



Women's Leadership and Development Program: Scholarships for Women in Finance and Economics: Administration Service Grant Opportunity Guidelines

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Closing date and time:	11.00 PM AEDT on 17 November 2020
Commonwealth policy entity:	Department of the Prime Minister and Cabinet
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 5.00 PM AEDT on Tuesday 10 November 2020
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1 Women's Leadership and Development Program: Scholarships for Women in Finance and Economics: Administration Service processes

The Scholarships for Women in Finance and Economics is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of the Prime Minister and Cabinet's (the department) Outcome 1. The department works with stakeholders to plan and design the grant program according to the

[Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on the [GrantConnect](#) and [Community Grants Hub](#) websites.



You complete and submit a grant application

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



We assess all grant applications

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



We make grant recommendations

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



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the Scholarships for Women in Finance and Economics

We evaluate your specific grant activity. We base this on information you provide us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Women's Leadership and Development Program: Scholarships for Women in Finance and Economics: Administration Service.

You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of the Prime Minister and Cabinet (the department).

2 About the grant program

The 2018 Women's Economic Security Statement included additional funding for the Women's Leadership and Development Program to fund scholarships for women in finance and economics.

The Australian Government funds the Women's Leadership and Development program (the program) to deliver a range of projects specifically for Australian women. It contributes to the achievement of the department's Outcome 1: Provide high quality policy advice and support to the Prime Minister, the Cabinet, Portfolio Ministers and Assistant Ministers including through the coordination of government activities, policy development and program delivery.

The objective of the program is to improve outcomes for Australian women in six key focus areas, including:

- women's job creation
- women's economic security
- women's workforce participation
- women's leadership
- women's safety
- international engagement.

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

2.1 About the Scholarships for Women in Finance and Economics: Administration Service grant opportunity

The grant opportunity is for an organisation(s) (or consortia) to administer and manage the delivery of Scholarships for Women in Finance and Economics (the scholarships) across Australia.

The objective of the scholarships program is to encourage more women to study accounting, business, finance and economics, or to renew, upskill or refresh their skills in these areas. This will assist more women to enter, re-enter and achieve leadership roles in the economics and financial services industry.

In particular, the program will focus on supporting more women from disadvantaged backgrounds studying economics and related fields. This should include, but not be limited to, women who:

- are re-entering the workforce
- have low socio economic status
- are mature age or young
- are Aboriginal and Torres Strait Islander
- are new migrants
- are living in rural and remote areas.

The intended outcome of the program is to create a talent pool and pipeline to increase numbers of women in careers in accounting, finance and economics, or aspiring to leadership roles in the economic and financial services industry.

The successful organisation(s) will be required to identify and select suitable scholarship candidates and distribute \$1.5 million GST exclusive in funding for scholarships. It will also assess and report on the outcomes of the scholarships at the conclusion of the grant period.

3 Grant amount and grant period

3.1 Grants available

The Australian Government has announced funding for \$1.5 million GST exclusive in Scholarships for Women in the Finance and Economics sectors, and \$150,000 GST exclusive for the administration service component.

The grant opportunity will run from 29 October 2020 to 17 November 2020.

Under this grant opportunity, there is approximately:

- \$750,000 GST exclusive in funding available for scholarships and \$75,000 GST exclusive for administration during 2020–21
- \$750,000 GST exclusive in funding available for scholarships and \$75,000 GST exclusive for administration during 2021–22.

Funding for scholarships is to be distributed to organisations to deliver education and training for suitable candidates or directly to recipients.

The administration service provided by the successful applicant(s) is expected to run from April 2021 to 30 June 2023. Scholarships of up to \$50,000 can be awarded between April 2021 and 30 June 2022.

3.2 Project period

The maximum project period is two and a half years (30 months).

You must complete your grant/project by 30 June 2023. This includes an evaluation period of three months.

4 Eligibility criteria

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

4.1 Who is eligible to apply for a grant?

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

- Indigenous Corporation
- Company¹
- Cooperative
- Incorporated Association.

If you are applying as a Trustee on behalf of a Trust², the Trustee must have an eligible entity type as listed above.

Applications from consortia are strongly preferred, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above³. Eligible organisations can form a consortia with ineligible organisations.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity

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

² Trusts are not legal entities in their own right - to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form. Trustees must be an eligible entity type as stated in section 4.1. Both the Trust's and Trustee's details will be collected in the application form.

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

- Non-corporate State or Territory Statutory Authority
- Statutory Entity
- Local Government⁴
- International Entity
- Sole Trader
- Person⁵
- Partnership⁶
- Unincorporated Association.

4.2.1 Unincorporated associations

Non-legal entities such as an unincorporated association may be able to receive funding where a legal parent organisation, or a legal entity connected to the unincorporated association can enter into a legally binding agreement on its behalf.

4.3 What qualifications, skills or checks are required?

If you are successful, all relevant personnel working on the grant activity must maintain the following registration/checks as required by their relevant jurisdiction:

- Working With Vulnerable Persons Registration.

4.4 Specific legislative requirements

To be eligible to apply for this grant, you must demonstrate your compliance with the following legislation/policies/industry standards:

- *Workplace Gender Equality Act 2012* reporting requirements.

5 What the grant money can be used for

5.1 Eligible grant activities

The organisation(s) will identify and select suitable candidates and distribute \$1.5 million GST exclusive in funding for scholarships. The organisation(s) will distribute funding to educational and/or other institutions that provide formal education, career development programs, internship opportunities or other work experience opportunities.

Funding can be also directly distributed to a scholarship recipient for costs directly associated with their chosen opportunity, in limited circumstances (for example, where a travel bursary is desired). A scholarship recipient is not eligible for reimbursement from their employer.

⁴ Includes New South Wales local governments created as Body Politics.

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

⁶ 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.

The organisation(s) must award scholarships to women who, for the duration of the scholarship, meet all of the following criteria:

- a new student – i.e. not currently studying economics or finance
- an Australian citizen
- able to demonstrate financial need
- intending to upskill or refresh their skills in finance and economics to help them enter, re-enter and achieve leadership roles in these industries
- intending to undertake one of the following activities:
 - formal education
 - career development programs
 - internship opportunities
 - other work experience programs.

An additional focus should be on applicants demonstrating intersecting sources of disadvantage, including but not limited to:

- are re-entering the workforce
- have low socio economic status
- are mature age or young
- are Aboriginal and Torres Strait Islander
- are new migrants
- are living in rural and remote areas.

It is strongly encouraged that scholarships are awarded for a diverse range of activities (formal education, career development programs, internships, work experience) and funding levels (up to \$50,000).

Reallocation of scholarships

If a scholarship recipient discontinues their study or loses eligibility during the course of the scholarship period, no additional scholarship funding should be paid to, or in respect of, the recipient. In this case, any future year funding associated with that scholarship can be reallocated to a different applicant who meets the eligibility criteria.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities.

A total of \$1.5 million GST exclusive will be available exclusively for scholarship funding. Each scholarship can be up to the value of \$50,000.

Eligible expenditure items for the \$150,000 GST exclusive to administer the scholarships are:

- marketing, promotional and administration costs
- selection process costs
- project costs
- the development of resources
- research

- staff salaries
- materials directly related to the implementation of the project
- travel within Australia directly and specifically related to the project
- services outlined in the agreed grant agreement.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your services.

Not all expenditure on your services may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure.

You must incur the expenditure on your services between the start date and end or completion date for your grant activity/grant agreement for it to be eligible.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

These requirements relate specifically to the provision of services for these scholarships. We cannot provide a grant if you receive funding from another government source for the same purpose.

6 The assessment criteria

You must address all of the following assessment criteria in the application.

We will assess your application based on the weighting given to each criterion detailed below.

The application form includes character limits:

- up to 6,000 characters (approx. 900 words) for Criterion 1
- up to 3,500 characters (approx. 525 words) for each of Criterion 2 and 3.

The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

Criterion 1 – 50%

Demonstrated ability to deliver scholarships, and an understanding of the issues present for women in accounting, economics and finance.

When addressing the criterion strong applicants will:

- Demonstrate your organisation(s)' ability to broker relationships between recipients, educational institutions and employers.
- Demonstrate your organisation(s)' knowledge of the accounting, economics and finance sectors.
- Demonstrate your organisation(s)' awareness of issues of gender in the accounting, economics and finance sectors including participation, retention rates, and representation in leadership roles.
- Demonstrate your organisation's commitment to gender equity, including for example, any sex-based harassment and discrimination prevention strategies in place, and/or gender diversity targets for both leadership and non-leadership positions.

Criterion 2 – 25%

Describe how your organisation(s) will meet the objectives and intended outcomes of the grant activity.

When addressing the criterion strong applicants will:

- Describe how your organisation will meet the objectives and outcomes of the grant activity, including how you will support recipients to progress their careers.
- Describe what success would look like over the funding period, and outline how women will benefit from the work, in particular disadvantaged women.
- Explain how your organisation(s) will identify and communicate and maintain relationships with scholarship recipients over the duration of the program.

Criterion 3 – 25%

Ability to nationally distribute and acquit up to \$1,500,000 in Commonwealth Government grants over two years.

When addressing the criterion strong applicants will demonstrate the ability to:

- Manage similar national projects with similar levels of funding.
- Measure the success of the project.
- Have appropriate due financial diligence processes in place to ensure funds are used appropriately and in line with the grant agreement.
- Demonstrate how your organisation(s) are able to adapt the delivery of the project to take into account unforeseen events such as COVID-19, in line with Commonwealth and state or territory requirements.

7 **How to apply**

Before applying, you must read and understand these Grant Opportunity Guidelines, the sample grant agreement, sample grant supplementary provisions 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 addenda⁷ will be published on [GrantConnect](#). By registering on this website, you will be automatically notified of any changes. [GrantConnect](#) is the authoritative source for grants information.

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

To apply you must:

- Complete the online application form on [GrantConnect or Community Grants Hub](#).
- Provide all the information requested.
- Address all eligibility criteria and assessment criteria.
- Submit your application(s) to the [Community Grants Hub](#) by 11.00 PM AEDT on 17 November 2020.

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

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

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

If we find an error or something missing, we may ask you for clarification or additional information.

This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

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

You will receive an automated notification acknowledging the receipt of your application.

7.1 Attachments to the application

Attachments will not form part of the Hub's assessment unless a specific checking process is negotiated.

7.2 Joint (consortia) applications

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

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The lead

⁷ 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.

organisation of a consortium must also be an eligible entity type as outlined in section 4.1 of the Grant Opportunity Guidelines. The application must identify all other members of the proposed group.

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

7.3 Timing of grant opportunity processes

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

Late applications

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

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

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

How to lodge a late application

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

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The [late application request form](#) and instructions for how to submit it can be found on the Community Grants Hub website.

Written requests to lodge a late application will only be accepted within three days after the grant opportunity has closed.

The Delegate or their appointed representative⁸ will determine whether a late application will be accepted. The decision of the Delegate will be final and not be subject to a review or appeals process.

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

⁸ This may be the Community Grants Hub Delegate or nominated staff member of the Department of the Prime Minister and Cabinet at the EL2 level or above.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your services around April 2021.

TABLE 1: EXPECTED TIMING FOR THIS GRANT OPPORTUNITY

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	April 2021
End date of grant activity	30 June 2023

7.4 Questions during the application process

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

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

The question period will close at 5.00 PM AEDT on 10 November 2020. Following this time, only questions about using and/or submitting the application form will be answered.

8 The grant selection process

8.1 Assessment of grant applications

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines.

We will assess all applications for eligibility and compliance against the requirements of the application process. Eligible applications will then be considered through an open competitive grant process.

8.2 Financial viability

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

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

8.3 Who will assess and select applications?

The Community Grants Hub will use trained assessors to undertake a preliminary assessment against the assessment criteria on behalf of the department. The department may also be involved in undertaking this preliminary assessment. The preliminary assessment will provide an initial ranking of applications to inform the deliberations of the Selection Advisory Panel.

The Selection Advisory Panel will be established by the department and may include a mix of employees of the department, experts from the sector and other Commonwealth officers 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 [CGRGs](#).

The Community Grants Hub may provide secretariat support to the Selection Advisory Panel, but will not participate in deliberations or decision-making.

The Selection Advisory Panel will assess whether the application represents value with relevant money and will make final recommendations to the decision maker by taking into account the outcomes of the preliminary assessment against the assessment criteria, and including the following factors:

- the initial preliminary score against the assessment criteria
- the overall objective(s) to be achieved in providing the grant
- whether the proposed project is in scope
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the scholarships
- the extent to which the applicant demonstrates a commitment to the scholarships
- how the grant activities will target groups or individuals
- the risks, financial, fraud and other, that the applicant or project poses for the department
- the risks that the applicant or project poses for the Commonwealth.

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

8.4 Who will approve grants?

Based on the value of the grant round, and in line with the department's Financial Delegations, the Minister for Women will be the decision maker for this round. The decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel, taking into consideration any further information that may become known, including 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.

9 Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

9.1 Feedback on your application

A feedback summary will be published on the [Community Grants Hub](#) website to provide all organisations with easy to access information about the grant selection process and the main strengths and areas for improving applications.

10 Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer the successful applicant a Standard Grant Agreement for this grant opportunity.

The agreement has general/standard grant conditions that cannot be changed. Sample [grant agreements](#) are available on the [GrantConnect](#) and [Community Grants Hub](#) websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any scholarship activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

Commonwealth Standard Grant Agreement

We will use a Commonwealth Standard Grant Agreement.

You will have twenty (20) business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

10.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you will be requested to demonstrate compliance with the following legislation/policies/industry standards:

- *Workplace Gender Equality Act 2012* reporting requirements.

To be eligible for a grant, you must declare in your application that you comply with these requirements. You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

10.3 Multicultural access and equity

The Australian Government's *Multicultural Access and Equity Policy* obliges Australian Government agencies to ensure their policies, programs and services - including those provided by

contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications (to assist with identifying these costs see the Translating and Interpreting Services costing tool in the grant opportunity documents).

10.4 How we pay the grant

The grant agreement will state the:

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

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

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

10.5 Grant payments and GST

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

If a Government Related Entity is deemed successful, GST will not apply.

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

11 Announcement of grants

If successful, your grant will be listed on the [GrantConnect](#) website 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#).

12 How we monitor your grant activity

12.1 Keeping us informed

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

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

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

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

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

Progress reports

You must submit reports in line with the grant agreement. Every six months you are required to report on:

- progress against agreed milestones and outcomes
- contributions of participants directly related to the scholarships
- expenditure of the grant
- scholarship recipients – data:
 - ID/reference number
 - age
 - course of study
 - diversity and inclusion (for example, does the student identify as Aboriginal or Torres Strait Islander, a person with disability, first in family, and/or from a culturally and linguistically diverse background)
- the number of potential women who showed interest, but were not allocated a scholarship
- the marketing methods you believe were most effective
- the amount of funding expended on scholarships and other eligible expenditure to date.

The amount of detail you provide in your reports should be relative to the size and complexity of the grant and the grant amount.

We will monitor progress by assessing reports you submit and may request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, ask for more information or request an independent audit of claims and payments.

We will only make grant payments when we receive satisfactory reports in line with the requirements set out within the grant agreement.

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

Your report must be submitted by the due date and in the format requested in the grant agreement.

Ad-hoc reports

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

Final Evaluation report

When you complete the service, you must submit a final report.

Final reports must:

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

12.3 Financial declaration

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

You may also be required to submit an audited financial acquittal report and/or a statement of expenditure.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager in the Community Grants Hub.

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

12.5 Compliance visits

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

12.6 Record keeping

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

12.7 Evaluation

We will evaluate the grant opportunity to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

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

12.8 Acknowledgement

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

'This [name of project] received funding from the Australian Government Department of the Prime Minister and Cabinet'.

13 Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the [CGRGs](#).

These guidelines may be changed by the Department of the Prime Minister and Cabinet. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

13.1 Enquiries and feedback

Complaints about this grant opportunity

The Department of the Prime Minister and Cabinet complaints procedure on the [department's website](#) apply 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 complaints@pmc.gov.au.

Complaints about the selection process

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

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

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the Department of the Prime Minister and Cabinet has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the Department of the Prime Minister and Cabinet.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Department of the Prime Minister and Cabinet 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
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later think there is an actual, apparent, or perceived conflict of interest, you must inform the department and the Community Grants Hub in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and give out information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on [GrantConnect](#) as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

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

As part of your application, you declare your ability to comply with the Privacy Act 1988 (the Act) 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.

13.4 Confidential information

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Team
Government and Executive Services Branch
Department of Social Services (DSS)
GPO Box 9820
Canberra ACT 2601

By email: foi@dss.gov.au

14 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.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
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.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money⁹ or other Consolidated Revenue Fund (CRF) money¹⁰ 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 .
grantee	the individual/organisation which has been selected to receive a grant.
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.

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

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

Term	Definition
Portfolio Budget Statement (PBS) Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
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.