

## Specialised Family Violence Services Grant Opportunity Guidelines

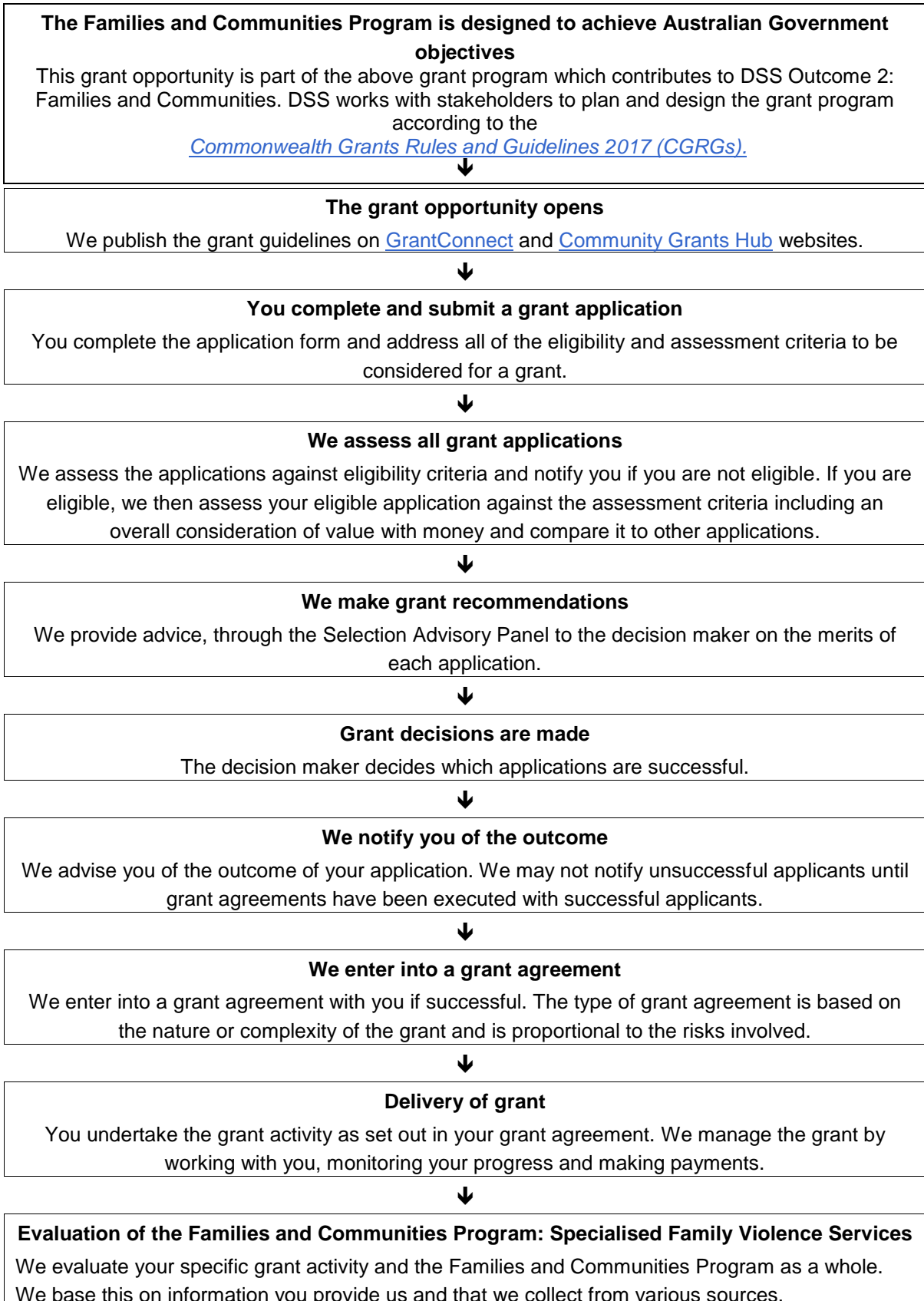
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<b>Commonwealth policy entity:</b>	Department of Social Services (DSS)
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 29 May 2019
<b>Date guidelines released:</b>	5 April 2019
<b>Type of grant opportunity:</b>	Targeted competitive

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# 1. Families and Communities Program: Specialised Family Violence Services processes



## 1.1 Introduction

These guidelines contain information for the expansion of Specialised Family Violence Services.

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 DSS.

## 2. About the grant program

DSS provides national leadership on issues affecting family safety.

Under the Families and Communities Program, DSS provides funding for services that aim to support families, improve children's wellbeing, increase participation of vulnerable people in community life, and enhance family and community functioning. The Families and Communities Program comprises seven funded Activities, one of which is the Families and Children Activity.

Expansion of the Specialised Family Violence Services is a measure under the Fourth Action Plan of the *National Plan to Reduce Violence against Women and their Children 2010-2022* (the National Plan). The National Plan focuses on stopping violence before it happens, supporting women who have experienced violence, working on prevention with men who use violence and building the evidence base to learn more about 'what works' in reducing domestic, family and sexual violence.

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

### 2.1 About the Specialised Family Violence Services grant opportunity

Specialised Family Violence Services deliver a whole of family approach to support those affected by family and domestic violence, including children who have experienced or witnessed family or domestic violence.

Specialised Family Violence Services deliver broad-based counselling and dispute resolution to individuals or couples, education for individuals who are violent or abusive, support for individuals who are affected by family and domestic violence and community-based primary prevention activities.

Specialised Family Violence Services are free and voluntary.

The expansion of Specialised Family Violence Services will contribute to filling the gaps in service provision for victims of domestic and family violence. New sites will be identified based on factors such as a demonstrated need for domestic violence services, community demographics and location, and an ability to target services towards groups of people who are particularly vulnerable to experiencing family and domestic violence. A number of priority cohorts were identified during consultations on the Fourth Action Plan in 2018. These include:

- Aboriginal and Torres Strait Islander people
- people from culturally and linguistically diverse backgrounds
- women with disability
- children and young people

- LGBTIQ communities
- people who use violence.

Organisations responding to this grant opportunity will need to demonstrate the need for domestic violence services within their geographical service area, as well as their ability to provide specialist services to one or more of the priority cohorts listed.

Under the Specialised Family Violence Services Activity, service delivery may include:

- Individual or couple broad-based counselling and dispute resolution services
- Education for individuals who use violent or abusive behaviour
- Support for individuals affected by family and domestic violence
- Support for children who experience or witness family and domestic violence

Clients may be transferred or referred from existing Family and Relationship Services providers to the Specialised Family Violence Services or may be accepted from other internal or external referral sources.

Specialised Family Violence Services will also work with individuals who exhibit violent behaviour to addressing their behaviour and put preventative strategies in place.

Successful grantees are required to have highly specialised services and local knowledge in order to engage with, and provide services to, the priority client cohorts.

Specialised Family Violence Services are delivered as part of the Family and Relationship Services which is a component of the Families and Children Activity.

Family and Relationship Services providers currently not delivering Specialised Family Violence Services are invited to apply for this funding.

## 3. Grant amount and grant period

### 3.1 Grants available

The Australian Government has made available a total of \$9.849 million (excluding indexation and GST) over three years for the expansion of the Specialised Family Violence Services grant opportunity.

Grant agreements will be issued subject to DSS receiving legislative authority and the relevant appropriation being obtained through the Budget process.

The grant opportunity will run from 2019-20 to 2021-22.

The minimum grant amount is \$197,000 GST exclusive per financial year. The maximum grant amount is \$205,000 GST exclusive per financial year.

### 3.2 Specialised Family Violence Services period

The maximum grant period is three years.

## 4. Eligibility criteria

The eligibility of an organisation to apply for funding under this grant opportunity is determined by the organisation's entity type and whether the organisation is currently funded to deliver Family and Relationship Services. The decision maker can choose to waive the eligibility criteria, however, they must be made aware of the risks. Were the decision made to fund an organisation that did not meet these criteria, the organisation would need to be able to comply with all the mandatory

requirements under a grant agreement, and to demonstrate that they have the existing infrastructure, capacity and capability to provide high quality specialist services to individuals, couples and families experiencing domestic and family violence.

#### 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>
- Local Government<sup>2</sup>
- Incorporated Association
- Statutory Entity
- Trustee on behalf of a Trust<sup>3</sup>
- Unincorporated Associations<sup>4</sup> .

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

The list of eligible applicants includes Family and Relationship Services providers not currently delivering Specialised Family Violence Services. The following organisations have the necessary expertise and staffing levels, suitable accommodation, an existing client base, well-developed community-based referral networks, and a local knowledge of the community.

You are required to complete your application based on particular service locations, which are outlined in your current Family and Relationship Services funding agreement. You will not be required to deliver services to locations which are not part of your existing service delivery catchment area/s.

If you decide to deliver services in other locations, which are not part of your existing services delivery catchment area/s, no additional funding will be provided.

<b>Invited Organisations</b> <i>(Legal entity name, as per the invite list)</i>
Agencies for South West Accommodation Inc.
Anglican Community Services
Anglicare N.T. Ltd.
Anglicare Tasmania Inc.
Anglicare Victoria
Australian Greek Welfare Society Limited
Berry Street Victoria Inc.
Catholic Care Wilcannia-Forbes
Catholic Church Endowment Society Incorporated
Catholic Family Welfare Services
CatholicCare Diocese of Broken Bay
CatholicCare Social Services Hunter-Manning

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

<sup>2</sup> Includes New South Wales local governments created as Body Politics.

<sup>3</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

<sup>4</sup> Unincorporated Associations are only eligible where a legal parent organisation can enter in to a legally binding Agreement on behalf of the applicant, a person representing the Unincorporated Association will enter in to the Agreement and be legally liable, or the delegate accepts the risks of entering in to the Agreement with the applicant.

<b>Invited Organisations</b> <i>(Legal entity name, as per the invite list)</i>
CatholicCare Sydney Limited ATF CatholicCare Sydney Trust
Centacare Catholic Country SA Limited
Centacare New England North West
Centacare South West NSW Ltd.
Child & Family Services Ballarat Inc.
Children's Protection Society Inc.
City of Greater Geelong
Communicare (Inc.)
Cranes Community Support Programs Limited
Drummond Street Services Inc.
Family Centre Australia Limited
Family Relationships Institute Inc.
Family Support Newcastle Incorporated
Better Place Australia
Gateway Health Limited
Goulburn Valley Family Care Inc.
Kyabra Community Association Inc.
Lifeline Darling Downs and South West Queensland Limited
LifeWorks Relationship Counselling and Education Services
Lutheran Church of Australia, South Australia and Northern Territory District Inc
MacKillop Family Services Limited
Mallee Family Care Inc.
Manning Support Services Incorporated
Men's Information and Support Association Inc.
Men's Outreach Service Inc.
Mercy Community Services SEQ Limited
Ngala Community Services
Northern Rivers Social Development Council Ltd
On the Line Australia Limited
Relationships Australia - Northern Territory Inc.
Relationships Australia (Qld)
Relationships Australia Tasmania Incorporated
Roman Catholic Archbishop of Perth Catholic Marriage and Fertility Services
Roman Catholic Church for the Archdiocese of Canberra and Goulburn as Trustees for CatholicCare Canberra & Goulburn
Spectrum Migrant Resource Centre Ltd
The Cairnmillar Institute
The Corporation of the Roman Catholic Diocese of Toowoomba
The Roman Catholic Bishop of Geraldton Centacare Family Services
The Roman Catholic Trust Corporation for the Diocese of Cairns
The Roman Catholic Trust Corporation for the Diocese of Rockhampton
The Trustee for the Roman Catholic Church for the Diocese of Parramatta
Trustee of the Roman Catholic Church for the Diocese of Bathurst as Tre Fo
Trustees of the Roman Catholic Church for the Archdiocese of Canberra & Goulburn
Uniting (NSW.ACT)



<b>Invited Organisations</b> <i>(Legal entity name, as per the invite list)</i>
Uniting Country SA Ltd
UnitingSA Ltd
Catholic Care Wilcannia-Forbes

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above<sup>5</sup>. Subcontracting arrangements are not permitted.

## 4.2 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
- Cooperative
- International Entity
- Sole Trader
- Partnership<sup>6</sup>
- Person<sup>7</sup>.

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

## 4.3 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the Specialised Family Violence Services must maintain the following registrations and checks:

- Working with Vulnerable People Registration
- Working with Children check.

# 5. What the grant money can be used for

## 5.1 Eligible grant activities

Eligible activities must directly relate to the grant activity and can include:

- individual or couple broad-based counselling and dispute resolution services
- education for individuals who use violent or abusive behaviour
- support for individuals affected by family and domestic violence
- support for children who experience or witness family and domestic violence.

<sup>5</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>6</sup> Partnership – the individual partners will enter in to the agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested.

<sup>7</sup> A person is a natural person, an individual, a human being.

## 5.2 Eligible expenditure

You can only spend the grant on expenditure you have incurred during the delivery of eligible grant activities.

Eligible expenditure items are:

- staff salaries and on-going costs that can be directly attributed to the provision of the funded grant activity.
- employee training for paid staff delivering activities that are relevant, appropriate and in line with the activity objectives.
- administration expenses directly relating to the delivery of the grant activity such as:
  - interpreting services
  - telephones
  - rent and outgoings
  - computers/information technology/software
  - insurance
  - utilities
  - postage
  - stationery and printing
  - accounting and auditing
- assets as defined in the terms and conditions that can be reasonably attributed to meeting grant agreement deliverables
- travel costs and motor vehicles used for the purposes of transporting staff or clients to service delivery outlets.

## 5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- service delivery outside Australia
- marketing campaigns by the applicant
- activities that are already funded on an ongoing basis by other Australian, State or local government programs or activities that commenced prior to the grant agreement being finalised, such as capital costs
- relocation costs
- purchase of land
- wages not directly relating to the delivery of the funded grant activity
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

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. We will assess your application based on equal weighting given to each criterion.

The application form includes character limits – up to 6,000 characters per criterion. The application form will not accept characters beyond this limit.

### **Criterion 1**

**Provide a description of the services you will deliver, including an outline of the service delivery model that your organisation will use to deliver the activity.**

When addressing the criterion strong applicants will demonstrate:

- effectiveness of planned service delivery including how the chosen service delivery method will support the priority client cohorts and provide performance indicators comparing pre and post impacts when delivering services
- use of appropriate and effective service delivery channels to reduce perceived barriers to accessing services, including innovative approaches such as the use of new technologies.

### **Criterion 2**

**Provide a description of how you will target services towards groups of people who are particularly vulnerable to experiencing family and domestic violence**

When addressing the criterion strong applicants will demonstrate:

- the need for domestic violence services within the service delivery area
- experience and understanding of the needs of different priority client cohorts
- expertise in delivering services to members of the priority cohorts, with a particular focus on primary prevention activities that seek to prevent violence from occurring
- your organisation's best practise model in engaging with stakeholders in an inclusive, sensitive and participatory manner, including an outline of the access and equity framework your organisation will use to deliver the activity.

### **Criterion 3**

**Provide a description of the staff and systems in place to deliver services to the priority cohorts**

When addressing the criterion strong applicants will demonstrate:

- the level of staff experience and/or qualifications
- use of training and/or organisational support to the delivering workforce
- ability to identify risks and outline mitigation strategies relating to delivering services to people who are at risk of, or have experienced, family and domestic violence.

## **7. How to apply**

Before applying, you must read and understand these guidelines, the terms and conditions and Questions and Answers. These documents are found on the [GrantConnect](#) website. Any changes to grant documentation are published and an addenda<sup>8</sup> will be published on GrantConnect and will be only accessible by invitees. GrantConnect is the authoritative source for grants information.

You can only submit one application form for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress.

To apply you must:

- complete the online application form on GrantConnect
- provide all the information requested

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<sup>8</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

- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s on GrantConnect by 5.00PM AEST on 5 June 2019.

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

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

If you need more help about 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 you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the 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

All of the following supporting documents must be attached to your application. Templates are provided for your use with the grant opportunity documents as specified:

- Indicative Budget – optional – template provided
- Project Management Plan – mandatory – mandatory template provided
- Trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.

If a mandatory template is not used your application will be considered non-compliant and will not proceed to assessment.

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

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

## 7.2 Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver Specialised Family Violence Services.

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.

### 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](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

If you are successful, you will be expected to start your Specialised Family Violence Services around September 2019.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	4 weeks
Notification to unsuccessful applicants	2 days
Earliest start date of grant activity	19 August 2019
End date of grant activity	30 June 2022

## 7.4 Questions during the application process

If you have any questions during the application period only invited applicants' questions will be responded to during the application submission 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](#) website.

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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.

The question period will close at 5:00PM AEST on 29 May 2019. Following this time, only questions about using and/or submitting the application form will be answered.

## 8. The grant selection process

### 8.1 Assessment of grant applications

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

If eligible, DSS will then assess your application against the assessment criteria (see Section 6) and against other applications.

A Selection Advisory Panel will consider whether it provides value with relevant money.<sup>9</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 outcomes/objectives
- how the grant activities will target groups or individuals.

### 8.2 Financial Viability

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

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

### 8.3 Who will assess and select applications?

We will assess each eligible and compliant application on its merit and compare it to other eligible applications. Assessment will be undertaken by DSS personnel, who will undertake training to ensure consistent assessment of all applications.

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 personnel 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.

### 8.4 Who will approve grants?

The Minister (the decision maker) decides which grants to approve based on 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:

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<sup>9</sup> See glossary for an explanation of 'value with money'.

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

## 9. Notification of application outcomes

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

### 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.

## 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 for this grant opportunity.

Each agreement has general/standard grant conditions that cannot be changed. 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.

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

#### **Commonwealth Simple Grant Agreement**

We will use a 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 grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

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

### 10.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

### **10.3 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.

### **10.4 How we pay the grant**

The grant agreement will state the:

- maximum grant amount to be paid
- progress payments dates.

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

### **10.5 Grant payments and GST**

Payments will be GST Inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).<sup>10</sup> We do not provide advice on your particular taxation circumstances.

## **11. Announcement of grants**

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



## 12. How we monitor your grant activity

### 12.1 Keeping us informed

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

We need to know of any 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 because of these changes.

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

Grantees must have systems in place to meet their data collection and reporting obligations outlined in their grant agreement.

Performance information (e.g. client characteristics and service delivery information) needs to be collected by grantees at the client level and put directly into the DSS performance reporting solution, the Data Exchange.

The performance information reported through the Data Exchange includes:

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

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

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

Participation in the DSS Data Exchange Partnership Approach is a requirement of this funding. The partnership approach is geared toward building the evidence base about the effectiveness of DSS programs and sharing this knowledge back with service providers to inform best practice approaches to service delivery.

DSS may also require the successful grantees to provide additional reports as part of the Fourth Action Plan reporting requirements.

You must submit reports in line with the grant agreement:

- progress against agreed Specialised Family Violence Services milestones and outcomes
- 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.

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

### **Ad-hoc reports**

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

### **Final report**

When you complete the Specialised Family Violence Services, 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.

## **12.3 Financial declaration**

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.

## **12.4 Grant agreement variations**

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

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

## **12.5 Compliance visits**

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

## **12.6 Record keeping**

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

## **12.7 Evaluation**

We will evaluate the grant Specialised Family Violence Services 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 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.

## **12.8 Acknowledgement**

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

‘This service 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 DSS. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

### 13.1 Enquiries and feedback

#### Complaints about this grant opportunity

The DSS [Complaints and Procedures](#) apply to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made 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 use the complaints form on the DSS website, by phone or mail.

Phone: 1800 634 035

Mail: Complaints  
GPO Box 9820  
Canberra ACT 2601

#### Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or DSS 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 DSS.

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 DSS 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 you think there is an actual, apparent, or perceived conflict of interest, you must inform DSS 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.

In submitting a grant application under this opportunity, you agree to the Australian Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information we cannot assess your grant application.

The Australian Government may also use and disclose information collected about you 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 in your application, including personal information, with other Commonwealth entities, the responsible Minister, Assistant Ministers and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by Australian law.

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

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of DSS 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.

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 gives 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 who 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  
                      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 activity.
completion date	the expected date that the grant activity 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.
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.
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.
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> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>11</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>12</sup> is to be paid to a grantee other than the Commonwealth</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ol>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
<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>11</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>12</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 the:</p> <ul style="list-style-type: none"> <li>• quality of the project proposal and activities</li> <li>• fit for purpose of the proposal in contributing to government objectives</li> <li>• absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>• potential grantee's relevant experience and performance history.</li> </ul>