



National Landcare Program: Smart Farms Small Grants Round 3 Grant Opportunity Guidelines

Opening date:	31 October 2019
Closing date and time:	11.00pm AEDT on 19 December 2019 11.00pm (AEDT) Australian Capital Territory, New South Wales, Victoria and Tasmania 10.00pm (AEST) Queensland 10.30pm (ACDT) South Australia 9.30pm (ACST) Northern Territory 8.00pm (AWST) Western Australia
Commonwealth policy entity:	Department of Agriculture
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5.00PM AEDT on 12 December 2019
Date guidelines released:	31 October 2019
Type of grant opportunity:	Open competitive

Contents

1. National Landcare Program: Smart Farms Small Grants Round 3 processes	4
1.1 Introduction	5
2. About the grant program	5
2.1 About the National Landcare Program	5
2.2 About Smart Farms Small Grants	6
2.3 Smart Farms Small Grants purpose and outcomes	6
2.3.1 Outcome 1 – Increased adoption of best practice sustainable agriculture	6
2.3.2 Outcome 2 – Increase the capacity of land managers to adopt best practice sustainable agriculture	7
3. Grant amount and grant period	7
3.1 Grants available	7
3.2 Grant period	8
4. Eligibility criteria	8
4.1 Who is eligible to apply for a grant?.....	8
4.2 Additional eligibility requirements	9
4.3 Who is not eligible to apply for a grant?.....	9
4.4 Project sponsorship	9
4.5 Project eligibility	10
4.5.1 Eligible outcomes	10
4.5.2 Eligible natural resources.....	10
5. What the grant money can be used for	11
5.1 Eligible grant activities	11
5.2 Eligible expenditure.....	12
5.3 What the grant money cannot be used for.....	13
6. The assessment criteria	14
7. How to apply	15
7.1 Attachments to the application.....	16
7.2 Joint (consortia) applications	17
7.3 Timing of grant opportunity processes.....	17
7.3.1 Late applications	17
7.3.2 Expected timing for this grant opportunity	18
7.4 Questions during the application process.....	18
8. The grant selection process	18
8.1 Assessment of grant applications	18
8.2 Who will assess the applications?	19
8.3 Selection Advisory Panel	19
8.4 Who will approve grants?	20
9. Notification of application outcomes	20

9.1	Notification	20
9.2	Feedback on your application	20
10.	Successful grant applications	20
10.1	The grant agreement	20
10.2	Multicultural Access and Equity	21
10.3	How we pay the grant	21
10.4	Grant payments and GST	22
11.	Announcement of grants	22
12.	How we monitor your grant activity	22
12.1	Keeping us informed	22
12.2	Reporting	22
12.3	Audited financial acquittal report	23
12.4	Grant agreement variations	23
12.5	Compliance visits	23
12.6	Record keeping	23
12.7	Evaluation	23
12.8	Acknowledgement	23
13.	Probity	23
13.1	Enquiries and feedback	24
13.2	Conflicts of interest	24
13.3	Privacy	25
13.4	Confidential information	25
13.5	Freedom of information	26
14.	Glossary	27

1. National Landcare Program: Smart Farms Small Grants Round 3 processes

The National Landcare Program's Smart Farms Small Grants Round 3 is designed to contribute to Australian Government objectives.

This grant opportunity is part of the above program that contributes primarily to the Department of Agriculture's Outcome 1 and Outcome 3. The Department of Agriculture works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

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



You complete and submit a grant application

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



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. All eligible applications are assessed against the assessment criteria, including an overall consideration of value for money. They are also compared to other applications.



We make grant recommendations

We provide advice, through the Selection Advisory Panel, to the decision maker on the merits of each application.



Grant decisions are made

The decision maker (the Minister for Agriculture) decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



Delivery of grant

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



Evaluation of Smart Farms Small Grants Round 3

We evaluate your specific grant activity as well as the National Landcare Program and Smart Farms Small Grants as a whole. We base this on information you provide to us and that we collect from various other sources.

1.1 Introduction

These guidelines contain information for Smart Farms Small Grants Round 3 grants.

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 successful projects will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Agriculture.

This is the third round of the Smart Farms Small Grants program (the program) which will run over six years from 2017-18 to 2022-23. It was announced as part of the National Landcare Program.

2. About the grant program

2.1 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, fibre and forestry 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 approximately 61 per cent of the Australian landmass, farmers have an essential role in protecting and rehabilitating natural resources. Sustainable agriculture practices that improve and protect the condition of soil, water, vegetation and biodiversity can also assist farming, forestry and fishing industries to adapt to significant changes in climate, weather and markets.

The principal agricultural component of the National Landcare Program administered by the Department of Agriculture is Smart Farms, which will run to 2022–23. It has three elements:

- Smart Farming Partnerships—which is investing \$57.5 million (GST exclusive) through two rounds of competitive grants into medium to large scale projects to encourage the development, trial 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—which is investing \$43.5 million (GST exclusive) through a competitive small grants program. Over an anticipated six annual rounds, grants will support the adoption of best practices that improve the management and quality of our natural resources and increase on farm productivity.
- Building Landcare Community and Capacity—which is investing \$33 million (GST exclusive) through targeted grants to support the sharing of knowledge and achievements, and promote community leadership.

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

2.2 About Smart Farms Small Grants

Food, fibre and forestry industries want and need to reduce the pressure on Australia's natural resources while increasing productivity and profitability. Smart Farms Small Grants is an open, competitive, grant opportunity supporting one to two year projects to increase farming, forestry and fishing communities' awareness, knowledge, skills and capacity to adopt best practice sustainable agriculture. (Please see glossary for definition of best practice sustainable agriculture.)

A total of \$43.5 million (GST exclusive) is available for Smart Farms Small Grants across an anticipated six annual rounds (2017–18 to 2022–23).

- The first round opened for applications in October 2017 from which, the then Minister for Agriculture and Water Resources approved 77 projects totalling \$4.75 million.
- The second round opened for applications in November 2018 from which the then Minister for Agriculture and Water Resources approved 110 projects totalling \$9.246 million.
- This grant opportunity is the third round.

Smart Farms Small Grants help individuals and organisations across a wide range of food, fibre and forestry businesses across Australia to improve Natural Resource Management to the benefit of the landscape, community and economy. We want organisations and individuals to apply for funding to support projects that promote and deliver the sustainable management of eligible natural resources through the adoption of best practice sustainable agriculture. This will deliver more sustainable, productive and profitable agriculture, fishing, aquaculture and forestry industries. Industry implementation of best practice sustainable agriculture also assists Australia to meet its obligations under international treaties including those about climate change, desertification, biological diversity and fish stocks. Projects may be delivered locally, regionally and multi-regionally.

2.3 Smart Farms Small Grants purpose and outcomes

The Australian Government's policy purpose for Smart Farms Small Grants is to support land manager practice change that will deliver more sustainable, productive and profitable food, fibre and forestry business while protecting Australia's biodiversity; protecting and improving the condition of natural resources; and assisting Australia meet its international obligations.

Projects may relate to any form of food, fibre and forestry production, including cropping, pasture and rangelands grazing livestock, dairy, horticulture, mixed farming, forestry, farm forestry, fishing and aquaculture.

The purpose will be achieved by supporting projects that contribute to achieving one or both of the program outcomes outlined below.

2.3.1 Outcome 1 – Increased adoption of best practice sustainable agriculture

Smart Farms Small Grants Round 3 will:

- directly improve eligible natural resources and improve on-farm adoption of best practice sustainable agriculture
- increase the number of Australia's farming, fisheries, aquaculture and forestry entities that have adopted best practice sustainable agriculture

- maintain or improve Australia's soil, water and vegetation resources and accommodate the sustainable use of biodiversity.

Achieving this outcome will:

- deliver benefits to Australia's natural resource base and the broader community
- result in improved economic and social outcomes through better food, fibre and forestry industry sustainability, productivity, and profitability
- assist entities and industries to improve their own sustainability, productivity, profitability and ability to adapt to significant changes in climate, weather and markets
- improve the capacity of food, fibre and forestry businesses to demonstrate the sustainability of their operations through the traceability of their products.

2.3.2 Outcome 2 – Increase the capacity of land managers to adopt best practice sustainable agriculture

Smart Farms Small Grants Round 3 will:

- increase the awareness, knowledge and skills of Australia's farming, fisheries, aquaculture and forestry entities and managers in best practice sustainable agriculture
- increase the capacity and capability of community and Landcare groups to assist in the adoption of best practice sustainable agriculture.

Achieving this outcome will:

- increase food, fibre and forestry businesses (and other land manager's) awareness of; understanding of; ability to; and importance of; adopting best practice sustainable management of Australia's soil, water, vegetation and biodiversity
- increase the awareness and skill of land managers to adapt to changing climate, weather and markets
- increase engagement and participation by regional communities and groups, including Landcare, professional farming system groups, industry, other community groups or individuals in best practice sustainable agriculture activities
- increase the capacity and confidence of regional community leaders, including women, young people and Indigenous Australians, to support the adoption of best practice sustainable agriculture
- improve the organisational capability of community and Landcare groups, so that they can better improve land manager's awareness, understanding of, and ability to adopt best practice sustainable agriculture.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$43.5 million (GST exclusive) over 6 years from 2017-18 to 2022-23 for Smart Farms Small Grants. For this grant opportunity (Round 3), \$5 million (GST exclusive) is available.

The grant opportunity is open from 31 October 2019 to 19 December 2019.

- The minimum grant amount is \$5,000 (GST exclusive).
- The maximum grant amount is \$50,000 (GST exclusive).

3.2 Grant period

The maximum project period is 2 years. You must plan to complete your project by 30 June 2022.

4. Eligibility criteria

Eligibility criteria apply to both the applicant and to the proposed project. You must provide the information we need to assess your eligibility and the eligibility of your proposed project in your application.

If you, or your proposed project, do not meet all the eligibility criteria, your application will not undergo merit assessment. The decision maker can choose to waive the eligibility criteria, however they must be aware of and accept the risks.

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

- Commonwealth Company
- Company¹
- Cooperative
- Corporate Commonwealth Entity
- Corporate State or Territory Entity
- Incorporated Association
- Indigenous Corporation
- International Entity
- Local Government²
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Partnership³
- Person⁴
- Sole Trader
- Statutory Entity
- Trustee on behalf of a Trust⁵.

¹ Company is a company incorporated under the *Corporations Act 2001* (Cth)

² Includes New South Wales local governments created as Body Politics.

³ Partnership – the individual partners will enter into the agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested.

⁴ A person is a natural person, an individual, a human being.

⁵ 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.

Applications from consortia are eligible, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and who is an eligible entity as per the list above⁶. Eligible organisations can form a consortium with ineligible organisations.

4.2 Additional eligibility requirements

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, 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, be a permanent resident of Australia
- for international entities, be registered with the Australian Securities and Investments Commission to carry on business in Australia.

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

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are one of the following entity types:

- Non-corporate Commonwealth Entity
- Non-corporate Commonwealth Statutory Authority
- Unincorporated Association.

4.4 Project sponsorship

If a group is not a legal entity able to contract with the Australian Government, for example, they are an unincorporated association, they can still participate in Smart Farms Small Grants Round 3 through a sponsorship arrangement. This is where an eligible entity applies on the group's or entity's behalf.

This means that the sponsor will be legally responsible for meeting the contractual obligations of the grant.

Sponsors may sponsor more than one group, but must submit a separate application, and enter into a separate grant agreement if successful, for each group or entity they sponsor. A separate application form will need to be downloaded and completed for each grant application.

To be eligible to sponsor another organisation's application, the sponsor must be eligible to apply as per Section 4.1 above.

Example 1

Long Paddock Landcare is a small unincorporated association with a good project idea but are not eligible to apply in their own right. They approach their Regional Land Partnerships Service Provider to apply on their behalf as a sponsor. This means the sponsor assumes the responsibility

⁶ 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 Section 7.2 'Joint (Consortia) Applications.'

of managing the grant and reporting obligations, although the Landcare group may still do the work. This enables Long Paddock Landcare to apply to undertake the project (with a sponsor).

Example 2

Short Paddock Landcare is a trustee (on behalf of a trust) with a good project idea. They are eligible to apply in their own right, and are capable of delivering the project, but do not think that they have the capacity or confidence to administer it. In this case, they seek a sponsor in OA&E Accounting Services Ltd, who have the required administration skills to manage the project finances and oversee the reporting requirements.

4.5 Project eligibility

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

- the project must contribute to achieving at least one of the two outcomes described at Section 2.3 above
- projects contributing to achieving Outcome 1 must contribute to improving Australian food, fibre and forestry business productivity and profitability and must protect or improve eligible natural resources (see Section 4.5.2)
- total grant funding sought must be between \$5,000 and \$50,000 (GST exclusive)
- all project activities must be planned to be completed by 30 June 2022
- all project activities must be eligible activities (see Section 5.1)
- no project activities may be ineligible activities (see Section 5.2)
- the project must achieve a public benefit that would not occur without the grant and that is at least proportional to the amount of the grant
- the project must not provide a private benefit that is disproportionately greater than the amount of any private contribution to the project.

4.5.1 Eligible outcomes

Projects must contribute to achieving at least one of the two Smart Farms Small Grants Round 3 outcomes. In your application, you must identify the outcome your proposed project will contribute to achieving. These are:

- Outcome 1: Increased adoption of best practice sustainable agriculture.
 - Undertaking activities that directly improve eligible natural resources and improve on-farm adoption of best practice sustainable agriculture
- Outcome 2: Increase the capacity of land managers to adopt best practice sustainable agriculture.
 - Undertaking activities that will increase land managers' awareness, knowledge and skills to sustainably manage eligible natural resources by adopting best practice sustainable agriculture; and/or
 - Undertaking activities that will increase the capacity and capability of community and Landcare groups to assist in the adoption of best practice sustainable agriculture.

Program outcomes are described in more detail at Section 2.3.

4.5.2 Eligible natural resources

Whether your proposed project contributes to achieving Outcome 1, or both Outcomes 1 and 2 (see Section 2.3), it must contribute to improving Australian food, fibre and forestry business

sustainability, productivity and profitability, and must contribute to protecting or improving one of the following natural resources in Australia:⁷

- soil, including marine sediments
- water, freshwater or marine
- vegetation
- threatened species
- threatened ecological communities listed for the *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*
- Ramsar sites
- World Heritage properties
- native biodiversity (including both terrestrial and marine)
- sequestration and reduction of agricultural systems' greenhouse gas emissions
- capacity of Australia's farming, fisheries, aquaculture and forestry systems to adapt to significant changes in climate.

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

Where your proposed project contributes only to achieving Outcome 2 (see Section 2.3.2), it must contribute to improving the capacity of Australian food, fibre and forestry business to improve their productivity and profitability while contributing to the protection or improvement of one of the natural resources in Australia listed above.

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

5. What the grant money can be used for

5.1 Eligible grant activities

In your application, you must describe each of your proposed project activities.

For projects contributing to Outcome 1 or both Outcomes 1 and 2, eligible project activities will undertake, demonstrate or extend sustainable agriculture practices that are already, or are emerging as, best practice for industries or regions relevant to the project but that may not yet be widely adopted. These could be practices that:

- have been recently developed through research
- have become viable through changing conditions
- have been successful in other regions or under different conditions

⁷ 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.

- will assist with managing changing conditions
- embrace emerging technologies.

For example, suitable project activities include:

- establishing a demonstration and monitoring site for best practice management of on-farm vegetation that includes livestock controls and that will result in sustainable agriculture outcomes
- demonstrating methods to monitor and manage groundcover to assist land managers to maintain levels above minimum thresholds to reduce soil and nutrient loss through wind and water erosion and improve air and/or water quality
- undertaking an extension program to train land managers in how to best manage surface and subsurface soil acidification to improve productivity and avoid future loss of productive land
- demonstrating methods to improve nutrient use efficiency where this will reduce losses into waterways while improving productivity and reducing nitrous oxide emissions
- conducting workshops to increase the capacity of land managers to improve soil health through better management of soil structure where it can be demonstrated that this will lead to increased productivity
- improving the capacity of Australian farmers to demonstrate the sustainability of their operations in response to market demands, where this is likely to result in increased adoption of best practice sustainable agriculture
- extension of industry guidelines and codes of practice for sustainable management practice activities in the fishing and aquaculture industries
- improved use of seasonal climate forecasting where this will assist landholders to adapt to changing local conditions and improve land management.

Successful Smart Farms Small Grants Round 3 projects may include demonstration of appropriate best practice sustainable agriculture activities.

Applications for proposed projects contributing to Outcome 2 only, eligible project activities include:

- improving the capacity of a community or Landcare group to operate effectively (for example, by training group members in bookkeeping, project management, project prioritisation or development, or in grant management or grant application writing)
- training or mentoring staff by more experienced members of other Landcare groups or through accredited training providers
- activities to improve collaboration and communication between Landcare groups and land managers and among Landcare groups.

Applicants are also encouraged to refer to the list of successful applicants of Smart Farms Small Grants Rounds 1 and 2, which can be accessed [here](#). It should be noted that projects cannot be duplicative. However, projects of a similar nature may be undertaken if they occur in a different area/region or industry and add value.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred when delivering agreed grant activities.

Not all expenditure on your proposed project may be eligible for grant funding. Co-contribution funding can be used to fund activities that are ineligible for grant funding (see Section 5.3) but still form part of your project. The decision maker makes the final decision on what is eligible

expenditure. You must spend grant funding on project activities designed to achieve at least one of the outcomes described at Section 2.3 and on the eligible grant activities as defined in the grant details in your grant agreement.

You must incur the expenditure on your project between the start date and end or completion date for your grant agreement for it to be eligible.

5.3 What the grant money cannot be used for

You cannot use the grant for the following:

- 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
- 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
 - the private beneficiary's contribution to the cost of the project is at least proportional to the private benefit obtained
- research activities and trials of methods that are already well-established best practice for industries or regions relevant to the project
- hospitality (for example restaurant dinner with alcohol). You can include business catering as part of the grant (for example sandwiches and drinks at an all-day field trip)
- grants from you to another entity
- 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
- 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 a previous Smart Farms Small Grants round, another element of the National Landcare Program including through Regional Land Partnerships, or any other previous or current Australian Government programs, including any of the drought assistance measures.

As per Section 6, your application will be assessed against the eligibility criteria. Only eligible applications will move to the next assessment stage.

6. The assessment criteria

You must address all four of the following assessment criteria in the application. All assessment criteria have equal weighting.

The application form includes character limits – up to 6000 characters (approx. 900 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

The amount of information you provide in your application should be relative to your project's size, complexity and the grant amount requested.

Criterion 1

Appropriateness of the proposed project objective and proposed project activities

Your application will be assessed to determine how appropriate the proposed project objective is, given the purpose and outcomes of Smart Farms Small Grants Round 3. This is; how well do the proposed project objectives deliver to the program purpose and outcomes?

When addressing the criterion applicants will be required to:

- Describe the proposed project and its objectives.
 - What do you want to achieve with your project proposal?
 - What is the proposed project's objective?
- Explain why you want to achieve the objective:
 - Why is it important and worthwhile?
 - What will happen if you do not do your proposed project?

Criterion 2

Effectiveness of the proposed project activities to achieve the proposed project outcomes

Your application will be assessed to determine how well your proposed project activities will achieve the outcome(s) you have identified.

When addressing the criterion you will be required to describe the proposed project activities:

- What are the proposed project activities, what will you do?
- When will you do these proposed project activities?
- Who will participate in the proposed project activities?
- Who will deliver the proposed project activities?
- How will each proposed project activity contribute to achieving the overall project outcome/s?

Where your proposed project will contribute to achieving Outcome 1 you must describe how, how much, and when the proposed project will protect or improve the condition of eligible natural resources and improve food, fibre and forestry business productivity and profitability.

Where your proposed project will contribute to achieving Outcome 2 you must describe how, how much, and when it will increase land managers' awareness, knowledge and skill to sustainably manage eligible natural resources or improve the capacity of groups to in-turn help land managers.

Projects may contribute to both outcomes, in this case you will need to describe both of these in your application.

Criterion 3

Project proposal suitability for public funding and value for money

Your application will be assessed to determine the extent to which the project proposal is value for money and is suitable for public funding. We will consider who will benefit from the proposed project and by how much. We will also consider who will contribute to the cost of the proposed project and the extent of their contribution.

We will consider whether the public benefits to be achieved by the proposed 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 benefits to be achieved by your proposed project exceed any private contributions.

When addressing the criterion applicants will be required to:

- Explain how the grant amount requested is appropriate to the outcomes that your proposed project will achieve.
- Describe the public benefits that will occur because of the proposed project.
 - What will be the benefit to the community from achieving your objective?
 - What value will your proposed project add that would not occur without the project?
- If the proposed project will have private benefits, describe the benefits and the beneficiaries.
 - Who will benefit from your proposed project? What benefits will flow to each beneficiary?
 - How is the private benefit proportional to the private contribution to the cost of the proposed project?

Refer to Sections: 4.5, 7.1 and 10.3 for further details on value for money and public funding.

Criterion 4

Applicant suitability

Your application will be assessed to determine your suitability, and that of any project partners, to deliver against the proposed project objective, do the proposed project activities, administer the grant and report on the proposed project. We will consider your capability and capacity to develop, implement, manage, monitor and report on the project activities you will do, on time and within budget. We will also consider your ability to manage the grant funds, and to assess and manage risk.

When addressing the criterion applicants will be required to:

- Describe your experience with projects of comparable outcomes, scope and budget. Explain how you are capable of implementing, monitoring and reporting on your proposed project.
- Describe how you will engage with relevant stakeholders including, where relevant, Indigenous and culturally and linguistically diverse groups and communities in proposed project activities.
- Describe how you will promote project outcomes to land managers and the broader community. How will you maintain proposed project outcomes into the future?

7. How to apply

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

These documents are found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any material changes to grant documentation are published on both sites and addenda⁸ will be published on [GrantConnect](#). By registering on this website, you will be automatically notified of any changes. [GrantConnect](#) is the authoritative source for grants information.

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

To apply you must:

- complete the online application form on [GrantConnect](#) or [Community Grants Hub](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 11.00PM AEDT on 19 December 2019. See the front cover for closing times in other states.

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 (option 1) or email support@communitygrants.gov.au. The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

You should read the general feedback provided to applicants for Smart Farm Small Grants Round 1 and 2 before submitting your application. This feedback discusses the main strengths and weaknesses of applications submitted in these two rounds and therefore indicated areas of improvement for future applications. This feedback is available as part of the Grant Opportunity Documents or can be accessed [here](#) for Round 1 and [here](#) for Round 2.

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 documents must be attached to your application for it to be considered compliant and for it to proceed to assessment:

⁸ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents

- Proposed project budget – mandatory template provided. In the template, for each proposed project activity, you must:
 - include information about the cost of each of the proposed project activities and the overall project.
 - identify the amount and identity of each contributor to the cost of the activity. You must separately identify cash and in-kind contributions. You must say what contributions you, your partners and other private beneficiaries are making to the proposed project.
- 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. Do not attach any other documents to your application form. 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 submit a joint application to deliver a project.

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

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

7.3 Timing of grant opportunity processes

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

7.3.1 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. 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.

The late application request form and instructions for how to submit it can be found on the [Community Grants Hub website](#).

Requests for a late application must be made within three days of the grant opportunity closing, unless otherwise specified in the Grant Opportunity Guidelines.

The Delegate or their appointed representative⁹ 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.

7.3.2 Expected timing for this grant opportunity

If you are successful, you will be expected to start your project around May 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval of outcomes of selection process	6 weeks
Negotiations and award of grant agreements	Up to 8 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	May 2020
End date of grant activity	30 June 2022

7.4 Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

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

The question period will close at 5:00PM AEDT on 12 December 2019. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines. If required, you may be contacted to correct or explain any unintentional errors in your application. The assessors may also consider information about you or your application that is available through the normal course of business.

The Community Grants Hub will administer the selection process on behalf of the Department of Agriculture.

8.1 Assessment of grant applications

We will assess your compliance against the requirements of the application process, your eligibility and the eligibility of your proposed project against these Grant Opportunity Guidelines. The Department of Agriculture will have the final say whether an application is removed from the process. Eligible applications will then be considered through an open competitive process.

⁹ This may be the Community Grants Hub Delegate or nominated staff member of the Department of Agriculture at the EL2 level or above.

8.2 Who will assess the applications?

Assessors will assess each eligible and compliant application on its merit against the assessment criteria (see Section 6) and will compare it to other eligible applications. Assessors are Commonwealth staff, who will undertake training to ensure consistent assessment of all applications.

Your application will be scored 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.

This assessment will provide an initial ranking of applications; the highest-ranked eligible applications will be shortlisted to inform the deliberations of the Selection Advisory Panel (SAP).

8.3 Selection Advisory Panel

The SAP will be established by the Department of Agriculture and may include a mix of employees of the Department of Agriculture, experts from the sector, other Commonwealth officers with relevant specialist expertise.

The Community Grants Hub may provide secretariat support to the SAP, but will not participate in deliberations or decision-making. The Community Grants Hub's independent probity advisor attends all SAP meetings.

The SAP will consider shortlisted applications for:

- how well an application scored against the assessment criteria
- the relative merit of the application compared to other applications focussed on the same Smart Farms Small Grants Round 3 outcome(s)
- 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 proposed projects across Australia and across the range of agro-ecological zones
- the extent to which the geographic location of the application matches identified priorities
- the range of eligible applicant types

- whether the project proposal provides value for money.¹⁰

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

The SAP will make recommendations to the decision maker about applications that are suitable to be approved.

The SAP 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.

The SAP recommends to the decision maker on which applications to approve for a grant.

8.4 Who will approve grants?

The Minister for Agriculture (the decision maker) decides which grants to approve based on the recommendations of the SAP, taking into consideration any further information that may become known, including the availability of grant funds for the purposes of the grant program.

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

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

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

9. Notification of application outcomes

9.1 Notification

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

9.2 Feedback on your application

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

Individual feedback will be available. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Simple Grant Agreement for this grant opportunity. Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on GrantConnect and Community Grants Hub websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

¹⁰ See glossary for an explanation of 'value with money'.

We must execute a grant agreement with you before starting the project and before we can make any payments. We are not responsible for any of your expenditure until a grant agreement has been executed.

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

The Commonwealth may terminate the grant agreement and 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 receiving the draft agreement 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 grant agreement on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

10.2 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).

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party.

We will pay 100 percent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project. Smart Farms Small Grants do not allow for an increase to the agreed amount of grant funds.

10.4 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](#).

If a Government Related Entity is deemed successful, GST will not apply.

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](#). 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 must provide us with the following documents within a month of executing the grant agreement:

- A *Communications Strategy* to extend the outcomes from the project, leading to stakeholder capacity building, increasing knowledge about, and understanding of best practice sustainable agriculture 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 will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement
- providing data collected during the project for incorporation into relevant national databases.

12.2 Reporting

You must submit progress and final reports in line with the timeframes in the grant agreement. We will provide sample 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.

Progress reports

Progress reports must be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities) and on the template supplied.

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

Final report

You must submit a final report and a financial declaration by the due date on the template supplied.

12.3 Audited financial acquittal report

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

12.4 Grant agreement variations

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

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

12.5 Compliance visits

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

12.6 Record keeping

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

12.7 Evaluation

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

12.8 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth by saying:

‘National Landcare Program Smart Farms Small Grants – an Australian Government initiative.’

Successful applicants will be provided with the logo in several formats, together with further guidance material as required.

13. Probity

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

These guidelines may be changed by the Department of Agriculture. 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 Department of Social Services Feedback and complaints process 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 complaints@dss.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 [online complaints form](#) on the [Department of Social Services](#) (DSS) website, or contact the DSS Complaints line.

Phone: 1800 634 035

Email: complaints@dss.gov.au

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

The Commonwealth Ombudsman can be contacted on:

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

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Department of Agriculture 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 think there is an actual, apparent, or perceived conflict of interest, you must inform the Department of Agriculture and the Community Grants Hub in writing immediately.

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

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

13.3 Privacy

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

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

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

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

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

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

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 (DSS)
 GPO Box 9820
 Canberra ACT 2601

By email: foi@dss.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 .
Activity	the discrete tasks or sub-project endeavours or actions done to achieve the project objective. The tasks and services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
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.
best practice sustainable agriculture	<p>is an integrated system of plant and animal production practices and techniques that have site-specific application that are shown by research and experience to produce optimal results compared to other means, and are suitable for widespread adoption. It strikes a good balance between the need for food, fibre and forestry production and the preservation of the natural resources within the environment upon which production rests. Over the long term it will:</p> <ul style="list-style-type: none"> ▪ satisfy human food, fibre and forestry needs ▪ enhance environmental quality and the natural resource base (soil, water, vegetation and biodiversity) upon which the agricultural economy depends ▪ make the most efficient use of non-renewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls ▪ sustain the economic viability of farm operations ▪ enhance the quality of life for farmers and society as a whole. <p>It includes farm, forestry fishing and aquaculture industries.</p>
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.

Term	Definition
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.
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.
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money¹¹ or other Consolidated Revenue Fund (CRF) money¹² is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.

¹¹ Relevant money is defined in the PGPA Act. See Section 8, Dictionary.

¹² Other CRF money is defined in the PGPA Act. See Section 105, Rules in relation to other CRF money.

Term	Definition
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant.
on-farm	includes locations where Australia's farming, fisheries, aquaculture and forestry activities are undertaken.
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.
project	the set of activities being funded (at least in part) by the grant.
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.
Selection Advisory Panel (SAP)	comprised of industry experts with a range of skills it provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.

Term	Definition
sponsor	<p>A project sponsor is a legal entity (as set out in Section 4.1) who chooses to apply on behalf of an individual or an organisation that cannot do so themselves because they are not an eligible legal entity. The sponsor is responsible for the project meeting the grant agreement obligations but may not be directly involved in the on-ground delivery of the project.</p>
value for money	<p>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"> ▪ the quantum of the grant in relation to the outcomes achieved ▪ the value of any cash or in-kind co-contribution ▪ quality of the project proposal and activities ▪ fit for purpose of the proposal in contributing to government objectives ▪ the relative weight of the private and public benefit achieved by the grant proposal ▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved ▪ potential grantee's relevant experience and performance history.