Our Marine Parks Round Two
Grant Opportunity Guidelines

Opening date:	9 December 2019
Closing date and time:	11.00PM AEDT on 28 February 2020
Commonwealth policy entity:	The Department of the Environment and Energy
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:	9 December 2019
Type of grant opportunity:	Open competitive

Contents

1 Our Marine Parks Round Two Grant Opportunity processes

The Our Marine Parks Round Two Grant is designed to achieve Australian Government objectives
This grant opportunity is part of the above grant program which contributes to the Department of the Environment and Energy's Outcome 1.1 Sustainable Management of Natural Resources and the Environment. The Department of the Environment and Energy works with stakeholders to plan and design the grant program according to the
Commonwealth Grants Rules and Guidelines 2017 (CGRGs).

⬇

The grant opportunity opens

We publish the grant guidelines on GrantConnect and Community Grants Hub websites.

⬇

You complete and submit a grant application

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

⬇

We assess all grant applications

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

⬇

We make grant recommendations

We provide advice, through the Selection Advisory Panel, to the Minister for the Department of the Environment and Energy (the decision maker) on the merits of each application.

⬇

Grant decisions are made

The decision maker decides which applications are successful.

⬇

We notify you of the outcome

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

⬇

Delivery of grant

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

⬇

Evaluation of the Our Marine Parks Round Two grant opportunity

We evaluate your specific grant activity and the Our Marine Parks Grant Round Two as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Our Marine Parks Round Two grants.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the 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.

These guidelines:

- Only relate to the Our Marine Parks Round Two granting opportunity.
- Only apply to the Australian Marine Parks listed in Appendix A.

These guidelines do not apply to:

- The Great Barrier Reef Marine Park
- The Heard Island and McDonald Islands Marine Reserve
- State and Northern Territory Marine Parks and Reserves.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of the Environment and Energy and the Director of National Parks.

2 About the Our Marine Parks Grant Round Two opportunity

On 1 July 2018 new management arrangements for 44 Australian Marine Parks came into effect — increasing the number of Australian Marine Parks in waters around Australia to 58. Australian Marine Parks now cover around a third of Australia's marine territory and protect a diverse range of ocean habitats from the tropical north to the cool waters of the temperate south.

The Our Marine Parks Grants Program (the Program) was announced as part of the Fisheries Assistance and User Engagement Package (the Package) on 1 July 2018. This is a package to assist industries and communities in transitioning to the new park management arrangements. In early 2019, a first round was held and focused on the fishing sector.

The Package, funded through the Department of Environment and Energy, contributes to the Portfolio Budget Statement:

Outcome 1: *Conserve, protect and sustainably manage Australia's biodiversity, ecosystems, environment and heritage through research, information management, supporting natural resource management, establishing and managing Commonwealth protected areas, and reducing and regulating the use of pollutants and hazardous substances*.

This second grant round is dedicated to the many groups and sectors that have an interest in how our parks are managed and the capability and capacity to assist the Director of National Parks with this important task. The objectives of this grants round are two-fold:

- to support interested and capable organisations and community groups to engage in marine park management;

▪ to improve knowledge and understanding of Australian Marine Parks.

This will be achieved by funding projects that best contribute to the desired vision, objectives and 10-year outcomes of the management programs identified in the Australian Marine Parks management plans (or for the South-east Network, the Management Strategies identified in the management plan).

Table 1 – Australian Marine Park Vision, Objectives and 10-Year Management Programs Outcomes

Vision: Marine parks are healthy, resilient and well-managed to enhance Australia's wellbeing. This means ensuring that:

▪ their natural, cultural, socio-economic and heritage values are understood, appreciated and conserved;

▪ marine parks support jobs and businesses, providing multiple benefits to regional communities and the economy;

▪ people have opportunities to enjoy marine parks;

▪ visitors and tourists can enjoy world-class nature-based experiences in marine parks;

▪ Indigenous people and marine park users are partners in managing marine parks.

Objectives:

(a) the protection and conservation of biodiversity and other natural, cultural and heritage values of marine parks in the Australian Marine Park Network;

(b) ecologically sustainable use and enjoyment of the natural resources within marine parks in the Australian Marine Park Network, where this is consistent with objective (a).

Australian Marine Park Management Program*	10-year Outcomes
Communication, education and awareness program	Increased awareness, understanding and support for marine parks
Tourism and visitor experience program	High-quality visitor experiences that are appealing, engaging and raise awareness of the natural and cultural values of marine parks.
	Increased visitation to marine parks
	Social and economic benefits from the contribution of marine parks to Australia's visitor economy
Indigenous engagement program	Social, cultural and economic benefits for traditional owners
	Partnerships with traditional owners and Indigenous groups to manage sea country in marine parks
Marine science program	Increase understanding of marine park values, pressures and adequacy of responses
	Improve understanding of the effectiveness of marine park management in protecting park values
	Informed decision-making and improved evidence-based decisions

Vision: Marine parks are healthy, resilient and well-managed to enhance Australia's wellbeing. This means ensuring that: ▪ their natural, cultural, socio-economic and heritage values are understood, appreciated and conserved; ▪ marine parks support jobs and businesses, providing multiple benefits to regional communities and the economy; ▪ people have opportunities to enjoy marine parks; ▪ visitors and tourists can enjoy world-class nature-based experiences in marine parks; ▪ Indigenous people and marine park users are partners in managing marine parks.	
Assessments and authorisations program	Assessments and authorisations ensure ongoing protection of marine park values through the management of activities in marine parks
Park protection and management program	Impact of pressures on marine park values are minimised as far as reasonably practicable
Compliance program	Improved user awareness of marine park rules
	Increased levels of voluntary compliance and self-regulation by marine park users
	High overall levels of compliance with the rules by marine park users
	A decrease in the number of non-compliances.

* The management programs relate to activities in the North, North-west, South-west and Temperate East Marine Park Networks, and the Coral Sea Marine Park. If considering activities related to the management of the South-east Marine Park Network, applicants should consider how the outcomes of their project relate to the Management Strategies for that network.

Distribution of funding under the grant opportunity will aim to provide a spread of projects across the type of applicants, across the Australian Marine Parks, and under the management programs.

In developing projects, applicants are encouraged to consider financial or in-kind contributions from partners, including state and territory government funding and other schemes. Applicants should also consider partnerships with State and Territory governments if those partnerships would enhance the project outcomes. Projects that demonstrate in-kind support, or leverage additional funding through project partners will be prioritised.

The grant process will be undertaken in accordance with the *Commonwealth Grant Rules and Guidelines 2017 (CGRGs).*

3 Grant amount and grant period

3.1 Grants available

For this grant opportunity up to $6 million (GST exclusive) is available from 2020-21 to 2021-22.

▪ The minimum grant amount is $30,000 (GST exclusive).

▪ The maximum grant amount is $500,000 (GST exclusive).

You should contribute towards the grant activities. Applicants may consider direct financial, in-kind and contributions from partners, including state and territory government funding and other schemes. The amount of in-kind or other co-contributions will be considered as part of the

assessment process. Projects with higher levels of co-contribution are likely to be most competitive.

3.2 Project period

The length of projects should be up to a maximum of two years.

4 Eligibility criteria

The decision maker can choose to waive the eligibility criteria, however they must be made aware of the risks

4.1 Who is eligible to apply for a grant?

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

- Indigenous Corporation
- Company[1]
- Local Government[2]
- Cooperative
- Incorporated Association
- Statutory Entity
- Corporate State or Territory Entity

Applications from Universities are encouraged, provided they meet one of the eligible entity types listed above.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above[3]. See section 7.2 for further information on Joint (consortia) applications.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are a:

- Partnership[4]
- Person[5]
- Trustee on behalf of a Trust[6]

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

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

[3] The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint (Consortia) Applications'

[4]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.

[5]A person is a natural person, an individual, a human being.

[6]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

- Unincorporated Association
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- International Entity
- Sole Trader

Organisations that are one of the above ineligible entity types may partner with an eligible applicant, or make an application as part of a consortium.

5 What the grant money can be used for

5.1 Eligible grant activities

We want to support innovative, inspiring projects that help deepen our understanding of Australian Marine Parks, build our management capabilities and connect Australians to their incredible marine environment.

Eligible grant activities should link to one or more 10-year outcomes sought against one or more Australian Marine Park management programs. Management programs are how the Director approaches the management of Australian Marine Parks and are the vehicle by which progress in management is assessed. In designing your application you should consider how your activities directly contribute to management programs and their outcomes.

To ignite your imagination, we have suggested a few project ideas below. This list is not exclusive and there are many other eligible grant activities that could contribute to the grant objectives (outlined in Section 2).

- Work alongside traditional owners and elders to improve our understanding of cultural, social and spiritual connections with sea country and to build their capacity to take an active role in park management.
- Reveal the hidden life of Australian Marine Parks through various media including (but not limited to) the visual arts, film-making, performance, writing or music to engage a wider audience.
- Design and create immersive video presentations, installations or signage at key locations or attractions (e.g., visitors centres, museums, ferry or cruise ship terminals, look-outs, airports or other key coastal points of interest adjacent to Australian Marine Parks).
- Design and create programs that bring the marine parks to life using innovative technologies such as augmented or virtual reality and gaming experiences.
- Curate festival or community events that celebrate the biodiversity, history, benefits and uses of Australian Marine Parks and encourage community participation and stewardship.
- Contribute to our understanding of how marine species use and benefit from Australian Marine Parks.
- Connect communities with Australian Marine Parks through hands-on citizen science projects that improve our scientific understanding or provide public outreach opportunities.

- Build our understanding of habitats, ecological communities and species across Australian Marine Parks and the pressures acting upon them, for example through multi-beam sonar mapping or biological surveys.

- Analysis of existing data to provide new knowledge and information for Australian Marine Parks.

- Promote cultural stewardship opportunities in the tourism or community sector by developing opportunities to recognise, promote or celebrate the cultural heritage of Australian Marine Parks.

- Build an understanding of how Australians use and value the marine environment and their perceptions on marine management with a view to improve voluntary compliance with management arrangements and rules through the development of user-friendly tools, digital education materials and apps.

- Address pressures in or adjacent to Australian Marine Parks such as marine debris, ghost nets, water quality and invasive species.

- Trial innovative and effective new ways of monitoring and understanding the use of marine parks.

- Projects that support Australia's obligations under international environmental agreements and national environmental law.

5.2   Eligible locations

Your grant can include activities at different locations, as long as the grant activities relate to one or more Australian Marine Park. Refer to Appendix A for a full list of eligible Australian Marine Parks.

5.3   Eligible expenditure

You can only spend the grant on eligible grant activities.

Eligible expenditure items for grant activities include but are not limited to:

- salaries and stipends for staff working on the project, direct salary and on-costs for personnel directly employed for the project activities (on a pro-rata basis relative to their time commitment)

- contractor costs or expert advice

- research costs

- communication and promotional costs

- development of training or other educational materials

- hosting of training activities, including venue hire and catering (excluding alcohol)

- domestic travel

- materials and equipment hire/purchase, including vessel hire and fuel costs.

5.4   What the grant money cannot be used for

You cannot use the grant for the following activities:

- administrative costs and overheads related to the ongoing operations of an organisation

- Wages and salaries that are not directly related to the project

- the covering of retrospective costs

- costs incurred in the preparation of a grant application or related documentation and costs incurred after the completion of the project and grant contract
- purchase of motor vehicles or vessels
- overseas travel
- alcohol
- activities that commenced prior to the grant agreement being finalised
- purchase of land
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent

We cannot provide a grant if you receive funding from another government source for the same purpose, if that funding is not considered a co-contribution in your application.

6   The assessment criteria

You must address all of the following assessment criteria in the application. We will assess your application based on the weighting given to each criterion detailed below, if applicable.

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.

Criterion 1 (45%)

Demonstrate how your project meets one or more of the following objectives:

(a) facilitates the engagement of marine park users in activities to support the management of Australian Marine Parks, and

(b) assists in engaging marine park users in activities that contribute to the knowledge of Australian Marine Parks.

 When addressing the criterion strong applicants will:

- Reference the relevant Australian Marine Parks management plan or plans
- Identify the clear and specific outcomes related to the Australian Marine Park management program or programs (or management strategies) at Attachment B as they relate to their project and demonstrate how their project enhances the engagement of marine park users and the community generally.
- Focus on clear, specific and achievable outcomes rather than trying to address multiple programs and outcomes.

Criterion 2 (15%)

Demonstrate your capability to deliver the project on time and within budget.

 When addressing the criterion strong applicants will:

- Use examples to describe your organisation's experience with developing and implementing similar or like projects.
- Explain the relevant skills, experience and qualifications held by key personnel and their role in managing the project.

- Outline the governance, management, financial and administration systems that your organisation will use to support the implementation and delivery of the activity to achieve positive outcomes for all stakeholders on time and within budget.

Criterion 3 (15%)

Demonstrate how your activity will achieve value for money.

When addressing the criterion strong applicants will:

- Explain how your organisation's activity will achieve positive outcomes for the wider community, targeted marine user groups or stakeholders that would not occur without grant funding.
- Outline how all costs associated with the delivery of your organisation's activity are competitive on the market.
- Outline how any major expenditure item (including capital) is justified to achieve the objectives of the project.

Criterion 4 (25%)

Demonstrate stakeholder and community engagement

When addressing the criterion strong applicants will:

- Identify and describe the involvement of key stakeholders in the proposed project (including expressions of support or commitment from project partners and contributors, if required).
- Demonstrate high levels of co-contributions (financial and in-kind) by your organisation and/or other parties such as external partners or state or territory funding schemes.
- Outline any Indigenous or community engagement achieved through the project objectives, including participation or support.

7   How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, Commonwealth Standard Grant Agreement, and questions and answers.

These documents are found at GrantConnect and Community Grants Hub websites. Any changes to grant documentation are published on both sites and addenda[7] 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 form for this grant opportunity, however applicants should note that in determining grant recipients the delegate will consider a spread of projects across applicants, Australian Marine Parks and management programs.

A separate application form must be submitted for each Our Marine Parks Round Two grant project. If more than one application is submitted for the same project the latest accepted application form will be considered.

To apply you must:

complete the online application form on GrantConnect or Community Grants Hub

- provide all the information requested

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

- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 11PM AEDT 28 February 2020.

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

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. Templates are provided for your use with the grant opportunity documents as specified:

- Project plan – mandatory template provided
- Budget – mandatory template provided

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

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

7.2 Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver Our Marine Parks Round Two grant activities.

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.

Lead organisations in consortia must satisfy all the eligibility criteria outlined in section 4.1.

Lead organisations should ensure they have written agreement from member organisations to collaborate on the project. This agreement is required to be provided as part of the assessment process.

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

7.3 Timing of grant opportunity processes

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

Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub.

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 representative[8] will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

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

Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around July 2020.

Table 2: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	6 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	July 2020
End date of grant activity	30 June 2022

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

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 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

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines. Eligible applications will then be considered through an open competitive grant process.

8.2   Financial viability

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

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

8.3   Who will assess and select applications?

The Department of the Environment and Energy will undertake a preliminary assessment against the selection criteria. The preliminary assessment will provide an initial ranking of applications to inform the deliberations of the Selection Advisory Panel (SAP).

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

The Hub may provide secretariat support to the SAP, but will not participate in deliberations or decision-making. The Hub's independent probity advisor may attend SAP meetings. 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 assess whether the application represents value for money and make final recommendations to the decision maker by taking into account the following factors:

- The initial preliminary score against the assessment criteria.
- The overall objective/s to be achieved in providing the grant.
- Whether the proposed project is in scope (if applicable).
- The relative value of the grant sought and levels of co-contribution.
- The extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the Our Marine Parks Round Two.
- The extent to which the applicant demonstrates a commitment to the Our Marine Parks Round Two.

- The risks, financial, fraud and other, that the applicant or project poses for the Department of the Environment and Energy.
- Distributions of grants across type of applicant, Australian Marine Parks and management programs.

The SAP may seek additional information from the applicant to assist in making its final recommendations.

8.4 Who will approve grants?

Based on the value of the grant round, and in line with the Department of the Environment and Energy Financial Delegations, the Minister for the Environment will be the decision maker for this round. 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.

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

- the approval of the grant
- the grant funding amount to be awarded
- the 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 to access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will not be provided for this grant opportunity.

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 Standard 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.

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. You must not start any Our Marine Parks Round Two activities 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 Standard Grant Agreement

We will use a Commonwealth Standard 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   Specific legislation, policies and industry standards

Activities in Australian Marine Parks may require regulatory approval under the *Environment Protection and Biodiversity Conservation Act 1999*, the *Environment Protection and Biodiversity Conservation Regulations 2000* and other Commonwealth legislation. Provision of grant funding does not constitute regulatory approval for funded activities. Successful grant applicants must obtain all necessary regulatory approvals before carrying out the funded activities, and must comply with the conditions of those approvals at all times. Provision of grant funding does not fetter the right of the decision maker to issue or refuse approvals under applicable legislation.

10.3   How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party.

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments as you achieve milestones, agreed in advance, based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress.

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.

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 should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due 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

Our Marine Parks grant recipients must have systems in place to meet their data collection and reporting obligations outlined in their grant agreement.

You must submit reports in line with 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 project milestones and outcomes
- acquittal of expenditure against the budget in the project plan.

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, seek further 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
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make grant payments when we receive satisfactory progress reports.

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

Ad-hoc reports

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

Final report

When you complete the project you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within 30 days of completion in the format provided in the grant agreement.

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 can request a variation by contacting your Funding Arrangement Manager.

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

12.5   Compliance visits

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

12.6   Record keeping

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

12.7   Evaluation

The department proposes to evaluate the outcomes of the Our Marine Parks grant opportunity. Your grant agreement including the activity work plan will require you to provide information to assist with this evaluation. The department will evaluate a range of matters, including but not limited to, performance of the program, including efficiency of implementation and effectiveness of the program meeting policy outcomes.

Your performance against the grant agreement will be monitored on an on-going basis by the Funding Arrangement Manager assigned by the department. The Funding Arrangement Manager will ensure all milestones shown in your grant agreement are met. The department may contact you up to one year after you finish your grant for further information to assist with this evaluation.

12.8   Acknowledgement

If you make a public statement about an Our Marine Parks Round Two grant activity funded under the program, we require you to acknowledge the grant by using the following text:

'This Our Marine Parks Grant project received grant funding from the Australian Government.'

Please note that you must consult with the Director of National Parks via parksmedia@environment.gov.au prior to issuing any comment to the media regarding a project under these guidelines.

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 the Environment and Energy. 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 the Environment and Energy Service Charter applies 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 AMPGrants@environment.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 the Environment and Energy 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 the Environment and Energy.

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 the Environment

and Energy 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 or member of an external panel
- 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 the Environment and Energy 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 the Environment and Energy 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

This grant round was informed by extensive consultation and insights into industry and stakeholder needs conducted through the Australian Marine Park planning process.

15   Glossary

Term	Definition
Australian Marine Parks	Australian Marine Parks are Commonwealth reserves in Commonwealth marine areas declared under section 344 of the *Environment Protection and Biodiversity Conservation Act 1999.*
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

Term	Definition
The Department of the Environment and Energy	The Department designs and implements Australian Government policy and programs to protect and conserve the environment, water and heritage, promote climate action, and provide adequate, reliable and affordable energy. The Department of the Environment and Energy advises on, and implements, environment and energy policy to support the Commonwealth Government in achieving a healthy environment, strong economy and thriving community now and into the future.
The Director of National Parks	The Director of National Parks is a corporation established under the *Environment Protection and Biodiversity Conservation Act 1999*, the principal Commonwealth legislation for establishing and managing protected areas. The corporation is constituted by the person appointed to the office named the Director of National Parks.
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	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: a. under which relevant money[9] or other Consolidated Revenue Fund (CRF) money[10] 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

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[9] Relevant money is defined in the PGPA Act. See section 8, Dictionary.

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

Term	Definition
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
Package	The Fisheries Assistance and User Engagement Package.
Parks Australia	Parks Australia supports the Director of National Parks, the federal park agency, in managing six Commonwealth national parks, the Australian National Botanic Gardens, and Australian Marine Parks.
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.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.

Term	Definition
Values	Broadly defined as: *Natural values* – habitats, species and ecological communities within marine parks, and the processes that support their connectivity, productivity and function. *Cultural values* – living and cultural heritage recognising Indigenous beliefs, practices and obligations for country, places of cultural significance and cultural heritage sites. *Heritage values* – non-Indigenous heritage that has aesthetic, historic, scientific or social significance. *Socio-economic values* – the benefit of marine parks for people, businesses and the economy.
value for money	refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations. When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the: • quality of the project proposal and activities; • 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. List of Australian Marine Parks

South-west Marine Parks Network

1. Southern Kangaroo Island Marine Park
2. Western Kangaroo Island Marine Park
3. Western Eyre Marine Park
4. Murat Marine Park
5. Great Australian Bight Marine Park
6. Twilight Marine Park
7. Eastern Recherche Marine Park
8. South-west Corner Marine Park
9. Bremer Marine Park
10. Geographe Marine Park
11. Perth Canyon Marine Park
12. Two Rocks Marine Park
13. Jurien Marine Park
14. Abrolhos Marine Park

North-west Marine Parks Network

15. Shark Bay Marine Park
16. Carnarvon Canyon Marine Park
17. Ningaloo Marine Park
18. Gascoyne Marine Park
19. Montebello Marine Park
20. Dampier Marine Park
21. Eighty Mile Beach Marine Park
22. Roebuck Marine Park
23. Mermaid Reef Marine Park
24. Argo-Rowley Terrace Marine Park
25. Kimberley Marine Park
26. Ashmore Reef Marine Park
27. Cartier Island Marine Park

North Marine Parks Network

28. Joseph Bonaparte Gulf Marine Park
29. Oceanic Shoals Marine Park
30. Arafura Marine Park
31. Arnhem Marine Park

32. Wessel Marine Park

33. Limmen Marine Park

34. Gulf of Carpentaria Marine Park

35. West Cape York Marine Park

Coral Sea Marine Park

36. Coral Sea Marine Park

Temperate East Marine Parks Network

37. Gifford Marine Park

38. Norfolk Marine Park

39. Lord Howe Marine Park

40. Central Eastern Marine Park

41. Solitary Islands Marine Park

42. Cod Grounds Marine Park

43. Hunter Marine Park

44. Jervis Marine Park

South-east Marine Parks Network

45. Apollo Marine Park

46. Beagle Marine Park

47. Boags Marine Park

48. East Gippsland Marine Park

49. Flinders Marine Park

50. Franklin Marine Park

51. Freycinet Marine Park

52. Huon Marine Park

53. Macquarie Island Marine Park

54. Murray Marine Park

55. Nelson Marine Park

56. South Tasman Rise Marine Park

57. Tasman Fracture Marine Park

58. Zeehan Marine Park

Appendix B. Australian Marine Parks management program outcomes and management strategies

Australian Marine Park Management Program Outcomes

> *Note*: *The following are extracts of the Australian Marine Park management program outcomes from the management plans for the North, North-west, South-west and Temperate East Marine Parks Networks and the Coral Sea Marine Park. Grant applicants should refer to the management plans – which are available on the [Australian Marine Parks website](#) .*

Communication, education and awareness program

Actions to improve awareness, understanding and support for marine parks and park management.

Outcome:

- Increased awareness, understanding and support for marine parks.

Tourism and visitor experience program

Actions to provide for and promote a range of environmentally appropriate, high-quality recreation and tourism experiences and contribute to Australia's visitor economy.

Outcomes:

- High-quality visitor experiences that are appealing, engaging and raise awareness of the natural and cultural values of marine parks.
- Increased visitation to marine parks.
- Social and economic benefits from the contribution of marine parks to Australia's visitor economy.

Indigenous engagement program

Actions to recognise and respect the ongoing cultural responsibilities of Indigenous people to care for sea country and support multiple benefits for traditional owners.

Outcomes:

- Social, cultural and economic benefits for traditional owners.
- Partnerships with traditional owners and Indigenous groups to manage sea country in marine parks.

Marine science program

Actions to provide necessary scientific knowledge and understanding of marine park values, pressures, and adequacy of responses for effective management.

Outcomes:

- Increase understanding of marine park values, pressures and adequacy of responses.
- Improve understanding of the effectiveness of marine park management in protecting park values.
- Informed decision-making and improved evidence-based decisions.

Assessments and authorisations program

Actions to provide for efficient, effective, transparent and accountable assessment, authorisation and monitoring processes to enable sustainable use and protection of marine park values.

Outcome:

- Assessments and authorisations ensure ongoing protection of marine park values through the management of activities in marine parks.

Park protection and management program

Timely and appropriate preventative and restorative actions to protect natural, cultural and heritage values from impacts.

Outcome:

- Impact of pressures on marine park values are minimised as far as reasonably practicable.

Compliance program

Actions to support appropriate and high level compliance by marine park users with the rules set out in this plan.

Outcomes:

- Improved user awareness of marine park rules.
- Increased levels of voluntary compliance and self-regulation by marine park users.
- High overall levels of compliance with the rules by marine park users.
- A decrease in the number of non-compliances.

Management Strategies for the South-east Marine Parks Network

Only refer to these management strategies if your application relates ONLY to the South-east Marine Parks Network.

Note: *The following is an extract of the Management Strategies from the South-east Commonwealth Marine Reserves Network Management Plan 2013-2023. Grant applicants should refer to the management plan – which is available on the Australian Marine Parks website.*

Strategy 1— Improve knowledge and understanding of the conservation values of the Marine Reserves Network and of the pressures on those values.

Strategy 2— Minimise impacts of activities through effective assessment of proposals, decision-making and management of reserve-specific issues.

Strategy 3— Protect the conservation values of the Marine Reserves Network through management of environmental incidents.

Strategy 4— Facilitate compliance with this Management Plan through education and enforcement.

Strategy 5— Promote community understanding of, and stakeholder participation in, the management of the Marine Reserves Network.

Strategy 6— Support involvement of Indigenous people in management of Commonwealth Marine Reserves.

Strategy 7— Evaluate and report on the effectiveness of this Management Plan through monitoring and review.