National Landcare Program: Smart Farming Partnerships Round 2 Grant Opportunity Guidelines

Opening date:	19 March 2019
Closing date and time:	11:00pm AEST (Canberra time), 17 May 2019
	11.00pm (AEST) ACT, NSW, Victoria, Tasmania and Queensland
	10.30pm (ACST) South Australia and Northern Territory
	9.00pm (AWST) Western Australia
Commonwealth policy entity:	Department of Agriculture and Water Resources
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, please contact Community Grants Hub Phone: 1800 020 283 Email: support@communitygrants.gov.au
	Questions must be sent no later than 10 May 2019
Date guidelines released:	19 March 2019
Type of grant opportunity:	Open competitive

Contents

1. National Landcare Program: Smart Farming Partnerships Round 2 process

Smart Farming Partnerships are designed to achieve Australian Government objectives

Smart Farming Partnerships is part of the Australian Government's National Landcare Program, Department of Agriculture and Water Resources' Portfolio Budget Statement Outcome 1. The Department works with stakeholders to design agriculture-related components of the program according to the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs).

↓

The grant opportunity opens

We publish the Smart Farming Partnerships Grant guidelines (this document) and advertise on the GrantConnect and Community Grants Hub websites.

↓

You complete and submit a grant application

You must read these guidelines before you submit your application for a Smart Farming Partnerships Grant. Further information can be found on GrantConnect. Note: Any addenda to these guidelines will be published on GrantConnect. By registering on GrantConnect you will be automatically notified of any changes.

↓

We assess all grant applications

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

↓

We make grant recommendations

We provide advice to the Minister for Agriculture and Water Resources on the merits of each application.

↓

Grant decisions are made

The Minister 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 an agreement with you

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and is proportional to the risks involved.

↓

Delivery of grant

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

↓

Evaluation of Smart Farming Partnership Grants

We evaluate Smart Farming Partnerships and the National Landcare Program as a whole. We base this evaluation on information you provide to us and that we collect from various sources.

1.1 Role of the Community Grants Hub

This grant opportunity will be administered by the Community Grants Hub on behalf of the Department of Agriculture and Water Resources under a whole-of-Australian Government initiative to streamline grant processes across agencies.

1.2 About the National Landcare Program

Australia's soils, water, vegetation and biodiversity underpin the productivity and sustainability of agriculture, fisheries and forestry industries. But these natural resources are under threat. Pressures on Australia's natural resources can limit the viability and productivity of food and fibre businesses. The Australian Government's National Landcare Program aims to protect, conserve and provide for the productive use of Australia's water, soil, plants and animals and the ecosystems in which they live and interact, in partnership with industry, communities and other governments.

As the managers of around 61 per cent of the Australian landmass, farmers have an essential role in protecting and rehabilitating natural resources. Natural resources management practices that improve and protect the condition of soil, water, vegetation and biodiversity also assist farming, forestry and fishing industries to adapt to significant changes in climate, weather and markets.

The principal component of the National Landcare Program administered by the Department of Agriculture and Water Resources is Smart Farms. Smart Farms will run to 2022–23. It is made up of three elements:

- Smart Farming Partnerships—will invest up to $60 million through two rounds of competitive grants into medium to large scale projects to encourage the trial, development and roll-out of innovative tools and farm practices that will reduce the pressure on Australia's natural resources while increasing industry productivity and profitability.

- Smart Farms Small Grants—will invest up to $50 million in competitive small grants program over several rounds to support the adoption of best practices that improves the management and quality of our natural resources and increases on-farm productivity.

- Building Landcare Community and Capacity—will invest $24 million to support the sharing of knowledge and achievements, and promote community leadership.

1.3 About Smart Farming Partnerships

Smart Farming Partnerships is an open, competitive, grant opportunity to support substantial, complex projects that are to be delivered in consortium partnerships to trial, develop and implement innovative tools and practices.

Food and fibre industries want and need to trial, develop and use innovative technologies and tools that will reduce the pressure on Australia's natural resources while increasing industry productivity and profitability. Smart Farming Partnerships Grants fund experienced and skilled organisations to undertake projects in consortium partnerships with others to encourage Australia's agricultural, fishing and forestry industries to trial, develop and adopt sustainable natural resource management innovations and deliver more sustainable, productive and profitable agriculture, fishing, aquaculture and forestry industries.

Smart Farming Partnerships projects allow new ideas to be developed, tested and shared across farms, industries and regions, to the benefit of the Australian landscape, community and economy. Industry implementation of innovative tools and practices also assists Australia to meet its obligations under international treaties including those about climate change, desertification, biological diversity and fish stocks.

Smart Farming Partnerships applicants form consortium partnerships to develop and deliver their project. Smart Farming Partnerships may relate to any form of food and fibre production, including dryland and irrigated cropping, livestock production, dairy, horticulture, mixed farming, forestry, farm forestry, fishing and aquaculture. Smart Farming Partnerships may deliver projects at different scales, including at the national, multi-regional or regional scales.

A total of $60 million is available for Smart Farming Partnerships Grants in two rounds over six years (2017–18 to 2022–23). The first round opened for applications in October 2017. The Minister for Agriculture and Water Resources announced that he had approved successful applications in June 2018.

These guidelines describe the Smart Farming Partnerships Round 2 grant opportunity. In this second round the Australian Government ('we' or 'us') is seeking applications from eligible organisations ('you').

This document sets out:

- the purpose of Smart Farming Partnerships Round 2

- eligibility and assessment criteria

- how to apply

- how grant applications are assessed

- responsibilities and expectations of us and you.

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

1.4 Smart Farming Partnerships purpose and outcomes

The purpose of Smart Farming Partnerships is to foster sustainable natural resource management innovation. Smart Farming Partnerships deliver against the Australian Government's policy of using innovation to cultivate more sustainable, productive and profitable agriculture, forestry, fishing and aquaculture industries; protect Australia's biodiversity; protect and improve the condition of natural resources (in particular on-farm soils, water and vegetation); and assist Australia to meet its national and international obligations.[1]

---

[1] Including under (but not limited to) the: *Environment Protection and Biodiversity Conservation Act 1999* (Cth) and Australia's Biodiversity Conservation Strategy 2010-2030, Convention on Biological Diversity, United Nations Framework Convention on Climate Change (including the Paris Agreement), United Nations Convention to Combat Desertification; Ramsar Convention on Wetlands, the Convention Concerning the Protection of World Cultural and Natural Heritage, the United Nations Convention on the Law of the Sea and the United Nations Fish Stocks Agreement.

The purpose will be achieved through substantial projects funded by grants that deliver against either or both of the outcomes described below.

1.4.1 Outcome 1 – Innovation in sustainable resource management practice

By 2023 Smart Farming Partnerships will have increased the number and area of Australia's farming, fisheries, aquaculture and forestry entities and land managers that have trialled, developed and/or implemented innovative technologies or methods for protecting or improving Australia's soil, water and vegetation resources and sustainable use of biodiversity.

Delivering this outcome will:

- assist natural resource-dependent agrifood businesses to improve their sustainability, productivity, profitability and ability to adapt to significant changes in climate, weather and markets

- deliver benefits to Australia's natural resource base and the broader community through better protected vegetation and biodiversity and cleaner air and water, and improved economic and social outcomes through better and more innovative food and fibre industry sustainability, productivity, and profitability.

1.4.2 Outcome 2 – Innovation in capacity building and promotion of sustainable resource management practice

By 2023 Smart Farming Partnerships will have increased the number and area of Australia's farming, fisheries, aquaculture and forestry entities and land managers that have trialled, developed and/or implemented innovative technologies or methods for improving knowledge about, capacity for, and the ability to demonstrate adoption of, sustainable natural resource management practices.

Delivering this outcome will:

- assist natural resource-dependent agrifood businesses to: improve their sustainability, productivity, profitability and ability to adapt to significant changes in climate, weather and markets; and demonstrate the sustainability of their operations and the traceability of their products

- increase the awareness and use of innovative institutional, sectoral, market and supply chain-based measures to promote adoption of, and the ability to demonstrate the adoption of, sustainable natural resource management practices

- increase the capacity of the rural and regional community, including women, young people and Indigenous Australians involved in agrifood industries and the protection and improvement of natural resources to innovatively and sustainably manage Australia's natural resource base

- increase community awareness and understanding of the importance of sustainably managing Australia's soil, water, vegetation and biodiversity, and the contribution that

innovative practices on-farm can make to agrifood industry sustainability and the quality of the environment enjoyed by the broader community.

1.5 Developed and delivered in consortium partnerships

For Smart Farming Partnerships, a consortium partnership is two or more individuals or organisations who are working together to develop and deliver an eligible Smart Farming Partnerships project (see item 3.3 below). We want organisations with relevant expertise in innovation development to partner with others that have the networks and resources to promote and deliver large scale land manager adoption of these innovations.

All Smart Farming Partnerships applications involve a consortium of partners with one of the partners appointed by the consortium as the applicant. In addition, a consortium partnership must include one or more 'knowledge partners' (sources, repositories or brokers of knowledge about innovation, natural resource management or sustainable agriculture) from one of four groups of organisations (see item 3.2 below).

The Smart Farming Partnerships applicant submits a grant application on behalf of the consortium partnership and must identify all other consortium members in the application. If successful, the applicant will enter into a grant agreement with the Commonwealth and will be responsible for the grant.

Applicants should consider working with new partners and not just those currently involved in natural resource management and sustainable agriculture delivery. Applicants are encouraged to consider a wide range of organisations to include in their consortium partnership, including:

- agriculture industry associations and bodies,
- farming systems groups
- Landcare and other community groups
- aquaculture and commercial fisheries organisations
- farm and agroforestry organisations
- non-government organisations interested in sustainable natural resource management
- regional natural resource management organisations
- research and development bodies including Rural Research and Development Corporations
- universities
- local, state and territory governments
- individual farmers and fishers and groups of individuals
- agribusinesses and other businesses involved in food and fibre supply chains with an interest in sustainable natural resource management
- groups whose membership is predominantly made up of Indigenous Australians or people from a culturally and linguistically diverse background
- technology/emerging technology groups.

1.6 Embracing genuine innovation

Smart Farming Partnerships projects are not about basic research. Innovations must be underpinned by existing research and have previously demonstrated 'proof of concept'.[2]

For the purposes of this grant opportunity, innovation encompasses:

- completely new practices, methods and tools
- adapting existing practices, methods or tools for use in a new and different way
- applying existing practices, methods or tools in a novel way, to a new region or industry, or to a new production situation.

The innovation trialled, developed and/or implemented by an applicant's project must be clearly linked to the Smart Farming Partnerships purpose and outcomes and must be clearly explained in the application. It must also be directly relevant to farmers, foresters, fishers, land managers and/or groups involved in sustainable natural resource management.

Where, despite widespread knowledge of an innovative practice, method or tool, an innovation currently has low levels of adoption in a particular region or industry, the applicant will need to demonstrate that the project will be worthwhile. This should include information on why it is not currently adopted, how the project will address barriers to adoption, and how there will be subsequent expected improvements to natural resource condition and the quality of the environment enjoyed by the broader community from further promotion of the innovation.

An applicant for a Smart Farming Partnerships Grant will need to describe the problem they are addressing, explain the innovation in their proposed solution to the problem, describe who will benefit from the approach, and identify what the risks and potential unintended consequences may be.

Innovation can include:

1.6.1 Innovative practices and systems

New on-ground practices or combinations of practices, improvements to existing practices, or the introduction of practices that are already being used successfully in other countries, regions or industries. This includes innovation in farming, forestry and fishing practices and systems and may involve machinery, equipment and digital information systems. Examples include:

- changes to pasture, cropping or grazing practices leading to improvements in ground cover and productivity plus reduced soil loss
- trialling new species/varieties that are expected to deliver improvements in soil pH
- development and introduction of smart technologies that lead to reduced tillage and are expected to improve the carbon content, structure and water holding capacity of soil
- improvements to remote stock monitoring and management that lead to improved native pasture and grazing management

---

[2] Refer to glossary for definition of proof of concept.

- development of internet–of–things devices to monitor resource condition and use, reduce cost and improve land management
- additional and improved variable rate technologies for fertilisers and pesticides that reduce herbicide resistance, reduce input costs and/or decrease off-site impacts of agricultural activity.

1.6.2 Innovation in capacity building

The development or enhancement of:

- information technologies and decision support tools,
- communication systems, channels and products
- development of smartphone and internet applications
- establishing new or strengthened communities of practice or networks.

These must be beyond 'business as usual' extension services and facilitate improved natural resources management knowledge and decision making to farmers and land managers, including those at a community level.

1.6.3 New institutional and market based approaches

New institutional and market-based approaches that involve supply chains, monitoring and evaluation and demonstration of progress to support branding and/or marketing and trade and to assist with the adoption of sustainable land management practices and/or technology. Examples include:

- demonstration that a product was grown using on-farm best management practice systems that incorporate sustainable natural resource management practices that can be acknowledged by markets
- product traceability systems that can demonstrate the sustainability credentials of a product or production system.

2. Grant amount

Grant applications for a minimum of $250,000 and a maximum of $4 million (GST exclusive) will be considered for projects focussed on achieving one or both of the Outcomes at item 1.4 above. A total of $32.6 million is available for Smart Farming Partnerships Round 2.

Projects should be planned to be completed within four years of executing a grant agreement. Projects cannot extend past 30 April 2023.

3. Eligibility criteria

We cannot consider your application for funding if you, your partnership consortium, or your project does not meet all the eligibility criteria.

3.1 Who is eligible to apply for a grant?

To be eligible to apply for a grant you **must** be an individual or an organisation capable of entering into a legally binding and enforceable agreement with the Commonwealth. Eligible legal entities include the following entity types:

- Commonwealth company
- Company[3]
- Cooperative
- Corporate Commonwealth entity
- Corporate state or territory entity
- Incorporated association
- Indigenous corporation
- Person[4]
- International entity
- Local government[5]
- Non-corporate state or territory entity
- Non-corporate state or territory statutory authority
- Partnership[6]
- Sole trader
- Statutory entity
- Trustee on behalf of a trust.[7]

To be eligible to apply you **must** also be part of a consortium partnership that meets the requirements set out in items 1.5 and 3.2.

3.1.1 Ineligible applicants

Ineligible entities include the following entity types:

- Non-corporate Commonwealth entity
- Non-corporate Commonwealth statutory authority
- Unincorporated association.

Entities that are ineligible to apply for a Smart Farming Partnerships Grant may still participate as a member of a consortium partnership, see item 1.5 above.

---

[3] Company is a company incorporated under the *Corporations Act 2001* (Cth)
[4] A person is a natural person, an individual, a human being
[5] Includes New South Wales local governments created as Body Policies
[6] Partnership—the individual partners will enter into an agreement with the Department. A partnership agreement or a list of all partners in the partnership may be requested.
[7] Trusts are not legal entities in their own right—to be eligible, only the Trustee for the Trust can apply. The applicant must provide the signed trust deed and any subsequent variations to it with the application form.

3.1.2 Additional eligibility requirements for applicants

You **must** have the following additional eligibility requirements in place before you apply, or be willing to put them in place prior to the execution of a grant agreement:

- have an Australian Business Number (ABN), or be willing to obtain one prior to the execution of the grant agreement

- be registered for the purposes of GST, or be willing to register prior to the execution of the grant agreement

- have an account with an Australian financial institution

- for individuals or natural persons, be a permanent resident of Australia, and

- for international entities, be registered with ASIC to carry on business in Australia.

If you do not meet these additional requirements you will not be eligible.

3.2 Eligible consortium partnerships and knowledge partners

While there are restrictions (see item 3.1 above) on who is eligible to apply as an applicant on behalf of a consortium partnership, these restrictions do not constrain the membership of a consortium. See item 1.5 above. However, to strengthen the link between innovation and sustainable resource management practice, the consortium partnership **must** include one or more 'knowledge partners' (sources, repositories or brokers of knowledge about innovation, natural resource management or sustainable agriculture) from any of the following groups of organisations:

- Australian universities

- Regional Land Partnerships service providers to the National Landcare Program (NLP)[8]

- Rural Research and Development Corporations[9]

---

[8] These are: Adelaide & Mount Lofty Ranges NRM Board ABN 91 779 541 621; Alinytjara Wilurara NRM Board ABN 45 190 291 798; Burnett Mary Regional Group for NRM Ltd ABN 15 144 005 229; Corangamite CMA ABN 60 355 974 029; Desert Channels Queensland Inc ABN 38 323 082 163; East Gippsland CMA ABN 72 411 984 201; Environment Planning and Sustainable Development Directorate ABN 31 432 729 493; Eyre Peninsula NRM Board ABN 81 927 209 608; Fitzroy Basin Association Inc ABN 30 802 469 401; Glenelg-Hopkins CMA ABN 55 218 240 014; Goulburn Broken CMA ABN 89 184 039 725; Healthy Land and Water Ltd ABN 91 115 662 989; Kangaroo Island NRM Board ABN 86 052 151 451; Local Land Services (LLS) ABN 57 876 455 969 (represented by Central Tablelands LLS, Central West LLS, Greater Sydney LLS, Hunter LLS, Murray LLS, North Coast LLS, North West LLS, Northern Tablelands LLS, Riverina LLS, South East LLS, Western LLS); Mallee CMA ABN 27 811 602 364; North Central CMA ABN 73 937 058 422; North East CMA ABN 53 229 361 440; Northern Agricultural Catchments Council Incorporated ABN 15 441 877 135; Northern and Yorke NRM Board ABN 52 523 451 613; Northern Tasmanian NRM Association Inc ABN 86 015 680 466; NQ Dry Tropics Ltd ABN 18 101 770 601; NQ NRM Alliance Ltd ABN 79 622 031 046; Peel-Harvey Catchment Council Inc ABN 77 806 505 566; Perth Region NRM Inc ABN 13 565 953 466; Port Phillip and Westernport CMA ABN 24 019 707 800; Rangelands NRM Co-ordinating Group (Inc) ABN 53 032 039 445; Reef Catchments (Mackay Whitsunday Isaac) Ltd ABN 26 873 357 348; South Australian Arid Lands NRM Board ABN 94 986 769 005; South Australian Murray-Darling Basin NRM Board ABN 14 305 414 800; South Coast NRM Inc ABN 43 781 945 884; South East NRM Board ABN 93 209 459 406; South West Catchments Council (Inc) ABN 86724656359; Southern Gulf NRM Ltd ABN 15 030 795 778; Southern Queensland NRM Ltd; Territory NRM Incorporated ABN 52 624 459 784; West Gippsland CMA ABN 88 062 514 481; Wheatbelt NRM Inc ABN 61 661 518 664; Wimmera Catchment Authority ABN 83 900 830 261. (NRM means Natural Resource/s Management); CMA means Catchment Management Authority.)

[9] These are: Australian Egg Corp Ltd; Australian Livestock Export Corp Ltd (LiveCorp); Australian Meat Processor Corp; Australian Pork Ltd; Australian Wool Innovation Ltd; Cotton Research and Development Corporation (RDC); Dairy Australia Ltd; Fisheries RDC; Forest and Wood Products Australia; Grains RDC; Horticulture Innovation Australia Ltd; Meat and Livestock Australia; Rural Industries RDC (AgriFutures Australia); Sugar Research Australia Ltd; and Wine Australia.

- Commonwealth, state or territory government agencies.

3.3 What is an eligible Smart Farming Partnerships project?

To be eligible, your project **must** meet **all** of the following requirements:

- the project must be delivered by a consortium partnership as described at item 1.5 above (this means the project must be developed and delivered by a consortium that includes at least one member that is a university, NLP Regional Land Partnerships service provider, Rural Research and Development Corporation or Commonwealth, state or territory government agency, see item 3.2 above)

- the project must contribute to achieving at least one Smart Farming Partnerships outcome described at item 1.4 above (see item 3.3.1 below)

- the project must contribute to improving Australian food and fibre business productivity and profitability and must protect or improve eligible natural resources (see item 3.3.1 below)

- total grant funding sought must be between a minimum of $250 000 and a maximum of $4 million (GST exclusive)

- all project activities must be planned to be completed by 30 April 2023

- all project activities must be eligible (see item 3.4.1 below)

- the project must achieve a public benefit that would not occur without the grant and that exceeds the amount of the grant.

Also, to be eligible your project **must not**:

- include ineligible project activities (see item 3.4.2 below)

- provide a private benefit that exceeds the amount of any private contribution to the project.

3.3.1 Eligible outcome

Projects **must** contribute to achieving at least one Smart Farming Partnerships outcome described at item 1.4 above. That is, your project must foster sustainable natural resource management innovation by increasing the number and area of Australia's farming, fisheries, aquaculture and forestry entities and land managers that have developed, trialled and/or implemented innovative technologies or methods for:

- Protecting or improving Australia's soil, water and vegetation resources and sustainable use of biodiversity (Outcome 1 – Innovation in sustainable resource management practice), and/or

- Improving knowledge about, capacity for, and the ability to demonstrate adoption of, sustainable natural resource management practices (Outcome 2 – Innovation in capacity building and promotion of sustainable resource management practice).

3.3.2 Eligible natural resources

Your project **must** contribute to improving Australian food and fibre business productivity and profitability and **must** contribute to protecting or improving one or more of the following natural resources in Australia (whether on- or off-farm):[10]

- soil, including marine sediments

- water, freshwater or marine

- threatened species

- threatened ecological communities listed for the *Environment Protection and Biodiversity Conservation Act 1999* (Cth)[11]

- Ramsar sites[12]

- World Heritage properties[13]

- native biodiversity (including both terrestrial and marine)

- sequestration and reduction of agricultural systems' greenhouse gas emissions

- capacity of agricultural, aquacultural, fishing or agroforestry systems to adapt to significant changes in climate.

On-ground project activities should be carried out on-farm and consider protection and improvements in on-farm and off-farm natural resources and/or reduce the impacts of food and fibre production on off-farm natural resources.

In your application you must identify and describe the eligible natural resources your project will protect or improve. You must also outline the productivity and profitability improvements that will be delivered as a result of addressing threats to these natural resources, and identify the agrifood industries involved.

4. Eligible project activities

4.1 What can the grant money be used for?

The grant can be used for a range of activities that contribute to either or both of the two outcomes of this program. Some examples of eligible project activities are listed below:

For projects with an Outcome 1 focus:

- maintaining groundcover levels above regional groundcover targets to reduce soil and nutrient loss, reduce wind and water erosion and improve air and water quality

---

[10] This will ensure, in part, that you will be contributing to Australia meeting its national and international obligations, including under (but not limited to) the: *Environment Protection and Biodiversity Conservation Act 1999* (Cth) and Australia's Biodiversity Conservation Strategy 2010-2030, Convention on Biological Diversity, United Nations Framework Convention on Climate Change (including the Paris Agreement), United Nations Convention to Combat Desertification; Ramsar Convention on Wetlands, the Convention Concerning the Protection of World Cultural and Natural Heritage, the United Nations Convention on the Law of the Sea and the United Nations Fish Stocks Agreement.

[11] See http://www.environment.gov.au/biodiversity/threatened

[12] See https://www.ramsar.org/wetland/australia

[13] See http://www.environment.gov.au/heritage/places/world-heritage-list

- managing soil acidification to improve productivity and avoid future loss of productive land through surface and subsoil acidification

- improving nutrient use efficiency where this will reduce nutrient losses into waterways and ground water systems while improving productivity, slowing rates of soil acidification or reducing greenhouse gas emissions

- improving soil health through better soil biology, better nutrient availability matching with plant use, and management of soil structure where it can be demonstrated that this will lead to increased productivity and reduced nutrient loss

- developing, extending and implementing industry guidelines and codes of practice for sustainable management practice activities in the fishing/aquaculture industry

- providing information on new technologies that will help land and marine resource managers make better decisions about sustainable practices

- building partnerships that leverage public funding to improve on-farm soil and vegetation management while increasing productivity and profitability across a range of primary industries through the use of flexible, innovative and cost-effective approaches

- building systems to address bycatch reduction, improve water exchange, nutrient, chemical and sediment management in aquaculture farms (including minimising off-site impacts and risks), changing environmental conditions and addressing emerging challenges

- new options for effective, economic and environmentally sound on-farm management of pest and weed populations that threaten native species, habitats or ecosystems.

For projects with an Outcome 2 focus:

- encouraging effective partnerships between stakeholders, including industry, regional, community, Landcare and Indigenous groups, research and teaching organisations and governments to extend new information and training in an innovative way to drive on-farm practice change that improves management of natural resources

- encouraging the uptake of new natural resources management practices through projects that foster supply chain linkages to ensure the clear flow of market signals and to improve the capacity of Australian farmers to demonstrate the sustainability of their operations and the traceability of their products, including through the use of industry and on-farm sustainability frameworks

- training fishers in innovative ways to improve their knowledge and skills in areas such as ecosystem management and sustainable fishing practices

- encouraging uptake of natural resources management practices through improved and innovative information sharing amongst commercial fishers, recreational fishers and the community.

4.2 What can't the grant money be used for?

You cannot use the grant for the following:

- activities that are the legal responsibility of the applicant or others, such as managing or controlling certain weeds and pests

- subsidies for commercial operations, business start-ups or where the primary activity is for commercial gain, or activities designed to raise revenue for an organisation or individual

- business-as-usual activities for the participants or beneficiaries of the project

- activities that are reasonably considered to be the same as ones which are already underway, or activities that are so closely related that they could not be reasonably considered to be additional to those already underway or completed, including those funded in Smart Farming Partnerships Round 1

- activities (including purchases of equipment or materials) that could reasonably be considered to be part of a land manager's ordinary responsibility unless you demonstrate:
  - a substantial public benefit that would not occur without the grant and that exceeds the amount of the grant, and
  - the private beneficiary's contribution to the cost of the project exceeds the amount of the private benefit obtained

- activities and trials related to sustainable agriculture practices that are already well-established best practice for industries or regions relevant to the project

- grants from you to another entity

- activities with the potential to adversely impact on a matter of national environmental significance under the *Environment Protection and Biodiversity Conservation Act 1999* (Cth)

- the introduction of plants, animals or other biological agents known to be, or that could become, environmental or agricultural weeds and pests

- subsidy of the general ongoing administration costs of an organisation such as electricity, phone and rent

- capital expenditure or construction works valued at more than 10 per cent of the grant amount sought

- overseas travel

- activities outside of Australia (including outside Australia's maritime zone)

- activities that have commenced before execution of the grant agreement

- costs incurred in the preparation of a grant application or related documentation

- activities for which other Commonwealth, State, Territory or local government bodies have primary responsibility.

You cannot use the grant for project activities or costs that have been funded through Smart Farming Partnerships Round 1, another element of the National Landcare Program, or any other previous or current Australian Government programs. This includes funding obtained through the Regional Land Partnerships component of the National Landcare Program. You cannot use the grant for project activities that are eligible for funding under another Australian Government program, including any of the drought assistance measures.

4.3 Public/private benefit principles and cost sharing

Smart Farming Partnerships Grants are funded by public money and are guided by a set of principles for public and private benefit. Suitable projects will be selected on the basis that they will deliver a public benefit that is in the national interest. Grants will only be made where the expected public benefits to be achieved are at least commensurate with the costs to the public and where those benefits would not occur without the grant.

However, as projects are commonly undertaken on private land (at least in part), some private benefit may also be derived. To ensure value for public money the anticipated private benefit of the project activities should be balanced by a cash or in kind co-contribution that exceeds the anticipated quantum of the private benefit.

The interaction between the eligible natural resources being protected or improved, the innovative tools, practices and methods being implemented, and the anticipated public and private benefits to be derived will vary between projects. Assessments will be made on a case-by-case basis, taking into account the cost of the project, the expected public or broader community benefits and private benefits to be achieved as a result of your project, and whether the project outcomes would not occur without government intervention.

5.   The grant selection process

5.1 Eligibility

In the first stage of the grant selection process, we will consider your eligibility and that of your partnership consortium against the eligibility criteria set out at items 3.1 and 3.2 above.

5.2 Merit assessment

In the second stage, we will assess applications against the assessment criteria set out at item 5 below. All assessment criteria are given equal weighting. We will score your application based on how well it meets each of the assessment criteria using the following matrix:

Score	Quality rating	Rating description
0	Does not address criterion	The applicant has provided **no** relevant response to the criterion.
1	Very Poor	The applicant has provided a **very poor** response to the criterion.
2	Poor	The applicant has provided a **poor** response to the criterion.
3	Satisfactory	The applicant has provided a **satisfactory** response to the criterion.
4	Good	The applicant has provided a **good** response to the criterion.
5	Excellent	The applicant has provided an **excellent** response to the criterion.

An application that receives a rating lower than 'satisfactory' (that is, a score of less than 3) for any single criterion will not progress further in the assessment process.

The highest-ranked eligible applications will be shortlisted and move onto the third stage.

5.3 Selection Advisory Panel

In the third stage, a Selection Advisory Panel will consider shortlisted applications for:

- how well your application scored against the assessment criteria
- the relative merit of an application compared to other applications focussed on the same Smart Farming Partnerships outcome(s), including overall value for money
- the primary industries represented (such as dryland and irrigated cropping, livestock production, dairy, horticulture, mixed farming, forestry, farm forestry, fishing and aquaculture) relative to the size of the industries and the extent of their natural resource use
- the distribution of projects across Australia and across the range of agro-ecological zones
- the range of eligible applicant types.

5.4 Decision maker

The Selection Advisory Panel will make recommendations to the Minister for Agriculture and Water Resources about applications that are suitable to be approved.

The Minister will make the final decision to approve a grant.

6. The assessment criteria

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

Criterion 1: Suitability and relevance and of the project objective and project activities to Smart Farming Partnerships

We will assess your application and consider whether your project objective and your project activities are suitable and relevant given the Smart Farming Partnerships purpose and outcomes. We will also consider if your proposed project activities are eligible (see item 3.4 above).

In providing a response to this criterion you must:

1. Clearly describe what you want to achieve with your project. What is your project objective?

2. Explain why you want to achieve the objective.
   – Why is it important?
   – Why is it worthwhile?
   – What will happen if you do not do your project?

3. Describe your project activities.

- For the most significant project activities you will do to achieve your project objective, what will you do?
- When will you do these activities?
- Who will participate in the activities? Who will deliver the activities?

Criterion 2: Effectiveness of the project to achieve the Smart Farming Partnerships program purpose and outcome(s)

We will assess your application to determine the effectiveness of your project to achieve the Smart Farming Partnerships outcomes. We will consider whether the project will effectively achieve what it sets out to do.

We will also assess your application to determine how effective the project activities will be to achieving your project objective. We will also consider the contribution that each of the project activities will make to achieving the project objective.

1. For projects contributing to Outcome 1, you must describe how, how much, and when the project will increase the number and area of Australia's farming, fisheries, aquaculture and forestry entities and land managers that have trialled, developed and/or implemented innovative technologies or methods for protecting or improving Australia's soil, water and vegetation resources and sustainable use of biodiversity.

2. For projects contributing to Outcome 2, you must describe how, how much, and when the project will increase the number and area of Australia's farming, fisheries, aquaculture and forestry entities and land managers that have trialled, developed and/or implemented innovative technologies or methods for improving knowledge about, capacity for, and the ability to demonstrate adoption of, sustainable natural resource management practices.

Criterion 3: The suitability and contribution of innovation in the project

We will assess your application to determine the suitability and contribution of the innovation that is being trialled, developed or implemented. We will consider how the innovation will contribute to sustainable natural resource management practice change by agrifood industry and other land managers as a result of your project.

In providing a response to this criterion you must:

1. Describe the genuinely innovative practices, methods or tools your project will develop, trial or implement (see item 1.6). Include information about:

   - how the innovation being delivered differs from standard practice, including how the activity will build on or complement (and not duplicate or repeat) previous activity at this location or how the innovation will meet an identified need

   - the extent to which the project is underpinned by robust scientific research and evidence demonstrating its usefulness, and has been informed by, and will build on, current best practice

   - the technical feasibility of the project activities and any risks and potential unintended consequences.

2. Describe how the innovation you described will support industry practice change leading to maintaining or improving Australia's soil, water and vegetation resources and sustainable use of biodiversity. Include information about:

    – how the innovation is suitable for adoption by Australia's farming, fisheries, aquaculture or farm forestry businesses and other land managers

    – how you will encourage adoption of the innovation by agrifood industry and other land managers using effective communication and extension methods.

Criterion 4: Project suitability for public funding and value for money

We will assess your application to determine the extent to which the project is suitable for public funding and the value for money of your project.[14] We will consider who will benefit from this project and the extent of the benefit likely to flow to each beneficiary. We will also consider who will contribute to the cost of the project and the extent of their contribution. We will consider whether the public benefits to be achieved by the project are additional to those that would otherwise be achieved and exceed the amount of the grant sought. We will also consider whether any private benefit to be achieved by your project exceeds the amount of any private contribution to the project

In providing a response to this criterion you must:

1. Describe your budget for the project and the project activities (using the template provided, see item 6.4 below).

2. Explain how the grant amount requested is proportionate to the outcomes your project will achieve and the activities you will do.

3. Describe the public benefits that will occur because of the project.

    – What will be the benefit to the community from achieving your objective?

    – What value will your project add that would not have occurred without the project?

4. If the project will have private benefits, describe the benefits and the beneficiaries.

    – Who will gain a private benefit from your project? What are the private benefits that will flow to each beneficiary? Do the private benefits exceed any private contributions to the cost of the project?

    – Are any in-kind private contributions reasonable and well justified in the budget?

Criterion 5: Applicant and partnership consortium suitability

We will assess your application to determine the suitability, capability and capacity that you and your consortium partnership members have to:

•   do the project activities and deliver against the project objective

•   develop, implement, manage, monitor and report on the project activities you will do, on time and within budget

•   administer the grant and manage the grant funds

•   assess and manage risk.

In providing a response to this criterion you must:

---

[14] See the glossary for a definition of value for money. See also item 3.5 above.

1. Describe how your consortium partnership was established and how the consortium developed your project in consultation with relevant stakeholders. Describe the roles of all consortium partnership members in managing the project and delivering the project activities.

2. Describe your experience, and the experience of the consortium partnership members with projects of comparable objectives, activities, scope and budget. Explain how the consortium is capable of implementing, monitoring and reporting on your project and of identifying and managing risk.

3. Describe how you will engage with relevant stakeholders including, where relevant, Indigenous and culturally and linguistically diverse groups and communities in project activities.

4. Describe how you will promote project outcomes to land managers and the broader community. How will you maintain project outcomes into the future?

7. The grant application process

7.1 Overview of application process

You must read these grant guidelines, the 'questions and answers', the application form, and the draft grant agreement before you submit an application.

Please complete each section of the application form and make sure you provide the information we have requested. You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

Please keep a copy of your application. We may ask you for more information, as long as it does not change the substance of your application.

You may submit more than one application. You must submit a separate application for each project. If more than one application is submitted for the same project the latest accepted application will progress.

7.2 Application process timing

You **must** submit an application between the published opening and closing dates. The closing time is set at Australian Eastern Standard Time (AEST, Canberra time).

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.

For successful applications, a grant agreement must be executed by all parties prior to the payment of the grant and commencement of project activities. The expected commencement date for the project activities is October 2019 and the expected project completion date is no later than 30 April 2023. You must spend the grant by the completion date.

Table 1: Expected timing for this grant opportunity

Activity	Indicative timeframe
Application period	Open: 19 March 2019 Close: 11.00pm AEST, 17 May 2019
Assessment of applications	Timing will be dependent on the volume and complexity of applications received and the capacity of the Community Grants Hub and the Selection Advisory Panel to undertake assessments
Approval of outcomes of selection process	Timing will be dependent on the volume and complexity of applications received and the capacity of the Community Grants Hub and the Selection Advisory Panel.
Negotiations and award of grant agreements	Anticipated to be September 2019
Notification to unsuccessful applicants	Anticipated to be September 2019
Project activity commences	On execution of the grant agreement and no earlier than 1 July 2019. Anticipated for 10 October 2019.

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

Activity	Indicative timeframe
Project activities completed	No later than 30 April 2023
Final report due	No later than 30 June 2023
Funding agreement ends	No later than 30 November 2023.
Smart Farming Partnerships Round 2 end date	30 June 2023

7.3 Completing the grant application

You **must** submit a separate application for each Smart Farming Partnerships project.

You must submit your grant application using the application form that is available on the GrantConnect website. This is an online application form that you must submit electronically. We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes character limits and will not accept characters beyond those limits. The application form includes help information. If you have any technical difficulties please contact 1800 020 283 or email support@communitygrants.gov.au.

You must make sure that your application is complete, accurate and submitted by the closing date and time in accordance with these Guidelines. You must address all of the eligibility and assessment criteria to be considered for a grant otherwise your application will not progress to assessment.

You cannot change your application after it has been submitted. If you find a mistake in your application after it has been submitted, you should contact the Community Grants Hub by phone on 1800 020 283 or by email at support@communitygrants.gov.au straight away. We do not have to accept any additional information or address requests from applicants to correct applications after the closing time.

In your application you should use active language, for example: 'We will trial best new methods of…on…, and if the method is successful in addressing [the NRM problem], train farmers/fishers/etc. in [region/industry/circumstance] to adopt the method by…'

You should read the general feedback provided to applicants for Smart Farming Partnerships Round 1 before submitting your application. This feedback discusses the main weaknesses and strengths of Round 1 applications and areas of improvement for Round 2. The feedback is available on the Community Grants Hub website.

7.4 Attachments to the application

You **must** attach a completed project budget in your application. The budget **must** be in the template provided. In the template, for each project activity, you must:

- Include information about the cost of the activity.

- Identify the amount and identity of each contributor to the cost of the activity. You must say what contributions you, your partners and other private beneficiaries are making. You must separately identify cash- and in-kind contributions. You must justify your costings for any in-kind contributions.

If you are applying as a Trustee on behalf of a Trust, a signed Trust Deed and any subsequent variations must also be provided.

There are instructions in the application form to help you. Only attach the documents you have been asked to include.

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

7.5 Questions during the application process

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

The question period will close at 11.00pm AEST on 10 May 2019 (one week before the closing date for applications). Following this time, only questions relating to using and/or submitting the application form will be answered.

Answers to questions will be posted on the GrantConnect website.

7.6 Further grant opportunities

In the event that there are insufficient suitable applications to meet program objectives, the Department of Agriculture and Water Resources may approach organisations directly and invite them to apply through a restricted non-competitive selection process.

8. Assessment of grant applications

8.1 Who will assess applications?

Applications will be assessed according to the process detailed in item 5 above.

A Community Grants Hub assessment team will assess and score all eligible applications against the assessment criteria and against other applications. Where necessary because of the need for particular subject-matter expertise, the Department of Agriculture and Water Resources and external experts, will assist. The assessment team will undertake training to ensure consistent assessment of all applications.

A Selection Advisory Panel made up of departmental representatives and external experts will then review the highest-ranked eligible applications and make recommendations on which are suitable to be approved for funding.

You may be contacted to correct or explain any unintentional errors in your application. We may seek information about you or your application. We may also consider information about you or your application that is available through the normal course of business.

The Department of Agriculture and Water Resources will then advise the Minister for Agriculture and Water Resources about the applications that are recommended to be approved for funding.

8.2 Financial Viability

Grant applicants may be subject to a financial viability assessment. This assessment forms part of the consortium partnership's risk mitigation strategy and can include assessment of the financial health of an entity and establishing whether relevant persons have an adverse business history (for example current or past bankruptcy).

8.3 Who will approve grants?

The Minister for Agriculture and Water Resources will make the final decision to approve a grant. The Minister'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.

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

9. Notification of application outcomes

You will be advised of the outcomes of your application in writing by email, following a decision by the Minister for Agriculture and Water Resources. If you are successful, you will also be advised about any specific terms and conditions of the grant.

9.1 Feedback on your application

A feedback summary will be published on the Community Grants Hub website to provide all applicants with easy to access information about the assessment process and the main strengths and areas for improving their applications.

Individual feedback will be available on request. 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

If you are successful and you choose to accept a grant offer, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Agriculture and Water Resources. The department will use the Commonwealth Simple Grant Agreement. Simple Terms and Conditions for the grant agreement will apply and cannot be changed. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations. A schedule may be used to outline the specific grant requirements.

The Community Grants Hub will negotiate agreements with successful applicants. This process is expected to be complete by September 2019. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

You must not start project activities or make financial commitments related to this grant until a grant agreement has been executed by the Commonwealth.

We may terminate the agreement if you fail to meet the obligations of the grant agreement.

10.2 How the grant will be paid

We will make an initial payment to grantees upon the execution of a grant agreement. Subsequent payments will be made half yearly upon the acceptance of progress reports by us. Details of payments will be provided in a Schedule that forms part of the grant agreement.

10.3 Grant agreement variations

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

- changing project milestones
- extending the timeframe for completing the project but within the period from the project start date until 30 June 2023.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We will not consider changes that have not been notified before the grant agreement end date.

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

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

11. Announcement of grants

If successful, your grant will be listed on GrantConnect no later than 21 calendar days after the date of effect as required by Section 5.3 of the CGRGs.

12. Delivery of grant activities

12.1 Your responsibilities

You will be required to provide us with the following documents within a month of executing the grant agreement:

- A *Project Activity Work plan* describing planned processes for establishing, implementing, managing, monitoring and evaluating the project. The plan must describe the project and the project: objectives, activities, methodology, budget, management team and consortium partners (template provided)

- A *Communications Strategy* to extend the outcomes from the project, leading to stakeholder capacity building, increasing knowledge about, and understanding of the sustainable natural resource management methods used in the project and their application by land managers. It should extend beyond the life of the project to create a project legacy (template provided)

- A *Risk Assessment and Management plan* (template provided).

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

- project activities described in your application

- progress against agreed project milestones

- cash and in-kind contributions of participants directly related to the project

- eligible expenditure of grant funds.

You will also be responsible for:

- meeting the Terms and Conditions of the grant agreement and managing the project efficiently and effectively

- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement

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

- providing data collected during the project for incorporation into relevant national databases.

You must use the template provided for each document or report if we provide a template.

12.2 Our responsibilities

The Community Grants Hub will meet the Terms and Conditions set out in the grant agreement and provide timely administration of the grant.

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

12.3 Grant payments and GST

Payments will be made as set out in the grant agreement. Payments will be GST inclusive unless GST does not apply.

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

12.4 Evaluation

The Department of Agriculture and Water Resources will evaluate Smart Farming Partnerships projects and the program overall to measure how well the outcomes and objectives have been achieved.

The department will evaluate a range of performance indicators, including but not limited to the performance of the program, the efficiency of implementation and effectiveness of the program meeting the outcomes.

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

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

12.5 Acknowledgement

The National Landcare Program logo is designed to be used on all materials related to grants under the Program. Whenever the logo is used the publication must also acknowledge the Commonwealth as follows:

'National Landcare Program: Smart Farming Partnerships – an Australian Government initiative'.

12.6 Multicultural Access and Equity

The Australian Government's *Multicultural Access and Equity Policy* obliges Australian government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners - are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications (to assist with identifying these costs see the Translating and Interpreting Services costing tool in the grant opportunity documents).

13. Probity

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

Note: These guidelines may be changed from time-to-time by the Department of Agriculture and Water Resources. When this happens the revised guidelines will be published on GrantConnect and the Community Grants Hub websites.

13.1 Complaints process

Complaints about the Program

All complaints about the program, including grant decisions, must be lodged in writing via the Community Grants Hub online Suggestions, Compliments and Complaints form located on the Community Grants Hub website.

Complaints about the Process

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

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

Phone: 1800 634 035
Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

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

The Commonwealth Ombudsman can be contacted on:

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

13.2 Conflict of interest

Any conflicts of interest could affect the assessment of applications or the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if Department of Agriculture and Water Resources and the Community Grants Hub staff, any member of a panel, 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 an organisation, or in an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or

- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

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

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

The chair of the Selection Advisory Panel will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999.*

13.3 Privacy: confidentiality and protection of personal information

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

- what personal information we collect

- why we collect your personal information

- who we give your personal information to.

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

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

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

We may reveal confidential information to:

- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities

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

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

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

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

1. you clearly identify the information as confidential and explain why we should treat it as confidential

2. the information is commercially sensitive

3. revealing the information would cause unreasonable harm to you or someone else

4. you provide the information with an understanding that it will stay confidential.

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

13.4 Freedom of information

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

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

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

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

By email: foi@dss.gov.au

14. Glossary

Term	Definition
administering entity	An entity that is not responsible for policy but is responsible for the administration of part or all of the grant administration processes
assessment criteria	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
activities	The discrete tasks or sub-project endeavours or actions done to achieve the project objective.
commencement date	The expected start date for the grant activity.
completion date	The expected date that the project must be completed and the grant spent by.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	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.
consortium partnership	See item 1.5
decision maker	The person who makes a decision to award a grant.
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a) under which relevant money or other CRF money, is to be paid to a 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 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	a notice published on GrantConnect advertising the availability of Commonwealth grants.
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	an individual/organisation that has been awarded a grant
innovation	See item 1.6
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
proof of concept	refers to evidence that establishes an idea, invention, process, or business model (an innovation) is practically feasible. For the purposes of Smart Farming Partnerships, the innovation must have achieved and demonstrated this feasibility in an agricultural setting or similar field of interest prior to the submission of an application for grant funding.

Term	Definition
project	The set of activities being funded (at least in part) by the grant. The tasks and services that the grantee is required to undertake with the grant money and described in the grant agreement. Note: The grant agreement refers to the project as the Activity.
project objective	The end result the grantee aims to achieve from completion of the project.
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.
value for money	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. 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: • 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; and • the potential grantee's relevant experience and performance history.
we, us	refers to the Australian Government and its agencies, including the Departments of Social Services and Agriculture and Water Resources.
you	refers to prospective eligible applicants