Australia–China Agricultural Cooperation Agreement (ACACA) 2020

Questions and Answers

1. What is the closing time and date for applications?

The application form must be submitted by **11.00pm Canberra local time (AEDT) on Wednesday, 12 February 2020**. It is recommended that you submit your application **well before the closing time and date**.

2. If I am not able to submit my application by the due time and date, can I be granted an extension?

No, extensions will not be given.

If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date the [late application policy](#) available on the Community Grants Hub website will apply.

3. How much funding is available for this program?

For the Australia–China Agricultural Cooperation Agreement (ACACA) 2020 grant opportunity a total of $222,000 (GST exclusive) is available.

4. If my application is unsuccessful, can I reapply in a future funding round?

Yes. There is nothing that precludes an applicant from applying in a future grant round of the ACACA program. However, your application will only be considered if you and your activity or project meet all the eligibility criteria of the future round.

5. Is the funding on-going?

No, projects funded under the Australia–China Agricultural Cooperation Agreement (ACACA) 2020 grant opportunity will cease when the projects are completed.

6. When will I know the outcome of my application?

You will be notified of the outcome of your application at the end of the selection process. For probity reasons, to treat all applicants fairly and equally, it is not possible to give you information about the status of individual applications during the assessment process.

7. How can I submit the application form?

The form is an online application form that you must submit electronically. The Community Grants Hub will not provide application forms or accept application forms for this grant opportunity by fax, email or through Australia Post unless otherwise stated in the Grant Opportunity Documents.

8. Do word limits apply to selection criteria?

Yes, there is a word limit of 900 words (6000 characters) for criterion 1. Criterion 2 and 3 have a word limit of 525 words (3500 characters).

9. Can I apply for both funding streams?

Yes, you can apply for funding for one or both streams. All applications are assessed using an open competitive, merit-based process.

Funds are limited under this program, so meeting eligibility or merit criteria does not guarantee funding.

10. I am applying for both funding streams, do I have to submit a separate application for each stream or can both be covered in one application form?

Provided that the information entered meets the word limitations of the application form, then one application form can be used. However there are size restrictions for attachments and word limitations for addressing the selection criteria. Alternatively, separate application forms can be used for each stream being applied for.

11. Applicant or participant, what is the difference?

The applicant is the person/organisation applying for the grant funding and if successful will receive the funding. The participant is/could be a person representing the applicant/organisation applying for the grant opportunity funding but will not receive any grant funds directly from the department.

12. Financial information

A 'Yes' or 'No' response to all sub questions on whether the applicant is able to provide the financial and organisational information is mandatory. You are not required to provide that information at the time of completing your application form. However, the department has the discretion to request you provide the documentation if required.

13. Coverage area/s? I want to undertake a project in China—why can I only select Australia as my Coverage area?

The online application form is the standard form used for many types of Australian Government grant applications and currently unable to be amended to include China in the coverage section.

Please select <u>Australia</u>.

This will not affect your application, and you will have the opportunity in your online application form to specify the details of your project or trade mission, including travel details if relevant.

14. Does the applicant plan to deliver the activity as the lead agency of a consortium or use subcontractors?

The online application form is the standard form used for many types of Australian Government grant applications. Please select the 'No' option for this question to progress through the application process.

15. Attachments: Is it a requirement to upload a document under each number in the attachment section?

It is mandatory to upload the requested document for the application.

Each attachment must be a different document or a different title. The form will not allow the same document to be uploaded twice with the same title. If you are using one document for multiple evidence sources, each version must have a unique naming convention.

16. What if my attachment exceed the maximum of 2mb?

If your attachment exceeds the maximum size of 2mb you will need to optimise your document for web upload, this can be done by various file saving options (Google for options). Only PDF or Word attachments will be accepted. Zip or compressed files will <u>NOT</u> be accepted.

17. Contacts and referees

The Department of Agriculture may contact your referees to validate some parts of your application as part of the assessment process.

It is recommended to advise your referees that you have applied for a grant under the ACACA program.

18. Declaration. Will I have the opportunity to review the entire application before submission?

Review each section of the application form by navigating through the 'Information' to 'Declaration' sections at the top of the screen.
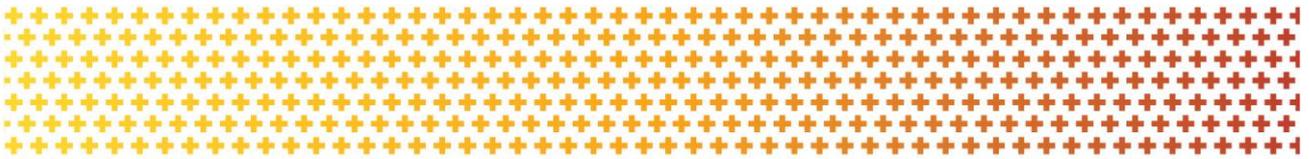
Once you have completed and submitted the application form, the form will automatically point out anything missing from the application before it will accept the submission.

19. Submission received. Will I receive notification of successful submission?

Yes. You should receive email confirmation of your submitted application. If you do not receive confirmation, we recommend you check your junk mail in the first instance.

You may need to check your security settings to ensure the automatic emails generated from the reply email address are not blocked by your servers.

It is recommended that you download and save a copy of your submitted form for your own reference, along with emailing a copy when prompted to do so immediately after submission.

You will not be able to view your online application form again using the tracking code/submission reference ID once you have submitted it.

20. Can I save information into the application form and revisit it later?

Yes. You can save, exit, edit and submit an existing application form before the closing date. All applications must be submitted by the time and date (the close date) on the GrantConnect website advertisement.

Saved application forms can be accessed by opening the application form link and selecting 'resume a saved form' at the top of the page. A dialog box prompting the applicant to enter their tracking code will open. After entering the code select 'confirm' to open an existing application form.

The tracking code is the same as the submission reference ID received when starting an application. The submission reference ID is emailed to the registered email address when the applicant saved the application.

21. Can I share my application form?

Yes. Uncompleted forms can be shared, however more than one person should not access this form at the same time. If this is done there is a risk that information entered in the form may be lost and not transferred upon submission. If you wish to share this form and access details, please ensure that only one user edits the form at any given time.

To avoid any issues with your submission, ensure each contributor has completed their updates, saved their changes and exited the form prior to another person accessing the same form.

22. Can I track the progress of my application after submission?

No. It is not possible to track the progress of your online application after submission.

23. How do I withdraw my application?

If you wish to withdraw your application from the round after submission, please contact the Community Grants Hub.

24. Can I edit or add information to my application after submission?

No—You are unable to access the online application form after it has been submitted.

25. Can I submit an application after the due date?

No—applicants need to apply online before the closing date.

26. Can I apply for project funding if my project is ongoing?

Yes however the application must still meet all the requirements set out in the ACACA guidelines, including the provision of a project and budget plan with measurable outcomes. And commence and conclude on a date within the calendar year that the funding is granted.

The ACACA grant opportunity cannot pay for retrospective activities.

27. My project or trade mission has already commenced and/or concluded, can I apply?

Funding for retrospective projects or trade missions cannot be paid to a grant recipient under the ACACA program. Projects and trade missions for this grant opportunity must commence and end in the year that funding is granted, after the agreement has been entered into.

28. Where should I go for further information?

Please email your enquiries to support@communitygrants.gov.au

29. Can indirect costs of the project activity be included in the budget request? For example institutional infrastructure levy.

No, indirect costs, such as institutional infrastructure levy would not be easily attributable to a single project and would therefore reduce visibility of the reportable expenses requirements that directly relate to the funding awarded under the ACACA grant opportunity.