



## National Community Crime Prevention Program: Modern Slavery Grant Opportunity Guidelines

<b>Opening date:</b>	20 January 2020
<b>Closing date and time:</b>	11.00PM AEDT on 17 February 2020
<b>Commonwealth policy entity:</b>	Australian Border Force
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5.00PM AEDT on 10 February 2020
<b>Date guidelines released:</b>	20 January 2020
<b>Type of grant opportunity:</b>	Targeted competitive

## Contents

<b>1. National Community Crime Prevention Program: Modern Slavery grant opportunity processes</b> .....	<b>4</b>
1.1 Introduction .....	5
<b>2. About the grant program</b> .....	<b>5</b>
2.1 About the Modern Slavery grant opportunity .....	5
<b>3. Grant amount and grant period</b> .....	<b>6</b>
3.1 Grants available .....	6
3.2 Grant/Project period.....	6
<b>4. Eligibility criteria</b> .....	<b>6</b>
4.1 Who is eligible to apply for a grant?.....	7
4.2 Who is not eligible to apply for a grant?.....	8
<b>5. What the grant money can be used for</b> .....	<b>8</b>
5.1 Eligible grant activities .....	8
5.2 Eligible expenditure.....	8
5.3 What the grant money cannot be used for.....	8
<b>6. The assessment criteria</b> .....	<b>9</b>
<b>7. How to apply</b> .....	<b>10</b>
7.1 Attachments to the application.....	11
7.2 Joint (consortia) applications .....	11
7.3 Timing of grant opportunity processes.....	11
7.4 Questions during the application process.....	12
<b>8. The grant selection process</b> .....	<b>13</b>
8.1 Assessment of grant applications .....	13
8.2 Who will assess applications? .....	13
8.3 Who will approve grants? .....	13
<b>9. Notification of application outcomes</b> .....	<b>14</b>
9.1 Feedback on your application .....	14
<b>10. Successful grant applications</b> .....	<b>14</b>
10.1 The grant agreement .....	14
10.2 Commonwealth Child Safe Framework .....	14
10.3 How we pay the grant .....	15
10.4 Grant payments and GST .....	15
<b>11. Announcement of grants</b> .....	<b>15</b>
<b>12. How we monitor your grant activity</b> .....	<b>15</b>
12.1 Keeping us informed .....	15
12.2 Reporting .....	16
12.3 Financial declaration .....	16
12.4 Grant agreement variations .....	16

12.5	Compliance visits .....	17
12.6	Record keeping .....	17
12.7	Evaluation .....	17
12.8	Acknowledgement.....	17
<b>13.</b>	<b>Probity.....</b>	<b>17</b>
13.1	Enquiries and feedback .....	17
13.2	Conflicts of interest .....	18
13.3	Privacy .....	19
13.4	Confidential information .....	19
13.5	Freedom of information.....	20
<b>14.</b>	<b>Glossary.....</b>	<b>21</b>

# 1. National Community Crime Prevention Program: Modern Slavery grant opportunity processes

**The National Community Crime Prevention Program is designed to achieve Australian Government objectives.**

This Modern Slavery grant opportunity is part of the above grant program which contributes to the Home Affairs Portfolio's Outcome 1 (Program 1.7 *National Security and Criminal Justice*). The Australian Border Force 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 with money and compare it to other applications.



**We make grant recommendations**

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



**Grant decisions are made**

The Assistant Minister for Customs, Community Safety and Multicultural Affairs, the Hon. Jason Wood MP (the decision maker) decides which applications are successful.



**We notify you of the outcome**

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



**We enter into a grant agreement**

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



**Delivery of grant**

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



## Evaluation of the National Community Crime Prevention Program: Modern Slavery grant opportunity

We evaluate your specific grant activity and the Modern Slavery program as a whole. We base this on information you provide us and that we collect from various sources.

### 1.1 Introduction

These guidelines contain information for the Modern Slavery grant opportunity (the grant opportunity). 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 Australian Border Force.

## 2. About the grant program

The National Community Crime Prevention Program (the program) provides grants to support community-based crime prevention projects. The program sits within Home Affairs Portfolio's Outcome 1 under Program 1.7 *National Security and Criminal Justice*.

Outcome 1 is focused on the protection of Australia's sovereignty, security and safety through its national security, emergency management system, law enforcement and managing its border, including managing the stay and departure of all non-citizens.

Program 1.7: *National Security and Criminal Justice* is focused on building a safe and secure Australia by providing comprehensive policy and planning development, at strategic and operation levels, on national security, elements of criminal justice and law enforcement related functions.

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

### 2.1 About the Modern Slavery grant opportunity

The objective of the Modern Slavery grant opportunity is to provide funding to not-for-profit non-government organisations to deliver community-based projects to prevent and deter modern slavery-related crimes in Australia.

Projects delivered under the Modern Slavery grant opportunity will support Outcome 1 and Program 1.7 *National Security and Criminal Justice* by building on Australia's existing criminal justice and law enforcement activities to combat modern slavery in Australia.

This includes supporting the implementation of Australia's *National Action Plan to Combat Human Trafficking and Slavery 2015-19* (National Action Plan) which provides the strategic framework for Australia's response to human trafficking and slavery. Consistent with the primary objective of the program, the first pillar of Australia's National Action Plan is 'Prevention and Deterrence'. Activities under the National Action Plan include tackling the root causes of these crimes, raising awareness

amongst the general community, and building the resilience of groups who may be vulnerable to these exploitative practices.

To support the objectives of the program and implementation of Australia's National Action Plan, key outcomes of the Modern Slavery grant opportunity include:

- increasing awareness amongst vulnerable groups, service providers, businesses and the broader Australian community of modern slavery in Australia, including awareness of indicators to support the identification of victims, best practice responses and referral pathways
- increasing understanding and supporting effective implementation of Australia's *Modern Slavery Act 2018* (Cth) amongst businesses and the broader Australian community to support combating modern slavery in supply chains
- reducing factors that make people vulnerable to modern slavery and increasing resilience to modern slavery amongst vulnerable groups, such as migrant workers and children
- building and enhancing networks that aim to share best practice, resources and information on modern slavery.

Key outputs of the Modern Slavery grant opportunity therefore include the:

- delivery of awareness-raising activities of modern slavery-related crimes amongst the general community
- development of awareness-raising and capacity building products, such as online resources, research products, publications and fact sheets
- delivery of capacity building projects, such as workshops and training sessions, including to build the resilience of groups who may be vulnerable to modern slavery-related practices.

### 3. Grant amount and grant period

#### 3.1 Grants available

There is a total of \$398,000 in 2019-20 under this grant opportunity.

Up to \$100,000 per grant is available for the grant opportunity. It is anticipated that the four most competitive applications will be funded.

#### 3.2 Grant/Project period

You must complete your project within twelve months of execution of the Grant Agreement.

### 4. Eligibility criteria

This is a targeted, competitive grants round and only applications submitted by the community-based not-for-profit, non-government organisations listed in section 4.1 will be considered.

We cannot consider your application if it does not satisfy all the eligibility criteria.

## 4.1 Who is eligible to apply for a grant?

Working with not-for-profit, non-government organisations is a key pillar of Australia's strategy to combat modern slavery.

The Australian Border Force works closely with civil society organisations, including through the National Roundtable on Human Trafficking and Slavery.

The field of specialist and reputable not-for-profit, non-government organisations operating in the anti-slavery space is limited. In light of this and the quantum of funding available over the 2019-20 financial year, the Australian Border Force will award this funding through a targeted, competitive grants round and invites the following selected organisations to apply:

<b>Organisation Legal Name</b>	<b>ABN</b>
Australian Catholic Religious Against Trafficking in Humans Inc.	66128994560
Australian Muslim Women's Centre for Human Rights Inc.	57347235363
Australian Red Cross Society	50169561394
Stop The Traffik	33160723348
Business and Human Rights Resource Centre (Australia New Zealand And Pacific) Limited	64627360454
Cleaning Accountability Framework Inc.	39608220652
Good Shepherd Australia New Zealand	61354551576
Hagar Australia Ltd	20159198535
Lighthouse Foundation	12101549508
Project Respect Inc.	41909510696
The Salvation Army (New South Wales) Property Trust	57507607457
Net Balance Foundation Limited	86122436042
The Trustees of the Roman Catholic Church for the Archdiocese of Sydney	72823907843
Global Compact Network Australia Limited	95147380998
The Uniting Church in Australia	39703442583
The University of Technology Sydney	77257686961
Not Forgotten Pty Ltd	56130792326

These organisations represent a breadth of approaches and perspectives on combating modern slavery-related crimes. The Australian Border Force has a detailed understanding of these organisations' subject matter expertise and capacity to deliver specialist services and programs in the anti-slavery sector. These organisations also have a strong record of leadership and

collaboration with Government, including through the National Roundtable on Human Trafficking and Slavery.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above.<sup>1</sup> Eligible organisations can form a consortia with ineligible organisations.

## **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 grant activity must:

- be innovative (not existing or ongoing)
- be community-based
- have the primary objective of preventing and deterring modern slavery-related crimes in Australia.

Eligible activities must directly relate to the project and can include, but are not limited to:

- training
- awareness-raising efforts
- capacity building programs.

## **5.2 Eligible expenditure**

You can only spend grant funds on eligible expenditure you have incurred on an agreed project, as defined in your grant agreement.

You must incur the project expenditure between the project start and end date for it to be eligible.

## **5.3 What the grant money cannot be used for**

You cannot use the grant for the following activities:

- an organisation's ongoing operation or running costs (however, such costs will be considered for the funding period if directly and exclusively associated with the proposed project)
- purchase of land
- major capital expenditure
- retrospective or deficit funding (i.e. reimbursement of expenses incurred by an organisation prior to grant funds being approved, or meeting existing debts)
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation (i.e. electricity, phone and rent)
- major construction/capital works

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<sup>1</sup> The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint (consortia) applications.'



- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility or that duplicate existing programs in the same community which are accessible to, and adequate for, the target group.

## 6. The assessment criteria

You must address the following assessment criteria in the application. Your application will be assessed based on the weighting given to each criterion. The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The application will then be assessed against the criteria set out below and against other applications.

The application form includes character limits – up to 3500 characters (approximately 525 words) per assessment criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

### Criterion 1

#### Preventing and deterring modern slavery-related crimes in Australia

Describe how the proposed community-based activity will contribute to the prevention and deterrence of modern slavery-related crimes in Australia. (40%)

*In demonstrating how your grant activity will contribute to the grant objectives, preferred responses will:*

- Outline the activities you intend to undertake and detail how many people you expect will participate in, or benefit from, each activity.
- Describe how the activities will address the particular needs of a target demographic/vulnerable group/locality.
- Explain how the activities will fill an existing gap in efforts to prevent and deter modern slavery.
- Demonstrate how the activities represent value for money in achieving the outcomes of the grant opportunity.

### Criterion 2

#### Need within a particular demographic/vulnerable group/locality

Demonstrate the need for the grant activity in the particular demographic/vulnerable group/locality. (30%)

*In demonstrating the need for the grant activity, preferred responses will:*

- Describe the characteristics of the particular demographic/vulnerable group/locality your project seeks to target. Characteristics may include the size of a community, their geographical location, ethnic, cultural or religious background, and visa subclass/citizenship status.
- Describe and provide evidence of the issues facing the particular demographic/vulnerable group/locality your project seeks to target.
- Explain how the activities you propose to undertake is a new or innovative way of engaging with the particular demographic/vulnerable group/locality.

### Criterion 3

#### Expertise, capability and capacity

Demonstrate your organisation's expertise, capability and capacity to successfully undertake the grant activity. (30%)

*In demonstrating your organisation's expertise, capability and capacity, preferred responses will:*

- Describe how the organisation will work with the target community to assist with the successful implementation of the project.
- Describe your organisation's experience with managing a similar project.
- Outline the relevant skills, qualifications and/or experience that staff delivering the grant activity possess.

## 7. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement, questions and answers, project plan template and budget statement.

These documents are found on the [GrantConnect](#) website. Any changes to grant documentation are published as an addenda<sup>2</sup> on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

Only invited organisations can access these documents including the application form.

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

To apply you must:

- complete the online application form on [GrantConnect](#)
- provide all the information requested
- 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 17 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](mailto:support@communitygrants.gov.au). The Community Grants Hub do not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

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<sup>2</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents.

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 statement – mandatory – template provided

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

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

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

## **7.2 Joint (consortia) applications**

We recognise that some organisations may want to join together as a group to deliver 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.

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<sup>3</sup> will determine whether a late application will be accepted. The decision of the Delegate will be final and not be subject to a review or appeals process.

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

## Expected timing for this grant opportunity

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

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4-5 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	May 2020
End date of grant activity	May 2021

## 7.4 Questions during the application process

If you have any questions during the application period, only invited applicants' questions will be responded to during the application submission period, contact the Community Grants Hub on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

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

The question period will close at 5:00PM AEDT on 10 February 2020. Following this time, only questions about using and/or submitting the application form will be answered.

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<sup>3</sup> This may be the Community Grants Hub Delegate or nominated staff member of the Australian Border Force at the EL2 level or above.

## 8. The grant selection process

### 8.1 Assessment of grant applications

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

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

Then a Selection Advisory Panel will consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.<sup>4</sup>

When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will have regard to:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will target groups or individuals.

### 8.2 Who will assess applications?

Australian Border Force assessors will assess each eligible and compliant application on its merit and compare it to other eligible applications. Assessors are Commonwealth staff, who will 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.

The Selection Advisory Panel may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees.

The Selection Advisory Panel recommends to the Assistant Minister for Customs, Community Safety and Multicultural Affairs (the decision maker) which applications to approve for a grant.

### 8.3 Who will approve grants?

The Assistant Minister for Customs, Community Safety and Multicultural Affairs (the decision maker) decides which grants to approve based on the recommendations of the Selection Advisory Panel and the availability of grant funds for the purposes of the grant program.

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<sup>4</sup> See glossary for an explanation of 'value with money'.

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.

## 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.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

### 9.1 Feedback on your application

Individual feedback will be available upon request via the Australian Border Force.

## 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.

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 Commonwealth Child Safe Framework

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

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

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

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

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

### **10.3 How we pay the grant**

The grant agreement will state the:

- maximum grant amount to be paid
- 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 payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

### **10.4 Grant payments and GST**

Payments will be made as set out in the grant agreement.

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 grant activities 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 will 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 grant activity milestones and outcomes.

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 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 report**

Progress report 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 outlined in the 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.

### **Ad-hoc reports**

We may ask you for ad-hoc informal reports on your grant. Informal reports may take the form of information provided via email, over the telephone or in a meeting. Informal reports may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

### **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 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, Community Grants Hub.



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

### **12.5 Compliance visits**

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

### **12.6 Record keeping**

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

### **12.7 Evaluation**

We will evaluate the grant 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.

### **12.8 Acknowledgement**

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

‘This Modern Slavery grant 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 Australian Border Force. 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**

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 [humantraffickingandslavery@abf.gov.au](mailto:humantraffickingandslavery@abf.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](mailto: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 Australian Border Force 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 Australian Border Force.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Australian Border Force 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 you think there is an actual, apparent, or perceived conflict of interest, you must inform the [Australian Border Force](#) 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 [Australian Border Force](#) 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](mailto:foi@dss.gov.au)

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
<a href="#">Commonwealth Grants Rules and Guidelines 2017 (CGRGs)</a> .	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>5</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>6</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
Portfolio Budget Statement (PBS) Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.

<sup>5</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>6</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
value with money	<p>refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> <li>▪ quality of the project proposal and activities</li> <li>▪ fit for purpose of the proposal in contributing to government objectives</li> <li>▪ absence of a grant is likely to prevent the grantee and government’s outcomes being achieved</li> <li>▪ potential grantee’s relevant experience and performance history.</li> </ul>