



## Biosecurity Business 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 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5:00 PM AEST 6 April 2021.
<b>Date guidelines released:</b>	16 March 2021
<b>Type of grant opportunity:</b>	Open competitive

## Contents

<b>1. Biosecurity Business Grants processes</b>	<b>4</b>
<b>2. About the grant program</b>	<b>6</b>
<b>3. Grant amount and grant period</b>	<b>7</b>
3.1 Grants available	7
3.2 Grant period	7
<b>4. Eligibility criteria</b>	<b>8</b>
4.1 Who is eligible to apply for a grant?	8
4.2 Additional eligibility requirements	8
4.3 Who is not eligible to apply for a grant?	9
<b>5. What the grant money can be used for</b>	<b>9</b>
5.1 Eligible grant activities	9
5.2 Eligible expenditure	10
5.3 What the grant money cannot be used for	10
<b>6. The assessment criteria</b>	<b>10</b>
<b>7. How to apply</b>	<b>11</b>
7.1 Attachments to the application	12
7.2 Joint (Consortia) applications	12
7.3 Timing of grant opportunity processes	13
7.3.1 Late applications	13
7.3.1 Expected timing for this grant opportunity	14
7.4 Questions during the application process	14
<b>8. The grant selection process</b>	<b>14</b>
8.1 Assessment of grant applications	14
8.2 Who will assess applications?	15
8.3 Who will approve grants?	15
<b>9. Notification of application outcomes</b>	<b>15</b>
9.1 Feedback on your application	15
9.2 Further grant opportunities	15
<b>10. Successful grant applications</b>	<b>16</b>
10.1 The grant agreement	16
10.2 How we pay the grant	16
10.3 Grants payments and GST	16
<b>11. Announcement of grants</b>	<b>17</b>
<b>12. How we monitor your grant activity</b>	<b>17</b>
12.1 Keeping us informed	17
12.2 Reporting	17
12.3 Grant agreement variations	18
12.4 Compliance visits	18

12.5	Record keeping .....	18
12.6	Evaluation .....	18
12.1	Acknowledgement.....	18
<b>13.</b>	<b>Probity.....</b>	<b>19</b>
13.1	Enquiries and feedback .....	19
13.2	Conflicts of interest .....	20
13.3	Privacy .....	20
13.4	Confidential Information .....	21
13.5	Freedom of information.....	21
<b>14.</b>	<b>Glossary.....</b>	<b>23</b>
	<b>Appendix A. Map of Northern Australia .....</b>	<b>26</b>

## 1. Biosecurity Business Grants processes

**The Biosecurity Business Grants program is designed to achieve Australian Government objectives.** This grant opportunity is the first to be provided under this new grant 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 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. 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 Biosecurity Business Grants program**

We evaluate your specific grant activity and the Biosecurity Business 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 **Biosecurity Business Grants**.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program
- 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

The Biosecurity Business Grants program (the program) will run over 3 years from 2020–21 to 2022–23 and will be delivered through the Indigenous Rangers Biosecurity Program. The purpose of the program is to provide funding to support Indigenous business opportunities relating to biosecurity activities in northern Australia including the Torres Strait.

Biosecurity activities are controls or actions that minimise the risk of exotic pests, weeds and diseases entering Australia to protect our \$60 billion agriculture export industries, our unique environment, cultural and heritage values, our tourism industries and our way of life including biosecurity:

- surveillance/monitoring
- preparedness
- risk management
- capability building.

Grants will be available to existing or new Indigenous businesses, organisations or other organisations working with Indigenous people to develop business, feasibility or marketing plans and/or to fund innovative business opportunities that capitalise on achieving biosecurity outcomes. Examples of potential grant proposals which may be funded under this program include, but are not limited to:

- developing a biosecurity triage system to assist Indigenous rangers, local governments and natural resource management groups to quickly ascertain the correct contact and jurisdictional responsibility for weed, pest and disease issues
- purchase of equipment, materials and training for the start-up of a new Indigenous ranger group/s to help manage biosecurity risks
- establishing a biosecurity treatment or de-contamination service providing insecticidal, fumigation or de-contamination/wash down services
- development of biosecurity risk mitigation/management plans to protect Indigenous values in a local area

- collaborative activities to manage biosecurity risks including mitigation activities and capability building initiatives on land and sea country
- collaborative activities to highlight to community including farmers, tourists and businesses the impacts of biosecurity incursions on land and sea country
- research that supports government and Indigenous ranger partnerships to better conduct biosecurity activities, for example, development of non-destructive sampling techniques.

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 encourage Aboriginal and Torres Strait Islander businesses and other organisations working with Indigenous people in northern Australia to view biosecurity as a business opportunity through the development of innovative business ideas.

The intended outcomes of the program are to:

- contribute to biosecurity outcomes in northern Australia
- support increased economic opportunities for Indigenous communities.

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 \$880,000 per year inclusive of GST over 3 years from 2020–21.

One funding round will be offered each financial year from 2020–21 to 2022–23 on [GrantConnect](#).

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

### 3.2 Grant period

The grant period for each grant will vary depending on the type of grant activities.

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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.

## 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?

To be eligible, applicants must be a legal entity and have full legal capacity to enter into a grant agreement with the Commonwealth.

Applicants must be:

- an Aboriginal and/or Torres Strait Islander person or an Indigenous organisation **or**
- another legal entity (such as a not-for-profit organisation, registered charity or publicly funded research organisation) working with Indigenous people to deliver economic/business opportunities to Indigenous people, demonstrated by providing evidence of:
  - past experience working with Indigenous people
  - consultation with and support from relevant Indigenous organisations or communities.

An 'Indigenous organisation' includes:

- a Corporation registered under the [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006](#)
- an Aboriginal or Torres Strait Islander local government body
- another legal entity with greater than 51% Indigenous controlling membership or ownership.

You **must attach** to your application detailed evidence of your eligibility in accordance with the requirements of this section.

Applications from consortia are eligible, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and who is an eligible entity as per the list above<sup>3</sup>. Eligible organisations can form a consortium with ineligible organisations. The selection panel may suggest that, as part of the approval, 2 or more organisations form a consortia.

### 4.2 Additional eligibility requirements

You **must** have the following additional eligibility requirements in place before you apply:

- an Australian Business Number
- an account with an Australian financial institution
- for individuals, be a permanent resident of Australia.

If you do not meet these additional requirements, you will not be eligible.

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<sup>3</sup> The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. Consortia are eligible to apply and the relevant conditions applicable to consortia are in section 7.2 of these guidelines.



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

You are not eligible to apply if you are:

- an unincorporated association
- an overseas resident/organisation
- a bankrupt or subject to insolvency proceedings (as relevant to the entity type)
- not financially viable, as assessed by the department
- any person or organisation not included in section 4.1.

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

To be eligible, grant activities must relate to biosecurity activities in northern Australia. Biosecurity activities include biosecurity:

- surveillance/monitoring
- preparedness
- risk management
- capability building

and may involve collaborative approaches.

Examples of potential eligible grant activities include, but are not limited to:

- developing a biosecurity triage system to assist Indigenous rangers, local governments and natural resource management groups to quickly ascertain the correct contact and jurisdictional responsibility for weed, pest and disease issues
- purchase of equipment, materials and training for the start-up of a new Indigenous ranger group/s to help manage biosecurity risks
- establishing a biosecurity treatment or de-contamination service providing insecticidal, fumigation or de-contamination/wash down services
- development of biosecurity risk mitigation/management plans to protect Indigenous values in a local area

- collaborative activities to manage biosecurity risks including mitigation activities and capability building initiatives on land and sea country
- collaborative activities to highlight to community including farmers, tourists and businesses the impacts of biosecurity incursions on land and sea country
- research that supports government and Indigenous ranger partnerships to better conduct biosecurity activities, for example, development of non-destructive sampling techniques.

## 5.2 Eligible expenditure

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

- 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 project 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 First Assistant Secretary, Biosecurity Operations at the Department of Agriculture, Water and the Environment is the 'Program Delegate' for this program and 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 activity 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
- debt financing
- 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
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

## 6. The assessment criteria

You must address all 3 of the following assessment criteria in the application. All criterion have equal weighting. We will assess your responses to each of the 3 criteria and rate each response: Very Good (5), Good (4), Satisfactory (3), Poor (2) or Unsatisfactory (1). We will only award funding to applications which score a satisfactory or higher rating against each assessment criteria.

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

### **Criterion 1: Describe how your grant activities will contribute to biosecurity outcomes in northern Australia.**

Describe the type of grant activities you propose to undertake and how they will contribute to the biosecurity outcomes in northern Australia

### **Criterion 2: Describe how the grant activities will support increased business, economic or employment opportunities for Indigenous people.**

Describe how the proposed grant activities support increased employment, business or economic opportunities for Aboriginal and/or Torres Strait Islander people.

### **Criterion 3: Demonstrate that the applicant has the capability, capacity and resources to successfully undertake the grant activities.**

Demonstrate this through:

- a completed draft project plan (**template supplied**) detailing:
  - the objective/s of your project and the intended outcomes
  - the steps involved to achieve your intended outcome and how they will be managed
  - timelines

If you have a business plan or more extensive project plan, please attach this to your application. The completion of a final project/business plan may become the first milestone in your grant agreement if you are successful.

- a completed indicative budget (**template supplied**)
- a completed risk management plan (**template supplied**) which includes how work health safety risk will be managed
- evidence of your capacity to successfully implement the project/proposal, including your experience in delivering similar proposals
- where applicable, that relevant permits, licences and insurances are held
- where applicable, evidence of land access arrangements.

## **7. How to apply**

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

These documents may be found at [GrantConnect](#) and [Community Grants Hub](#). Any alterations and addenda<sup>4</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.

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<sup>4</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.

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 – maximum of 5 attachments no more than 2MB each attachment
- submit your application/s to [GrantConnect](#) by 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 the Community Grants Hub immediately on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). You cannot change your application after the closing date and time.

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

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

We will acknowledge that we have received your application within 3 working days.

## 7.1 Attachments to the application

We require the following documents with your application:

- a completed draft project plan **(template provided)**
- a completed indicative budget **(template provided)**
- a completed risk management plan **(template provided)** which includes how work health safety risk will be managed
- if applicable, evidence of consultation with and support from relevant Indigenous organisations or communities including signed letter/s of support.

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 project/grant activity. We recommend that interested parties consider forming a consortia to apply. 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.

### 7.3.1 Late applications

#### **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 Hub website](#).

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.

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<sup>5</sup> will determine whether a late application will be accepted. The decision of the Delegate will be final and not be subject to a review or appeals process.

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

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<sup>5</sup> This may be the Community Grants Hub Delegate or nominated staff member of the Department of Agriculture, Water and the Environment at the EL2 level or above. This may be the Community Grants Hub Delegate or nominated staff member of the Department of Agriculture, Water and the Environment at the EL2 level or above.

### 7.3.1 Expected timing for this grant opportunity

If you are successful, we expect you will be able to start your grant activity around May 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	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

### 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 will consider eligible applications through an open competitive process.

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

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.<sup>6</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 relative value of the grant sought
- the extent to which the grant contributes to biosecurity outcomes in northern Australia
- the extent to which the grant contributes to supporting economic/business opportunities for Indigenous people
- risks to the Commonwealth.

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<sup>6</sup> See glossary for an explanation of 'value with money'.

## 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 the following areas: biosecurity in northern Australia, Indigenous community engagement, business development 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 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 feedback within 2 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.

Depending on the size, complexity and grant amount we will make payment either by:

- making payments according to an agreed schedule set out in the grant agreement. In this case payments will be subject to satisfactory progress on the grant activity
- paying 100% of the grant on execution of the grant agreement. In this case 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 the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

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



## 11. Announcement of grants

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

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

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

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:

- 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 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**

If applicable 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).

If your grant is being paid in progress payments then we will only make grant payments when we receive satisfactory progress reports.

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

## **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 or project/services, 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
- provide a yearly financial statement signed by your CEO or CFO
- be submitted within 30 days of completion in the format provided in the grant agreement.

## **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 in the grant agreement and providing the reasons for your request in writing.

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.

## **12.1 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 Biosecurity Business grants 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 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 Department of Social Services' Complaints line.

Phone: 1800 634 035

Mail: Complaints

GPO Box 9820

Canberra ACT 2601

#### **Complaints about the Biosecurity Business Grants Program.**

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

#### **Complaints to the Ombudsman**

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

## 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
- 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 (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 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 3 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 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 2 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>7</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>8</sup> is to be paid to a grantee other than the Commonwealth</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 Portfolio Budget Statement Program.
northern Australia	includes the Northern Territory, and those parts of Queensland and Western Australia above the Tropic of Capricorn as well as the regional centres of Gladstone, the Gladstone Hinterland, Carnarvon and Exmouth, and the Local Government Areas of Meekatharra and Wiluna in Western Australia (see map at Appendix A).

<sup>7</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>8</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.



Term	Definition
PBS program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
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>

## Appendix A. Map of Northern Australia

