

International Education Support Destination Australia 2022 (Round 3) Grant Opportunity Guidelines

Opening date:	28 April 2021
Closing date and time:	9:00 PM AEST on 15 June 2021
Commonwealth policy entity:	Department of Education, Skills and Employment
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 7 June 2021
Date guidelines released:	28 April 2021
Type of grant opportunity:	Targeted competitive

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1. Destination Australia 2022 (Round 3): Grant opportunity processes

The Destination Australia Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to the Department of Education, Skills and Employment's Outcome 2.7 International Education Support. The Department of Education, Skills and Employment works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on the [GrantConnect](#) and [Community Grants Hub](#) websites.



You complete and submit a grant application

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



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. 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.



We make grant recommendations

We provide advice, through the selection advisory panel, to the decision maker on the merits of each application.



Grant decisions are made

The Minister for Education and Youth decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

We 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.



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 Destination Australia Program 2022 (Round 3)

We evaluate your specific grant activity and the Destination Australia Program 2022 (Round 3) as a whole. We base this on information you provide us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Destination Australia Program 2022 (Round 3) grants. You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program and 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 Department of Education, Skills and Employment (the department).

2. About the grant program

The Destination Australia Program (the program) was announced as part of the *Planning for Australia's Future Population* on 20 March 2019. The program aligns with the *National Strategy for International Education 2025*.

The Destination Australia Program is funded under the department's Outcome 2.7 – International Education Support, which supports the sustainable growth of Australia's high quality international education, training and research.

The program provides grants to Australian tertiary education providers in regional areas to provide scholarships to domestic and international students, promote those scholarships for students, and promote tertiary education in regional Australia. It helps achieve Outcome 2.7 by facilitating study in regional Australia for international and domestic students.

The Community Grants Hub administers the program in line with the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

2.1 About the grant opportunity

This grant opportunity is for the Destination Australia Program 2022 (Round 3).

The objectives of the grant opportunity are to:

- support higher education and Vocational Education and Training (VET) providers in regional Australia to provide scholarships to domestic and international students to study in regional Australia
- facilitate domestic and international students completing an Australian qualification at a higher education or VET provider in regional Australia.

The intended outcomes of the grant opportunity are:

- the sustainability and growth of tertiary education providers and communities in regional Australia
- scholarship students consider and decide to live and work in regional Australia post-study
- regions share in the social, cultural, and economic benefits of our international education sector.

The grant opportunity is open to eligible Australian tertiary education providers (see section 4) to deliver eligible grant activities (see section 5).

Grantees will be responsible for awarding scholarships to students. Grantees provide scholarships as awarded by the delegate to students who meet the criteria in section 5.1.1.

In recognition of the impacts of the COVID-19 pandemic on Australia's citizens and education providers and in recognition of travel restrictions which have affected international travellers, priority will be given to applications supporting domestic students.

3. Grant amount and grant period

3.1 Grants available

The total funding available for the Destination Australia Program 2022 (Round 3) is approximately \$25.32 million (GST exclusive) over 4 years.

The grant opportunity will provide approximately:

- \$6.33 million in funding available during 2021–22
- \$6.33 million in funding available during 2022–23
- \$6.33 million in funding available during 2023–24
- \$6.33 million in funding available during 2024–25.

This equates to approximately 380 scholarships.

The total grant funding awarded to each grantee will be calculated on the basis of:

- the number of students the provider will support
- the duration for which they will support them.

The value of grants awarded under this grant opportunity cannot exceed the total available funds.

Grantees will receive:

- \$15,000 per year, per student in scholarship funding to be paid directly to the scholarship student in accordance with section 5.3
- \$1,500 per year, per student for the tertiary education provider to promote and administer scholarships.

3.2 Grant period

This grant opportunity opens in the 2020–21 financial year for grants to be awarded in the 2021–22 financial year. The opening date for applications is 28 April 2021 and the closing date for applications is 15 June 2021.

The minimum grant period is one year, and the maximum grant period is 4 years. The grant period will be aligned to the allocation of scholarships and the duration of related full eligible qualifications.

4. Eligibility criteria

4.1 Who is eligible to apply for a grant?

You are eligible to apply for this grant opportunity if you can demonstrate that you meet all of the following criteria.

- You are a registered Australian tertiary education provider.
- If you intend to provide scholarships to international students – you are currently registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
- Your campus location at which scholarship students will study is entirely or in part in a regional area.

Registered Australian tertiary education provider

You are a registered Australian tertiary education provider if you are one or more of the following:

- a Registered Training Organisation (RTO) registered with the Australian Skills Quality Authority (ASQA), the Victorian Registration and Qualifications Authority (VRQA), or the Western Australian Training Accreditation Council (WA TAC)
- you must have a registration status of Current or Current (Re-registration pending) at the time the grant opportunity opens
- a higher education provider registered with the Tertiary Education Quality Standards Agency (TEQSA).

You must have a registration status of Registered or Ongoing pending renewal at the time the grant opportunity opens.

You must provide your registration ID in your application form.

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registration

If you intend to apply for a grant for scholarships for international students, you must be registered on CRICOS.

You must provide your CRICOS Provider Code in the application form.

Campus location in a regional area

You have a campus location entirely or in part in an area which is defined by the [Australian Statistical Geography Standard \(ASGS\) Remoteness Structure](#) as one of the following:

- inner regional
- outer regional
- remote
- very remote.

You must specify your campus location in your application form. You can apply for up to 20 eligible campus locations.

4.2 Consortia

You may apply as an applicant in your own right or as a consortium. See section 7.2 for how to apply as a member of a consortium.

If you apply as a consortium, either as the lead organisation or as a member, you cannot also apply as an applicant in your own right. That is, you can only apply for this grant opportunity once.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply for a grant if you do not meet the eligibility criteria in section 4.1.

4.4 What qualifications, skills or checks are required?

If you are successful, all relevant personnel working on the grant activity must maintain the following registration/checks as required by their relevant jurisdiction:

- Working With Vulnerable Persons Registration
- Working With Children Check.

5. What the grant money can be used for

5.1 Eligible grant activities

Grantees must use grant funding to:

- pay scholarship funds to eligible scholarship students in accordance with section 5.3
- administer and promote Destination Australia scholarships.

5.1.1 Eligible scholarship students

Each scholarship student must meet the following criteria for the duration of their scholarship.

- The student commences a new program of study with the successful applicant in the 2022 academic year¹.
- The student has accepted an offer to a full-time study program that is **delivered** in full at a regional campus of the successful applicant.
- The student has accepted an offer to a full-time study program and remains enrolled for the duration of the scholarship in a course at one of the following Australian Qualifications Framework levels:
 - Certificate IV
 - Diploma
 - Advanced Diploma, Associate Degree
 - Bachelor Degree
 - Bachelors Honours Degree, Graduate Certificate, Graduate Diploma
 - Masters Degree
 - Doctoral Degree.

¹ An academic year is the period of the year during which students attend the tertiary provider, usually from January to December.

- For an international student, the student has accepted an offer of a full-time study program registered on CRICOS.
- The student has accepted an offer to a full-time study program and remains enrolled for the duration of the scholarship in a regional campus of the successful applicant.
- The student maintains ongoing residency in a regional area for the duration of each study period. Where a course includes study outside a regional area (for example, for a clinical placement), residency away from the regional area is permitted for:
 - no more than one study period (not exceeding 6 months) per qualification where the qualification is longer than 2 years
 - 25% of the qualification length where the qualification is 2 years or shorter.

The department must give its approval for the student to retain the scholarship if the student must complete a period of study outside a regional area that exceeds these parameters to fulfil course requirements.

- For an international student, the student maintains a valid student visa for the duration of their scholarship.

5.1.2 Administration and promotion

Funding provided for administration and promotion must only be used for:

- administering scholarships
- promoting the benefits of studying in regional Australia
- building awareness of the Destination Australia Program.

When promoting the benefits of studying in regional Australia, grantees must **only** use the following distribution channels:

- television
- radio
- internet
- telephone services.

Promotional activities to build awareness of the Destination Australia Program are **not** restricted to the above distribution channels.

5.2 What the grant money can be used for

Grantees must only spend the grant on eligible expenditure incurred on eligible grant activities.

Eligible expenditure items are:

- scholarship funds – paid per section 5.3 to scholarship students who meet the criteria in section 5.1.1
- administrative and promotional costs – \$1,500 per year as described in section 5.1.2.

Grantees must incur the expenditure on their grant activities between the commencement date and completion date of their grant agreement for it to be eligible.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your grant activity.

5.3 Payment of scholarship funds to scholarship students

Grantees must pay the scholarship funds of \$7,500 per half-year period directly to each scholarship student, as long as the student continues to meet the criteria in section 5.1.1.

The first instalment of scholarship funds must be paid to the scholarship student within one week of the student census date or within 6 weeks after the student commences their study program, whichever is sooner. The second instalment must be paid to the student no later than 6 months from the payment of the first instalment. Where a scholarship student is to be supported for multiple years, grantees must continue to provide scholarship funds in 6-monthly instalments.

Scholarship funds must be spent entirely on scholarships and cannot be used for any other purpose. For the removal of doubt, grantees are not permitted to keep scholarship funds themselves to offset tuition costs. Similarly, grantees are not permitted to offer scholarships subject to any type of payment by scholarship students of scholarship funds to the grantee.

If at any time a scholarship student is found to no longer meet the criteria in section 5.1.1, payments of scholarship funds to the student must cease.

Grantees are not permitted to recover scholarship funding from a scholarship student who has withdrawn from their course.

5.3.1 Reallocation of scholarship funds

Grantees can reallocate any future funding associated with a former scholarship student who no longer meets the criteria in section 5.1.1 to a different scholarship student who does meet the criteria in section 5.1.1, including commencing a new course of study. This can include reallocating scholarship funds between consortium members.

5.4 What the grant money cannot be used for

Grantees cannot use the grant money for the following activities:

- supporting students studying more than one third of the units (or equivalent) of a higher education or VET course by online or distance learning
- purchase of land
- major capital expenditure
- covering retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- costs for staff
- administrative costs outside Australia
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- international travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility
- costs associated with the establishment or management of a consortia agreement.

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

6. The assessment criteria

You must respond to all of the following assessment criteria in your application.

The application form has a character limit of 3,000 characters (approximately 500 words) per criterion. The application form will not accept characters beyond this limit. Please note that spaces are included in the character limit.

Criterion 1 – Strategic priorities (25% weighting)

Describe how delivering Destination Australia scholarships will contribute to achieving your provider's strategic priorities.

When addressing the criterion, strong applications will describe:

- how scholarship students completing their courses at your regional campus will contribute to achieving your strategic priorities, with a focus on detail and value-add beyond your institution's brand awareness
- the process you will use to select students who meet the criteria in section 5.1.1 to receive scholarships and requirements under 5.3
- any additional characteristics you intend to require of scholarship students (for example, domestic students, international students, demonstrated financial need, high levels of academic achievement) or the course they study (for example, a particular Australian Standard Classification of Education field of education), skills shortages in your region or state/territory.

Criterion 2 – Benefits to the region (25% weighting)

Describe how receiving Destination Australia scholarship funding will:

- facilitate growth in the number of enrolled students at your regional campus
- benefit your regional community.

When addressing the criterion, strong applications will describe:

- your plans to leverage the award of Destination Australia scholarships to work towards increased enrolments at your regional campus
- your links with your regional community and your plans to leverage these to maximise the benefits of Destination Australia scholarships beyond your campus
- the metrics you will use to substantiate your claims above.

Criterion 3 – Supporting scholarship students (25% weighting)

Describe how you will support Destination Australia scholarship students to:

- achieve academic success and complete their course
- become part of your regional community.

When addressing the criterion, strong applications will describe:

- the support services you will make available to scholarship students, including any specifically designed for those students, and how they will support scholarship students to achieve academic success and course completion
- how you will encourage scholarship students to make use of support services
- how you facilitate engagement between scholarship students and your regional community
- the metrics you will use to substantiate your claims above.

Criterion 4 – Administering and promoting Destination Australia scholarships (25% weighting)

Describe how you will administer scholarships and how you will promote the Destination Australia scholarship opportunity to prospective students.

When addressing the criterion, strong applications will describe:

- your processes for effectively managing scholarships, including how you will ensure scholarship students continue to meet the eligibility requirements
- your processes for ensuring that all reporting requirements in section 12.2 for this grant opportunity will be met in accordance with legislative requirements (such as privacy)
- how you will promote the Destination Australia scholarship opportunity to domestic students and to international students
- how your promotion will include the benefits of studying, living and working in regional Australia, with specific reference to your regional campus
- how you will measure the effectiveness of your promotional activities.

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](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda² will 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.

To apply, you must:

- complete the online application form on [GrantConnect](#) or the [Community Grants Hub websites](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 9:00 PM AEST on 15 June 2021.

If more than one application is submitted, only the latest accepted application form will progress for applications with 10 campuses or less. Applications for more than 10 campuses that require a second form for the purpose of receiving all required campus information will have both application forms progressed.

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.

² Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications and questions and answers documents.

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 do 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 the nature of 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.

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

7.1 Multiple campus applications

You can apply for grant money to support scholarship students at up to 20 campuses per organisation or consortium arrangement (see section 4.2).

If your application includes more than 10 campuses, you must submit 2 application forms to capture all required campus information, as each form can accommodate 10 campuses maximum.

In this circumstance only, to complete a second application form, applicants are able to start a new form pre-populated with the same data submitted in the first application. Please follow instructions within the application form and refer to the Questions and Answers document on how to provide additional campus information.

If completing a second application, do not add any additional information in the assessment criteria section. Only the responses in the first application will be used for assessment.

All correspondence regarding your applications will use the Submission ID from your first application.

If duplicate applications are received (applications that are for the same scholarships for the same campuses), we will assess the last application received only.

7.2 Consortium applications

You may apply for a grant as a consortium. A successful consortium applicant must have a formal arrangement in place with all consortium members prior to execution of the grant agreement.

A consortium application must identify a lead organisation. The lead organisation must submit the application form and, if successful, enter into a grant agreement with the Commonwealth. The lead organisation and all consortium members must meet the eligibility criteria described in section 4.1. This includes the requirement that each campus location at which scholarship students will study is entirely or in part in a regional area.

Each consortium application can include up to 20 campus locations across all consortium members. Applications for more than 10 campuses that require a second form for the purpose of receiving all required campus information will have both application forms progressed.

If you apply as a consortium, either as the lead organisation or as a member, you cannot also apply as an independent applicant in your own right. That is, you can only apply once for this grant opportunity.

7.2.1 Additional attachments to a consortium application

If you are applying as the lead organisation of a consortium, you must attach to your application details of all consortium members using the mandatory template provided.

Your application will be considered non-compliant and will not proceed to assessment if the mandatory template is not used.

There is a 2mb limit for the consortium members' details attachment. No other attachments will be accepted or considered as part of your application.

7.3 Timing of grant opportunity processes

You must apply 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

If you wish to submit a late application, you will be required to submit a request to the Community Grants Hub within 72 hours of the grant opportunity closing date.

Your 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 representative³ 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.

³ This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity in late 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 28 April 2021 Close: 9:00 PM AEST on 15 June 2021
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to applicants	2 weeks
Earliest start date of grant activity	November 2021
End date of grant activity	As stated in your grant agreement, if successful

7.4 Questions during the applications process

Contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au if you have any questions during the application period.

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00 PM AEST on 7 June 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

The Community Grants Hub Assessment Centre will review your application against the eligibility criteria, which are weighted at 25% per criterion.

If your application is eligible, the Assessment Centre will assess it against the assessment criteria (see section 6) and against other applications. Your application will be considered and ranked on its merits, based on:

- the strength of its demonstrated claims against the criteria
- how it compares to other applications.

A Selection Advisory Panel will validate initial assessments and consider whether the highest ranked applications provide value with relevant money.

The Selection Advisory Panel makes recommendations to the decision maker on the highest-ranked applications.

Other considerations will include:

- achieving value with relevant money
- the number of regional campuses being supported by the scholarships
- the spread of scholarships across states and territories

- the spread of scholarships across higher education and vocational education and training providers
- the number of domestic and international scholarships sought
- the capacity of the applicant to administer the scholarships
- available grant funds for the grant opportunity
- if you have previously received Destination Australia grants, that you have used all scholarships and been compliant with guidelines and your grant agreement in the administration of the program.

The Selection Advisory Panel may recommend an amount of scholarships requested per application and not the full number of scholarships sought based on available grant funding.

The Selection Advisory Panel may seek additional information about you or your application, and may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The Selection Advisory Panel may also consider information about you or your application that is available through the normal course of business; including your compliance with legislated requirements assessed by TESQA or ASQA. Completion of the selection process may be delayed if the Selection Advisory Panel identifies a need to seek further information.

8.2 Who will assess and select applications

The Assessment Centre will assess each eligible and compliant application on its merit and compare it to other eligible applications. The Assessment Centre will be made up of Community Grants Hub staff, who will undertake training to ensure consistent assessment of all applications.

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 will be made up of Department of Education, Skills and Employment staff.

8.3 Who will approve the grants?

The Minister for Education and Youth is the decision maker who decides which grants to approve and considers:

- achieving value with relevant money
- the spread of scholarships across states and territories
- the spread of scholarships across higher education and vocational education and training providers
- the number of domestic and international scholarships sought
- available grant funds for the grant opportunity.

The decision maker's decision is final in all matters.

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

9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant. For consortia applications, we will write to the lead organisation.

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

9.1 Feedback on your application

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 not be provided for this grant opportunity.

10. Successful grant applications

10.1 The grant agreement

Grantees must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Simple Grant Agreement for this grant opportunity.

For the removal of doubt, where a consortium arrangement exists, only the lead organisation will enter into an agreement with the Commonwealth.

Each agreement has general grant conditions that cannot be changed. Sample grant agreements are available on the [GrantConnect](#) and [Community Grants Hub](#) websites 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.

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

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

Commonwealth Simple Grant Agreement

We will use a Commonwealth Simple Grant Agreement.

You will have 20 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 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 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 activity.

10.4 Grant payments and GST

If you receive a Destination Australia Program 2022 (Round 3) grant you should consider speaking to a tax advisor about the effect of receiving funding before you enter into an agreement. You can also visit the [Australian Taxation Office website](#) for more information.

11. Announcement of grants

If successful, you will be notified by email setting out grants awarded and 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](#). If unsuccessful, you will be notified by email.

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 activities 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
- your registration status with TEQSA, ASQA, VRQA, WA TAC, or CRICOS.

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

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.

12.2 Reporting

Progress Report

Grantees must submit progress reports as required by their grant agreements. The lead organisation of a consortium grantee must submit progress reports on behalf of all consortium members.

Grantees must submit a progress report every 6 months for the duration of their grant agreements on a template which will be provided by us. Grantees will be required to report on the following:

- Scholarship student data:
 - name
 - student ID number (Unique Student Identifier (USI), and/or Commonwealth Higher Education Student Support Number (CHESSN), and/or student number)
 - PRISMS/Confirmation of Enrolment number for international students
 - age
 - gender
 - diversity and inclusion (for example, does the student identify as Aboriginal or Torres Strait Islander, a person with disability, first in family, and/or from a culturally and linguistically diverse background)
 - original postcode and state/territory or country (for international students) of scholarship student
 - new postcode and Australian state or territory of scholarship student
 - amount of funding and when it was paid to the student in the reporting period
 - tertiary education provider (consortium applicants only)
 - other data that may be required and included in the template
- number of scholarship students who no longer meet the criteria in section 5.1.1 and are no longer in receipt of payments of scholarship funds, since last report
 - why each student no longer meets the criteria
- number of scholarship students who have completed their study program since last report
- survey responses from scholarship students who have completed the first year of their courses or completed their courses since last report
 - the survey will be provided by the department to grantees to administer to students
 - the survey will seek information on elements of the scholarship student's experience while studying that will assist the department to evaluate whether the grant program has achieved its expected outcome of positively influencing scholarship students to consider living and working in regional Australia post-study
- at least one case study of a scholarship student's program experience to support future promotion of the program per reporting periods
- number of students who applied for, but were not allocated, a scholarship
- the promotional activities the grantee delivered and how the grantee evaluated their effectiveness
- the amount of funding expended on scholarships and on administrative and promotional costs to date.

We will monitor progress by assessing progress reports submitted by grantees and may conduct site visits or request records to confirm report details if necessary. Occasionally we may need to re-examine claims, ask for more information or request an independent audit of claims and payments.

We will only make grant payments when we receive satisfactory progress reports that meet the requirements established in the grant agreement.

Grantees must tell us of any reporting delays with us as soon as they become aware of them.

Progress reports must be submitted by the due date and in the format required by the grant agreement.

Delayed reporting by grantees will delay grant payments and indicative dates in the grant agreement may not be met.

12.3 Financial acquittal

Financial declaration

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

Audited financial acquittal report

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 and declare unspent funds.

Unspent funds must be returned to the department at the end of the 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 at 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 grant 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 affected you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to 5 years after you finish your grant for more information to assist with this evaluation.

12.8 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth by saying:

‘Destination Australia 2022 (Round 3) – an Australian Government initiative’.

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 department. When this happens, the revised guidelines are published on the [GrantConnect](#) and [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 by completing the department’s [feedback and enquiry form](#).

Any questions you have about grant decisions for this grant opportunity should be sent to DestinationAustralia@dese.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](#) (DSS) website, or contact the DSS 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 department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the department.

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

You will be asked to declare, as part of your application, any perceived or existing conflicts of interest 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 department and the Community Grants Hub in writing immediately.

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 you or any of your personnel, department and the Community Grants Hub staff, and/or any member of a committee or advisor 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
- 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 program/grant opportunity.

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 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 Privacy 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 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
academic year	the period of the year during which students attend school or university, usually reckoned from January to December.
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.
Campus	the physical location from where an eligible course of study is being delivered.
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.
consortium/consortia	a formal arrangement between 2 or more eligible tertiary education providers. A lead organisation must be appointed who can submit an application form and enter into a grant agreement with the Commonwealth.
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.

Term	Definition
distance learning	any learning that a student undertakes off campus and does not require the student to physically attend regular tuition for the course.
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.
full time study	as defined by the eligible provider of the eligible course of study.
funding arrangement manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
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 money⁴ or other Consolidated Revenue Fund (CRF) money⁵ 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.

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
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.
half year period	6 months
new course of study	students who commence their studies at a regional tertiary education provider, including those students who commenced study at another provider and transferred, and those students who commence a higher level qualification at the same provider.
ongoing residence	to dwell permanently, or for a considerable time, to have ongoing physical ties, or to have a settled or usual abode, in a particular place.
online learning	study where the teacher and student primarily communicate through digital media, technology-based tools and IT networks and does not require the student to attend scheduled classes or maintain contact hours. For the purposes of Destination Australia 2022 (Round 3), online learning does not include the provision of online lectures, tuition or other resources that supplement scheduled classes or contact hours.
PGPA Act	the Public Governance, Performance and Accountability Act 2013 .
Portfolio Budget Statement (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.
regional	refers to areas outside Australia's <i>Major Cities</i> . Using the Australian Statistical Geography Standard (ASGS) Remoteness Structure, these areas are classified as <i>Inner Regional, Outer Regional, Remote</i> or <i>Very Remote</i> . For further information, please see the Australian Statistical Geography Standard Remoteness Structure on the Australian Bureau of Statistics website .
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.

Term	Definition
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
study period	an academic year at a tertiary provider is divided into study periods. This could refer to semesters, sessions, or trimesters.
tertiary education provider	a provider of tertiary education.
tertiary study/education	an education level beyond high school, and include vocational education and training (such as certificates and diplomas), undergraduate study (such as bachelor degrees), and postgraduate study (such as graduate certificates and masters degrees).
value with money/value with relevant money	<p>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 the:</p> <ul style="list-style-type: none"> ▪ 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.