

Legal support services for survivors engaging with the Commonwealth Redress Scheme for Survivors of Institutional Child Sexual Abuse

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| Opening date: | 19 April 2021 |
| Closing date and time: | 9:00 PM AEST on 23 April 2021 |
| Commonwealth policy entity: | Attorney-General's Department |
| 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 AEST on 20 April 2021 |
| Date guidelines released: | 19 April 2021 |
| Type of grant opportunity: | Closed Non-competitive |

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1. Legal support services for survivors engaging with the Commonwealth Redress Scheme for Survivors of Institutional Child Sexual Abuse grant round process

The **Legal support services for survivors engaging with the Commonwealth Redress Scheme for Survivors of Institutional Child Sexual Abuse grant** is designed to achieve Australian Government objectives

This grant opportunity is part of Program 1.4 Justice Services, which contributes to the Attorney-General's Department's Outcome 1 – A just and secure society through the maintenance and improvement of Australia's law, justice, security and integrity frameworks. The Attorney-General's Department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

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



You complete and submit a grant application

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



We assess all grant applications

We assess the applications against eligibility criteria. We assess your eligible application against the assessment criteria including an overall consideration of value with money.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker, the Secretary, Attorney-General's Department, decides if your application is successful.



We notify you of the outcome

We advise you of the outcome of your application.



We enter into a grant agreement

We will enter into a grant activity as set out in your grant agreement. 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 Legal support services for survivors engaging with the Commonwealth
Redress Scheme for Survivors of Institutional Child Sexual Abuse grant**

We evaluate the grant 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 Legal support services for survivors engaging with the Commonwealth Redress Scheme for Survivors of Institutional Child Sexual Abuse grant round.

You must read these guidelines before filling out the Invitation with Service Delivery Plan.

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Attorney-General's Department (the department).

2. About the grant program

The Legal support services for survivors engaging with the Commonwealth Redress Scheme for Survivors of Institutional Child Sexual Abuse program (the program) is being provided by the Attorney-General's Department. This funding is being provided under Program 1.4 – Justice Services, and contributes to Outcome 1 – A just and secure society through the maintenance and improvement of Australia's law, justice, security and integrity frameworks.

The program is running over 10 years from 2017–18 to 2027–28. The program was announced in response to the Royal Commission into Institutional Responses to Child Sexual Abuse.

The objectives of the program are to:

- provide a free legal advice service to assist survivors of institutional child sexual abuse to access redress under the National Redress Scheme. The service will be a quality, trauma-informed legal advice service that provides survivors with advice on their legal options
- ensure survivors are provided with access to free, trauma-informed, culturally appropriate and expert legal advice at the 4 key stages of the redress application process:
 - a. prior to application so survivors understand eligibility requirements and the application process of the National Redress Scheme and their legal options
 - b. during completion of a survivor's application
 - c. after a survivor has received an offer of redress or refusal and elects to seek an internal review
 - d. on the effect of signing a deed of release, including its impact on the prospect of future litigation.

The intended outcome of the program is:

- the provision of quality, trauma-informed, culturally sensitive legal advice for survivors on their legal options for accessing redress and assistance to survivors who choose to access the National Redress Scheme.

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

2.1 Response to COVID-19 (coronavirus)

At the time of publication, there are a range of public health and other measures in place as part of Australia's response to COVID-19.

COVID-19 represents a significant challenge both in Australia and internationally. Some members of the community may be particularly vulnerable to COVID-19. For this reason, applicants should carefully consider their projects and activities to ensure that they can be safely delivered, including adhering to COVID-19 social distancing or other public health measures.

Successful projects will need to comply with the relevant social distancing or other public health measures in place at the time they are delivered (this includes national, state and/or local government requirements). Australian Government information and advice for limiting the spread of COVID-19 is available on the [Department of Health website](#).

You are strongly encouraged to adapt proposed activities in your application to allow for social distancing and ensure the safety of participants, for example by undertaking virtual (online) activities rather than face-to-face events.

Your application should include information about how your proposed activity will comply with COVID-19 requirements.

3. Grant amount and grant period

3.1 Grants available

The Australian Government is providing up to \$36.633 million over 5 years for this grant opportunity for Legal support services for survivors engaging with the Commonwealth Redress Scheme for Survivors of Institutional Child Sexual Abuse.

3.2 Grant period

The grant will run from 1 July 2021 to 30 June 2026. The maximum initial grant period is 5 years. There may be a potential extension to the grant agreement following the grant period.

4. Eligibility criteria

The grant opportunity is a closed non-competitive grant selection process. The department considers this the most appropriate type of selection process given the organisation invited to apply is currently successfully providing the required legal advice services to survivors. The department believes the current grantee is best placed to provide support to those engaging with the National Redress Scheme. This would also ensure continuity for survivors engaging with the National Redress Scheme.

4.1 Who is eligible to apply for a grant?

To be eligible to receive a grant, you must be the invited organisation listed in the table below and have received an invitation to apply through GrantConnect.

Only knowmore Legal Service Limited is invited to apply for this grant. knowmore is the current provider of legal advice to survivors engaging with the National Redress Scheme.

| Invited Organisation | Grant Funding (GST exclusive) | | | | | |
|------------------------------------------|-------------------------------|-------------|-------------|-------------|-------------|--------------|
| | 2021–22 | 2022–23 | 2023–24 | 2024–25 | 2025–26 | TOTAL |
| knowmore Legal Service 34 639 490 912 | \$9,692,000 | \$8,959,000 | \$8,361,000 | \$6,254,000 | \$3,367,000 | \$36,633,000 |

No further organisations will be invited to apply.

4.2 Who is not eligible to apply for a grant?

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

4.3 What qualifications, skills or checks are required?

The relevant personnel working on the services must maintain the following.

- Working with Vulnerable People registration
- Working with Children check.

5. What the grant money can be used for

Important: Applications should only be submitted for activities that can be safely undertaken in accordance with COVID-19 social distancing or other public health measures.

5.1 Eligible expenditure

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

Eligible expenditure items include but are not limited to:

- wages and employment costs of staff engaged to work on the activity
- staff recruitment costs
- operational ICT and corporate expenses
- travel and communication costs
- interpreter services costs
- application form and communication material development and publication/printing costs
- training and capacity development costs related to the activity
- surveys and other documents/systems designed to capture and report on data from the activity.

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

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

5.2 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- major construction/capital works
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility
- any activities not in connection with the approved activities.

6. The assessment criteria

You must address all of the following assessment criteria detailed in the Service Delivery Plan application. Each of the assessment criteria listed below has an equal weighting so you should provide an equivalent amount of information in responding to each criterion. The required documents under section 7.1 will be used to inform assessment under the following criteria.

Criterion 1 – Approach to program delivery

Describe how you would approach the delivery of the program and ensure the intended outcomes for all stakeholders.

You must demonstrate this through identifying:

- your proposed approach to delivering the program, including how it will be implemented, promoted and evaluated
- key priorities across each year of the grant
- the stakeholders, and how your proposed approach intends to target, support and benefit them
- the expected outcomes of your proposed approach to program delivery
- how your proposed approach to program delivery represents value with relevant money.

Limit your response to this criterion to 2 pages.

A non-suitable response would fail to:

- provide sufficient detail about the approach to delivering the program, in alignment with the stated objectives of the grant and acknowledging continuing COVID-19 challenges to service delivery
- provide sufficient detail about the proposed service delivery plan, including how the program will be promoted in the community
- identify priority stakeholders and explain how you intend to approach them to address their unique needs
- identify how value with the relevant money would be obtained.

Criterion 2 – Organisational capability

Demonstrate your organisation's capability to successfully deliver the project to the target community/communities on time and within budget.

You must demonstrate this through identifying:

- your organisation's prior experience in delivering similar projects
- your organisation's ability to operate a trauma-informed legal practice
- your organisation's expertise in engaging with the National Redress Scheme
- your organisation's ability to provide culturally-appropriate and safe services for Aboriginal and Torres Strait Islander and culturally and linguistically diverse individuals
- your organisation's ability to adjust to the evolving needs of clients and stakeholders
- details about your organisation's capability to meet reporting and performance requirements.

A non-suitable response would fail to provide evidence of expertise or experience in:

- trauma-informed legal services
- the National Redress Scheme
- culturally-appropriate and safe services to Aboriginal and Torres Strait Islander and culturally and linguistically diverse individuals
- similar projects, including breadth and type of service
- adjusting organisations to adapt to evolving needs of clients and stakeholders
- reporting and addressing performance requirements.

7. How to apply

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

These documents are found on the [GrantConnect](#) website. Any changes to grant documentation are published and addenda¹ will be published on GrantConnect and only accessible by the invited organisation. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

Only the invited organisation can access these documents. The organisation listed in section 4.1 is invited to submit a Service Delivery Plan application using the individualised form that was emailed to you. If you have not received the Service Delivery Plan application in your invitation email, please contact 1800 020 283 (option 1) or email support@communitygrants.gov.au before the application closing date.

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

¹ 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.

To apply, you must:

- complete the Service Delivery Plan application
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application to the Community Grants Hub by 9:00 PM AEST on 23 April 2021.

Once you have completed the Service Delivery Plan application, you must email it and all required attachments to support@communitygrants.gov.au.

Please include **2020-4803 – Legal support services for survivors engaging with the Commonwealth Redress Scheme for Survivors of Institutional Child Sexual Abuse** in the subject line of your email response. Please keep a copy of your Service Delivery Plan application and any supporting documents submitted.

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, 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.

7.1 Attachments to the application

All of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided for your use with the grant opportunity documents as specified:

- Budget Template – mandatory template provided.

If the mandatory template is not used, your application will be considered non-compliant and will not proceed to assessment.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for.

Please note: There is a 2mb limit for each attachment.

7.2 Timing of grant opportunity processes

We will only accept a late application where extenuating circumstances apply.

Expected timing for this grant opportunity

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

7.3 Questions during the application process

Only invited applicants questions will be answered during the application period. Contact the Community Grants Hub by calling 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 are posted on [GrantConnect](#).

8. The grant selection process

8.1 Assessment of grant applications

Only the application from the invited organisation listed in section 4.1 will be reviewed against the eligibility criteria and then considered through a closed non-competitive grant process.

If eligible, the department will assess your application against the assessment criteria (see section 6). We will consider your application on its merits, based on

- how well it meets the criteria
- whether it provides value with relevant money.

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

- the overall objective to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the objective and outcomes
- how the organisation will promote grant activities to target communities.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

8.2 Who will assess applications?

An assessment committee will assess the application on its merit. The assessment committee will be made up of Australian Public Service employees.

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 recommends to the Secretary, Attorney-General's Department, whether to approve the application for a grant.

8.3 Who will approve grants?

The Secretary of the Attorney-General's Department decides whether to approve the grant, taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

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

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

10. Successful grant applications

10.1 The grant agreement

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

The agreement has standard grant conditions that cannot be changed. A sample grant agreement is available on GrantConnect as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

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.

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.

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 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 Secretary, Attorney-General's Department.

10.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you will be requested to demonstrate compliance with the following framework:

- [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 of Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to 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 may 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 How we pay the grant

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

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

10.4 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 services 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.

12.2 Reporting

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

- progress against agreed 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.

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.

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

Progress reports

Progress reports must:

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

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 services.

Final report

When the grant agreement is complete, 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.

12.3 Audited financial acquittal report

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

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement. The financial acquittal report template is attached to the sample 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 or 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 Record keeping

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

12.6 Evaluation

We may evaluate the grant services 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.

12.7 Acknowledgement

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

‘This Legal support services for survivors engaging with the Commonwealth Redress Scheme for Survivors of Institutional Child Sexual Abuse activity 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 from time-to-time by the department. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

The department's [Client Service Charter](#) applies to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

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

If you do not agree with the way the department or the Community Grants Hub 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 or the Community Grants Hub.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department or 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
- 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 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 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:

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

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

13.5 Freedom of information

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

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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

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

By email: foi@dss.gov.au

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. |

| Term | Definition |
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| 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: <ul style="list-style-type: none"> a. under which relevant money² or other Consolidated Revenue Fund (CRF) money³ 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 activity/activities | refers to the project/tasks/services that the grantee is required to undertake. |
| grant agreement | sets out the relationship between the parties to the agreement, and specifies the details of the grant. |
| GrantConnect | is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs. |
| grantee | the individual/organisation which has been selected to receive a grant. |
| grant opportunity | refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process. |
| grant program | a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement program. |
| PBS program | described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities. |
| selection criteria | comprise eligibility criteria and assessment criteria. |

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

| Term | Definition |
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| selection process | the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria. |
| value with money | <p>value with 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"> ▪ the quality of the project proposal and activities ▪ fitness for purpose of the proposal in contributing to government objectives ▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved ▪ the potential grantee’s relevant experience and performance history. |