Future Drought Fund:
Drought Resilience Leaders 2020-21 Grant

Opening date:	**28 August 2020**
Closing date and time:	11:00pm AEST on 25 September 2020
Commonwealth policy entity:	Department of Agriculture, Water and the Environment
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5.00PM AEST on 18 September 2020
Date guidelines released:	28 August 2020
Type of grant opportunity:	Open competitive

Contents

1.   Future Drought Fund: Drought Resilience Leaders Project processes

Drought Resilience Leaders Project is designed to achieve Australian Government objectives

This grant opportunity contributes to the Department of Agriculture, Water and the Environment's (the department's) *Outcome 3: More sustainable, productive, internationally competitive and profitable Australian agricultural, food and fibre industries through policies and initiatives that promote better resource management practices, innovation, self-reliance and improved access to international markets.*

The department works with stakeholders to plan and design the grant opportunity according to Australian Government legislative and administrative frameworks:

Future Drought Fund Act 2019
Future Drought Fund (Drought Resilience Funding Plan 2020 to 2024) Determination 2020 (the Funding Plan)
Public Governance, Performance and Accountability Act 2013
Commonwealth Grants Rules and Guidelines (CGRGs).

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The grant opportunity opens

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

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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 the grant.

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We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. Eligible applications will be assessed against the assessment criteria including an overall consideration of value with money and compared to other applications.

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We make grant recommendations

We provide advice to the Drought Minister (or delegate) on the merits of each application. The Drought Minister (or delegate) must seek and consider advice from the Regional Investment Corporation (RIC) Board on the consistency of the proposed expenditure with the Funding Plan.

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Grant decisions are made

The Drought Minister (or delegate) decides which application are successful.

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We notify you of the outcome

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

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We enter into a grant agreement

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

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You deliver the Drought Resilience Leaders Project

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.

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Evaluation of the Drought Resilience Leaders Project

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

2. Introduction

These guidelines contain information for grant applicants who wish to be considered to deliver the Australian Government Drought Resilience Leaders Project (DRL Project). We seek to engage one provider (a provider being defined as a single provider or the lead provider of a consortium), to deliver the DRL Project nationally.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantee(s) are notified and receive grant payments
- how grantee(s) will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

The Community Grants Hub on behalf of the Department of Agriculture, Water and the Environment (the department) will administer this grant opportunity.

3. About the grant program

3.1 About the Future Drought Fund

The Future Drought Fund (the Fund) is a long-term investment fund that provides a sustainable source of funding to help Australian farmers and communities become more prepared for, and resilient to, the impacts of drought. Established under the *Future Drought Fund Act 2019* in September 2019, the Fund began with a $3.9 billion investment, with earnings to be reinvested by the Future Fund Board until the balance reaches $5 billion. The Fund is part of the Government's Drought Response, Resilience and Preparedness Plan.

From July 2020, $100 million will be available each year from the Fund to invest in drought resilience programs. The programs will support farm businesses to be better informed, more productive, profitable and adaptable, and to adopt more resilient land and natural resource management practices. The programs will also build capacity in agriculture dependent communities to be less vulnerable to the socio-economic impacts of drought. Through grants or other arrangements, the Fund will support a range of initiatives including farm business planning, greater access to information for decision-making, adoption of research and technologies, and building the drought resilience of natural resource in agricultural landscapes. Communities will benefit through improved regional planning, strengthening networks, leadership and community capabilities, and small-scale infrastructure projects.

The Drought Resilience Funding Plan 2020-2024 (the Funding Plan) sets out an approach for making arrangements or grants in relation to drought resilience, or entering into agreements in relation to such grants. The Funding Plan serves as a framework for all expenditure from the Fund.

The Funding Plan has three inter-connected strategic priorities:

- economic resilience for an innovative and profitable agricultural sector
- environmental resilience for sustainable and improved functioning of farming landscapes, and
- social resilience for resourceful and adaptable communities.

3.2   About Drought Resilience Leaders

The Drought Resilience Leaders (DRL) Project grant will fund a provider to design and deliver the DRL Project nationally in agriculture dependent communities.

Drought resilience includes the ability to adapt, reorganise or transform in response to changing temperature, increasing variability and scarcity of rainfall, and changed seasonality of rainfall, which may lead to improved economic, environmental and social wellbeing. Drought can create difficulties in maintaining the social fabric or social capital of rural and regional Australia, which may threaten the viability of some rural communities.

The DRL Project aspires to catalyse a new era of leaders and mentors in Australia, recognising the wide range of types and styles of leaders and leadership roles required to enable agriculture dependent communities to adapt and transform to meet future challenges arising from drought and climate change.

The DRL Project includes three activities:

1) Drought Resilient Leadership (DRL) Training Course

2) Community Extension Grants (CEGs) to eligible DRL Training Course participants

3) Drought Resilience Mentoring (DRM) Program.

We recognise that agriculture dependent communities have unique characteristics, and a community led approach is critical to achieving the best DRL Project outcomes. As such, a provider's regional understanding and expertise will be critical in the design and development of the DRL Project activities.

The DRL Project activities are to be delivered nationally, ensuring that there is equity and opportunity for people throughout agriculture dependent communities to participate.

The successful provider will be selected based on their specialist expertise and capability to deliver the DRL Project's activities in a tailored manner that addresses the needs of particular regions, such as dealing with remoteness and lack of connectivity, or specific regional agriculture sectors.

3.3   Outcomes of Drought Resilience Leaders Project

The intended outcomes of the DRL Project are to:

- empower young (18-35) and emerging leaders (of any age) across a range of sectors (Indigenous Australians, women, agri-business, entrepreneurship, natural resource management and industry) to share and apply their skills and knowledge developed and acquired through the DRL Training Course with their community
- enable farmers (with demonstrated experience and capacity) as well as other drought and climate experts to share drought and climate resilience and adaptation skills and knowledge with their peers through mentoring (an informal learning program)
- design and deliver a drought resilience leadership course and a mentoring program that will develop the skills and capabilities of young and emerging leaders, and facilitate a culture of learning and knowledge sharing throughout agriculture dependent communities – building a national drought resilience leadership capability.

3.4   What you will deliver with the grant

The Drought Resilience Leaders Project will fund a provider, or consortium of providers, to design and deliver the Drought Resilience Leaders nationally.

Applicants can apply for a grant, which includes administrative funding, up to a maximum of $7.45 million (exclusive of GST). Administrative funding is capped at a maximum of 10 per cent of the actual grant value sought. The grant is to:

- develop, deliver and manage the DRL Project's three activities (section 6.1 refers) in accordance with the DRL Project's objectives (section 3.3 refers) and the *Commonwealth Grants Rules and Guidelines*, (the CGRGs)

- develop the assessment criteria for the DRL Training Course, the CEGs and the DRM Program consistent with the DRL Project objectives

- competitively assess and award funding to successful applicants based on merit to undertake DRL Project activities

- develop a Monitoring, Evaluation and Learning (MEL) plan for the DRL Project and identifying data and information to support an evaluation of the Project, in accordance with the Future Drought Fund's MEL framework (guidance is provided at Appendix A). The MEL Framework identifies the anticipated short, medium and long-term outcomes of the Project. It includes indicators to identify progress towards achieving overall drought resilience.

The successful provider must be capable of delivering the DRL Project nationwide.

Organisations that cannot, on their own, deliver the DRL Project nationally may form a consortium with other eligible organisations to achieve national coverage (refer section 5.2 Joint (consortium) applications).

Organisations wishing to explore a consortium application, and wanting support in connecting with similarly interested parties, can register their interest on the department's website. Your contact information will be shared with others registering interest. No support or facilitation will be provided by the department beyond this sharing of contact details. This facility will be closed seven days after the opening of this grant opportunity. After this, there will be no opportunity to register your interest, or receive contact details of other organisations that have registered interest.

Consideration should be given to methods of remote learning and on-line course delivery to address the national delivery of this grant program to agriculture dependent communities.

Specific requirements for the DRL Training Course, the CEGs and the DRM Program are as follows:

Activity 1: DRL Training Course

This activity involves the delivery of a Drought Resilience Leadership Course in agriculture dependent communities that will develop leadership skills (with a focus on drought and climate resilience and adaptation) to young and emerging leaders across a diverse range of sectors.

The provider will be required to deliver a training course that:

- has a tailored leadership curriculum that deals with the unique challenges faced in different rural, regional and remote parts of Australia from the impacts (or potential impacts) of drought and/or climate change

- provides a minimum of five days training for each participant

- has a focus on developing young leaders with a minimum target of 60 per cent of participants to be between the ages of 18-35 years (achieved through targeted communication material to engage this age group) to build a cohort of future drought resilience leaders

- is available to a broad range of community sectors, including youth, Indigenous Australians, women, business, entrepreneurship, natural resource management, industry and new immigrants in agriculture dependent communities

- develops the participants':
  - leadership skills, including mentoring to increase drought and climate resilience capacity
  - community and industry networks
  - communication and engagement skills
  - management capabilities
- incorporates recently completed research and development that:
  - encourages the uptake of transformational opportunities in agriculture dependent communities in Australia that will facilitate practice change across key sectors of specific regions
  - fosters the adoption of innovative and adaptive approaches to risk management and farm business (and off-farm business) planning to mitigate and adapt to the effects of drought and climate change.

The provider will also be required to:

- develop a comprehensive communication strategy that attracts the target audience as specified above
- administer the assessment process for selecting participants to undertake the training course, which includes:
  - publishing guidelines, and assessing participants against eligibility and selection criteria, developed in consultation and approved by the Commonwealth
  - establishing and providing secretariat support to a selection committee
  - administering a travel allowance of up to 50 per cent of eligible participants' travel and accommodation costs up to a maximum of $500.

Activity 2: CEGs

Upon successfully completing the DRL Training Course, participants would be eligible to apply for a small competitive grant (up to $4,000 per individual) to undertake a public-good focussed activity. These activities would enable training participants to share the skills and knowledge developed at the training within their community (for example, a participant could host a workshop in their community with subject matter experts invited to present on specific risks facing these communities, and what community action can be taken to mitigate these risks). Training participants would be eligible to apply for an individual activity or a joint activity with other participants.

The provider will be required run a competitive assessment process (with guidance, eligibility and assessment criteria to be developed with and approved by the Commonwealth) to award funding to activities that:

- build resilience in an agricultural region at significant risk of future drought and climate change impacts
- align with the broad objectives of the leadership training, and key learnings are applied
- where possible, have a co-contribution from a sponsor
- have a proportional impact on the community (iie if it is a joint DRL Project with multiple participants and higher funding, you would expect to see a higher impact)
- local leaders and/or respected peers of particular regions are consulted throughout the design of the activity.

Activity 3: DRM Program

The DRM Program seeks to improve drought and climate resilience in agriculture dependent communities by helping farmers connect with other farmers and professionals who have demonstrated experience in drought and climate resilience and adaptation.

The DRM Program will focus on facilitating transformational practice change through the implementation of innovative and new approaches to production, land use and business management. Topics that could be covered for example would be sustainable farming practices, environmental and ecosystem services management, risk management strategies, drought resilience planning, or diversifying the farming enterprise.

To deliver this activity, the provider will be required to:

- develop a program plan that proposes how the DRM Program will be delivered, including what engagement activities would be eligible, a service fee price structure for engaged mentors and educators, delivery methods (online, face to face etc.), travel costs and other terms of engagement to contribute to the DRL Project outcomes.

- develop governance and guidance material for mentors and mentees such as contracts, a code of conduct, a mentoring engagement framework and other relevant resources

- run an Expression of Interest process to promote and recruit appropriately skilled farmers and professionals to apply to become mentors
    - a range of networks and methods will be used to identify mentors, including consulting with participants from other Future Drought Fund Program activities, research and development corporations, natural resource management bodies, universities and other research organisations, and industry and farmer organisations

- administer an assessment process to determine suitable applicants to participate as mentees in the program
    - guidance material and eligibility and assessment criteria is required to be approved by the Drought Minister (or delegate)

- design and deliver a comprehensive communication strategy to attract mentors and mentees seeking expertise and guidance in building drought and climate resilience and adaptation.

The successful applicant will be required to enter into a legally binding grant agreement with the Commonwealth. The successful provider will be responsible for delivering the milestones and outputs in the grant agreement (early milestones are listed at section 3.5 below).

3.5   Early milestones

The successful provider will deliver the following milestones (using administrative funding, sections 3.4 and 4.1 refers) during the first three months of the project, following execution of the grant agreement:

- *Design of the DRL Project, including assessment process and criteria for the DRL Training Course, the CEG and the DRM Program.* These assessment criteria will be approved by the department prior to any agreements executed between the provider and DRL Training Course participants, CEGs proponents and DRM Program mentors and mentees. The department will work closely with the provider to ensure the consistency of the assessment criteria with the DRL Project's objective (section 3.3 refers). All activities must be delivered and all activities finished by 30 June 2022.

- A *Probity Plan,* providing assurance over the integrity and uprightness of funding decisions made under the DRL Project.

- *A detailed Budget.*
- A *Communications Strategy* to promote the DRL Project and its activities.
- A *Risk Assessment and Management plan.*
- A *Monitoring, Evaluation and Learning plan* for the Project's activities (Guidance provided at Appendix A).

4. Grant amount and grant period

4.1 Administrative funding

Applicants can apply for administrative funding (sections 3.4 and 4.2 refers) to manage the project and deliver the DRL Project activities (section 6.1 refers). The administrative funding percentage applied for will form part of the value with money assessment of the application.

4.2 Funding for activities in the DRL Project

Applicants can apply for a grant, which includes administrative funding, up to a maximum of $7.45 million (exclusive of GST) (administrative funding is capped at a maximum of 10 per cent of the actual grant value sought) to fund activities in DRL Project, in line with the outcomes (section 3.4 refers).

Any interest earned by the provider on the grant funds must be used to extend the outcomes of the grant, as set out in the grant agreement. A separate interest-bearing bank account must be set up exclusively for the administration of this grant program in a registered Australian financial institution.

4.3 Project period

The provider must ensure all three DRL Project activities are delivered by 30 June 2022.

5. Eligibility criteria

To be eligible to deliver the project, your application must satisfy all of the eligibility criteria.

5.1 Who is eligible to apply?

To be the eligible provider you must be a legal entity with an Australian Business Number (ABN), have an account with an Australian financial institution and be capable of entering into a legally binding and enforceable Agreement with the Commonwealth. This includes the following entity types:

- Aboriginal or Torres Strait Islander organisation, council or incorporated association
- Company[1]
- Cooperative
- Incorporated Association
- Sole Trader

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[1] Company is a company that is not a Commonwealth company and incorporated under the *Corporations Act 2001* (Cth).

- Partnership[2]
- Trustee on behalf of a Trust[3].

In a legally binding partnership, the executing partner must have authorisation from all other partners to execute the grant agreement.

Consortium applications are eligible to apply, providing all partners are eligible entities individually.

In submitting your application, you may wish to consider engaging Indigenous organisations to access expertise of the Indigenous organisations and people to promote opportunities for Indigenous Australians to access funding, the employment of Indigenous Australians, or the use of Indigenous businesses in your supply chains.

5.2   Joint (consortium) applications

We recognise that some organisations may want to join together as a group to deliver the DRLProject. In these circumstances, you must appoint a lead organisation. All members of the consortium must be eligible entities (refer section 5.1). Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed consortium and include a letter of support from each of the project partners. Each letter of support should include:

- details of the partner
- an overview about how the partner will work with the lead organisation and other partners in the group to successfully deliver the DRL Project
- an outline of the relevant experience and/or expertise the partner will bring to the group
- the roles/responsibilities the partner will undertake, and the resources they will contribute (if any)
- details of a nominated management level contact officer for that partner.

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

5.3   Who is not eligible to apply?

You are not eligible to apply if you are one of the following entity types:

- an unincorporated association
- a Corporate Commonwealth Entity
- a Non-Corporate Commonwealth Statutory Authority
- a Commonwealth Company
- an international Entity
- a Commonwealth, state, territory or local government agency or body (including government business enterprises).

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[2] 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.

[3] The Commonwealth will not execute grant agreements with trusts – only trustees are eligible to execute grant agreements. In a legally binding partnership, the executing partner must have authorisation from all other partners to execute the grant agreement.

6.   What the grant money can be used for

6.1   Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on agreed activities as defined in your grant agreement. You must incur the project expenditure between the program start and end date for it to be eligible unless stated otherwise.

Eligible expenditure items from the $7.45 million (exclusive of GST) grant are:

1. DRL Project administration funding:

The administrative funding can to be used by the provider to administer the DRL Project activities (as set out in section 3.4). This may include wages covering staff time spent directly engaged in developing and delivering the DRL Project.

2. Funding for DRL Project activities:

The grant can be used to fund DRL Project activities, as described in section 3.4, including:

- the DRL Training Course development, delivery and participants costs
- funding for CEGs to eligible training participants
- funding for DRM program development and participants costs.

6.2   Ineligible expenditure

In delivering the DRL Project, the provider cannot use the grant funding for:

- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility
- activities that do not directly support agriculture-dependent communities
- activities that benefit a single individual rather than build long-term drought resilience and enhance the public good in agriculture dependent communities
- activities that do not directly strengthen community networking, wellbeing and preparedness, or reduce the risk of social isolation associated with drought
- activities that duplicate existing projects or services in a particular community
- activities where the costs have already been incurred because the activity has already been undertaken or will have been undertaken at receipt of grant funds
- activities outside of Australia, or involving overseas travel
- activities that support private businesses and/or commercial activities rather than not-for-profit social enterprises
- business activities where the primary purpose is for profit
- activities already funded through another Australian, state or territory, or local government program.

In delivering the DRL Project, the provider cannot provide grant funding to:

- an organisation with outstanding final reports from a prior Commonwealth grant of financial assistance.

The grant cannot be used for costs incurred that are not directly related to carrying out the project, such as:

- preparation of grant application materials
- protecting or patenting intellectual property
- activities of a distinctly commercial or proprietary nature that are aimed at selling or attracting investment
- developing, building or producing commercial prototypes to commercialise a research project outcome
- creation of new institutions
- establishing new commercial ventures
- core business expenses not directly related to carrying out the project, including administrative, overhead and infrastructure costs, staff salaries (unless directly engaged in delivering the DRL Project) and relocation costs, travel and living allowances
- financial support for feasibility studies
- hospitality or catering beyond reasonable costs for providing refreshments at project related events such as workshops or field days
- purchasing of infrastructure, major equipment or activities that could be considered part of normal business or ongoing operations, unless integral to the delivery of the project and with prior approval from the department
- purchase or acquisition of land or buildings
- capital expenditure
- activities involving political advocacy
- production of clothing, equipment or merchandise for distribution
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel
- expenses that do not directly support the delivery of the DRL Project's outcomes (section 3.3 refers).

7.   The assessment criteria

Applicants must address all of the following assessment criteria in the application form, with the exception of criterion 1 a) and 1 h) which applies to consortium applications only. We will assess your application 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.

The application form includes character limits – up to 4,000 characters (approximately 600 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

Criterion 1

Organisational capacity and capability to lead and coordinate the delivery of the DRL Project's activities nationally in agriculture dependent communities [30 points]

You should demonstrate this through:

a) if a consortium, an explanation of how the lead provider will ensure collaboration amongst consortium members for the national delivery of the project, and how each party of the consortium will fulfil the contractual requirements

b) evidence of your capacity to administer the DRL Project's activities, including assessment processes, probity and DRL Project management. This includes defined processes for delivering quality outcomes on time and within budget

c) identifying the key risks (ie what could delay or prevent the delivery of DRL Project activities in the agreed timeframe) and adequacy of proposed treatments to minimise or manage key risks

d) providing details of your proposed delivery model of the DRL Project activities to agriculture dependent communities

e) providing details of the financial management systems and policies that are in place to financially acquit expenditure of grant monies and deliver required DRL Project reporting

f) identifying the stakeholder networks of relevance to the DRL Project, and ability to foster a culture that promotes co-design and ongoing partnerships with the provider

g) evidence of your strong understanding of project monitoring and evaluation methodology and application

h) providing details of your proposed consortium governance structure that facilitates the above and provides clear mechanisms for ensuring a successful project delivery

i) evidence of project continuity plans for unforeseen events such as COVID-19 restrictions being extended, re-instated or increased.

Criterion 2

Expertise and experience in leadership and mentoring and the ability to deliver similar drought and climate resilience services to farm businesses and communities throughout agriculture dependent communities. [30 points]

You should demonstrate this through:

a) evidence of your expertise in the types of skills and capabilities required to build drought and climate resilience throughout a rural, regional and remote Australia

b) evidence of your understanding of the types of skills required by leaders and the role of leaders in building resilience amongst others

c) evidence of your expertise in how the mentoring program can facilitate the uptake of innovative and adaptive approaches to management that can foster transformational practice change

d) evidence of your ability to engage with farming community networks and facilitate participation in the DRL Project's activities

e) evidence of your ability, or clear understanding of how to work with DRL Project participants (leaders and mentors) to ensure learning and knowledge is applied and shared broadly.

Criterion 3

Outlined vision for how the DRL Project will be delivered [15 points]

You should demonstrate this through:

a) providing a clearly articulated vision for how you will deliver the DRL Project's three activities to meet its objective and intended outcomes

b) outlining how you would design, communicate and deliver the DRL Project's activities

c) evidence of your specialist expertise and capability to deliver the DRL Project's activities in a tailored manner that addresses the needs of a particular region, such as dealing with remoteness and lack of connectivity, or specific regional agriculture sectors

d) how you see this DRL Project enabling transformation through adaptation and innovation, and how you see this will help transform communities to deal with climate change and drought

e) how you would market the DRL Project's activities

f) providing an indicative budget for how you would deliver the project's activities

g) your strong understanding of the challenges and opportunities of drought and climate change, and how this can contribute to achieving the DRL Project's key objectives

h) evidence of your proven record in facilitating practice change, innovation and adaptation

i) evidence of your extensive experience in delivering successful leadership programs

j) evidence of your extensive experience in delivering successful mentoring programs

k) providing a concept for how DRL Project participants can establish and maintain an enduring network that facilitates learning and knowledge sharing.

Criterion 4

Ability to effectively undertake stakeholder engagement, communication and media activities for the Project [15 points]

You should demonstrate this through evidence of your ability to:

a) design and deliver a comprehensive advertising strategy for the three activities, one that will attract participation in the DRL Training Course and DRM Program, and outstanding and innovative proposals for CEGs

b) develop an effective communication strategy, reaching audiences, including young people across rural, regional and remote Australia through various channels (such as newspapers, radio, online and through social networks to reach the targeted cohort) as part of a communication strategy

c) produce communication products to maximise uptake by eligible participants, including young and Indigenous peoples.

8. How to apply

Before applying, you must read and understand these guidelines, the sample application form and the sample grant agreement.

These documents may be found on the GrantConnect and Community Grants Hub websites. Any alterations and addenda[4] will be published on GrantConnect and by registering on this website; you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the online application form on the GrantConnect or Community Grants Hub websites
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application to the Community Grants Hub by 11.00pm AEST on 25 September 2020. Applications received after this time will not be considered.

You can submit an application as a provider and/or as a lead provider of a consortium and you may also participate as a consortium member, with that application submitted by the lead provider of the consortium.

You are responsible for ensuring that 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 find an error in your application after submitting it, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

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

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within two working days.

If you need further guidance around the application process or if you are unable to submit an application online contact us at the Community Grants Hub Hotline on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

8.1 Attachments to the application

We require the following mandatory documents with your application:

- an indicative budget, including administrative costs (template provided)
- a project management plan (template provided)
- a risk management plan (template provided)

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

- evidence of support from your organisation's board, CEO or equivalent and if a consortium, evidence of support from each partner is required
- audited financial statements, or a financial declaration (including a balance sheet and profit and loss statement) from your Finance Manager/Treasurer/CEO for the two most recent consecutive financial years. If applying to deliver this project as a consortium this applies for each consortium member.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

8.2   Timing of DRL grant processes

If you are successful, we expect you will enter into a grant funding agreement in December 2020

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Grant round opens	28 August 2020
Closing date for applicants to submit application	25 September 2020
Assessment of applications	3 weeks
Approval of outcomes of selection process	up to 5 weeks
Negotiations and award of grant agreements	1-2 weeks
Notification to unsuccessful applicants	2 weeks
Expected start date of grant activity	December 2020
Final grant payment	30 June 2021
End date of grant activity or agreement	30 June 2022

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

8.3   Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within five working days. Answers to all questions will be posted on the GrantConnect and Community Grants Hub websites.

9.   The grant selection process

Applications will first be assessed against the eligibility criteria. Only eligible applications will be assessed against the assessment criteria, including a comparative assessment against other eligible applications.

We will assess your application based on:

- how well it meets the criteria
- how it compares to other applications

- whether it provides value with relevant money[5].

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

- the overall objective to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the provider will deliver the DRL Project to ensure national coverage
- 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 to achieve identified outcomes
- percentage of administration fees requested.

9.1   Who will assess applications?

An assessment committee will assess each application against the eligibility criteria and if found eligible the application will be assessed against the assessment criteria and other eligible applications. The assessment committee will be made up of departmental staff, who will undertake training to ensure consistent assessment of all applications.

This assessment will inform the deliberations of the Selection Advisory Panel (SAP).

9.2   Selection Advisory Panel (SAP)

The SAP will recommend which application should be awarded a grant. The SAP will be established by the department and include a mix of departmental executive and other representatives nominated by the department such as members from the Future Drought Fund Consultative Committee. The SAP will review the shortlist to provide expert advice and quality assurance, probity and transparency over decisions.

The SAP will consider shortlisted applications for:

- how well an application scored against the assessment criteria
- whether the DRL Project proposal represents value with relevant money[6].

All members of the SAP, including non-government members, will be required/expected to perform their duties in accordance with the CGRGs.

The SAP may seek additional information about you or your application from within government, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

The SAP will make recommendations to the Drought Minister about which application to approve for a grant. The Regional Investment Corporation (RIC) Board will advise the Drought Minister in relation to making a grant, in accordance with the requirements of the *Future Drought Fund Act 2019*.

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[5] See glossary for an explanation of 'value with money'.

[6] See glossary for an explanation of 'value with money'.

9.3   Who will approve the grant?

The Drought Minister (or delegate) will make the final decision to approve the DRL Project grant to the successful grantee. In making a final decision, the Drought Minister may take into consideration any further information that may become known, including the availability of grant funds.

The Drought Minister (or delegate's) decision is final in all matters, including the:

▪ approval of the grant

▪ grant funding amount to be awarded

▪ terms and conditions of the grant.

There is no provision in the Act for review by the Administrative Appeals Tribunal of decisions to approve or not approve a grant.

10.   Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will notify you and give you an opportunity for feedback on the outcome. If you are unsuccessful, you may email support@communitygrants.gov.au to request feedback within one month of being notified of the outcome.

11.   Successful grant applications

11.1   The grant agreement

You must enter into a legally binding grant agreement with the Australian Government. The grant agreement has general terms and conditions that cannot be changed. A sample grant agreement is available on GrantConnect. Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Drought Minister. We will identify these in the grant agreement.

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

You will have 20 business days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means 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.

If you enter an agreement under the Future Drought Fund, you cannot receive other grants for these activities from other Commonwealth, state or territory grant programs.

We may terminate the grant agreement and recover grant funds if there is a breach of the grant agreement.

11.2 Specific legislation, policies and industry standards

You must comply with all relevant laws and regulations. You may be requested to demonstrate compliance with the following legislation and policies:

- *Future Drought Fund Act 2019* (the FDF Act), successful service provider(s) will be engaged to deliver the DRL Project in accordance with terms and conditions outlined in a grant agreement agreed to by the Drought Minister (or delegate), or his/her delegate under section 21 of the FDF Act
- Commonwealth Grant Rules and Guidelines 2017
- *Privacy Act 1988*
- *Corporations Act 2001*
- *Public Governance, Performance and Accountability Act 2013.*

11.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- administration fees to be paid as a percentage of the funds expended
- proportion of eligible expenditure covered by the grant
- any in-kind contributions you will make
- any financial contribution provided by a third party.

We will make payments according to an agreed schedule set out in the grant agreement.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself. You will be required to report how you spent the grant funds at each annual milestone and provide financial statements from the nominated bank account and on completion of the DRL Project to show all funds have been expended.

11.4 Grants payments and GST

Payments will be GST inclusive. If you are registered for the Goods and Services Tax (GST), where applicable, we will add GST to your grant payment and issue you with a Recipient Created Tax Invoice.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

12. Announcement of grants

If successful, your grant will be listed on:

- the department's website as soon as practicable as required by section 27A of the Act
- the GrantConnect website 21 calendar days after the date of effect as required by section 5.3 of the CGRGs.

13.   How we monitor your grant activity

13.1   Keeping us informed

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details
- organisation structure or executive management team
- consortium members.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in grant monitoring, evaluation and learning as specified in the grant agreement
- providing data collected during the DRL Project for incorporation into relevant databases as specified in the grant agreement.

13.2   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. You will be required to report on:

- progress against agreed grant activity milestones and outcomes
- any cash and in-kind contributions directly related to the grant activity
- eligible expenditure of the grant funds.

We will monitor the outcome of your project by assessing reports you submit. You are required to submit the report by the due date and may submit ahead of time if you have completed all required activities. You must discuss any reporting delays with us as soon as you become aware of them. Your reports will enable:

- monitoring and evaluation of grant activities to ensure effectiveness and alignment with FDF Funding Plan and efficiency of program delivery
- validation of initial outcomes and input into the legislated review of the Fund by the Productivity Commission (PC) during the third year of the four-year Funding Plan (due 2022/23). The PC will assess the economic, environmental and social outcomes of the grant
- collating summary reports, monthly, on the status of the grant and commissioned activities
- periodic National Drought Agreement (NDA) reporting against the relevant NDA reporting categories.

Progress reports

Progress reports must:

- at a minimum be submitted every six months, additional reports may be requested in line with the grant agreement
- include evidence of your progress towards completion of agreed activities and outcomes (milestones) as set out in the grant agreement
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities)
- include monthly bank statements.

Progress reports must be completed on the template provided in the grant agreement.

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

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

Final report

When you complete the DRL Project you must submit a final report.

Final reports must:

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

Audited financial acquittal report

You will be required to provide an independently audited financial acquittal report at the completion of the DRL Project. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

Ad-hoc reporting

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

13.3   Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement including changing project milestones.

If you want to propose changes to the grant agreement, you must request the changes in writing before the milestone and/or grant agreement end date. You can request a variation by contacting your Funding Arrangement Manager, Community Grants Hub.

You should not assume that a request for a variation will be successful. We will consider your request based on factors such as:

- how it affects the project and program outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies for the program and department
- changes to the timing of the grant and payments (as applicable).

13.4   Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We may also inspect the reports you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

13.5   Record keeping

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

13.6   DRL Project Evaluation

The grant agreement will set out the information, data and reporting requirements to evaluate DRL Project specific outputs arising from investments and how effective the DRL Project was in achieving its outcomes. You will be required in line with the grant agreement to collect data and information for this purpose, and the legislated review of the Fund by the Productivity Commission (PC) during the third year of the four-year Funding Plan (due 2022-23). The PC will assess the economic, environmental and social outcomes of the grant.

We will evaluate each grant, guided by the Future Drought Fund's comprehensive Monitoring, Evaluation and Learning (MEL) framework. The MEL framework identifies the anticipated short, medium and long term outcomes from implementation of the Future Drought Fund. We will use high-level indicators, informed by relevant datasets and analysis to evaluate the success of the Fund against expected outcomes. At this level, the indicators will identify progress towards achieving overall drought resilience that is evaluated against a baseline established before programs are implemented. The MEL framework will also clearly articulate how the specific program interventions will lead to improved drought resilience and direct attribution to FDF investment.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

13.7   Acknowledgement

If you are successful, you may be required to conduct workshops and roadshow events on a regional basis, promoting and assisting potential grant recipients to design activities that deliver against the DRL Project's outcomes in all rural, regional and remote communities exposed to the risk of drought and climate change.

When promoting the DRL Project at public events such as regional workshops and roadshow events, we require you to acknowledge the grant by making the following public statement about the DRL Project:

> 'The Drought Resilience Leaders Project received grant funding from the Australian Government's Future Drought Fund.'

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Australian Government by saying:

> 'Future Drought Fund's Drought Resilience Leaders' – an Australian Government initiative'.

The logo's colour, shape, form, font or design must not be modified or obscured in any way.

14.   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.

14.1   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 department 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 a Commonwealth officer or member of an external panel

- has a 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 or

- 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 identify an actual, apparent, or perceived conflict of interest, you must inform the Department of Social Services' Community Grants Hub in writing immediately.

Conflicts of interest for Commonwealth 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.

14.2   Enquiries and feedback

The Department of Social Services' feedback and complaints process apply to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to complaints@dss.gov.au

Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the online complaints form on the Department of Social Services (DSS) website, or contact the DSS Complaints line.

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
         GPO Box 9820
         Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the Department of Agriculture, Water and the Environment has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the Department of Agriculture, Water and the Environment.

The Commonwealth Ombudsman can be contacted on:

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

14.3   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 Commonwealth may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Commonwealth business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

14. 4   Confidential information

Other than information available in the public domain, you agree not to disclose 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:

- the Selection Advisory Panel and other 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, 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.

14.5   Freedom of information

All documents in the possession of the Commonwealth, including those about this grant opportunity, are subject to the *Freedom of Information Act 1982* (FOI Act)*.*

The purpose of the FOI Act is to give members of the public rights of access to information held by the Commonwealth and its entities. Under the FOI Act, members of the public can seek access to documents held by the Commonwealth. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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

15.   Glossary

Term	Definition
agriculture dependent communities	refers to rural, regional and remote communities vulnerable to the impacts of drought
CEGs	Refers to the Community Extension Grants to be funded by the grant
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.
completion date	the expected date that the grant activity must be completed and the grant spent by
decision maker	the person who makes a decision to award a grant
DRL	refers to the Drought Resilience Leaders Project
DRM Program	refers to the Drought Resilience Mentoring Program to be developed and delivered by the provider and funded by the grant
DRL Training Course	refers to the Drought Resilience Leaders Training Course to be developed and delivered by the provider and funded by the 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 (refer to section 5).
eligible provider	a legal entity with an Australian Business Number (ABN), have an account with an Australian financial institution and be capable of entering into a legally binding and enforceable Agreement with the Commonwealth (refer to sections 4.1 and 4.2)
FDF	refers to the Future Drought Fund legislation, which enables the Commonwealth to make arrangements or grants with a person or body in relation to drought resilience

Term	Definition
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money[7] or other [Consolidated Revenue Fund](#) (CRF) money[8] is to be paid to a grantee other than the Commonwealth; b. which is intended to help address one or more of the Commonwealth's policy outcomes while assisting the grantee achieve its objectives: and c. includes any interest earned by the grantee on that money once the grant has been paid to the grantee.
grant activity/activities	refers to the DRL Project/task services that the grantee is required to undertake
grant agreement(s)	sets out the relationship between the parties to the agreement, and specifies the details of the grant
[GrantConnect](#)	is the Commonwealth'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
lead provider	refers to the lead organisation, being an eligible provider, in a consortium responsible for submitting an application for this grant opportunity on behalf of its consortium members. The lead provider will enter into the grant agreement.

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[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
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.
provider	refers to the organisation, being an eligible provider, responsible for submitting an application for this grant opportunity of the Commonwealth. The provider will enter into the grant agreement.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations. When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to: • the quality of the DRL Project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved • the potential grantee's relevant experience and performance history.

Appendix A. Guidance monitoring, evaluation and reporting requirements for different tiers of financial assistance

Tier 1 (up to $20,000)	Completion Report including: 1. Grant Reference No / Contract Number: 2. Amount of grant requested: 3. Name of Beneficiary: (*organisation contracted*) 4. Location of project: *this may be township/LGA* 5. Duration: (*Start date / End date*) 6. Title of project: (*as per contract*) 7. Summary of project (one paragraph – max 250 words): 8. Primary project outcome: Economic; Ecological/Environmental; Social/Community 9. Primary project modality or Category: (Training/learning, infrastructure, equipment, technology, etc.) 10. Proposed outputs (list) 11. Report / Summary of progress: (max 1000 words) 12. Issues arising, recommendation/learnings 13. Name/certification of author or team leader/manager: 14. Date of report 15. Annual financial declaration (for activities/subproject spanning more than one year duration) or end of project financial declaration (for activities/sub projects spanning less than one year duration) from Treasurer/CEO
Tier 2 ($20,000 - $50,000)	Monitoring Report including: 1. Grant Reference No / Contract Number: 2. Duration: (*Start date / End date*) 3. Report Period (*start date, end date*) 4. Name of Beneficiary: (*organisation contracted*) 5. Location of project: *this may be township/LGA* 6. Title of project: (*as per contract*) 7. Summary of project (one paragraph – max 250 words): 8. Primary project outcome: Economic; Ecological/Environmental; Social/Community 9. Proposed outputs/schedule for this period 10. Report / Summary of progress: (max 1000 words) 11. Issues arising, recommendation/learnings 12. Name/certification of author or team leader/manager: 13. Date of report 14. Annual financial declaration (for activities/subproject spanning more than one year duration) or end of project financial declaration (for activities/sub projects spanning less than one year duration) from Treasurer/CEO Evaluation Report or Completion Report including: 15. Grant Reference No / Contract Number: 16. Grant amount 17. Duration: (*Start date / End date*) 18. Actual (*start date, end date*) 19. Name of Beneficiary: (*organisation contracted*)

	20. Location of project: *this may be township/LGA* 21. Title of project: (*as per contract*) 22. Summary of project (one paragraph – max 250 words?) 23. Primary project outcome: Economic; Ecological/Environmental; Social/Community 24. Proposed milestones / Outputs – list and dates 25. Actual milestones (dates achieved) 26. Report / Summary of progress: (per milestones) 27. Issues arising, recommendation/learnings 28. Name/certification of author or team leader/manager: 29. Date of report 30. End of project financial declaration from Treasurer/CEO
Tier 3 ($50,001 - $150,000)	Monitoring Report (as above) except: Annual or 6 monthly (if grant monies greater than $100,000) financial declaration, to be negotiated with the grant agreement. Evaluation or Completion Report (as above)