



Fisheries Assistance and User Engagement Package – Our Marine Parks Round One Grant Opportunity Guidelines

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Closing date and time:	2.00PM AEDT on 12 March 2019
Commonwealth policy entity:	Department of the Environment and Energy
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: support@communitygrants.gov.au Questions should be sent no later than 5/03/2019
Date guidelines released:	14/2/2019
Type of grant opportunity:	Targeted competitive

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1. Our Marine Parks Round One Grant Opportunity processes

The Our Marine Parks Round One Grant is designed to achieve Australian Government objectives
This grant opportunity is part of the above grant program which contributes to the Department of the Environment and Energy's Outcome 1.1 Sustainable Management of Natural Resources and the Environment. The Department of the Environment and Energy works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#) and [Community Grants Hub](#) websites.



You complete and submit a grant application

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



We assess all grant applications

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



We make grant recommendations

We provide advice, through the selection advisory panel, to the Minister for the Department of the Environment and Energy (the decision maker) on the merits of each application.



Grant decisions are made

The Minister decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and will be 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 Our Marine Parks Round One Grant Opportunity

We evaluate your specific grant activity and the Our Marine Parks Grant Round One as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Our Marine Parks Round One grants.

You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of the Environment and Energy and the Director of National Parks.

2. About the Fisheries Assistance and User Engagement Package

The Fisheries Assistance and User Engagement Package (the **Package**), funded through the Department of the Environment and Energy contributes to the Portfolio Budget Statement:

Outcome 1: Conserve, protect and sustainably manage Australia's biodiversity, ecosystems, environment and heritage through research, information management, supporting natural resource management, establishing and managing Commonwealth protected areas, and reducing and regulating the use of pollutants and hazardous substances.

Five new Australian Marine Park management plans covering 44 Australian Marine Parks came into effect on 1 July 2018. These management plans set out how the Director of National Parks will manage the marine parks over the next 10 years including through zoning arrangements that both protect Australia's marine environment and support Australia's world-class sustainable commercial fishing sector.

To assist industries and communities transition to the new management arrangements, the Australian Government has committed \$35 million to a *Fisheries Assistance and User Engagement Package* to provide:

- Fishing Business Assistance grants — assistance to affected commercial fishers with a recent history of fishing in Australian Marine Parks as they adjust their business to the new operating environment
- Our Marine Park grants — to help marine users and industries engage in marine park management
- Vessel Monitoring System Assistance — support to encourage uptake of vessel monitoring systems. This element will be progressed through direct discussion between Parks Australia and fisheries management agencies
- Coral Sea Fishery Licence Buy-out — direct assistance to commercial fishers holding either trawl or trap endorsements in the Commonwealth managed Coral Sea Fishery through a voluntary licence buy-back based on the closure of 99.8 per cent of the fishery to these methods.

The Our Marine Parks Grants will consist of two competitive granting opportunities:

- The first granting opportunity is available to industry level fishing organisations and is the subject of these guidelines.
- The second granting opportunity will be open to a wider range of marine users. These will be outlined in separate guidelines.

These guidelines only:

- relate to the Our Marine Parks Round One granting opportunity. The grant process will be undertaken in accordance with the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).
- apply to the new Australian Marine Park management plans covering the Australian Marine Parks listed in **Appendix A**.

These guidelines do not apply to:

- Australian Marine Parks in the South-east Marine Parks Network, or the Heard Island and McDonald Islands Marine Reserve
- The Great Barrier Reef Marine Park
- State or Northern Territory marine reserves.

2.1 About the Our Marine Parks Grant Round One opportunity

The Our Marine Parks Grants program (the Program) was announced as part of the *Fisheries Assistance and User Engagement Package* (the Package) on 1 July 2018 to assist industries and communities to transition to the new management arrangements for Australian Marine Parks.

The objective of the grant opportunity is to support the fishing sector to plan for and continue to deliver sustainable fishing and conservation outcomes in the context of Australian Marine Parks. This is to be achieved by funding projects that:

- improve the long-term sustainability of fishing in ways that support the objectives of Australian Marine Parks management plans which are:
 - the protection and conservation of biodiversity and other natural, cultural and heritage values of marine parks
 - ecologically sustainable use and enjoyment of the natural resources within marine parks, where this is consistent with objective above.
- facilitate the engagement of marine park users in activities to support the management of Australian Marine Parks, and
- assist in engaging marine park users in programs that contribute to the knowledge of Australian Marine Parks.

Distribution of funding under the grant opportunity will aim to provide a spread of projects across the invited representative organisations and across the Australian Marine Park networks. Projects are also encouraged to consider financial or in-kind contributions from partners, including state and territory funding and other schemes.

The intended outcomes of the grant opportunity is increased engagement in the management of Australian Marine Parks through high quality projects that deliver both sustainable fishing and conservation outcomes. Having projects delivered by representative organisations will result in the best outcomes for fishers at an industry or fishery scale. It is also intended that the grant

opportunity will assist the fishing sector operate sustainably within Australian Marine Parks, particularly in the context of new management arrangements.

3. Grant amount and grant period

3.1 Grants available

For this grant opportunity up to \$5 million GST exclusive is available from 2018-19 to 2019-20.

The minimum grant amount is \$50,000 GST exclusive.

The maximum grant amount is \$1,000,000 GST exclusive.

3.2 Project Period

The length of projects should be up to 14 months depending on the objective and outcomes of each project.

4. Eligibility criteria

4.1 Who is eligible to apply for a grant?

To be eligible you must be one of the listed invited organisations and have received an invitation to apply through GrantConnect. Some of these organisations were previously consulted on the Package through the '*Position Paper – Fishing Business Assistance – for the commercial fishing sector as a result of new Australian Marine Park management arrangements*'. Organisations have been selected due to their ability to represent the Australian fishing sector at both the national and regional scales. Further, they are considered to have the required business maturity to manage and deliver projects under the granting opportunity.

The restricted list of eligible organisations will enable effective coordination of grant priorities at the regional and industry scale. Other marine users will be eligible to apply for grants under Round Two, which will be the subject of separate guidelines.

Invited Organisation
Australian Recreational Fishing Foundation
Australian Southern Bluefin Tuna Industry Association Ltd
Commonwealth Fisheries Association Inc.
Great Australian Bight Fishing Industry Association Incorporated
Marine Fishers Association
NSW Wildcaught Fishers Coalition Incorporated
Northern Prawn Fishery Industry P/L
Northern Territory Seafood Council Inc
Professional Fishers Association of NSW Inc
Queensland Seafood Industry Associated Inc
Seafood Industry Australia Limited

Invited Organisation
South-east Trawl Fishing Industry Association Ltd
Tuna Australia Limited
Western Australia Fishing Industry Council Inc
Wild Catch Fisheries SA Inc

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above¹

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply for this grant opportunity if you have not received an invitation to apply through GrantConnect and are not listed as an eligible invited organisation at Section 4.1.

5. What the grant money can be used for

5.1 Eligible grant activities

Eligible activities must directly relate to the project and can include, but are not limited to:

- Marketing of locally and sustainably caught seafood
- Fisheries certification
- Research into improved fishing gear types or practices that further reduce interactions with Australian Marine Park values
- Fishery wide transition to improved fishing gear types or practices
- Industry training programs increasing awareness and understanding of Australian Marine Park management arrangements, including class approvals and zoning rules
- Industry training programs on minimising the impacts of fishing on non-target species, including protected species identification and handling; and bycatch handling
- Research into the effects of fishing practices and technologies on Australian Marine Park values
- Tools to improve the ability of fishers to easily and effectively comply with Australian Marine Parks rules or increase awareness of Australian Marine Park values
- Citizen science projects that contribute to the knowledge of Australian Marine Parks
- Costs associated with transitioning fishing practices impacted as a result of implementation of Australian Marine Parks

¹ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint (Consortia) Applications'

5.2 Eligible expenditure

The grant can be used to pay for the following eligible items that are directly related to the project, but is not limited to:

- Salaries for staff working on the project, direct salary and on-costs for personnel directly employed for the project activities (on a pro-rata basis relative to their time commitment)
- Contractor costs or expert advice
- Research costs
- Communication and promotional costs
- Development of training or other educational materials
- Hosting of training activities, including venue hire and catering (excluding alcohol)
- Domestic travel
- Purchase of assets
- Materials and equipment hire/purchase, including vessel hire and fuel costs

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- Administrative costs and overheads related to the ongoing operations of an organisation
- The covering of retrospective costs
- Costs incurred in the preparation of a grant application or related documentation
- Overseas travel
- Alcohol
- Major capital expenditure or construction works
- Activities that commenced prior to the grant agreement being finalised
- Merchandise or giveaways
- Installation of any permanent or semi-permanent infrastructure in an Australian Marine Park

We cannot provide a grant if you receive funding from another government source for the same purpose, if that funding is not considered a co-contribution in your application.

6. The assessment criteria

You must address all of the following assessment criteria in the application.

The application form includes character limits – up to 3500 characters per criteria. The application form will not accept characters beyond this limit.

Criterion 1

Demonstrate how your project meets one or more of the following objectives:

- a) improves the long-term sustainability of fishing in ways that support the objectives of Australian Marine Parks, or
- b) facilitates the engagement of marine park users in activities to support the management of Australian Marine Parks, or
- c) assists in engaging marine park users in programs that contribute to the knowledge of Australian Marine Parks, where the Australian Marine Park is one or more listed in Appendix A.

When addressing the criterion strong applicants will reference the relevant [Australian Marine Parks network management plan or plans](#), including the:

- the objectives of the plan (outlined in section 1.3 of network management plans and 2.1 of these guidelines)
- the outcomes and actions identified in the management programs (outlined in section 2.4 of network management plans) as they relate to their project.

You may also wish to consult the [Australian Marine Parks Science Atlas](#) for maps and data related to Australian Marine Parks.

Criterion 2

Demonstrate your organisation's capability to successfully deliver the project on time and within budget

When addressing the criterion strong applicants will:

- Use examples to describe your organisation's experience with developing and implementing similar or like projects.
- Explain the relevant experience and qualifications held by key personnel and their role in managing the project.

Criterion 3

Demonstrate stakeholder engagement

When addressing the criterion strong applicants will:

- Demonstrate your organisation's member support for the project and that it benefits a majority of the members of the invited organisation (or members in the fishery to which the project relates).
- Identify and describe the involvement of key stakeholders in the proposed project (including demonstrating commitment from project partners, if required).
- Demonstrate support from the relevant fisheries management agency for the project (or why their support is not required).
- Outline what resources (financial or in-kind) your organisation, or a third party (such as external partners or state or territory funding schemes) will contribute to the project.

7. How to apply

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

These documents are found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda² will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

Only those organisation listed at section 4.1 of these guideline's can apply.

You may submit more than one application form for this grant opportunity.

A separate application form must be submitted for each project. If more than one application is submitted for the same project the latest accepted application form will progress.

² Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents

To apply you must complete the online application form on [GrantConnect](#) and

- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 2.00PM AEDT on 12 March 2019

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

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

If you need more help around the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 or email support@communitygrants.gov.au. The Community Grants Hub do not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

7.1 Attachments to the application

A Project plan and associated budget must be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided for your use with the grant opportunity documents.

You must attach supporting documentation to the application form according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments that we do not request.

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

7.2 Joint (partnership/consortia/subcontractor) applications

We recognise that some organisations may want to join together as a group to deliver a project (including an organisation not listed under section 4.1).

In these circumstances, you must appoint a 'lead organisation' who must be an invited organisation. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub via support@communitygrants.gov.au.

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

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

The Delegate or their appointed representative^[1] will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

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

Expected timing for this grant opportunity

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	3 weeks
Approval of outcomes of selection process	1 week
Negotiations and award of grant agreements	1 to 4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	April 2019
End date of grant activity	30/06/2020

7.4 Questions during the application process

If you have any questions during the application period contact the Community Grants Hub on 1800 020 283 or email support@communitygrants.gov.au. Only invited applicants' questions will be responded to during the application submission period.

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

^[1] This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

The question period will close at 5:00PM AEDT on 5/3/2019. Following this time, only questions relating to using and/or submitting the application form will be answered.

8. The grant selection process

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

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

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.³

When assessing the extent to which the application represents value with relevant money, following will be considered:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- Contributions to the project by the applicant or third parties including state or territory funding schemes
- the need for a spread across the invited organisations and across the Australian Marine Park network.

8.1 Financial Viability

Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- establishing whether relevant persons have any adverse business history (for example current or past bankruptcy)
- assessment of the financial health of an entity.

8.2 Who will assess and select applications?

The selection advisory panel will assess each eligible and compliant application on its merit and compare it to other eligible applications. The selection advisory panel will undertake training to ensure consistent assessment of all applications.

Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the Commonwealth Grants Rules and Guidelines (CGRGs). The selection advisory panel may include staff the Community Grants Hub and expert advisors from the

³ See glossary for an explanation of 'value with money'.

Australian Fisheries Management Agency or the Department of Agriculture and Water Resources, or other fisheries related experts as determined necessary.

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

The selection advisory panel recommends to the decision maker which applications to approve for a grant.

8.3 Who will approve grants?

The Minister for the Department of the Environment and Energy (the Decision Maker) decides which grants to approve taking into account the recommendations of the selection advisory panel and the availability of grant funds for the purposes of the grant program.

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

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

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

9. Notification of application outcomes

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

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program, such as Round Two of the Our Marine Parks Grants program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

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

Individual feedback will not be provided for this grant opportunity.

9.2 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, the Department of the Environment and Energy will fund those projects that are considered value for money and defer any residual funds to the Our Marine Parks Round Two grant opportunity.

10. Successful grant applications

10.1 The grant agreement

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

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

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any Our Marine Park Round One Grant activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These will be identified in the agreement.

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

Commonwealth Standard Grant Agreement

We will use a Commonwealth Standard grant agreement.

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

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

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the decision maker.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party

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

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

11. Announcement of grants

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

12. How we monitor your grant activity

12.1 Keeping us informed

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

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

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

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

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

12.2 Reporting

Our Marine Park recipients must have systems in place to meet their data collection and reporting obligations outlined in their grant agreement.

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

- progress against agreed project milestones and outcomes
- acquittal of expenditure against the budget in the project plan

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

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

Progress reports

Progress reports must:

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

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

You must discuss any reporting delays with us as soon as you become aware of them.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

Final report

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

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement

- identify the total eligible expenditure incurred
- be submitted within 30 days of completion in the format provided in the grant agreement.

12.3 Audited financial acquittal report

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager, Community Grants Hub.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Record keeping

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

12.7 Evaluation

The Department proposes to evaluate the outcomes of the Our Marine Parks grant opportunity. Your grant agreement including the activity work plan will require you to provide information to assist with this evaluation. The Department will evaluate a range of matters, including but not limited to, performance of the program, including efficiency of implementation and effectiveness of the program meeting policy outcomes.

Your performance against the grant agreement will be monitored on an on-going basis by the Funding Arrangement Manager assigned by the Department. The Funding Arrangement Manager will ensure all milestones shown in your grant agreement are met. The Department may contact you up to one year after you finish your grant for further information to assist with this evaluation..

12.8 Acknowledgement

If you make a public statement about a project funded under the program we will require the acknowledgement that the [name project] received grant funding from the Australian Government.

Please note that you must consult with the Director of National Parks, via parksmedia@environment.gov.au prior to issuing any comment to the media regarding a project under these guidelines.

13. Probity

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

These guidelines may be changed by the Department of the Environment and Energy. When this happens, the revised guidelines will be published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

13.1 Enquiries and feedback

Complaints about this grant opportunity

The Department of the Environment and Energy's [complaints process](#) applies to complaints about the Program.

Any complaints about the Program, including the approval of grant decisions, must be lodged in writing using the complaints form on the Department of the Environment and Energy website.

Complaints about the selection process

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

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can lodge complaints using the complaints form on the Department of Social Services website, 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 Community Grants Hub or Department of the Environment and Energy has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or Department of the Environment and Energy.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if Department of the Environment and Energy 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 or member of an external panel
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Department of the Environment and Energy and the Community Grants Hub in writing immediately.

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

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

13.3 Privacy

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

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

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

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

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

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

13.4 Confidential Information

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

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

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

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

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

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

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

13.5 Freedom of information

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

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

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

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

By email: foi@dss.gov.au

14. Consultation

The Package was informed by extensive consultation and insights into industry and stakeholder needs conducted through the Marine Park process. In addition, details of the Package, including the Our Marine Parks Grants program, were informed by a position paper on the Fishing Business Assistance program sent to peak fishing industry bodies and placed on the Parks Australia website on 20 August 2018.

15. Glossary

Term	Definition
Australian Marine Parks	Australian Marine Parks are Commonwealth reserves in Commonwealth marine areas declared under section 344 of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> .
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
The Department of the Environment and Energy	<p>The Department designs and implements Australian Government policy and programs to protect and conserve the environment, water and heritage, promote climate action, and provide adequate, reliable and affordable energy.</p> <p>The Department of the Environment and Energy advises on, and implements, environment and energy policy to support the Commonwealth Government in achieving a healthy environment, strong economy and thriving community now and into the future.</p>
decision maker	the person who makes a decision to award a grant

Term	Definition
The Director of National Parks	The Director of National Parks is a corporation established under the <i>Environment Protection and Biodiversity Conservation Act 1999</i> , the principal Commonwealth legislation for establishing and managing protected areas. The corporation is constituted by the person appointed to the office named the Director of National Parks.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
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
<u>Commonwealth Grants Rules and Guidelines (CGRGs)</u>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
fisheries management agency	<p>The agencies for each jurisdiction are as follows:</p> <ul style="list-style-type: none"> ○ Commonwealth, Australian Fisheries Management Authority ○ Queensland, Department of Agriculture and Fisheries ○ New South Wales, Department of Primary Industries ○ South Australia, Department of Primary Industries and Regions SA ○ Western Australia, Department of Primary Industries and Regional Development ○ Northern Territory, Department of Primary Industries and Resources.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money⁴ or other Consolidated Revenue Fund (CRF) money⁵ 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/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
Package	The Fisheries Assistance and User Engagement Package.
Parks Australia	Parks Australia supports the Director of National Parks, the federal park agency, in managing six Commonwealth national parks, the Australian National Botanic Gardens, and Australian Marine Parks.

⁴ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁵ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Portfolio Budget Statement (PBS) Program	described within the entity's 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.
selection advisory panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved • the potential grantee's relevant experience and performance history.

Appendix A. List of affected Australian Marine Parks

South-west Network of Australian Marine Parks

1. Southern Kangaroo Island Marine Park
2. Western Kangaroo Island Marine Park
3. Western Eyre Marine Park
4. Murat Marine Park
5. Great Australian Bight Marine Park
6. Twilight Marine Park
7. Eastern Recherche Marine Park
8. South-west Corner Marine Park
9. Bremer Marine Park
10. Geographe Marine Park
11. Perth Canyon Marine Park
12. Two Rocks Marine Park
13. Jurien Marine Park
14. Abrolhos Marine Park

North-west Network of Australian Marine Parks

15. Shark Bay Marine Park
16. Carnarvon Canyon Marine Park
17. Ningaloo Marine Park
18. Gascoyne Marine Park
19. Montebello Marine Park
20. Dampier Marine Park
21. Eighty Mile Beach Marine Park
22. Roebuck Marine Park
23. Mermaid Reef Marine Park
24. Argo-Rowley Terrace Marine Park
25. Kimberley Marine Park
26. Ashmore Reef Marine Park
27. Cartier Island Marine Park

North Network of Australian Marine Parks

28. Joseph Bonaparte Gulf Marine Park
29. Oceanic Shoals Marine Park

30. Arafura Marine Park
31. Arnhem Marine Park
32. Wessel Marine Park
33. Limmen Marine Park
34. Gulf of Carpentaria Marine Park
35. West Cape York Marine Park

Coral Sea Marine Park

36. Coral Sea Marine Park

Temperate East Network of Australian Marine Parks

37. Gifford Marine Park
38. Norfolk Marine Park
39. Lord Howe Marine Park
40. Central Eastern Marine Park
41. Solitary Islands Marine Park
42. Cod Grounds Marine Park
43. Hunter Marine Park
44. Jervis Marine Park