



## Veteran and Community Grants Grant Opportunity Guidelines

<b>Opening date:</b>	8 March 2019
<b>Closing date and time:</b>	11:00PM AEDT on 27 February 2020
<b>Commonwealth policy entity:</b>	Department of Veterans' Affairs
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5:00PM AEDT on 20 February 2020
<b>Date guidelines released:</b>	8 March 2019
<b>Type of grant opportunity:</b>	Open non-competitive

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# 1. Veteran and Community Grants opportunity processes

**The Veteran and Community Grants 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 2.4 - Veterans' Community Care and Support. The Department of Veterans' Affairs 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 with overall consideration of value with money.



**We make grant recommendations**

We provide advice, through the DVA selection advisory panel to the decision maker on the merits of each application.



**Grant decisions are made**

The decision maker decides which applications are successful.



**We notify you of the outcome**

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



**We enter into a grant agreement**

We enter into a grant agreement with you if 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 project as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



**Evaluation of the Veteran and Community Grants Program**

We evaluate your specific grant project and the Veteran and Community Grants Program 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 Veteran and Community Grants Program.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/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 Veterans' Affairs.

## 2. About the grant program

The Veteran and Community Grants Program (the program) is a long-term rolling grant program that accepts applications continuously throughout the year.

Veteran and Community Grants funding is for one off projects, and forms part of Outcome 2.4 Veterans' Community Care and Support.

The objective of the program is to maintain and improve the independence and quality of life for members of the Australian veteran community by providing funding for projects that sustain or enhance health and wellbeing.

The intended outcomes of the program are to:

- Deliver projects that are sustainable, financially viable and have an ongoing benefit for members of the Australian veteran community; and
- Deliver projects that increase opportunities for members of the Australian veteran community, associated with social activity and community participation and/or improve health behaviours and support healthy places.

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

## 3. Grant amount and grant period

### 3.1 Grants available

The Australian Government has announced a total of \$2,360,000.00 (GST exclusive) for the 2019-2020 financial year.

There is no minimum or maximum grant amount.

### 3.2 Grant period

The maximum grant period is one year.

## 4. Eligibility criteria

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

To be eligible you must be one of the following entity types:

- Indigenous Corporation
- Company<sup>1</sup>
- Cooperative
- Incorporated Association
- Statutory Entity
- Trustee on behalf of a Trust<sup>2</sup>
- Unincorporated Association

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. Lead organisations of a consortium and Trustees must also be an eligible entity as per the list above<sup>3</sup>.

### 4.2 Additional eligibility requirements

We cannot fund applications from an organisation that has outstanding acquittals for any previous DVA funding (if applicable).

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

You are not eligible to apply if you are:

- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government<sup>4</sup>
- International Entity
- Sole Trader

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

<sup>2</sup> Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the Application Form. The Trustee cannot be a Sole Trader, Person or any other entity type listed at paragraph 4.2

<sup>3</sup> 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'

<sup>4</sup> Includes New South Wales local governments created as Body Politics

- Partnership<sup>5</sup>
- Person<sup>6</sup>

Please Note: The above list is not definitive. If your entity type is not listed in paragraph 4.1 above, you are not eligible to apply and your application will not be assessed.

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

### 5.1 Eligible grant activities

To be eligible your projects must deliver one or more of the following for the benefit of Australian veterans and/or their families:

- promote and enhance healthy lifestyles, particularly physical activity and mental wellbeing;
- support quality independent living at home;
- encourage involvement in community activities;
- reduce social isolation;
- encourage supportive and safe communities;
- increase access to community services;
- address gaps in local services;
- support carers;
- improved nutrition;
- increase social connectedness; and
- increase mental wellness.

### 5.2 Eligible expenditure

You can only spend the grant on eligible expenditure that is integral to the project and that was incurred for agreed project activities.

**Please note.** The guidelines on eligible and ineligible expenditure have changed from previous funding rounds. It is no longer necessary to include quotes for individual expenditure items.

Instead you must provide a Project Budget outlining your proposed expenditure under each of the expenditure categories listed below.

Please note: a Project Budget guide is provided at [Appendix A](#), to assist you to complete your on-line application. [Appendix A](#) provides information and examples of some eligible items in each category.

You must complete the Project Budget table in the online application. You will be required to attribute a funding amount against each Budget Item in the online application form.

We may update the guidelines on eligible expenditure from time to time. If your application is successful, the guidelines in place when you submitted your application apply to your project.

Eligible expenditure categories are:

- Equipment and Furnishings

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<sup>5</sup> Partnership – the individual partners will enter into the Agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested.

<sup>6</sup> A person is a natural person, an individual, a human being.

- Building Works
- Travel
- Volunteer Expenses
- Meals
- Project Officer Expenses
- Replacement Items
- Evaluation Costs
- Administration Costs

Not all the proposed expenditure on your project may be eligible for grant funding. The program delegate makes the final decision to approve a grant and the amount of funding to be awarded. Please note: we are not responsible for any expenditure incurred until a grant agreement is executed.

If you are unsuccessful, we are not responsible for any expenditure incurred.

### **5.3 What the grant money cannot be used for**

You cannot use the grant for the following activities:

- activities that are business as usual expenses;
- activities that are not integral to the project;
- projects that have already commenced. However funding will be considered for a significant new direction or enhancement of an existing project;
- purchase of land;
- ongoing wages or salaries;
- major capital expenditure including the purchase, lease or construction/extension of buildings, including the purchase of raw materials for the purpose of constructing and/or extending buildings;
- capital works that are only cosmetic in nature;
- landscaping;
- costs incurred in the preparation of a grant application or related documentation;
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, consumables, maintenance and repairs (**NB** administration costs integral and specific to the project may be eligible);
- project participants' travel expenses including accommodation costs, fuel expenses for entertainment purposes, meals and refreshments, costs associated with attending meetings (**NB**: these expenses may be eligible if they form part of the total project officer costs);
- vehicle on road costs such as fuel, delivery fees, registration and insurance;
- overseas travel;
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility;
- projects or items not consistent with DVA's Social Health Strategy; e.g. the upgrade and/or refurbishment of bar and gaming facilities, establishment of outdoor smoking facilities etc.

Further information on DVA's Health Promotion initiatives can be found on the [DVA website](#);



- one off events such as expos or conferences;
- projects that have a research, clinical or treatment focus; and
- projects that aim to produce commercial profit (either directly or indirectly).

We cannot provide a grant if you receive funding from another government source for the same purpose.

## 6. The assessment criteria

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

- How well the project meets the intended outcomes of the program
- How you assessed the needs of the veteran community and how this project intends to meet those needs.  
The needs of the veteran community can be identified through activities such as community meetings, data/statistical collection, print media, research reports, social media and/or surveys.
- Whether or not your organisation will contribute towards the projects through in-kind and / or financial support.
- The degree to which your project supports:
  - All Veterans
  - Younger veterans
  - Veteran's carers
  - Veteran's families
  - Other members of the community
- How your project will be sustained in the future, including, but not limited to ongoing:
  - Community participation
  - Education and training services
  - Member/participants
  - Events and social activities
  - Volunteer Support
  - Your organisation's continued financial viability.
- The degree to which your project achieves value for money.

The application form includes character limits. The application form will not accept characters beyond this limit.

## 7. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, the sample grant agreement, and the 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 addenda<sup>7</sup> will be published on

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<sup>7</sup> 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

GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You may submit more than one application form. 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.

Where an application for a project is successful, you may submit an application for a further grant for additional activities for the same project in a subsequent batch due to if the project scope changing or increasing. (see Section 7.3 for batch timing).

- To apply you must complete the online application form on [GrantConnect](#) or [Community Grants Hub](#).
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 11:00PM AEDT on 27 February 2020.

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](mailto:support@communitygrants.gov.au). The Community Grants Hub do not have to accept any additional information, or requests from you to correct your application after the closing time.

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

If we find an error or something missing, we may ask 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**

If you are applying for Building Works the following document/s must be attached to your application for it to be considered compliant and for it to proceed to assessment:

- Proof of Ownership, relevant council approval and a simple floor plan for your building works, consolidated into one document.

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 grant project.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The 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.

The application period for this grant opportunity will open on 8 March 2019 and close on 27 February 2020. Applicants must submit their applications by the final closing date and time. As outlined in below, the Hub will assess applications in batches.

### **Late applications**

Late applications refers to applications received after the final closing date of this grant opportunity of 11:00PM AEDT on 27 February 2020.

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](mailto: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<sup>[1]</sup> will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

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

### **Expected timing for this grant opportunity**

The Hub will divide the assessment and notification of outcomes into four batches during the year. Each batch will contain applications that have been submitted for the grant opportunity over a

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

three-month period. For example, the first batch will contain all applications submitted to the grant opportunity between the opening date of the application period and 6 June 2019. The second batch will contain all applications submitted to the grant opportunity over the next three months, ending 29 August 2019, and so on.

The table below identifies the cut-off dates for all four batches.

Batch	Applications included in batch
1	All applications submitted to the grant opportunity by <b>6 June 2019</b>
2	All applications submitted to the grant opportunity by <b>29 August 2019</b>
3	All applications submitted to the grant opportunity by <b>28 November 2019</b> .
4	All applications submitted to the grant opportunity by <b>11:00PM AEDT on 27 February 2020</b> .

Please note that the cut-off date for each batch only affects the time at which the Hub will assess your application. It does not affect the time at which you must submit your application.

The only exception to this rule is the cut-off date for Batch 4, which is the closing date and time of the overall application period for this grant opportunity. Other than this exception, you can submit an application at any time during the application period and the Hub will assess it in one of the four batches identified above.

In the event that an eligible application is submitted, but funding is not available, your application may be considered for funding in the next financial year. We will notify you in writing if this occurs.

Table 1: Expected timing for this grant opportunity

Project	Timeframe
Assessment of applications	Within 4 weeks from date of batch close
Approval of outcomes of selection process	8 – 10 weeks from completed assessment
Negotiations and award of grant agreements	Up to 6 weeks following approval
Notification to unsuccessful applicants	2 weeks from approval
Earliest start date of grant project	In batches from July 2019
End date of grant project	1 year after start date

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

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.

The question period will close at 5:00PM AEDT on 20 February 2020. Following this time, only questions relating to using and/or submitting the application form will be answered.

## 8. The grant selection process

### 8.1 Assessment of grant applications

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 an open non-competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see Section 6). We will consider your application on its merits, based on:

- how well it meets the criteria

A Selection Advisory Panel will consider:

- whether it provides value with relevant money.<sup>8</sup>

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

- the overall objective/s to be achieved in providing the grant;
- the relative value of the grant sought;
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the assessment criteria and the program outcomes/objectives
- how the grant activities will target groups or individuals.

### 8.2 Who will assess and select applications?

The Assessment Centre will assess each eligible and compliant application on its merit. The Assessment Centre will be made up of Community Grants Hub staff, who will undertake training to ensure consistent assessment of all applications.

Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The Selection Advisory Panel may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The Assessment Centre 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 Veterans' Affairs (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

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<sup>8</sup> See glossary for an explanation of 'value with money'.

- 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 project (or a similar project) in any future grant opportunities under the 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 be available if requested by the applicant. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

## 10. Successful grant applications

### 10.1 The grant agreement

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

We have introduced streamlined grant agreements and grantee obligations to reduce the administrative impost on grantees.

We use two types of grant agreements for this grant opportunity. Our selection will depend on the associated risks and complexity of your project.

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.

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.

#### **Letter of Agreement**

This grant agreement comprises the Letter of Agreement and the corresponding grant conditions if applicable.

We will send you a Letter of Agreement providing you with an offer. You accept the offer by signing and returning the Letter of Agreement to us by the date stipulated in the Letter of Agreement. We consider the agreement to be executed from the date the grant agreement has been signed by both parties.

## **Commonwealth Simple Grant Agreement**

You will have twenty (20) business days from the date of a written offer to sign and return this grant agreement. The 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.

### **10.2 How we pay the grant**

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

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

The grant agreement will state the timing of the payment/s:

- We may pay 100 percent of the grant on execution of the grant agreement. In some instances grantees may be required to report how they spent the grant funds at the completion of the project.
- Alternatively, we may make payments according to an agreed schedule set out in the grant agreement. In which case, payments will be subject to satisfactory progress on the project.

### **10.3 Grant payments and GST**

The Australian Taxation Office (ATO) advises that DVA grants are considered a Financial Assistance Payment and so they are not subject to GST. In accordance with that advice:

#### Organisations registered for GST

- are required to calculate the GST-exclusive component of the cost of any item or service purchased for their proposed project;
- must provide the final total GST exclusive amount in their grant application; and
- can claim an input tax credit through their BAS Statement to the ATO, for the GST component of purchased items or services.

#### Organisations NOT registered for GST

- are not able to request an input tax credit from the ATO for the GST component of purchased items or services; and
- are required to provide the final GST inclusive amount in their grant application.

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 V&CG 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.

## **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 project

### 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.

### 12.2 Reporting

When we use a Commonwealth Simple Grant Agreement, you must submit reports in line with the grant agreement. You may be required to report on:

- progress against agreed project
- expenditure of the grant

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

#### **Other Reports - Expenditure Report**

An expenditure report must include evidence that the amount previously paid has been spent in accordance with the grant project.

Where payments are made on an agreed schedule, we will only make grant payments when we receive satisfactory progress/expenditure reports.

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

#### **Final report**

When you complete the grant 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 by the due date outlined in the grant agreement (you can submit reports ahead of time if you have completed relevant activities).

### 12.3 Financial declaration or Non-audited financial acquittal

Depending on the grant agreement in place, we may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.



Alternatively, we may ask you to provide a non-audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

## **12.4 Record keeping**

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

## **12.5 Evaluation**

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

## **12.6 Acknowledgement**

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

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

# **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 Veterans' Affairs. 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 Veterans' Affairs Feedback Management Policy](#) applies to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be provided in writing.

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

### **Complaints about the selection process**

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

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can lodge complaints using the complaints form on the Department of Social Services website, by phone or mail.

Phone: 1800 634 035

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

Mail: DSS Feedback, Complaints  
GPO Box 9820  
Canberra ACT 2601

### **Complaints to the Ombudsman**

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

The Commonwealth Ombudsman can be contacted on:

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

## 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 the Department of Veterans' Affairs and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

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

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or 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 Veterans' Affairs 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 project, in respect of personal information you collect, use, store, or disclose in connection with the project. Accordingly, you must not do anything, which if done by the Department of Veterans' Affairs 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 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:

- the committee and other 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](mailto:foi@dss.gov.au)

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant project
completion date	the expected date that the grant project must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
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
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>9</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>10</sup> is to be paid to a grantee other than the Commonwealth; and</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 project	refers to the project 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
<a href="#">GrantConnect</a>	is the Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
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
Portfolio Budget Statement (PBS) Program	described within the entity’s <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant Programs. A PBS Program may have more than one grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.

<sup>9</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>10</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved</li> <li>• the potential grantee’s relevant experience and performance history.</li> </ul>



# Appendix A. Eligible Expenditure Project Budget guide

Examples of eligible expenditure items include but are not limited to:

Budget item	Description	Expenditure Amount
Equipment and Furnishings	Funding may be considered for equipment and furnishings that are integral to a project.	\$ to be entered into the application form
Building Works	<p>Major Capital works are not eligible for funding. This includes new buildings or extensions to existing buildings.</p> <p>Improvements or maintenance to existing buildings may be funded. However, improvements are not eligible if they are cosmetic only (eg painting a room)</p> <p>Examples of building works that may be funded if they are integral to the project include:</p> <ul style="list-style-type: none"> <li>• upgrade of toilet facilities including disabled access;</li> <li>• provision of disabled access to a building (e.g. ramps and access doors);</li> <li>• upgrade of kitchen facilities;</li> <li>• repair of roofs;</li> <li>• repair of floors; and</li> </ul> <p>provision of external shade areas (e.g. pergolas or verandas).</p>	\$ to be entered into the application form
Travel	<p>Vehicles - <b>Funding for vehicles</b> (up to 75% of the purchase price) will be considered for passenger vehicles used for community transport projects (e.g. small buses).</p> <p><b>Bus/Train Trips</b> - Funding will only be considered for a series of bus/train trips conducted over a 12 month period every two years. One off trips are not fundable.</p>	\$ to be entered into the application form
Meals	Funding for meals must be intrinsic to cooking or nutrition projects or as part of travel allowance for a project officer.	\$ to be entered into the application form
Volunteer Expenses	Including expenses relating to training to ensure volunteers are appropriately qualified/accredited (e.g. Workplace Health and Safety training and First Aid training).	\$ to be entered into the application form
Project Officer Expenses	Funding for a project officer will be considered for a 12 month period to establish a project and	\$ to be entered into the application form

<b>Budget item</b>	<b>Description</b>	<b>Expenditure Amount</b>
	administer its associated program of health and well-being activities. Funding may include salary and travel allowance costs (e.g. mileage, meals and accommodation). Mileage is to be calculated using the current DVA rate of treatment travel. This information is available on DVA's website.	
Replacement Items	Consideration will be given to replacing items previously funded through V&CG after a period five years or more has elapsed. Replacements will not be considered purely to maximise trade-in values.	\$ to be entered into the application form
Evaluation Costs	May be included for a professional evaluation at the completion of a project, which has been funded for more than \$30,000. Such costs must not exceed 10 per cent of the grant amount sought through V&CG, to a maximum of \$5,000. A detailed quote must be provided with the application.	\$ to be entered into the application form
Administration Costs	Some administrative costs may be considered if directly and exclusively associated with the establishment or delivery of the project. For example printing, advertising, venue hire for the project.	\$ to be entered into the application form
<b>TOTAL</b>		