



Australian Government

Community
Grants Hub
Improving your grant experience



2020-4579 Biosecurity Business Grants

Questions and Answers

1. When will the application form be available?

The application form for this grant opportunity will be available on **Tuesday 16 March 2021**. Any additional material will be added to the grant opportunity landing page on GrantConnect when the application form becomes available.

2. What is the closing time and date for applications?

The application form must be submitted by **3:00 PM AEST** on **Tuesday 13 April 2021**. It is recommended that you submit your application **well before the closing time and date**.

Due to the different time zones, this means that:

- if you are in **Western Australia** (AWST), your application must be submitted by **1:00 PM (AWST)** on 13 April 2021
- if you are in the **Northern Territory** (ACST), your application must be submitted by **2:30 PM (ACST)** on 13 April 2021
- if you are in **Queensland** (AEST), your application must be submitted by **3:00 PM (AEST)** on 13 April 2021.

3. If I am not able to submit my application by the due time and date, can I be granted an extension?

Late applications will be accepted only in exceptional circumstances. Exceptional circumstances are events that are:

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

Exceptional circumstances will be considered on a case by case basis. For more information, see section 7.3.1 of the Grant Opportunity Guidelines.

4. How much funding is available for this program?

There is no maximum grant amount but total of grant funds cannot exceed the amount of available funds per year (that is, \$880,000 GST inclusive). See section 3 of the Grant Opportunity Guidelines for further information.



5. Is the funding ongoing?

The grant program will run over 3 years from 2020–21 to 2022–23 (with one funding round per year).

6. Who is eligible to apply for funding?

To be eligible for funding, you must meet all eligibility criteria. 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 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.

See section 4 of the Grant Opportunity Guidelines for further information.

7. Will joint applicants be accepted?

We recognise that some organisations may want to apply for funding as a group. 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 the grant agreement. The lead organisation is solely accountable for the delivery of grant activities and must be an eligible entity as per the list above. Eligible organisations can form a consortium with ineligible organisations.

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.

See sections 4 and 7.2 of the Grant Opportunity Guidelines for further information.



8. What can the grant funding be used for and what can't it be used for?

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.

See section 5 of the Grant Opportunity Guidelines for further information.

9. Can I apply for funding if I am receiving funding or have received funding for the same activity?

You must identify in your application if you have successfully received funding for an item/activity either from the department or from another agency. You can not be funded twice for the same activity/purchase.

You may apply for funding each year the grant program is available (that is, there is one round per year for 3 years from 2020–21 to 2022–23, and you may apply for funding in each round).

10. Do I have to contribute towards the grant activity?

It is expected that applicants will contribute towards their projects. When completing **the Indicative Budget** template, you should identify any co-contributions against each activity.



11. How do I know if my application has been received?

You will receive an acknowledgement email within 3 working days of submitting your application.

12. Can I make changes to my application after it has been submitted?

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. We do not have to accept any additional information or requests to correct an application after the closing time.

13. What if we find there is an error or information missing from your application?

If we find an error or information that is missing in your application, 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.

14. What attachments do I need to include in my application?

The following attachments need to be submitted as part of 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.

As per section 7.1 of the Grant Opportunity Guidelines, templates for these required attachments will be available on the [GrantConnect](#) and [Community Grants Hub](#) websites.

Only attach the documents you have been asked to include. If the required documents are not attached, your application will not be eligible and will not be assessed.

The attachments are also listed in section 7.1 of the Grant Opportunity Guidelines.



15. How will my application be assessed and who is the decision maker?

If your application is eligible, it will be assessed by a selection panel against a) the assessment criteria and b) other applications. The Program Delegate is then responsible for approving the funding applications with reference to the criteria. Applications will be assessed based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value for money.

In order to meet the criteria, applicants must:

- describe how the grant activities will contribute to biosecurity outcomes in northern Australia
- describe how the grant activities will support increased business, economic or employment opportunities for Indigenous people
- demonstrate that the applicant has the capability, capacity and resources to successfully undertake the grant activities.

See section 8 of the Grant Opportunity Guidelines for more information on the grant assessment process.

16. How long will it take for applications to be assessed?

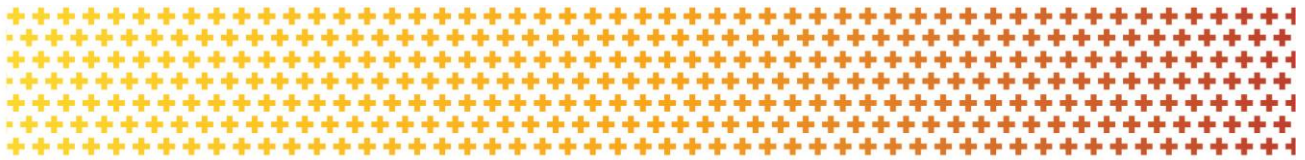
The assessment and approval of applications will take approximately 8 weeks. All applicants will be informed of the outcome of their application. See section 7.3.1 of the Grant Opportunity Guidelines for further information.

17. When will I know the outcome of my application?

You will be notified of the outcome of your application at the end of the selection process (8-10 weeks after submission). To treat all applicants fairly and equally, it is not possible to give you information about the status of individual applications during the assessment process. See section 7.3 of the Grant Opportunity Guidelines for more information on timing.

18. What feedback will be available for this funding round?

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



19. What are the contract conditions for this grant?

You must enter into a legally binding grant agreement with the department. You will have 30 days from the date of a written offer to execute this grant agreement with the department ('execute' means both you and the department 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 30 days.

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.

Sample grant agreements are available on GrantConnect. The department will use a simple grant agreement for this program.

See section 10 of the Grant Opportunity Guidelines for more information.

20. When can I start my project?

If you are successful in obtaining funding, we expect you will be able to commence your grant activity within the timeframes specified in your project, once your grant agreement has been executed.

21. When must my project finish by?

The grant agreements are typically expected to conclude within 12 months of the grant being executed.

22. Where should I go for further information?

If you need further information contact the Community Grants Hub by phone at 1800 020 283 (option 1) or by email at support@communitygrants.gov.au. Questions should be sent no later than 3:00 PM AEST on 6 April 2021.

Due to the different time zones, this means that:

- if you are in **Western Australia** (AWST), questions must be submitted by **1:00 PM (AWST)** on 8 April 2021
- if you are in the **Northern Territory** (ACST), questions must be submitted by **2:30 PM (ACST)** on 8 April 2021
- if you are in **Queensland** (AEST), questions must be submitted by **3:00 PM (AEST)** on 8 April 2021.