



Assistance Grants - Access to Industry Priority Uses of Agvet Chemicals 2019-20 Grant Opportunity Guidelines

Opening date:	6 November 2019
Closing date and time:	11.00PM AEDT on 28 February 2020
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 21 February 2020
Date guidelines released:	6 November 2019
Type of grant opportunity:	Closed non-competitive

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1. Assistance Grants – Access to Industry Priority Uses of Agvet Chemicals 2019-20: processes

The Assistance Grants – Access to Industry Priority Uses of Agvet Chemicals program is designed to achieve Australian government objectives.

This grant opportunity is part of the above program. It contributes to the Department of Agriculture's Outcome 1.10 - Agricultural Resources, and aims to improve access for industry to priority minor use agricultural and veterinary (agvet) chemicals. The Department of Agriculture works with stakeholders to plan and design the grant program according to the Commonwealth Grants Rules and Guidelines

[Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



Stakeholder Consultation Process

We engage Rural Research and Development Corporations (RDCs) and others in national priority setting, which will take place at a collaborative face-to-face forum (the Priority Setting Forum)

Information about the Priority Setting Forum is provided separately to stakeholders and is not included in these Grant Opportunity Guidelines.



You submit proposed projects for consideration at the Priority Setting Forum

Only RDCs are eligible to propose projects. We will provide a template to facilitate the forum's consideration of proposed projects.



We host RDCs and others at the Priority Setting Forum, to create a Priority List for funding

The forum will produce a Priority List of proposed projects. The Priority List is then published after the forum as part of this grant opportunity on [GrantConnect](#).



Grant Process

The grant opportunity opens

The grant opportunity opens after the Priority List is published. Applications cannot be made beforehand. You are invited to submit applications for priority projects. We publish the grant guidelines on [GrantConnect](#) and [Community Grants Hub](#) websites.



You complete and submit a grant application

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



We assess all grant applications

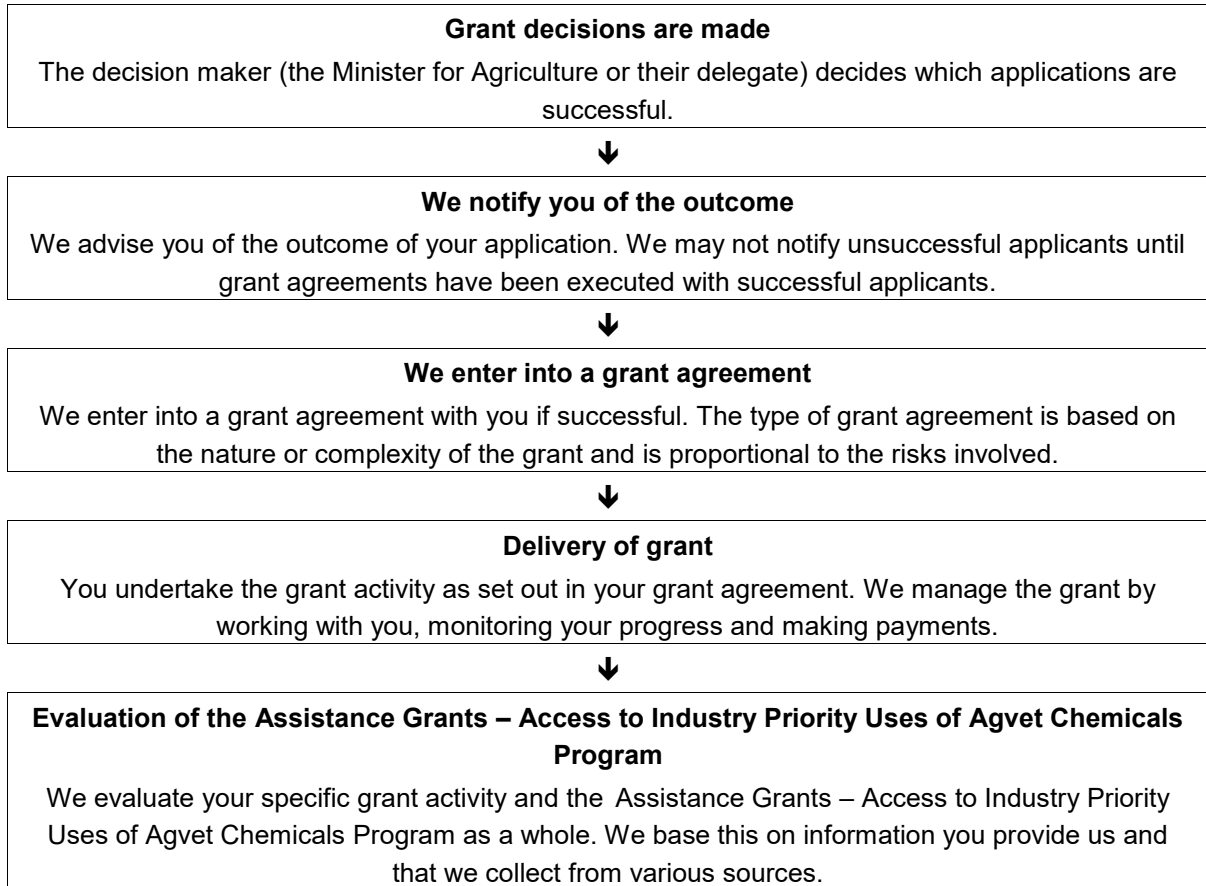
We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.





1.1 Introduction

These guidelines contain information for the Assistance Grants – Access to Industry Priority Uses of Agvet Chemicals 2019-20 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 grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

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

2. About the Assistance Grants – Access to Industry Priority Uses of Agvet Chemicals program

The *Assistance Grants – Access to Industry Priority Uses of Agvet Chemicals* program will run over the 2019-20 financial year. These assistance grants were announced as part of the 2018-19 Budget measure *Improved Access to Agricultural and Veterinary Chemicals* initiative (the initiative),

which aims to support farmers, increase productivity and grow foods for expanding export markets by improving access to agricultural and veterinary (agvet) chemicals.

This measure forms part of the *Australian Agriculture and Export Growth Plan*, and sits within the department's Portfolio Budget Statement (PBS) Outcome 1.10 - Agricultural Resources. It extends the 2014-15 Budget measure titled *A Competitive Agriculture Sector — improved access to agricultural and veterinary chemicals*, which was scheduled to terminate on 30 June 2018.

Access to safe and effective agvet chemicals is important to Australian agricultural and livestock industries, the community and the environment. Agvet chemicals sold in Australia must be authorised by the Australian Pesticides and Veterinary Medicines Authority (APVMA), via registration or permit. The APVMA must also approve the specific uses of every product, based on its assessment of information contained in a comprehensive data package provided by applicants.

The costs of generating this information for emerging or speciality livestock and crop industries, or new pest species, can act as a significant barrier for chemical companies given the low expected sales revenue and therefore returns on their investment. Larger industries may also face a similar problem when managing uncommon or emerging pests and diseases. These chemical access issues are referred to collectively as the 'minor use' problem.

To help address the 'minor use' problem, the Australian Government has committed \$14.3 million (GST Exclusive) over six years (2014-15 to 2019-20) to the initiative. The aim of the initiative is to increase the number of safe, appropriate and efficacious uses of new and existing agvet chemical products available in the Australian market. This aligns with the Australian government's responsibilities to develop and implement policies and programs to increase the competitiveness, profitability and sustainability of Australia's agricultural, fisheries, food and forestry industries.

The initiative has established a cross industry collaborative forum to identify priority uses of agvet chemicals in commodity sectors. The initiative has also established the *Assistance Grants – Access to Industry Priority Uses of Agvet Chemicals* program (the program).

The objective of the program is to provide funding to assist with data generation to support applications to the APVMA that seek to gain, maintain or broaden access to priority uses of agvet chemicals identified by the collaborative forum.

A total of \$7.93 million in assistance grants were awarded in the first four rounds of the grants program from 2015-16 to 2018-19. This has funded 134 projects across a diverse range of agricultural sectors including dairy, horticulture, grains and game birds. A further \$2 million GST exclusive for grants is available in 2019-20 as part of this grant opportunity. The 2018-19 Budget measure expands the role of the collaborative forum to enable government to more closely align grant funding with industry's highest priority projects. Following the Priority Setting Forum, those RDCs associated with the highest priority projects within the available funding will be invited to apply for a grant for those projects. This means that not all RDCs may be invited to apply for grants, although all RDCs will have a fair and transparent opportunity to contribute to the national priority setting process before the grant opportunity opens.

The Priority Setting Forum contributes to ensuring the program is in line with the CGRGs key principle of collaboration and partnership. It will help government to deliver open, transparent and equitable access to grants. It will also help ensure the relevance and impact of the grant opportunity by allowing industry to work together to identify priorities.

The Priority Setting Forum also contributes to ensuring the program is in line with the CGRGs key principle of achieving value with relevant money. The CGRGs explain that the objective of the selection process is to select grant activities that best represent value with relevant money in the context of the objectives and outcomes of the grant opportunity. The forum is an efficient and

economical method for conducting a needs analysis before the selection process in order to identify the highest priority grant activities, consistent with the intended government policy outcomes (see Section 14 – Consultation).

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

3. Grant amount and grant period

3.1 Grants available

The Australian Government announced a total of \$4 million GST exclusive over the two years from 2018-19 to 2019-20. Approximately \$2 million of this funding was allocated to grants in 2018-19 and a further \$2 million is available in the 2019-20 financial year for this *Assistance Grants – Access to Industry Priority Uses of Agvet Chemicals 2019-20* grant opportunity.

The grant activity will run from 2019-20, with a maximum end date in 2024-25.

- The minimum grant amount is \$75,000 GST exclusive.
- The maximum grant amount is \$350,000 GST exclusive.

Grant applications will be considered for the maximum amounts, circumstances and periods listed in Table 1 below. The grant period reflects our expectation that successful projects will be used to support an application to the APVMA within three or five years of starting the project.

Grant applications will only be considered for up to the same value as a project listed by the Priority Setting Forum, or less. For example, if the Priority Setting Forum prioritised a proposed \$150,000 (GST exclusive) project to access a new label use for a particular chemical/pest/crop combination, then a grant would be considered up to this value. However, if the Priority Setting Forum prioritised a proposed \$140,000 (GST exclusive) for that project, a grant would only be considered up to the lower value.

Table 1: Amounts for this grant opportunity

Maximum amount of grant GST exclusive	Circumstances	Grant period
\$75,000	To access a permit use	Three years
\$150,000	To access a new label use	Five years
\$350,000	To access a new label use for a complete crop group	Five years

3.2 Grant period

The maximum grant period is five years.

4. Eligibility criteria

4.1 Who is eligible to apply for a grant?

To be eligible you must be one of the invited RDCs listed in Table 2 below and have received an invitation to apply through GrantConnect.

Consistent with previous funding for Assistance Grants – Access to Industry Priority Uses of Agvet Chemicals, the department has chosen to provide funding to RDCs because they are the Australian government's primary vehicle for funding rural innovation, and they have extensive

experience in identifying the needs of rural industries and co-ordinating research and development activities to address those needs.

Table 2: List of invited eligible Rural Research and Development Corporations (RDCs)

Invited Organisation
Australian Egg Corporation Limited
Australian Grape and Wine Authority
Australian Livestock Export Corporation Limited
Australian Meat Processor Corporation Limited
Australian Pork Limited
Australian Wool Innovation Limited
Cotton Research and Development Corporation
Dairy Australia Limited
Fisheries Research and Development Corporation
Forest and Wood Products Australia Limited
Grains Research and Development Corporation
Horticulture Innovation Australia Limited
Meat and Livestock Australia Limited
Rural Industries Research and Development Corporation t/a AgriFutures Australia
Sugar Research Australia Limited.

No further organisations will be invited to apply.

4.2 Who is not eligible to apply for a grant?

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

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your project must seek to submit an application to the APVMA within:

- three years if seeking a new use through permit
- five years if seeking to include the use on a product label.

Funding must be predominantly spent on data generation to support an application to the APVMA that seeks to gain, maintain or broaden access to priority uses of agvet chemicals identified by the Priority Setting Forum.

You can use the grant to pay for:

- commissioning and administering studies and/or trials
- data analysis
- travel, where directly related to the grant activities
- developing and submitting an application to the APVMA
- reasonable costs to administer the grant (e.g. wages and other on costs needed to effectively deliver the project).

You can only spend grant funds on eligible grant activities as defined in the grant details in your grant agreement.

5.2 What the grant money cannot be used for

You cannot use the grant for:

- wages not directly associated with the delivery of the grant
- major capital expenditure
- costs incurred in the preparation of a grant application or related documentation
- major construction/capital works
- producing previously generated data
- protecting or patenting intellectual property
- business expenses not directly related to carrying out the grant activities, including overhead and infrastructure costs and relocation costs
- hospitality or catering beyond reasonable costs for providing refreshments at grant activity workshops or field days
- purchasing of land, infrastructure, company assets, IT equipment or activities that could be considered part of normal business or ongoing operations, unless integral to delivery of the grant activities
- any activity not directly related to carrying out or administering the grant
- retrospective funding of data already generated.

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

6. The assessment criteria

You must address both the following assessment criteria in your application. When we assess your application against the criteria, each criterion is given equal weighting.

Criterion 1

What national priority project will this grant activity address?

In providing a response to this criterion you are limited to including a single unique identification code for a project on the Priority List (Appendix A).

Criterion 2

How will the grant activity funds be spent?

In providing a response to this criterion you must state the total funds requested, and must provide a budget which outlines expected activities (including trials) and estimates all costs of the project, within the available total grant amount (refer to Section 3.1).

We provide a budget template as an attachment to the grant opportunity, and you must attach the completed template to your application.

7. How to apply

Before applying, you must read and understand these guidelines, the Priority List from the Priority Setting Forum once published, the terms and conditions, sample grant agreement, and questions and answers.

These documents are found at [GrantConnect](#). Addenda¹ to grant opportunity documentation will be published on GrantConnect. Invitees will be notified of any changes by GrantConnect.

GrantConnect is the authoritative source for grants information.

Only invitees can access these documents (including the application form).

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

To apply you must:

- complete the online application form on [GrantConnect](#).
- 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 28 February 2020.

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

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

If you need more help 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 cannot change your application after the closing date and time.

¹ Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

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

A budget for the project proposal **must** be included with your application and you **must** use the provided Budget template (a template is provided for your use with the grant opportunity documents).

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 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. 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](#).

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 representative² 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.

² This may be the Community Grants Hub delegate or nominated staff member of the Department of Agriculture at the EL2 level or above.

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 grant activity around June 2020.

Table 3: 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	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	June 2020
End date of grant activity	June 2023 (three year grants) June 2025 (five year grants)

7.3 Questions during the application process

Only invited applicants' questions will be answered during the application submission period, please 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 [GrantConnect](#).

The question period will close at 5.00PM AEDT on 21 February 2020. 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

We will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through a closed non-competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see section 6). We will consider your application on its merits, based on how well it meets the criteria.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

8.2 Who will assess and select applications?

Assessors will assess each eligible and compliant application on its merit. Assessors are Commonwealth staff, who will undertake training to ensure consistent assessment of all applications.

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

Assessors will make recommendations having regard to conformance with eligibility and assessment criteria outlined in these guidelines in order to:

- assess the extent to which the application represents value with relevant money³
- (if known) minimise possible duplication with other Commonwealth/state/territory government programs/service delivery.

Assessors may seek information about you or your application from within the Commonwealth. They may also consider information about you or your application that is available through the normal course of business.

8.3 Who will approve grants?

The Minister for Agriculture or their delegate (the decision maker) decides which grants to approve based on the availability of grant funds for the purposes of the grant program.

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

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

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

9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you 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 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.

9.2 Further grant opportunities

In the event that there are insufficient suitable applications to meet program objectives, we may approach organisations directly and invite them to apply through a closed non-competitive selection process.

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.

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

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

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed.

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

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 How we pay the grant

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

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

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 grant activity.

10.3 Grant payments and GST

Payments will be GST Exclusive as payments between the Commonwealth and RDCs do not attract GST.

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

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

12.1 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.

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

12.2 Reporting

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

- progress against agreed milestones and outcomes, including:
 - progress or delays during the reporting period and whether the project is on-track to reasonably deliver a submission to the APVMA within the expected timeframe
 - details of any changes or proposed changes to activities or budget
- contributions of participants directly related to the project
- expenditure of the grant.

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

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.

Progress reports

Progress reports must:

- include evidence of your progress toward completion of agreed activities and outcomes
- be submitted by the report due date as outlined in your grant agreement (you can submit reports ahead of time if you have completed relevant activities).

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

Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

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 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.

12.5 Record keeping

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

12.6 Evaluation

We will evaluate the Assistance Grants - Access to Industry Priority Uses of Agvet Chemicals 2019-20 grant opportunity 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.

12.7 Acknowledgement

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

'This Assistance Grants - Access to Industry Priority Uses of Agvet Chemicals activity received grant funding from the Australian Government.'

13. Probity

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

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

13.1 Enquiries and feedback

Complaints about this grant opportunity

The Department of Agriculture policies apply to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Online

Complete the [Suggestions, compliments and complaints](#) form.

Mail

Department of Agriculture
Client Feedback
Reply Paid 858
Canberra ACT 2601

Complaints about the selection process

Applicants can contact the complaints service with complaints about 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 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 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 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. Consultation

We engage RDCs and others in national priority setting, which will take place at a collaborative face-to-face forum (the Priority Setting Forum).

Information about the Priority Setting Forum is provided separately to stakeholders and is not included in these Grant Opportunity Guidelines.

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
completion date	the expected date that the grant activity must be completed and the grant spent by.
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.
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.

Term	Definition
grant	<p>for the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money⁴ or other Consolidated Revenue Fund (CRF) money⁵ is to be paid to a grantee other than the Commonwealth; 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.
GrantConnect	is the Australian government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a ‘program’ carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant.
Permit	A document issued by the APVMA (under the Agvet Code) that allows a person in certain circumstances to possess, supply, use or manufacture a chemical product, which would otherwise be an offence under the Agvet Code, or would involve contravention of a civil penalty provision under that Code.

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

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

Term	Definition
Portfolio Budget Statement (PBS) Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
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"> • quality of the project proposal and activities; • fit for purpose of the proposal in contributing to government objectives; • absence of a grant is likely to prevent the grantee and government's outcomes being achieved • potential grantee's relevant experience and performance history.

Appendix A. Priority and Reserve List

Identification Code	RDC	Project title	Max Grant amount (GST exclusive)	Activity
2019Priority01	Fisheries RDC	Praziquantel – Skin and gill flukes (Monogenea) – Non-seriola finfish	\$75,000.00	A permit use (3 years)
2019Priority02	Australian Eggs	Eryvac Vaccine and Coopers Eryguard Vaccine – Erysipelas – Chickens	\$88,251.40	A new label use (5 years)
2019Priority03	Fisheries RDC	Erythromycin – Gram positive bacterial infections – Finfish	\$75,000.00	A permit use (3 years)
2019Priority04	Hort Innovation	SYNFOI21 – Leafroller Caterpillars – Passionfruit	\$32,200.00	A new label use (5 years)
2019Priority05	Hort Innovation	SYNFOI21 – Western flower thrips, Plague thrips & Leafminer – Spinach & silverbeet	\$64,000.00	A new label use (5 years)
2019Priority06	Hort Innovation	SYNFO21 – Leptocoris bug – Macadamia	\$64,400.00	A new label use (5 years)
2019Priority07	Hort Innovation	Spiromesifen (Oberon) – Broad mite – Rhubarb & artichoke	\$110,400.00	A new label use (5 years)
2019Priority08	Hort Innovation	Spiromesifen (Oberon) – Two-spotted mite & Broad mite – Green beans, Snow peas, Sugar snap peas	\$148,350.00	A new label use (5 years)
2019Priority09	Hort Innovation	Spiromesifen (Oberon) – Two Spotted (Spider) Mites in Cucurbits – Zucchini, cucumber, pumpkin, melons	\$126,500.00	A new label use for a crop group (5 years)
2019Priority10	Agrifutures	Triflur (trifluralin) – various grass & broadleaf weeds ag fodder – oat hay (avena sativa)	\$113,850.00	A new label use (5 years)

Identification Code	RDC	Project title	Max Grant amount (GST exclusive)	Activity
2019Priority11	Hort Innovation	SYNFOI21 – Plague thrips, Western Flower thrips & Rutherglen bugs – Asian leafy vegetables	\$64,400.00	A new label use (5 years)
2019Priority12	Hort Innovation	Spiromesifen (Oberon) – Two-spotted mite, Tomato russet mite, European red mite, Rust mite – Fruiting Vegetables (other than cucurbits) Eggplant, Capsicum, Chilli, Sweet Corn	\$207,000.00	A new label use for a crop group (5 years)
2019Priority13	Dairy Australia	Maya (bromoxynil) Herbicide & Thistrol Gold Herbicide (flumetsulam, MCPB & MCPA) – broadleaf weeds – high nutrition chicory based pasture (dairy)	\$70,000.00	A new label use (5 years)
2019Priority14	Agrifutures	Switch (cyprodinil + fludioxonil) – Grey mould (Botrytis cinerea) – hemp (Cannabis sativa)	\$97,750.00	A new label use (5 years)
2019Priority15	Agrifutures	Nufarm NUL3445 – Green vegetable bug (Nezara viridula) – hazelnut (Corylus avellana)	\$75,000.00	A permit use (3 years)
2019Priority16	Hort Innovation	Prosulfocarb + S-metolachlor Group J+K Boxer Gold Herbicide – Annual Rygrass, Crassula, Silvergrass, Toad rush – Yellow burrweed in carrots	\$150,000.00	A new label use (5 years)
2019Priority17	Hort Innovation	Bayer DC-154 (Sivanto) Flupyradiforone Group 4D – Fruit spotting bug & Banana spotting bug – Assorted tropical and sub-tropical fruits - inedible peel	\$92,000.00	A new label use for a crop group (5 years)
2019Priority18	Agrifutures	Indemnity Turf Nematicide (fluopyram) – Root knot nematode (Meloidogyne spp.) – ginger (Zingiber officinale)	\$83,950.00	A new label use (5 years)
2019Priority19	Hort Innovation	Spiromesifen (Oberon) – Olive bud mite – olive	\$104,650.00	A new label use (5 years)

Identification Code	RDC	Project title	Max Grant amount (GST exclusive)	Activity
2019Priority20	Hort Innovation	Spiromesifen (Oberon) – Two-spotted mite / Red spider mite – strawberries	\$82,800.00	A new label use (5 years)
2019Reserve01	Hort Innovation	Spiromesifen (Oberon) – Two-spotted mite (red spider mite), Bean spider mite, Broad mite, European mite, Redberry mite – raspberries & blackberries	\$82,800.00	A new label use (5 years)
2019Reserve02	Hort Innovation	SYNFOI21 – Light Brown Apple Moth & Cluster grub – persimmon	\$80,500.00	A new label use (5 years)
2019Reserve03	Hort Innovation	Spiromesifen (Oberon) – Two-spotted mite (Red spider mite) – papaya	\$57,500.00	A new label use (5 years)