to accept different points of view.</i>
Self-worth	<i>With good life satisfaction, positive indications of happiness and wellbeing, with reasonable expectations for the future.</i>

The Strong and Resilient Communities Activity will adopt a new approach to address emerging issues within communities. It will focus on strengthening the capacity of communities experiencing disadvantage to become more resilient and inclusive through greater community engagement, participation and belonging in the local community. Communities will be empowered to identify and address issues in their local community.

Grants will be available to eligible community organisations to support active citizen engagement, whether through employment, education or broader community life. Funded projects will provide individuals with a sense of belonging and communities with the building blocks for community harmony.

The Strong and Resilient Communities Activity comprises three grant programs:

- Community Resilience;
- Inclusive Communities; and
- National Research.

The Program will be undertaken according to the *Commonwealth Grants Rules and Guidelines 2017 (CGRGs)*.

1.3 About the Inclusive Communities grants

Inclusive Communities grants aim to increase the social and economic participation of vulnerable and disadvantaged individuals and families within their communities, and enhance their lifetime wellbeing and sense of community belonging.

Funding will only be available to eligible organisations to deliver one-off, time-limited, projects that support the social and economic participation of people in their communities in the ways

outlined below. The projects may include a trial project, seed or start-up funding to establish new activities, and/or short term interventions to resolve a particular issue.

The types of projects that will be funded under Inclusive Communities grants are:

- projects directed at children and youth under 18 years to:
 - support the development of disengaged and marginalised children and youth through early intervention, mentoring, sport or recreational activities;
 - support the development of children at risk of marginalisation or poor educational outcomes through activities that encourage school attendance and retention;
 - support the development of children at risk of marginalisation or poor educational outcomes through mentoring and support programs.
- projects directed at unemployed people to:
 - provide them with technical and vocational guidance and training programs, including opportunities which will provide them with a pathway to paid employment and improve work skills.
- projects directed at addressing issues of racial, cultural or ethnic discrimination within the community through:
 - educational and awareness activities, community workshops or forums for the purpose of eliminating this discrimination.
- projects directed at addressing issues of discrimination against women to:
 - support women in exercising their rights and freedoms on an equal basis with men.
- projects directed at people with disability or mental health issues to support their full and equal participation in society on an equal basis with others to:
 - support them to become and remain independent and participate fully in the community, including through skills training.
 - projects directed at non-Australian citizens, which would generally include humanitarian entrants or newly arrived migrants from culturally diverse backgrounds, to support the social and economic participation of these non-Australian citizens in their communities. This could include but is not limited to: referral to training and work experience opportunities within mainstream organisations to improve language, social and work skills;
 - empowering women through leadership training.
- projects delivered online to support the social and economic participation of people within their communities. This could include but is not limited to:
 - an online service that increases community participation for individuals experiencing or at risk of social isolation;
 - an online service to deliver information and support services to people living in regional and remote communities.

- projects to support the social and economic participation of Indigenous Australians within their communities. This could include but is not limited to:
 - life skills, leadership training and entrepreneurial opportunities;
 - information, training and referral to community activities to build self-confidence, skills and capabilities.

This document sets out:

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

You must read this document before filling out an application.

1.4 About this grant opportunity

The Department of Social Services is inviting applications through a targeted non-competitive selection process to deliver two projects that support target vulnerable and disadvantaged individuals and/or their families and carers. These are:

- A project to support disengaged youth living in Queensland, who have left school early or are at risk of poor educational outcomes, to undertake further study through a flexible learning environment.
- A project to support people with autism and their family and carers living in New South Wales and provides them with information and services.

1.5 Inclusive Communities grant outcomes

The outcome of Inclusive Communities grants is to increase the social and economic participation of vulnerable and disadvantaged individuals and families within their communities.

2. Grant amount

The Australian Government announced a total of \$42 million over three and a quarter years for the Strong and Resilient Communities Activity. A total of up to \$588,000 over three years is available for this grant opportunity, starting in 2018-19.

The funding breakdown under this grant opportunity is shown in the table below:

	2018-19	2019-20	2020-21	TOTAL
YIRS One Stop Shop	\$59,363	\$31,024	\$31,955	\$122,342
Autism Community Network	\$173,496	\$142,370	\$149,598	\$465,464
Total	\$232,859	\$173,394	\$181,553	\$587,806

3. Grant eligibility criteria

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

3.1 Who is eligible to apply for a grant?

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

- YIRS One Stop Youth Shop Inc.
- Autism Community Network

YIRS One Stop Youth Shop is a local youth support service which supports young people between 12- 25 years who may need information, support, advice or assistance. YIRS One Stop Youth Shop Inc. has been identified as having relevant experience in delivering similar support services to disadvantaged individuals in the nominated service area. This organisation has strong linkages with other service providers in the local community and has proven ability to meet the required delivery and reporting timeframes.

The Autism Community Network Inc. provides support services for parents and carers of disadvantaged individuals, helping them to connect with and participate in their local community.

Autism Community Network Inc. has been identified as having relevant experience in delivering the required services to the target participants and has the capability to expand services into the nominated service area. This organisation has strong linkages with other services in the local community and has the ability to meet the required delivery and reporting timeframes.

No further organisations will be invited to apply.

3.2 What qualifications or skills are required?

Grant recipients are responsible for ensuring that staff have the qualifications and skills to effectively provide the services funded by the grant.

While there are no minimum formal qualifications required for staff working on the grant activity, it is expected that if you accept a grant offer, you will ensure that anyone working directly with vulnerable people has the appropriate qualifications under relevant state or territory legislation.

4. Eligible grant activities

4.1 What can the grant money be used for?

Costs that the grant can be used for are:

- staff salaries and on-costs which can be directly attributed to the provision of the grant program 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 program;
- 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;
 - interstate travel/accommodation costs.
- assets that can be reasonably attributed to meeting agreement deliverables; and

up to 10 per cent of the grant can be used for evaluation and/or to explore options for future sustainability and ongoing viability of the funded project.

4.2 What the grant money cannot be used for?

You cannot use the grant for the following activities:

- purchase of land
- major capital expenditure
- the covering of retrospective costs

- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel, and
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

5. The grant selection process

This grant opportunity is a targeted non-competitive selection process. This means the Department of Social Services will identify suitable service providers and invite them to apply.

The organisations listed below are invited to submit a Service Delivery Plan, which forms the application. The Service Delivery Plan is required to show how the Inclusive Communities project will be delivered.

- YIRS One Stop Youth Shop Inc.
- Autism Community Network

6. The grant application process

6.1 Overview of application process

You must read these grant guidelines, the Service Delivery Plan, and the grant agreement terms and conditions prior to submitting an application (refer also to section 6.3).

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

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

6.2 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 commencement date for the granting activities is on execution and the expected completion date is 30/06/2021. You must spend the grant by the end date.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 11 September 2018 Close: 2.00pm AEST, 25 September 2018.
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 4 weeks
Activity commences	On execution
End date	30/06/2021

6.3 Completing the grant application

Service Delivery Plan

You must complete a service delivery plan, using the template provided as part of the Grant Opportunity Documents on the GrantConnect website, if you wish to apply for this funding. Your application may not be accepted if your service delivery plan is not on the template provided.

Your service delivery plan will tell us:

- how the project meets the objectives of the Inclusive Communities grants to increase the social and economic participation of vulnerable and disadvantaged individuals and families within their communities, and enhance their lifetime wellbeing and sense of community belonging;
- the demographic of the service delivery area
- how the project will be delivered and promoted, and when it will be open to the public
- who will benefit and how
- how you will involve key stakeholders or governing bodies within the target community.

Once you have completed the service delivery plan, you must submit it via email it to support@communitygrants.gov.au. Please include 2018-2445 Inclusive Communities grants in the subject line of your email. Please keep a copy of your acceptance of the letter of offer and service delivery plan for your records.

The Community Grants Hub may not accept any additional information, nor requests from the invited applicant to correct your service delivery plan after the closing time.

The Community Grants Hub may ask you for more information about your application or your service delivery plan if clarification is required.

6.4 Questions during the application process

Only the invited applicant's questions will be responded to during the application period. You can contact the Community Grants Hub on 1800 020 283 or email to support@communitygrants.gov.au. The Community Grants Hub will respond to emailed questions within five working days.

The question period will close at 5:00pm AEST Monday, 24 September 2018. Following this time, only questions relating to submitting the service delivery plan as the application will be answered.

7. Review of the grant application

7.1 Who will review the application?

The Service Delivery Plan (also referred to as the application in these guidelines) will be reviewed to ensure it meets eligibility requirements.

The review team will be comprised of staff in the Community Grants Hub.

If the selection process identifies that additional information or clarification is required, you may be contacted to provide further information.

In determining the extent to which your service represents value with relevant money, the review team will consider the overall objectives to be achieved in providing the funding.

7.2 Who will approve grants?

The Department of Social Services will make the final decision to approve the grant, taking into account the recommendations of the review team and the availability of grant funds.

The Department of Social Services decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded

The Department of Social Services will not approve funding if there is insufficient program funding available across relevant financial years for the program, or if the application does not represent value with money.

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

8. Notification of application outcomes

The Community Grants Hub will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

8.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within one month of being advised of the outcome. We will give written feedback within one month of your request.

9. Successful grant applications

9.1 The grant agreement

If you are successful and you choose to accept a grant offer, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Social Services. The Department of Social Services will use the *Commonwealth Simple Grant Agreement*. Standard terms and conditions for the grant agreement will apply and cannot be changed. 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.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You should not make financial commitments related to this grant, until a grant agreement has been executed by the Commonwealth.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Program Delegate or Minister. We will identify these in the agreement.

Where a grantee fails to meet the obligations of the grant agreement, the Department of Social Services may recover grant funds.

9.2 How the grant will be paid

The grant agreement will state the:

- maximum grant amount to be paid

We will make an initial payment on the commencement of the grant. We will make subsequent payments according to an agreed schedule set out in the grant agreement (six monthly). Payments are subject to satisfactory progress on the grant activity.

9.3 Grant agreement variations

10. Announcement of grants

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

11. Delivery of grant activities

11.1 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
- 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
- participating in a grant program evaluation as specified in the grant agreement

11.2 The Community Grants Hub's responsibilities

The Community Grants Hub will:

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

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

11.3 Grant payments and GST

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

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

11.4 Reporting

Inclusive Communities grant recipients 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 service providers at the client level and entered directly into the department's performance reporting solution, the Data Exchange.

The performance information reported through the Data Exchange includes:

- Client identity characteristics (given and family names, date of birth, gender and residential address)
- Client demographic characteristics (indigenous status, cultural and linguistic diversity, and disability status, impairment or condition)
- Service delivery information (outlets, cases, sessions)
- Client outcomes

The Data Exchange has two standardised six monthly performance reporting periods each year, which run from 1 July to 31 December and 1 January to 30 June, with a 30 day close off period after each of these. Once the close-off period is completed no further changes can be made to the data.

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

11.5 Evaluation

The Department of Social Services will evaluate the Strong and Resilient Communities program to measure how well the outcomes and objectives have been achieved.

The Department of Social Services will evaluate a range of issues, including but not limited to the performance of the program, including the efficiency of implementation and effectiveness of the program meeting the outcomes.

Your performance against the grant agreement will be monitored on an on-going basis by the Funding Arrangement Manager assigned by the Department of Social Services. The Funding Arrangement Manager will ensure all milestones recorded in your grant agreement are met.

Your grant agreement requires you to provide information to help with this evaluation.

11.6 Acknowledgement

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

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

11.7 Multicultural Access and Equity

Australia's *Multicultural Access and Equity Policy* obliges Australian government agencies to ensure their policies, programs and services (including those conducted by contractors and service delivery partners) are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds. Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills in order to engage with CALD clients. Services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with non-English speakers. If required, based on an assessment of the target group, costs for translating and interpreting services (and other requirements for ensuring accessibility) should be factored into grant applications. For further information on the Multicultural Access and Equity Policy please refer to [the DSS website](#).

12. Probity

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

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

12.1 Complaints process

Complaints about the Program

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

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

Phone: 1800 634 035

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Department of 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

12.2 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 Department of Social Services and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel:

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

Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*. We publish our conflict of interest policy available on the [Community Grant Hub](#) website.

12.3 Privacy: confidentiality and protection of personal information

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

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

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

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

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

We may reveal confidential information to:

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

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

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

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

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

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

12.4 Freedom of information

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

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

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

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

By email: foi@dss.gov.au

13. Glossary

Term	Definition
assessment criteria	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
commencement date	The expected start date for the grant activity.
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.
grant	A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:

Term	Definition
	<ul style="list-style-type: none"> a) under which relevant money or other CRF money, is to be paid to a grantee other than the Commonwealth b) which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity	Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
grant agreement	Sets out the relationship between the parties to the agreement, and specifies the details of the grant.
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants.
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities
grantee	An individual/organisation that has been awarded a grant.
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.
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.