National Security and Criminal Justice Program: National Action Plan to Combat Modern Slavery 2020–25 Grant Program – Round One Grant Opportunity Guidelines

Opening date:	10 March 2021
Closing date and time:	11:00 PM AEST on 15 April 2021
Commonwealth policy entity:	Australian Border Force
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5:00 PM AEDT on 8 April 2021
Date guidelines released:	10 March 2021
Type of grant opportunity:	Targeted competitive

Contents

1. National Security and Criminal Justice Program: National Action Plan to Combat Modern Slavery 2020–25 Grant Program – Round One

The National Security and Criminal Justice Program is designed to achieve Australian Government objectives.

This grant opportunity is part of the above grant program which contributes to the Department of Home Affairs Portfolio's Outcome 1 (Program 1.7 National Security and Criminal Justice). The Australian Border Force works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines (CGRGs)*

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The grant opportunity opens

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

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You complete and submit a grant application

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

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We assess all grant applications

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

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We make grant recommendations

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

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Grant decisions are made

The decision maker (the Assistant Minister for Customs, Community Safety and Multicultural Affairs) decides which applications are successful.

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We notify you of the outcome

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

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We enter into a grant agreement

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

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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.

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Evaluation of the grant program

We evaluate your specific grant activity and the grant program as a whole. We base this on information you provide us and from other sources.

1.1 Introduction

These guidelines contain information about the grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant opportunity/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.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Australian Border Force.

2. About the grant program

The Australian Government is investing $4.4 million in the *National Action Plan to Combat Modern Slavery 2020–25* Grant Program (the program) to deliver multi-year grant funding for civil society, business and industry groups, and academia to:

- combat modern slavery in Australia

- increase the capacity of businesses to respond to modern slavery in global supply chains

- support new research to inform evidence-based policy responses to address modern slavery in Australia.

The program will comprise 2 multi-year grant opportunities:

- Round One (this grant opportunity) will provide funding over a 2-year period (2021–22 to 2022–23).
- Round Two will provide funding over a 3-year period (2022–23 to 2024–25).

The intended outcome of the program is to support the implementation of Australia's *National Action Plan to Combat Modern Slavery 2020–2*5 (the National Action Plan). The National Action Plan provides the strategic framework for Australia's response to modern slavery over the next 5 years, guided by 5 National Strategic Priorities:

- prevent

- disrupt, investigate and prosecute

- support and protect

- partner

- research.

The National Action Plan can be found on the [Department of Home Affairs' website](#).

The program sits within the Department of Home Affairs Portfolio's Outcome 1 (Program 1.7 National Security and Criminal Justice). Outcome 1 is focused on the protection of Australia's sovereignty, security and safety through its national security, emergency management system, law enforcement and managing its border, including managing the stay and departure of all non-citizens.

The Community Grants Hub administers the program according to the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

2.1 About the grant opportunity

Modern slavery is a complex crime and government action is only part of the solution.

The Australian Government is committed to working in close partnership with international partners, civil society, business, unions and academia to ensure a coordinated response to modern slavery in Australia.

This grant opportunity aims to support and fund work to actively prevent and combat all forms of modern slavery in Australia.

The objective of this grant opportunity is to deliver community-based projects that advance specific actions linked to the National Action Plan's 5 Strategic Priorities and contribute to achieving its key outcomes.

Reflecting priorities and actions set out under the National Action Plan, the grant opportunity has 4 streams:

- modern slavery in Australia and the global supply chains of Australian businesses
- criminal labour exploitation
- forced marriage
- research.

Applicants can only make one application and must specify the stream in which they are applying.

Applications in streams one to 3 should clearly describe how the proposed project will deliver one or more of the below outputs in the applicant's chosen stream.

Stream one: Modern slavery in Australia and the global supply chains of Australian businesses

- Targeted awareness-raising initiatives, training and resources for vulnerable cohorts, service providers, community, business and industry groups, unions, or education and health institutions to prevent and combat modern slavery in Australia; particularly initiatives and training that:
    - address drivers of modern slavery
    - promote and distribute indicators of the different types of modern slavery
    - support the identification and referral of victims-survivors of modern slavery.
- National awareness campaign on modern slavery that reaches individuals and communities in rural, regional and remote areas of Australia
- Resources and delivery of training, mentoring or technical assistance that increases understanding and supports the effective implementation of Australia's *Modern Slavery Act 2018* among businesses, other reporting entities, investors and consumers
- New or enhanced networks that share best practice, resources, research and information on modern slavery

Stream two: Criminal Labour Exploitation

- Targeted awareness-raising initiatives, training and resources for vulnerable cohorts (such as migrant workers), service providers, community, business and industry groups, unions, or education and health institutions to prevent and combat criminal labour exploitation in Australia; particularly initiatives and training that:
    - promote and distribute indicators of criminal labour exploitation
    - include resources in community languages
    - support the identification and referral of victims-survivors of criminal labour exploitation.
- Map of gaps in the delivery of frontline support services to vulnerable cohorts, strategies to improve the capacity of support services to address criminal labour exploitation
- Factsheets and resources on available support services and pathways to accessing support, and distribution to vulnerable cohorts, service providers, community, business and industry groups, unions, educational and health institutions
- Support to business and industry to improve pathways to effective remedies for victims-survivors and provide effective remediation in instances of modern slavery

Stream three: Forced Marriage

- Targeted awareness-raising initiatives, training and resources for vulnerable cohorts (such as women and children), service providers, community groups, or education and health institutions to prevent and combat forced marriage; particularly initiatives and training that:
    - promote and distribute indicators of forced marriage
    - include resources in community languages
    - support the identification and referral of victims-survivors of forced marriage.
- Factsheets and resources on available support services and pathways to accessing support, and distribution to vulnerable cohorts, service providers, community groups, educational and health institutions
- Strategies that consider existing and potential dispute resolution models to prevent and address forced marriage
- Strategies to address key drivers of forced marriage, including gender-based discrimination, and implementation in communities at risk
- Strategies and support to prevent the re-victimisation of victims-survivors

Stream four: Research

Applications in stream four should clearly describe how the proposed project will contribute to one or more of the key priorities below. The questions listed under each priority are a guide only and are not intended to define project proposals.

- Improving understanding of and responses to individuals at risk of forced marriage or criminal labour exploitation:
    - What are the best approaches for reaching vulnerable communities or cohorts, including in rural, regional and remote areas of Australia?
    - What types of communication products will be most effective?
    - What information is most helpful or needed?
    - How, when and why do vulnerable individuals seek help and how can this be encouraged further?

- How can awareness-raising initiatives, tools and resources respond to new and heightened risks arising from the COVID-19 pandemic?

- Improving understanding of modern slavery risks in global supply chains:

  - What are the high-risk industries and sectors in Australia?

  - What influences consumer-purchasing decisions in Australia, and how can governments and businesses influence consumer purchasing?

  - How can businesses address new and heightened modern slavery risks arising from the COVID-19 pandemic?

- Improving frontline responses to modern slavery, including law enforcement officials:

  - How are criminal methodologies for modern slavery crimes changing and how are they expected to change in the future?

  - What is the impact of emerging technologies on criminal methodologies in modern slavery crimes in Australia?

  - How are Aboriginal and Torres Strait Islander communities impacted by modern slavery?

  - What are the key capacity gaps in frontline workers (including in the education, health and social services sectors) identifying and referring victims of modern slavery? What tools or resources would be most effective in addressing these?

- Improving understanding of the support needs of victims-survivors of modern slavery, including civil protections and remedies:

  - How can victims-survivors be engaged more effectively in the development and delivery of the Government's response to modern slavery?

  - What forms and models of victim/survivor engagement would be empowering?

  - What are the risks, barriers and opportunities for engaging victims-survivors in the Government's response to modern slavery?

  - What civil remedies do individuals in or at risk of modern slavery seek access to?

  - What are the most significant gaps and barriers to accessing civil protections and remedies?

  - What are the immediate and long-term support needs of victims-survivors of modern slavery?

3. Grant amount and grant period

3.1 Grants available

Up to $1.7 million (GST exclusive) is available over 2 years for this grant opportunity.

The grant funding will be provided from 2021–22 to 2022–23.

- The maximum grant amount is $250,000 (GST exclusive) for projects within streams one to 3. It is anticipated that up to 6 applications will be funded.

- The maximum grant amount will be between $100,000 – $200,000 (GST exclusive) for projects under stream four. It is anticipated that up to 2 applications will be funded.

3.2 Grant period

The maximum grant period is 2 years.

You must complete your project within 24 months of execution of the grant agreement.

4. Eligibility criteria

This grant opportunity is a targeted competitive grant selection process. The Australian Border Force considers that this is an appropriate type of selection process considering the nature of the grant is specifically dependent on the limited field of specialist and reputable not-for-profit, non-government and private sector organisations, and academia operating in the anti-slavery space.

4.1 Who is eligible to apply for a grant?

Eligible organisations will receive an invitation to apply through GrantConnect and are listed below.

These organisations and academics represent a breadth of approaches and perspectives on combating modern slavery in Australia. The Australian Border Force has a detailed understanding of their subject matter expertise and capacity to deliver specialist services, programs and research in the anti-slavery sector. Many of these organisations and academics also have a strong record of leadership and collaboration with the Australian Government, including through the National Roundtable on Human Trafficking and Slavery and the Modern Slavery Expert Advisory Group.

Eligible Organisation Legal Entity Name	ABN
Australian Catholic Religious Against Trafficking in Humans Inc.	66 128 994 560
Australian Muslim Women's Centre For Human Rights Inc.	57 347 235 363
Australian Red Cross Society	50 169 561 394
Australian Strategic Policy Institute Limited	77 097 369 045
Business and Human Rights Resource Centre (Australia New Zealand and Pacific) Limited	64 627 360 454
Catholic Archdiocese of Sydney	72 823 907 843
Charles Darwin University	54 093 513 649
Cleaning Accountability Framework Inc.	39 608 220 652
Flinders University	65 542 596 200
Global Compact Network Australia Limited	95 147 380 998
Good Shepherd Australia New Zealand	61 354 551 576
Griffith University	78 106 094 461
La Trobe University	64 804 735 113
Lighthouse Foundation	12 101 549 508
Monash University	12 377 614 012
Net Balance Foundation Limited	86 122 436 042
Not Forgotten Pty Ltd	56 130 792 326
Project Respect Inc.	41 909 510 696

Eligible Organisation Legal Entity Name	ABN
Queensland University of Technology	83 791 724 622
Royal Melbourne Institute of Technology	49 781 030 034
Scarlet Alliance - Australian Sex Workers Association	86 612 112 065
Stop the Traffik	33 160 723 348
St Vincent's Health Australia Ltd	75 073 503 536
Taldumande Youth Services Inc	67 801 186 046
The Australian National University	52 234 063 906
The Freedom Hub Ltd	18 168 758 530
The Salvation Army (New South Wales) Property Trust	57 507 607 457
The Uniting Church in Australia Property Trust (Victoria)	39 703 442 583
The University of Sydney	15 211 513 464
The University of Western Australia	37 882 817 280
University of New South Wales	57 195 873 179
University of South Australia	37 191 313 308
University of Tasmania	30 764 374 782
University of Technology Sydney	77 257 686 961
Western Sydney University	53 014 069 881

No further organisations will be invited to apply.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above.[1] Eligible organisations can form a consortia with ineligible organisations.

4.2   Who is not eligible to apply for a grant?

You are not eligible to apply for this grant opportunity if you have not received an invitation to apply through GrantConnect and your organisation is not listed as an eligible invited organisation in section 4.1.

You are also not eligible to apply for this grant opportunity if your organisation is listed as an institution that has not joined, or signified intent to join, the National Redress Scheme for people who have experienced institutional child sexual abuse. This list of institutions can be found on the National Redress Scheme website.

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[1] 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 insection 7.2.

4.3   What qualifications, skills or checks are required?

If you are successful, and where relevant, personnel working on the project must maintain the following registrations/checks:

- Working with Vulnerable People Registration
- Working with Children Check.

5.   What the grant money can be used for

5.1   Eligible grant activities

To be eligible your grant activity must:

- comply with relevant COVID-19 social distancing or other public health measures in place at the time the activity is delivered (this includes national, state and/or local government requirements)
- receive ethics approvals prior to execution of the grant agreement (stream four only)
- where relevant, receive letter/s of support from government agencies and non-government organisations permitting collection/access/use data that forms a central part of the research methodology prior to execution of the grant agreement (stream four only).

Eligible activities must directly relate to the grant project and can include but are not limited to:

- training
- awareness-raising efforts and resources
- capacity building products/programs
- strategies
- reports
- events
- trials.

5.2   Eligible expenditure

You can only spend the grant on activities comprising the agreed grant project as defined in your grant agreement.

You must incur expenditure on your grant project between the start and end date of the grant activity period.

5.3   What the grant money cannot be used for

You cannot use the grant for:

- ongoing operation or running costs for the organisation (however, such costs will be considered for the funding period if directly and exclusively associated with the proposed project)
- purchase of land
- major capital expenditure
- retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent

- major construction/capital works

- overseas travel

- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility or that duplicate existing programs in the same community which are accessible to, and adequate for, the target group.

We cannot provide a grant if you receive funding from another government source for the same purpose.

6.   The assessment criteria

You must address all of the following assessment criteria in the application. We will assess your application based on the weighting given to each criterion detailed below.

The application form includes character limits – up to 6,000 characters (approx. 900 words) per criterion under streams one to three, and 15,000 characters (approx. 2,252 words) per criterion under stream four. The application form will not accept characters beyond this limit. Please note, spaces are included in the character limit.

The following criteria apply to projects under streams one to three.

Criterion 1

Preventing and combating modern slavery in Australia and/or the global supply chains of Australian businesses

Describe how the proposed grant project will contribute to preventing and combating modern slavery in Australia and/or the global supply chains of Australian businesses (40%weighted).

When addressing the criterion, strong applicants will:

- outline the project you intend to undertake and detail how many people you expect will participate in, or benefit (both directly and indirectly) from the project

- describe how the project will deliver one or more of the outputs listed in sections 2 and 2.1 of the guidelines

- describe the delivery method of the project, identify the proposed geographical location/s for implementation, and/or for any digital components describe the intended audience and reach

- describe the method of measuring the success of the project. Consideration should be given to changes effected in the cohort, community or group, such as the level of engagement, usage or impact

- describe how you would safely manage possible reports of modern slavery or reports of other abuse received in the course of the project.

Criterion 2

Need within a particular cohort/vulnerable group/community/locality

Demonstrate the need for the grant project in the particular cohort/vulnerable group/ community/locality (30%weighted).

When addressing the criterion, strong applicants will:

- describe the characteristics of the particular cohort/vulnerable group/community/locality your project seeks to target. Characteristics may include the size of a community, their geographical location, ethnic, cultural or religious background, and visa subclass/citizenship status

- describe and provide evidence of the issues facing the particular cohort/vulnerable group/community/locality your project seeks to target

- explain how your project is an innovative or previously proven successful approach to engaging with the particular cohort/vulnerable group/ community/locality

- outline how your project will involve individuals, groups or communities in the design, implementation and/or evaluation of the project.

Criterion 3

Expertise, capability and capacity

Demonstrate your organisation's expertise, capability and capacity to successfully undertake the grant project on schedule and achieve value with relevant money (30% weighted).

When addressing the criterion, strong applicants will:

- demonstrate your organisation's success in delivering, or ability to deliver, similar projects on schedule

- outline the relevant skills, qualifications and/or experience of project staff

- outline the risks associated with implementing your project and explain how you will mitigate and manage the risks

- demonstrate how the project represents value with relevant money in achieving the outcomes of the grant opportunity.

The following criteria apply to projects under stream four only.

Criterion 1

Preventing and combating modern slavery in Australia and/or the global supply chains of Australian businesses

Demonstrate how your research will inform evidence-based policy responses to address modern slavery in Australia and/or the global supply chains of Australian businesses (40% weighted).

When addressing the criterion, strong applicants will:

- explain how your research will make a valuable contribution to knowledge and address policy relevant needs in the area of modern slavery in Australia

- describe how the project will contribute to the key priorities listed under stream four in section 2.1 of the guidelines

- confirm that the proposed grant project will produce the required reports and products listed under stream four in section 2.1 of the guidelines.

Criterion 2

Research methodology and collection of primary data

Demonstrate how your research will be undertaken (30% weighted).

When addressing the criterion, strong applicants will:

- explain how your research design is suited to the problem under investigation
- demonstrate your familiarity with the sources through a literature review, and reliability of data and techniques of data analysis appropriate to this project
- explain how your research will collect primary data on this project and contribute to existing data holdings
- demonstrate what steps will be undertaken to protect the confidentiality of data and the privacy of subjects, consistent with the *Privacy Act 1988*.

Criterion 3

Expertise, capability and capacity

Demonstrate your expertise, capability and capacity to successfully undertake the grant project on schedule and achieve value with relevant money (30%weighted).

When addressing the criterion, strong applicants will:

- outline the relevant skills, qualifications and/or experience of project staff
- advise where support of an external agency, institution or organisation is required for the project
- outline the level of risk associated with the project and explain the risk management approach
- demonstrate how the project represents value with relevant money in achieving the outcomes of the grant opportunity
- demonstrate that you are able to obtain approval of a National Health and Medical Research Council-approved institutional human research ethics committee (usually the one attached to the institution with which you are affiliated) if you are conducting research with human subjects or on ethically sensitive topics or, where applicable, of the host institution under whose auspices you propose to conduct research.

7.   How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement, and questions and answers.

The Grant Opportunity Guidelines can be found at the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to these guidelines will be published on both sites. All other grant opportunity documentation (including the online application form) will only be available to invited applicants via GrantConnect. Addenda[2] to these grant opportunity documents will only be published on GrantConnect.

By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

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

Only invitees can access these documents and the application form.

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

To apply, you must:

- complete the online application form on [GrantConnect](#)

- provide all the information requested

- address all eligibility criteria and assessment criteria

- submit your application/s to the Community Grants Hub by 11:00 PM AEST on 15 April 2021.

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

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

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

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

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

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

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

7.1 Joint (Consortia) applications

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

Eligible organisations can form a consortia with ineligible organisations.

In these circumstances, the eligible invited organisation (refer to section 4.1) must be appointed as the '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 consortium partnership.

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

If successful, the lead organisation is solely accountable to the Commonwealth for the delivery of the grant project.

7.2   Timing of grant opportunity processes

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

Late applications

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

▪ reasonably unforeseeable

▪ beyond the applicant's control

▪ unable to be managed or resolved within the application period.

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

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub. The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

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

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

The Delegate or their appointed representative[3] 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.

Expected timing for this grant opportunity

If you are successful, you will be expected to be able to commence your project around July 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4-5 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	August 2021
End date of grant activity	June 2023

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[3] This may be the Australian Border Force Delegate or nominated staff member at the EL2 level or above.

7.3 Questions during the application process

Only invited applicants' questions will be answered during the application submission period, please contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions will be posted on the GrantConnect.

The question period will close at 5:00 PM AEDT on 8 April 2021. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

Applications will be assessed based on the eligibility and assessment criteria set out in these guidelines as part of the targeted competitive selection process.

The Community Grants Hub will use trained assessors to undertake a preliminary assessment of all applications for eligibility and compliance. Eligible applications will then be considered and assessed by a Selection Advisory Panel/s, convened by the Australian Border Force.

Each application will be considered on its merits, based on:

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

When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel/s 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 evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant project will target groups or individuals.

8.2 Who will assess applications?

The Selection Advisory Panel/s established by the Australian Border Force may include a mix of officials from the Australian Border Force, other Commonwealth entities, and independent experts/advisors. Any expert/advisor who is not a Commonwealth official will be required/expected to perform their duties in accordance with the CGRGs.

The Selection Advisory Panel/s may seek additional information about you or your application and this may delay completion of the selection process. The Selection Advisory Panel/s may seek information from within the Australian Government, even if the sources are not nominated by you as referees.

The Selection Advisory Panel/s recommends to the Assistant Minister for Customs, Community Safety and Multicultural Affairs (the decision maker) which applications to approve for a grant.

8.3　Who will approve grants?

The decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel/s and the availability of grant funds for the purposes of the program.

The decision maker's decision is final in all matters, including the:

- approval of the grant
- grant funding amount to be awarded
- terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

The number of grants awarded under each stream is ultimately a decision for the decision maker.

9.　Notification of application outcomes

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

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 form being successful.

9.1　Feedback on your application

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

Individual feedback will be available upon request. Applicants seeking individual feedback should submit requests to humantraffickingandslavery@abf.gov.au.

Requests for individual feedback will only be accepted within 30 days of receipt of the outcome of your application.

10.　Successful grant applications

10.1　The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Standard Grant Agreement for this grant opportunity. An Activity Work Plan will be used to outline the specific grant requirements.

The Commonwealth Standard Grant Agreement has standard grant conditions that cannot be changed. Sample grant agreements are available on GrantConnect as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

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

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

We may manage the grant agreement through our Grant Recipient Portal. Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

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

Commonwealth Standard Grant Agreement

We will use a Commonwealth Standard Grant Agreement.

You will have 10 business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

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

10.2   Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF). More information can be found on the National Office for Safety website

The Australian Government has considered appropriate ways to apply the requirements of the CCSF to grant recipients where relevant. A child safety clause will be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause will also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

10.3   Multicultural access and equity

The Australian government's *Multicultural Access and Equity Policy* obliges Australian Government agencies to ensure their policies, programs and services – including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

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

10.4 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 make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant project.

10.5 Grants payments and GST

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 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 project or organisation.

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

You must also inform us of any changes to your:

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

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

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

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in 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 project milestones and outcomes
- contributions of participants directly related to the grant project
- 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, ask for more information or an independent audit of claims and payments.

Activity Work Plan

You must submit a completed Activity Work Plan on the template provided with your grant agreement. An Activity Work Plan will be used to outline the specific grant requirements. The Activity Work Plan documents planned deliverables, milestones and outputs for the funded project. The Activity Work Plan also documents risk management and community engagement relevant to the funded project.

Your progress and outcomes against the Activity Work Plan will be monitored throughout the grant through regular reports.

Activity Work Plans for grant recipients in stream four will require the following specific outputs:

- one report between 10,000 and 30,000 words suitable for publication describing the key findings from the research
- one confidential version of the report with recommendations to the Government based on key findings from the research. This report may not be published by the applicant without the express permission of the Australian Border Force
- a plain language executive summary and fact sheet
- a recorded presentation outlining the findings of the research.

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
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

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 project. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant project.

Final report

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

Final reports must:

- identify if and how outcomes have been achieved

- include the agreed evidence as specified in the grant agreement

- identify the total eligible expenditure incurred

- be submitted by the due date and in the format provided in the grant agreement.

Material for publication

Grant recipients must provide the Australian Border Force with drafts of material intended for publication and offer an opportunity for comment. The Australian Border Force will provide comments within 28 days of receipt (stream 4 only).

12.3   Financial declaration

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

We will ask you to provide one of the following:

- a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- an independently audited financial acquittal report that verifies that you spent the grant in accordance with the grant agreement
- a non-audited financial acquittal report that verifies that you spent the grant in accordance with the grant agreement.

12.4   Grant agreement variations

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

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

12.5   Compliance visits

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

12.6   Record keeping

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

12.7   Evaluation

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

12.8   Acknowledgement

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

'This modern slavery grant project received grant funding from the Australian Government.'

13.   Probity

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

These guidelines may be changed by the Australian Border Force. When this happens, the revised guidelines will be published on GrantConnect and the Community Grants Hub websites.

13.1   Enquiries and feedback

Complaints about this grant opportunity

All complaints about this grant opportunity, including grant decisions, must be made in writing.

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

Complaints about the selection process

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

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

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
          GPO Box 9820
          Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the Australian Border Force has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the Australian Border Force.

The Commonwealth Ombudsman can be contacted on:

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

13.2　Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if Australian Border Force and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

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

- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently

- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant opportunity/program.

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

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

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

We publish our conflict of interest policy on the Community Grants Hub website.

13.3　Privacy

We treat your personal information according to the *Privacy Act 1988* and the Australian Privacy Principles. This includes letting you know:

- what personal information we collect

- why we collect your personal information

- who we give your personal information to.

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

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

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

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

13.4 Confidential information

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

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

We will receive all applications in confidence. Intellectual property rights for information contained in applications submitted through GrantConnect will remain with the applicant until varied in accordance with the terms of the grant agreement.

We will not be in breach of this obligation if the information is disclosed to comply with a relevant law or is disclosed to:

▪ officials involved in the process of assessment, including but not limited to the Selection Advisory Panel, external referees, Australian Border Force employees and employees of the responsible Minister or Parliamentary Secretary

▪ 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

▪ the Auditor-General, Ombudsman or Privacy Commissioner

▪ the responsible Minister or Parliamentary Secretary

▪ a House or a Committee of the Australian Parliament.

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

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

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

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

By email: foi@dss.gov.au

14.　Glossary

Term	Definition
accountable authority	see subsection 12(2) of the *Public Governance, Performance and Accountability Act 2013*.
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when 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.
funding arrangement manager	the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money[4] or other [Consolidated Revenue Fund](#) (CRF) money[5] is to be paid to a grantee other than the Commonwealth b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
[GrantConnect](#)	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.
grant project/activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
Portfolio Budget Statement (PBS) Program	described within the entity's [Portfolio Budget Statements](#). 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.

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[4] Relevant money is defined in the PGPA Act. See section 8, Dictionary.

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

Term	Definition
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.

When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:

- quality of the project proposal and activities
- fit for purpose of the proposal in contributing to government objectives
- absence of a grant is likely to prevent the grantee and government's outcomes being achieved
- potential grantee's relevant experience and performance history.