



Families and Communities Program Volunteer Grants Activity 2019-20 Volunteer Grants

Grant Opportunity Guidelines

Opening date:	16 December 2019
Closing date and time:	11.00PM AEST on 6 April 2020 ¹
Commonwealth policy entity:	Department of Social Services
Administering entity	The Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (select option 1) Email: support@communitygrants.gov.au Questions for late applicants should be sent no later than 5.00PM AEST on 17 April 2020
Date guidelines released:	16 December 2019
Type of grant opportunity:	Closed non-competitive
Version:	14 April 2020

¹ Nominated organisations in the bush-fire affected electorates of Indi and Gilmore have been given an extension and are able to submit applications up until 11 pm on 30 April 2020

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1. Families and Communities Program: 2019-20 Volunteer Grants processes

The Families and Communities Program is designed to achieve Australian Government objectives.

This grant opportunity is part of the above grant program which contributes to the Department of Social Services' Outcome 2, Families and Communities. The Department of Social Services (the department or DSS) 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 Opportunity Guidelines on [GrantConnect](#) and [Community Grants Hub](#) websites. Federal Members of Parliament nominate potential applicants to apply.



You complete and submit a grant application

If nominated by your Member of Parliament, the Community Grants Hub will send an application form to you. You complete the application form (one application per organisation/community group) and address all of the eligibility criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria. We assess grant applications in the order in which they are received. Grant funding is limited to \$66,000 (GST exclusive) per electorate. Once this funding cap is reached no further applications will be funded. An invitation to submit an application by your Member of Parliament does not guarantee that your application will be successful.



We make grant recommendations

We provide advice to 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 advise you of the outcome of your application.



We enter into a grant agreement (Letter of Agreement)

A Letter of Agreement will be provided to successful applicants. There is no need for successful applicants to sign the grant agreement. Arrangements for execution of the grant agreement are set out at section 9.1.



Delivery of grant

You will undertake the grant activity as set out in the Letter of Agreement.



Evaluation of the 2019-20 Volunteer Grants Activity

We evaluate Volunteer Grants 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 2019-20 Volunteer Grants selection process.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

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

2. About the grant program

The Volunteer Grants Activity is an element of the Families and Communities Program. The Families and Communities Program aims to strengthen relationships, support families, improve well-being of children and young people, reduce the cost of family breakdown and strengthen family and community functioning.

Volunteer Grants aim to support the efforts of Australia's volunteers. The grants provide small amounts of money that organisations and community groups can use to help their volunteers. The grants form part of the Government's work to support volunteers, as well as to encourage and increase participation in volunteering.

The objectives of Volunteer Grants are to:

1. help community organisations to support the efforts of Australia's volunteers
2. help community organisations to support the inclusion of vulnerable people through volunteering
3. encourage, support and increase participation in volunteering.

The intended outcome of the program is to strengthen community functioning by increasing participation in volunteering.

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

3. Grant amount and grant period

3.1 Grants available

For this grant opportunity up to \$10 million (GST exclusive) is available in 2019-20. Funding of up to \$66,000 (GST exclusive) is available in each of the 151 Federal electorates.

Grants of between \$1,000 and \$5,000 are available to eligible not-for-profit community organisations. This funding is to be used to:

- purchase eligible small equipment items for use by volunteers
- contribute to volunteers' fuel costs

- contribute to transport costs for volunteers with disability who are unable to drive in association with their volunteering activity.
- assist with the costs of training courses for volunteers
- undertake background screening checks for volunteers.

The Activity will be undertaken in accordance with the terms and conditions of the grant.

3.2 Grant period

You must spend the grant funding within the Volunteer Grant activity period, which commences 19 June 2020 and concludes on 30 June 2021.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1 Who is eligible to apply for a grant?

To be eligible to apply you must:

- be invited to apply by your Federal Member of Parliament
- use a large proportion of volunteers in your organisation. At least 40 per cent of the organisation's staff must be volunteers
- be a not-for-profit organisation
- have an Australian Business Number (ABN) or be willing to provide a Statement by Supplier Form (reason for not quoting an ABN). Please refer to the [Australian Tax Office](#) website for further information.
- have an account with an Australian financial institution

NOTE: If you are applying as a Trustee on behalf of a Trust, the Trustee must be an eligible entity as listed below.

be one of the following entities:

- Indigenous Corporation
- Company²
- Corporate Commonwealth Entity
- Corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Cooperative
- Incorporated Association
- Statutory Entity

² Company is a company incorporated under the *Corporations Act 2001* (Cth)

- Partnership³
- Person aged 18 or over representing a volunteer based community group as an authorised signatory (eg president, chairperson, secretary, treasurer – see section 4.3)⁴

You may be required to provide evidence of your entity type. You must

- be willing and legally able to enter into a grant agreement with the Commonwealth (refer section 9.1)
- comply with the Commonwealth Child Safe Framework (refer section 9.2).

An authorised signatory must be provided with every application. In the event that the department is unable to validate legal entity status, the department will consider the application as though the authorised signatory has submitted the application on behalf of a community group that is not a legal entity (see section 4.3 for further detail).

4.2 Additional eligibility requirements

In order to receive funding you must also use the grant to meet the objectives of the Volunteer Grants Activity. The objectives are to:

1. help community organisations to support the efforts of Australia’s volunteers
2. help community organisations to support the inclusion of vulnerable people through volunteering
3. encourage, support and increase participation in volunteering.

4.3 Community groups that are not legal entities

Community groups that are not legal entities are eligible to apply for funding, however the application must be from an authorised signatory (president, chairperson, secretary or treasurer) within the community group. This means that:

- the individual, as a legal entity, is applying for the funding on behalf of their community group
- the individual will enter into a Grant Agreement with DSS
- the grant will be paid into the bank account of the community group represented by the individual
- the individual (aged 18 years or over) will be held legally responsible for making sure the grant is spent in accordance with the Grant Agreement.

The community group must operate independently with a formal governing structure that meets regularly and supports local community volunteers within its group.

In applying for a 2019-20 Volunteer Grant, the individual representing a community group must:

- be an authorised signatory (president, chairperson, secretary or treasurer) within the community group
- have obtained the full knowledge and agreement of the community group they are applying on behalf of
- provide the funding to the community group for expenditure on the requested items to benefit the volunteers of the community group

³ Partnership – the individual partners will enter into the agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested. All members of the Partnership must have an eligible entity type.

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

- keep evidence/receipts that document appropriate spending of the funding for five years (see section 11.2 Reporting).

4.4 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- not nominated by your Member of Parliament
- a Sole Trader
- a for-profit organisation
- a Non-corporate Commonwealth Entity
- a Non-corporate State or Territory Entity
- a Commonwealth Company
- a non-corporate Commonwealth Statutory Authority
- a Local Government Entity
- an International Entity

5. What the grant money can be used for

5.1 Eligible expenditure

Small equipment items can make a volunteer's work easier, safer and more enjoyable. They can also help volunteers keep up with changing technology by supporting volunteers to access digital and electronic equipment.

Grant recipients are required to be accountable for the expenditure of a grant for the approved purpose.

Grant money can only be used for eligible items. Grant applicants should ensure that the grant is used to pay for items that are cost effective and reasonably priced.

The grant money can be used as a contribution towards buying eligible small equipment used by volunteers. It can be used for transport for volunteers with disability who cannot drive, or for fuel costs incurred by volunteers. It can also be used to pay for training courses or background screening checks for volunteers.

Appendix A outlines the categories of items and examples of eligible items that are usually bought within that category. The examples are only a guide to help you select the right category. If a specific item is not listed, select the category that most closely matches the item to be bought. Examples of items that are not eligible are shown in section 5.3.

Eligible small equipment

To be an eligible item, small equipment items must be portable, tangible and bought for the benefit of volunteers. They may be low-cost and include delivery/freight and set-up costs.

Transport costs of volunteers with disability

Volunteers with disability who cannot drive can be reimbursed for the cost of transport or provided with pre-paid travel cards for use while undertaking their volunteering work. This transport includes taxis and public transport (pre-paid travel cards are acceptable).

Fuel costs incurred by volunteers

Eligible fuel costs are costs associated with volunteers using their own cars for volunteering work. Volunteers can be reimbursed for the cost of the petrol or provided with pre-paid petrol cards. This includes delivering food and helping people in need. Fuel costs that are eligible include all motor vehicle fuels including petrol, diesel and gas.

Training for volunteers

Grants can be used to support the costs of training to help volunteers learn new skills, or gain qualifications for their volunteering work. Training courses may include mental health, first aid, leadership, communication, governance and/or working with vulnerable people. Courses which are recognised and lead to a Statement of Attainment, Certificate or Diploma are preferred.

Background screening checks of volunteers

Grants are available to help with the cost of background screening checks of volunteers. These include criminal record checks, police checks and police certificates, working with children checks and working with vulnerable people checks. These checks are often mandatory when engaging volunteers, particularly when they are working with children and/or other vulnerable people.

Documentation requirements

If your application is successful, you must keep the receipts for items that you have purchased for five years. This will be the proof of purchase if required by DSS. If organisations do not comply with this requirement, DSS may recover the grant funding.

5.2 Eligible locations

Funding totalling up to \$66,000 (GST Exclusive) will be available in each Federal electorate.

5.3 What the grant money cannot be used for

You cannot use the grant for:

- items that do not directly benefit the organisation's volunteers
- advertising, logos, banners, display boards, uniforms, badging, or other things that advertise your organisation/community group
- administration costs such as leasing, rental, hiring, labour, utilities, insurance and travel
- fees, charges, and subscriptions
- service charges, extended warranties and other labour costs
- conferences and functions
- vehicles and powered boats
- buildings, renovations and permanent fixtures - plumbing, kitchens, hot water systems, fencing, etc
- window coverings (such as curtains and awnings) and floor coverings
- consumable supplies - food, books, stationery (such as paper and folders), cleaning products, ink, toners, soil, sunscreen, maps, refilling of gas bottles, etc
- gift-cards (with the exception of pre-paid fuel cards)
- gym equipment, heart rate monitors.

Fuel costs that are not eligible:

- fuel already paid for by other sources
- fuel to operate the organisation's equipment, vehicles or machinery
- fuel used by paid staff, members or participants who are not volunteers of the organisation
- fuel costs to travel to and from a conference or event where the person is not volunteering.

Transport costs that are not eligible:

- transport already paid for from other sources e.g. State/Territory Governments, community groups
- transport which is not reasonably priced
- transport which is not for volunteering work
- travel for an organisation's paid staff
- travel for members or participants who are not volunteers of the organisation.

Ineligible training costs:

- costs that have already been paid for from other sources
- costs for courses that are not reasonably priced
- costs for the training of paid staff, organisational members or participants/clients of the organisation
- costs to meet the training expenses of other organisation's volunteers
- training materials, travel to and from training, and venue hire.

Background screening checks of volunteers that are not eligible:

- if they are already paid for from other sources or if they are not reasonably priced.

6. How to apply

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

These documents are found on the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and an addenda⁵ will be published on GrantConnect. By registering on GrantConnect, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You can only submit one application form for this grant opportunity.

To apply you must:

- be invited to apply by your Federal Member of Parliament
- complete the online application form when it is provided to you (applications are limited to one application per organisation/community group)
- be an authorised signatory for the organisation (eg president, chairperson, treasurer, secretary)
- provide all the information requested

⁵ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents

- address all eligibility criteria
- submit your application to the Community Grants Hub by 11.00PM AEST 6 April⁶ 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. We may also 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 (select option 1) or email 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.

If you find an error, please contact the Community Grants Hub to withdraw and resubmit your application before the closing time. Applications will be assessed in the order they are received with no applications being funded once the \$66,000 cap per electorate has been reached. The resubmission date will be the date the department uses to determine the order in which the application was received.

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

If we find an error or something missing, we may contact you to ask for clarification or additional information. If we cannot contact you within two attempts on the contact details you provided, your application will only be considered using the information available. Incorrect and/or incomplete information may deem you ineligible.

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.

6.1 Timing of grant opportunity processes

If your Member of Parliament nominates you, the Community Grants Hub will provide you with a link to the application form. You must submit an application before the closing date. Grant funding is limited to \$66,000 (GST exclusive) per electorate. Once this funding cap is reached no further applications will be funded.

Late applications

As eligible applications are funded in the order they are received, late applications will only be considered where the electorate funding cap has not yet been reached.

Applicants are required to provide an explanation of exceptional circumstances that prevented the submission of the application by the due date. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control

⁶ Nominated organisations in the bush-fire affected electorates of Indi and Gilmore have been given an extension and are able to submit applications up until 11 pm on 30 April 2020

- 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

Late applications must be submitted via the application form by 23 April 2020. Where electorate funding has not already been exhausted the late application will be referred to the department to determine if the application will be recommended for funding.

The decision of the department will be final and not be subject to a review or appeals process. The Community Grants Hub will advise the applicant if their late application has progressed. The outcome will be advised as part of the grant opportunity outcomes notification process.

Expected timing for this grant opportunity

If you are successful, you will be able to start your grant activity on 19 June.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Grant round opens	16 December 2019
Members of Parliament advise Community Grants Hub of nominated organisations	21 February 2020
The Community Grants Hub sends application form to nominated organisations	From 10 March 2020
Closing date for nominated organisations in all electorates except Indi and Gilmore to submit their application	As soon as possible and no later than 6 April 2020
Closing date for late applications	23 April 2020
Closing dates for nominated organisations in the electorates of Gilmore and Indi to submit their application	30 April 2020
Assessment of applications	10 March to 11 May 2020
Approval of outcomes of selection process –	By 14 May 2020
Notification to applicants	From 28 May 2020
Letter of agreement sent to successful applicants	From 28 May 2020
Opt Out Date	By 16 June 2020
Earliest start date of grant activity	19 June 2020
End date of grant activity	30 June 2021

6.2 Questions from Members of Parliament during the nomination and application process

If a Member of Parliament or their staff have any questions during the nomination or application period, contact the dedicated hotline set up for Members of Parliament on 1800 183 374 or email volunteering@dss.gov.au.

DSS will respond to emailed questions within two working days. The question period will close at 5:00PM AEDT on 19 February 2020

6.3 Questions from applicants during the application process

If applicants have any questions during the application period, contact the Community Grants Hub on 1800 020 283 (select 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 17 April 2020. Following this time, only questions about using and/or submitting the application form will be answered.

7. The grant selection process

7.1 Assessment of grant applications

Assessments will be undertaken through a two-phased closed non-competitive grant process.

Phase 1 – Members of Parliament nominate organisations to be invited to apply

Each Federal Member of Parliament will nominate organisations from within their electorate to apply for funding of between \$1,000 and \$5,000. In nominating organisations, Members of Parliament will consider the eligibility criteria set out at section 4 of these Grant Opportunity Guidelines. In particular Members of Parliament will need to consider an organisation's ability to:

1. help community organisations to support the efforts of Australia's volunteers; and / or
2. help community organisations to support the inclusion of vulnerable people through volunteering; and / or
3. encourage, support and increase participation in volunteering.

Community organisations may contact their Member of Parliament but this does not necessarily mean organisations will be invited to apply. In nominating organisations, Members of Parliament are required to abide by the [Commonwealth Grant Rules and Guidelines 2017](#) to achieve value with relevant money as well as transparency and impartiality in the selection process. MPs must ensure the efficient, effective, economical and ethical use of public resources. MPs must take into account one or more of the following:

- local needs in their community;
- the need to support a broad range of organisations delivering diverse activities; and
- the capacity of each organisation to manage the grant.

To assist with identifying suitable applicants MPs should:

- establish or utilise an existing consultation committee; or
- engage with known community leaders.

Members of Parliament will provide the Community Grants Hub with the key details of nominated applicants, including the name and address of each nominated organisation as well as contact details. Members of Parliament must also advise of any conflicts of interest, including the nature of the conflict (financial, non-financial etc).

Members of Parliament must keep a record of organisations who have contacted their office regarding Volunteer Grants so that, if required, information can be provided as to why the organisation was not nominated to receive an invitation to apply.

There is no limit to the number of organisations that Members of Parliament can nominate. However, as described under Phase 2 below, funding is limited to \$66,000 per electorate.

Phase 2 – Community Grants Hub invites nominated organisations to apply

The Community Grants Hub will send an application form to each organisation nominated in Phase 1.

Only applicants invited to apply can submit an application. Invited applicants must not forward the link to the application form to anyone else.

A nomination to submit an application by your Member of Parliament does not guarantee that your application will be successful.

Applications will be considered through a closed non-competitive grant process.

Grant funding is limited to \$66,000 (GST exclusive) per electorate. Applications will be considered in the order in which they are received. Once this funding cap is reached no further applications will be funded.

The Community Grants Hub will review your application against the eligibility criteria. Only eligible applications will receive a grant.

7.2 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.

7.3 Who will assess and select applications?

Department of Social Services staff with suitable knowledge, skills and training will assess each application against the eligibility criteria and rate applications as eligible or not eligible for funding.

The Selection Advisory Panel uses this information to help them develop recommendations on applications to be awarded a grant. The Selection Advisory Panel may include a mix of senior staff from DSS, other Commonwealth officers or external advisors with relevant specialist expertise.

Any expert/advisor who is not a Commonwealth official will be required/expected to perform their duties in accordance with the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).

7.4 Who will approve grants?

The Minister or Minister's delegate will decide which grants to approve based on recommendations and the availability of grant funds for the purposes of the grant program.

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

- the approval of the grant
- 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.

8. Notification of application outcomes

All applicants will be notified of the outcome of the round by the Community Grants Hub.

Organisations who were not nominated by their MP to apply for a grant will not be notified of the outcome.

9. Successful grant applications

9.1 The grant agreement

By applying for a grant, applicants will be understood to have agreed to the terms and conditions of the agreement they must comply with should they be successful. These terms and conditions are at Attachment B.

Once the selection process is finalised, successful applicants will be sent a Letter of Agreement from 28 May 2020. Successful applicants are not required to sign the Letter of Agreement.

The grant agreement will commence with each successful applicant on 19 June 2020, unless they advise the department in writing that they no longer wish to receive the grant.

Applicants who decline the grant must do so by contacting the department by email by 16 June 2020.

The Letter of Agreement comprises the Schedule and the corresponding grant conditions if applicable.

Sample grant agreements are available on GrantConnect and the Community Grants Hub websites as part of the grant documentation.

We are not responsible for any of your expenditure until a grant agreement commences. You must not spend your grant until the Activity Start Date (19 June). The Commonwealth may recover grant funds if there is a breach of the grant agreement.

9.2 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 will also 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.

9.3 How we pay the grant

The grant agreement will state the maximum grant amount to be paid. We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will pay 100 per cent of the grant on execution of the grant agreement.

9.4 Grant Payments and GST

GST is out of scope for Volunteer Grants.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the [Australian Taxation Office](#) website for more information. We do not provide advice on your particular taxation circumstances.

10. Announcement of grants

If successful, your grant will be listed on the GrantConnect website no later than 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#).

11. How we monitor your grant activity

11.1 Keeping us informed

You should let us know if anything is likely to affect your organisation spending the grant.

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.

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.

11.2 Reporting

You do not have to report on how you spend the money for Volunteer Grants funding unless DSS asks you to.

We may ask you to provide a financial declaration. The financial declaration will verify that you spent the grant in accordance with the grant agreement.

If you are asked to report, DSS will require you to provide proof of purchase and to allow the Australian Government's auditors to look at your records. The original receipts showing what you have purchased are required as proof and must be kept for five years. The funded organisation is responsible for keeping a complete set of records for this purpose, even if staff responsible for the Letter of Agreement move on. This includes receipts for fuel and transport costs. It is not necessary to send receipts to DSS, unless requested to do so.

All funding must be spent by the Grant Agreement Completion Date, which is stated in the Letter of Agreement. Unspent funds must be returned to DSS.

Fuel acquittal

There are four different options for the record keeping requirements for fuel costs. You can use any one of these options:

- You can use a log book to record all car trips which a person makes while doing volunteer work. This book would be proof of costs and should include details of each trip (date, from/to, reason for trip) and record the kilometres travelled (meter readings).
- You can set up an account at a local service station and provide authority for volunteers to charge their approved fuel to the account. This would be paid direct by your organisation and account receipts would be sufficient proof.
- Copies of actual fuel expenditure receipts.
- Pre-paid petrol cards. Payment receipts would be sufficient proof of expenditure.

Transport costs (only applicable to volunteers with disability who cannot drive)

There are four different options for the record keeping requirements for transport costs. You can use any one of these options:

- Pre-paid travel cards. Payment receipts would be enough proof of spending.
- Volunteers may use a log book to record all volunteer transport trips. This log book would be sufficient proof of travel costs. The book should include details of each trip (date, from/to, reason for trip, method of transport).
- Copies of public transport tickets.
- Copies of original receipts (such as taxi receipts).

11.3 Record keeping

We may also inspect the records you are required to keep under the grant agreement. The original receipts showing what you have purchased are required as proof and must be kept for five years. The funded organisation is responsible for keeping a complete set of records for this purpose. This includes receipts for fuel and transport costs. It is not necessary to send receipts to DSS, unless requested to do so.

11.4 Evaluation

The 2019-20 Volunteer Grants grant opportunity may be evaluated 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.

We may contact you up to three years after you finish your grant for more information to assist with an evaluation.

11.5 Acknowledgement

If you make a public statement about a grant funded under the 2019-20 Volunteer Grants Activity, we require you to acknowledge the grant by using the following:

This Volunteer Grant Activity received grant funding from the Australian government.

12. 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 DSS. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

12.1 Enquiries and feedback

Complaints about this grant opportunity

The DSS [Complaints procedure](#) 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 support@communitygrants.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 complaints form on the Department of Social Services website, by phone or mail.

Phone: 1800 634 035

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 DSS 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 DSS.

The Commonwealth Ombudsman can be contacted on:

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

12.2 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 DSS 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 later you think there is an actual, apparent, or perceived conflict of interest, you must inform DSS 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.

12.3 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.

In submitting a grant application under this opportunity, you agree to the Australian Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information we cannot assess your grant application.

The Australian Government may also use and disclose information collected about you 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 in your application, including personal information, with other Commonwealth entities, the responsible Minister, Assistant Ministers and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by Australian law.

As part of your application, you also 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 Government would breach an Australian Privacy Principle as defined in the Act.

12.4 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.

12.5 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 holds. 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

13. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
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.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant.
funding arrangement manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money⁷ or other Consolidated Revenue Fund (CRF) money⁸ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
GrantConnect	is the Australian government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or closed, 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 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.

⁷ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁸ 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.
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> • quality of the project proposal and activities • fit for purpose of the proposal in contributing to government objectives • absence of a grant is likely to prevent the grantee and government's outcomes being achieved • potential grantee's relevant experience and performance history.
volunteering	Volunteering is " <i>Time willingly given for the common good and without financial gain.</i> " (Volunteering Australia, July 2015).

Appendix A. 2019-20 Volunteer Grants – Item Categories

Applicants are required to select the Categories that match the items you wish to buy. Each category lists examples of items that are usually bought with Volunteer Grants money. The examples are intended as a guide only to help you select the most appropriate category. If a specific item is not listed, select the category that most closely matches the item to be bought.

Volunteer Grants money can **only** be spent on eligible items.

Category Examples of eligible items	Category Examples of eligible items
Computer equipment Computer or laptop (incl. operating software) Computer Software (non-operating) External hard drive iPad / tablet Printer/multifunction centre/fax/scanner Spatial Vision Mapping	Contribution to costs of undertaking background screening checks of volunteers Contribute to the cost of police checks or working with vulnerable people checks
Contribution to the reimbursement of fuel costs Contribute to the reimbursement of volunteers' fuel costs who use their own car/vehicle when undertaking their volunteering activities.	Contribution to the reimbursement of volunteers' training costs Contribute to the costs of training courses for volunteers
Contribution to the transport costs of volunteers with disability Contribute to the reimbursement of transport costs incurred by volunteers with disability, who are unable to drive	Electronic/audio/video (non-computer related) Camera / video camera Dictaphone DVD / Blue-ray player / recorder GPS/UHF radio transceiver CD player / stereo / MP3 / iPod / dock Other portable audio equipment Headphones Microphones Motion sensor / camera Public address system Television / set top box Video / slide / data / overhead projector / screen
First aid and safety CPR manikin / training tools Defibrillator Dehumidifier Demountable fire hose Dust extractor / respirators Emergency oxygen EPIRB (Personal Location Beacons) Fire blanket / Fire extinguisher / Fire tools (portable) First aid kit High visibility vests Hot/cold pack Hydraulic lift for wheelchairs (demountable-portable) Pool test safety equipment Sterilising unit Stretchers / rescue boards Test and Tag machine Torches	Landscaping / Gardening Arena Rake (tow behind) Backpack sprayer Blower vac Brush cutter Other gardening / land care tools (e.g., spades, rakes, shears, secateurs, loppers, hoes) Hedge trimmer Hoses Ladder Mower / ride on mower Pump (portable) Rotary hoe Tree planting equipment Wheelbarrow Whipper snipper

Category Examples of eligible items	Category Examples of eligible items
Heating/Cooling Air Conditioner Evaporative Cooler Fan Heater (moveable) Sunshade/sail/marquese/umbrella	Leisure and Sporting (excludes items for the benefit of the organisation or players) Aqua wheelchair (portable) Aqua cube / stand and accessories Flags (Maritime) Karaoke equipment Line marker machines Electronic scoreboard Coach / referee kits
Household/cleaning items (non-kitchen) Broom / mop Carpet steam cleaner Hand dryer Step ladder Vacuum cleaner	Office equipment (non-computer and non-consumables) Binding machine Cash register Guillotine ID card printer laminator Photocopier Photographic/binders/ mounting materials Whiteboard
Indoor furniture and appliances Chairs Desk (non-fixture) Indoor lighting (portable) Sewing machine Sofa / lounge Tables	Outdoor furniture and equipment Barbeque (incl. initial gas bottle) Bench seats Canvas covers (BBQ trailers) Chairs Outdoor lighting (portable) Portable toilet Tables Trailer (up to 2.5x 6.1m) Water tank (incl. installation)
Kitchen Appliances Bain Marie Coffee maker Deep fryer Dough mixing machine Fairy floss machine Kitchen utensils Microwave Pie warmer Small kitchen appliances Water cooler / urn / thermos	Storage Bookcase Cupboard / cabinet (non-structural) Esky / cooler Filing Cabinet Lockers Shed (up to 4x4m portable) Shelving (demountable) Storage containers Trolley
Tools / power tools / construction tools Band saw / Table saw Chainsaw and accessories Cement mixer / tools Chain hoist Generator Hand drills (incl. bits and sharpener) High pressure cleaner Mill drill machine package (portable) Picket Post Driver Planer cutter Pump (portable; not for landscaping/gardening purposes) Sander Tool kits / tool boxes Work bench	Whitegoods and major appliances Clothes dryer Dishwasher Freezer Refrigerator Stove / oven portable (freestanding) Washing machine

Appendix B 2019-20 Volunteer Grants Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, if asked, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence for the Commonwealth to use, reproduce, publish and adapt all material that is provided to the Commonwealth under this Agreement.

10. Confidentiality

The parties agree not to disclose each other's confidential information without prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.