



## Indigenous Rangers Biosecurity Program Ranger Capability Building Grants 2020–21 to 2022–23

<b>Opening date:</b>	16 March 2021
<b>Closing date and time:</b>	3:00 PM AEST on 13 April 2021
<b>Commonwealth policy entity:</b>	Department of Agriculture, Water and the Environment
<b>Administering entity:</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact the Community Grants Hub Phone: 1800 020 283 Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 3:00 PM AEST 8 April 2021.
<b>Date guidelines released:</b>	16 March 2021
<b>Type of grant opportunity:</b>	Targeted Competitive

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# 1. Ranger Capability Building Grants processes

**The Ranger Capability Building Grants are designed to achieve Australian Government objectives**

This grant opportunity is part of the Indigenous Ranger Biosecurity Program which contributes to the Department of Agriculture, Water and the Environment's Outcome 4: **'Safeguard Australia's animal and plant health status to maintain overseas markets and protect the economy and environment from the impact of exotic pests and diseases, through risk assessment, inspection and certification, and the implementation of emergency response arrangements for Australian agricultural, food and fibre industries.'** The Department of Agriculture, Water and the Environment has planned and designed the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



**The grant opportunity opens**

We publish the grant guidelines on [GrantConnect](#).



**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. We 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 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 will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature of the grant and will be 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 Ranger Capability Building Grants program**

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

## 1.1 Introduction

These guidelines contain information for the *Ranger Capability Building Grants*.

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.

The Department of Agriculture, Water and the Environment (the department) in conjunction with the Community Grants Hub will administer this grant opportunity and process.

## 2. About the grant program

### 2.1 About the Indigenous Ranger Biosecurity Program

The Indigenous Ranger Biosecurity Program helps protect Australia's more than \$60 billion agriculture industries and helps maintain scientific training, biosecurity jobs and business opportunities for Aboriginal and Torres Strait Islander communities across northern Australia.

Remote Indigenous communities in northern Australia have limited potential for economic development, and there are limited employment opportunities for Indigenous Australians on Country. There is also a lack of opportunity for Indigenous ranger groups to develop skills via training that will advance their communities.

At the same time, northern Australia has biosecurity risk pathways that are spread across vast and isolated geographic regions that are difficult to access and costly to monitor. This poses a critical risk to Australia's more than \$60 billion agricultural industries.

The Indigenous Ranger Biosecurity Program was provided ongoing funding status from 2018–19 targeted in northern Australia to continue:

- a. fee-for-service arrangements with Aboriginal and Torres Strait Islander ranger groups to deliver monitoring for exotic pests and diseases to help de-risk Australian agriculture, support northern development, and assure overseas exports
- b. capability building initiatives for Aboriginal and Torres Strait Islander ranger groups to develop, maintain and increase biosecurity capability (including Ranger Forums, training, equipment and other development opportunities)
- c. encouraging Aboriginal and Torres Strait Islander businesses and not for profit organisations in northern Australia to view biosecurity as a business opportunity through the development of innovative business ideas

- d. delivering biosecurity education and support material for Aboriginal and Torres Strait Islander rangers, schools and northern Australia communities
- e. biosecurity traineeships for Aboriginal and Torres Strait Islander people to help build biosecurity capacity across northern Australia encompassing formal and 'on the job' biosecurity training
- f. minimising pests and diseases moving to and from one of Australia's highest biosecurity risk pathways - the Torres Strait and Northern Peninsula Area - through collaborations with other agencies and Aboriginal and Torres Strait Islander ranger groups around biosecurity regulation, surveillance and awareness.

## 2.2 About the Ranger Capability Building Grants

The Ranger Capability Building Grants (the grant program) are a key element of the Indigenous Ranger Biosecurity Program's capability building initiatives. The grant program will enable ranger organisations with existing biosecurity fee-for-service arrangements with the department to undertake capability building activities and purchase equipment and training to further enhance the capacity of rangers to conduct biosecurity surveillance and response work.

These grants will support rangers having the necessary training and equipment to undertake biosecurity activities for the department and potentially enable them to expand the scope and complexity of activities they can undertake in the future, thereby potentially enabling groups to increase their biosecurity fee-for-service income.

These grants will also contribute to:

- increased skills and capability of Indigenous rangers to enhance their career pathways
- improved work health and safety of the work undertaken by Indigenous rangers in remote areas.

The Ranger Capability Building Grants program will run over 3 years from 2020–21 to 2022–23 and will be delivered through the Indigenous Rangers Biosecurity Program.

This grant program aligns with the department's outcome of:

Safeguarding Australia's animal and plant health status to maintain overseas markets and protect the economy and environment from the impact of exotic pests and diseases, through risk assessment inspection and certification and the implementation of emergency response arrangements for Australian agricultural, food and fibre industries<sup>1</sup>.

The grant program also aligns with the Indigenous Advancement Strategy: Jobs, Land and Economy:

To get adults into work, foster Indigenous business and assist Indigenous people to generate economic and social benefits from effective use of their land, particularly in remote areas<sup>2</sup>.

The objective of the grant program is to build on the existing capability of Indigenous rangers who undertake biosecurity work in northern Australia.

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<sup>1</sup> Portfolio Budget Statements Outcome 4 for the Department of Agriculture, Water and the Environment.

<sup>2</sup> Portfolio Budget Statements Outcome 1 for the National Indigenous Australians Agency.

The intended outcomes of the grant program are:

- increased capacity of Indigenous rangers to undertake current and future biosecurity fee-for-service activities for the department
- increased skills and capability of Indigenous rangers to enhance their career pathways
- improved work health and safety of the work undertaken by Indigenous rangers in remote areas.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

## 3. Grant amount and grant period

### 3.1 Grants available

The total grant funding available is up to \$1.1 million per year inclusive of GST over 3 years from 2021–21.

One funding round will be offered each financial year from 2020–21 to 2022–23 on GrantConnect. Eligible ranger organisations may choose to apply in each round.

There is no maximum grant amount but total of grant funds cannot exceed the amount of available funds per year.

### 3.1 Grant period

The maximum grant period for each grant is one year.

## 4. Eligibility criteria

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

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

We can **only** accept applications from organisations who, at the time that the grant agreement is entered into, have:

- a signed contract arrangement with the department for one or more Indigenous ranger groups to undertake biosecurity monitoring and surveillance work for the department
- an Australian Business Number (ABN).

If you are an eligible applicant with more than one ranger group listed in your fee-for-service arrangement with the department, you may make one grant application that covers multiple ranger groups. You must provide details of the allocation of goods and services (and their value) to individual ranger groups.

Below is a list of ranger organisations with a signed fee-for-service arrangement with the department as of 2020–2021 who will be invited to apply in Round 1. This list will be updated prior to the opening of Rounds 2 and 3.

Ranger organisations with fee-for-service arrangements in 2020–21		
Aak Puul Ngantam Ltd	Demed Aboriginal Corporation (for Adjumarllarl rangers)	Anindilyakwa Land Council
Northern Peninsula Area Regional Council (for Apudthuma rangers)	Karajarri Traditional Lands Association	Yamatji Marlpa Aboriginal Corporation (for Nyangumarta rangers)
Milingimbi and Outstations Progress Resources Association (for Crocodile Island rangers)	Kowanyama Aboriginal Shire Council	Deewin Kirim Aboriginal Corporation
Dambinangari Aboriginal Corporation	Larrakia Nation Aboriginal Corporation	Abriculture (for Gimuy Walubara Yidinji rangers)
Dhimurru Aboriginal Corporation	Mabunji Aboriginal Resource Indigenous Association (for Li-anthawirriyara rangers)	Pormpuraaw Aboriginal Shire Council
Bawinanga Aboriginal Corporation	Mandubarra Aboriginal Land and Sea Incorporated	Thamarrurr Development Corporation Limited
Djunbunji Ltd	Department of Biodiversity Conservation and Attractions (for Miriwung Gajerrong rangers)	Tiwi Resources Pty Ltd
Girringun Aboriginal Corporation	Napranum Aboriginal Shire Council (for Nanum Wungthim rangers)	Nyamba Buru Yawuru Ltd (for Yawuru rangers)
Marthakal Homelands and Resource Centre	Kuuku Ya'u Aboriginal Corporation	Laynhapuy Homelands Aboriginal Corporation (for Yirralka rangers)
Gungandji PBC Aboriginal Corporation	Mimal Land Management Aboriginal Corporation	Dawul Wuru Aboriginal Corporation (for Yirrganydji rangers)
Hopevale Congress Aboriginal Corporation	Wellesley Island Land Sea Social Economic Development Pty Ltd	Yuku-Baja-Muliku Landowner and Reserves Ltd
Jabalbina Yalanji Aboriginal Corporation	Walalakoo Aboriginal Corporation (for Nykina Mangala rangers)	Bunuba Dawangarri Aboriginal Corporation
Yanunijarra Aboriginal Corporation (for Ngurrara rangers)	Mapoon Aboriginal Shire Council	Yintjingga Aboriginal Corporation (for Lama Lama rangers)



Wunambal Gaambera Aboriginal Corporation (for Unguu rangers)	Gumatji Air Land & Sea Company (for Garrithiya Station)	
Carpentaria Land Council Aboriginal Corporation For the following ranger groups: <ul style="list-style-type: none"> <li>▪ Normanton</li> <li>▪ Gangalidda-Garawa</li> </ul>	South Cape York Catchments Inc For the following ranger groups: <ul style="list-style-type: none"> <li>▪ Balnggarwarra</li> <li>▪ Laura</li> </ul>	Indigenous Land and Sea Corporation For the following ranger groups: <ul style="list-style-type: none"> <li>▪ Merepah</li> <li>▪ Gunbalanya</li> </ul>
Arafura Swamp Rangers Aboriginal Corporation For the following ranger groups: <ul style="list-style-type: none"> <li>▪ Gurruwiling</li> <li>▪ South East Arafura</li> <li>▪ Wanga Djakamirr</li> </ul>	Northern Land Council Aboriginal Corporation For the following ranger groups: <ul style="list-style-type: none"> <li>▪ Bulgul</li> <li>▪ Garawa</li> <li>▪ Garngi</li> <li>▪ Kenbi</li> <li>▪ Numburindi</li> <li>▪ Malak Malak</li> <li>▪ Mardbalk</li> <li>▪ Timber Creek</li> <li>▪ Wudikapildiyerr</li> <li>▪ Wagiman</li> <li>▪ Yugul Mangi</li> </ul>	Kimberley Land Council Aboriginal Corporation For the following ranger groups: <ul style="list-style-type: none"> <li>▪ Balangarra</li> <li>▪ Bardi Jawi</li> <li>▪ Gooniyandi</li> <li>▪ Kija</li> <li>▪ Nyul Nyul</li> <li>▪ Paruku</li> <li>▪ Wunggurr</li> </ul>

## 4.2 Who is not eligible to apply for a grant?

You are **not** eligible to apply if do not have a signed contract arrangement with the department to undertake ranger biosecurity surveillance activities.

The department may take into account any previous or current non-compliance with any Commonwealth of Australia agreements.

In addition, you are not eligible to apply for this grant opportunity if your organisation is listed as one of the institutions on the [National Redress Scheme website](#) that have not joined the Scheme or signified their intent to join the Scheme:

- If your entity details match any of those listed institutions that have not joined or signified their intent to join the Scheme, your application will be ineligible and will not progress to Assessment.
- The list of institutions can be found on the [National Redress Scheme website](#).

## 5. What the grant money can be used for

### 5.1 Eligible grant activities

You should make one grant application to cover **all** the grant activities you propose to carry out with the grant money, that is, all the equipment, services, training and other capability building

activities you propose to purchase or fund. Each approved application will result in a single grant agreement setting out all the grant activities to be undertaken with the grant money.

To be eligible, your grant activities must enhance the capacity of rangers to conduct biosecurity surveillance and response work.

Any ineligible grant activities will be excluded from consideration.

Examples of the types of grant activities that may be supported by the department include (but are not limited to):

a. Capability building initiatives

- Ranger group exchanges/visits to other groups/shadowing (travel and accommodation)
- Attending conferences (travel, accommodation and registration fees).

b. Capability building training

- Attending training courses (travel, accommodation and course fees), for example:
  - business administration (such as finance training or business support)
  - literacy and numeracy
  - laboratory skills (such as data and sample collection)
  - leadership or management training
  - plant/botany training
  - emergency Response
  - GPS and GIS
  - animal handling
  - chemical handling licence
  - feral animal control
  - operation of machinery skills (e.g., chainsaw, backhoe, forklift etc)
  - remote First Aid
  - biosecurity response training
  - 4WD vehicle recovery
  - conservation and land management.

c. Purchasing capital equipment

Purchasing new equipment or replacing unsuitable equipment (including upgrading ageing equipment) including:

- laboratory equipment
- field equipment (for example, spray packs, traps, daypacks, first aid kits, trailer)
- office equipment.

d. Capability building equipment

- IT Equipment (e.g. GPS units, tablets/laptops plus accessories, digital camera or data logging equipment)
- items or materials used in the course of work undertaken on contract

e. Servicing, maintenance or minor repairs of equipment

- repairs to field equipment
- servicing of field equipment

Please note that you will be responsible for the ongoing maintenance and replacement of equipment purchased with grant monies and any associated contracts.

## **5.2 Eligible expenditure**

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

Eligible expenditure items are:

- for purchasing goods/equipment: the cost of the goods and reasonable freight costs
- for attending training, ranger exchanges, visits, conferences etc: travel and accommodation for rangers, registration or course fees, trainer fees and trainer travel and accommodation. Please note all training, conferences and travel must be in Australia
- for purchasing repairs or servicing of field equipment
- other associated costs which the Program Delegate considers reasonable. The First Assistant Secretary, Biosecurity Operations at the Department of Agriculture, Water and the Environment is the 'Program Delegate' for this grants program.

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 grant activity.

If your application is successful, we may ask you to verify costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your grant activity may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

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

You cannot use the grant for activities which:

- do not align with maintaining or enhancing the capability of rangers to undertake biosecurity work
- present an unacceptable Workplace Health and Safety risk for the ranger group or the department: this may include proposals for the procurement of inherently dangerous items such as firearms, or training in performing high risk activities.

In addition, you cannot use the grant for any of the following activities:

- purchase of land
- wages
- 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
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

## 6. The assessment criteria

You must address all of the following assessment criteria in the application. All criterion have equal weighting.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

Please note the following:

- Your proposal must represent value for money. When considering value for money the department will also consider your ranger group's current contract arrangement value as well as completion rates from your previous activity plans.
- The department will not approve grant activities which do not align with the department's Work Health and Safety (WHS) requirements. For example, you must satisfy the department's WHS requirements by providing evidence that you have appropriately trained and experienced members to operate equipment or vehicles which require a special class license.
- The department may approve some or all of the activities in your application after reviewing them against the assessment criteria.

### Criterion 1

**Describe how the grant activities will contribute to maintaining or increasing the capability of the ranger group/s to undertake biosecurity activities for the department.**

You must demonstrate this by describing in the supplied Grant Activities Request Form (**template supplied**) how each grant activity will maintain or increase the skills and/or capability of rangers to undertake current or future biosecurity work.

For example, describe how the grant activity will do one or more the following:

- Allow rangers to deliver clear and measurable benefits against their contract arrangement with the department.
- Improve career pathway opportunities for rangers.
- Assist rangers to undertake biosecurity work in a safer manner.
- Assist rangers to work independently in the field when undertaking biosecurity work.
- Assist rangers to more efficiently collect, store or disseminate data, expand data collection or improve the quality of data collected.

## Criterion 2

**Describe how the grant activities offer value for money, will be delivered to a high standard and do not pose an unacceptable risk to the department.**

You must demonstrate this by providing the following in the supplied Grant Activities Request Form:

- a detailed description of each grant activity for example, name and description of training, specifications of equipment being purchased, description of other grant activities
- the total cost for all grant activities
- a breakdown of the costs for each expenditure item (including where applicable the cost per ranger), for example, training costs and associated travel and accommodation costs per ranger, cost of each item of equipment being purchased
- details of any quotes sought or other steps taken to ensure value for money.

And by providing:

- a completed Risk Management Plan (**template supplied**)
- any other information which demonstrates that the grant activity offers value for money, will be delivered to a high standard and not pose an unacceptable risk to the department.

## 7. How to apply

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

These documents may be found at [GrantConnect](#). Any alterations and addenda<sup>3</sup> 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 attached application form
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to [GrantConnect](#) before 3:00 PM AEST on 13 April 2021.

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 Act 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

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

If you find an error in your application after submitting it, you should contact Community Grants Hub immediately on 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). We do not have to

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<sup>3</sup> Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications and Questions and Answers documents.

accept any additional information, nor requests from you to correct your application after the closing 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 3 working days.

## **7.1 Attachments to the application**

We require the following documents with your application:

- a completed Grant Activities Request Form **(template supplied)**
- a completed Risk Management Plan **(template supplied)**.

You must attach supporting documentation to the application form in line with the instructions provided within the form.

## **7.2 Joint (Consortia) applications**

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

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a signed letter (or letters) of support from each of the partners.

## **7.3 Timing of grant opportunity processes**

You must submit an application between the published opening and closing dates. Late application may only be accepted in exceptional circumstances at the full discretion of the department. We will only accept a late application where it is determined that there were exceptional circumstances beyond the applicant's control that meant they could not meet the deadline (see section 13.1 for how to make a late application).

If you are successful, you will be able to commence your grant activity following the execution of the grant agreement with the Department. Grant funds must be expended within the lifetime of the grant.

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	1–3 weeks
Notification to unsuccessful applicants	2 weeks after the end of the assessment period
Earliest start date of grant activity	Around June 2021
End date of grant activity or agreement	Within 12 months of grant agreement execution

## 7.4 Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub by phone on 1800 020 283 (option 1) or by email at [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The Community Grants Hub will respond to emailed questions within 5 working days.

# 8. The grant selection process

## 8.1 Assessment of grant applications

We consider eligible applications through a targeted competitive process.

If eligible, we will then assess your application against the assessment criteria (see section 6) and against other applications. We consider your application on its merits, based on:

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

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

- the overall objective/s to be achieved in providing the grant.
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- your ranger group's current contract arrangement value as well as completion rates from your previous activity plans
- the relative value of the grant sought
- risks to the Commonwealth.

## 8.2 Who will assess applications?

An assessment committee will assess each application on its merit and compare it to other eligible applications before recommending which grant applications should be awarded a grant. The assessment committee will be made up of a mix of individuals with experience in one or more of

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

the following areas: biosecurity in northern Australia, Indigenous Rangers and Commonwealth grants.

We may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, 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 assessment committee will recommend to the Program Delegate which applications to approve for a grant.

### **8.3 Who will approve grants?**

The Program Delegate decides which grants to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program. The First Assistant Secretary, Biosecurity Operations at the Department of Agriculture, Water and the Environment is the 'Program Delegate' for this grants program.

The Program Delegate'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 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 give you an opportunity to discuss the outcome.

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

### **9.1 Feedback on your application**

If you are unsuccessful, you may ask for feedback within 2 weeks of being advised of the outcome. We will give written feedback within two weeks of your request.

### **9.2 Further grant opportunities**

Further grant opportunities are expected to be made available under this grant program in 2021–22 and 2022–23.

## **10. Successful grant applications**

### **10.1 The grant agreement**

You must enter into a legally binding grant agreement with the Commonwealth.



The agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on GrantConnect. 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. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the agreement.

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

### **Simple Grant Agreement**

We will use a simple grant agreement.

You will have 30 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.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Program Delegate.

## **10.2 How we pay the grant**

The grant agreement will state the maximum grant amount to be paid.

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

We will pay 100% of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity.

## **10.3 Grants payments and GST**

Payments will be 'GST inclusive'. If you are registered for [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.

## **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 must let us know if anything is likely to affect your grant activities.

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

You must also inform us of any changes to your organisation's:

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

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

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

## **12.2 Reporting**

You must submit reports in line with the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes
- expenditure of the grant.

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

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

### **Progress reports**

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

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

### **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 grant activity.

## **Final report**

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted according to the milestone schedule and in the format provided in the grant agreement
- provide a yearly financial statement signed by your CEO or CFO.

### **12.3 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting the Community Grants Hub and the department's identified contact for the grant.

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

### **12.4 Compliance visits**

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

### **12.5 Record keeping**

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

### **12.6 Evaluation**

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or 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.

### **12.7 Acknowledgement**

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

'This activity received grant funding from the Australian Government under the Indigenous Ranger Biosecurity Program's capability building initiatives.'

## **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 from time-to-time by the department. When this happens, the revised guidelines will be published on GrantConnect.

## **13.1 Enquiries and feedback**

### **Complaints about the grant opportunity selection process**

Applicants can contact the complaints service with complaints about the Community Grants Hub's service(s) or the grant opportunity 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 DSS Complaints line.

Phone: 1800 634 035

Email: [complaints@dss.gov.au](mailto:complaints@dss.gov.au)

Mail: DSS Feedback, Complaints  
GPO Box 9820  
Canberra ACT 2601

### **Complaints about the Ranger Capability Building Grants Program.**

All complaints or questions about the Ranger Capability Building Grants program must be lodged with the department using the [online suggestions, compliments and complaints form](#).

If you do not agree with the way the department 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 Department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### **Late applications**

We cannot 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 via [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The application request form is located on the Community Grants Website [here](#).

The request must 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.

Written requests to lodge a late application will only be accepted within 3 days after the grant opportunity has closed.

The Delegate or their appointed representative 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.

## 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's staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- 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
- has a 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 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.

The department publishes its conflict of interest policy on its website. The Community Grants Hub publishes its conflict of interest policy on its 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 disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

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

As part of your application, you declare your ability to comply with the Privacy Act 1988 and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the 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 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 assessment committee 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, 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 in the possession of the Australian Government, 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 Australian Government and its entities. Under the FOI Act, members of the public can seek

access to documents held by the Australian Government. 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](mailto:foi@dss.gov.au)

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a> .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
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.



Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>5</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>6</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
<a href="#">GrantConnect</a>	is the Australian Government's whole of government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
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.
PBS Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.

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

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

Term	Definition
selection 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 for money	<p>value for 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.</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:</p> <ul style="list-style-type: none"> <li>▪ the quality of the project proposal and activities;</li> <li>▪ fitness for purpose of the proposal in contributing to government objectives;</li> <li>▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved</li> <li>▪ the potential grantee’s relevant experience and performance history.</li> </ul>