



Children and Family Intensive Support Grant Opportunity Guidelines

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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 9 July 2021
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1. Children and Family Intensive Support processes

Children and Family Intensive Support is designed to achieve Australian Government objectives

This grant opportunity contributes to the Department of Social Services' Outcome 2: Families and Communities. The Department of Social Services 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 decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

We enter into a grant agreement with you if you are successful and legislative authority is established for this program. 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 Children and Family Intensive Support

We evaluate your specific grant activity and Children and Family Intensive Support 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 Children and Family Intensive Support (CaFIS) grants. You must read these guidelines before filling out an application.

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 Department of Social Services (the department) and the Community Grants Hub.

2. About Children and Family Intensive Support

CaFIS is funded by the Australian Government and managed by the department. CaFIS will run over 5 years from the 2021–22 financial year to 2025–26 financial year.

It is funded under the [Portfolio Budget Statement](#) Outcome 2, Program 2.1 Families and Communities, Component 2.1.2 (Families and Children). The Families and Communities Program aims to strengthen relationships, support families, improve children's wellbeing and increase the participation in community life to strengthen family and community functioning, and reduce the costs of family breakdown. The Families and Children Activity is delivered under the Families and Communities Program and provides support to families to improve the wellbeing of children and young people to enhance family and community functioning, as well as increasing the participation of vulnerable people in community life.

The CaFIS grant opportunity will replace the existing Intensive Family Support Service (IFSS).

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

2.1 About the Children and Family Intensive Support grant opportunity

The IFSS is a component of the Families and Children Activity. The Australian Government has been funding IFSS since 2010. A range of changes in the operating environment for IFSS, combined with insights from research and a recent program evaluation, has led to the development of a new set of Grant Opportunity Guidelines for the recommissioning of IFSS under the new name of CaFIS.

The CaFIS grant opportunity will seek applications for services to vulnerable children and families in the Northern Territory and the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands so that these children are growing up strong in families and communities that are safe and nurturing.

CaFIS will provide services that build on the strengths of families and communities to care for children in their culture. It will support parents and family members to develop their confidence and capability to bring children up strong, support co-ordinated services to meet the needs of families and address areas of concern that impact on children's safety and wellbeing.

CaFIS is a voluntary service that works in partnership with families to achieve their goals and help keep children safe and strong.

CaFIS will be part of local services that link closely with the community and provide co-ordinated services to enhance family functioning and increase children's safety and wellbeing. CaFIS will be a proactive contributor to regional and local interagency collaboration and co-ordination. In doing this, CaFIS will not provide centralised case coordination for clients and will not hold overall responsibility for the development and monitoring of a case coordination management approach for their clients in respect to services provided by other organisations or agencies.

CaFIS is an intensive service, which means that services last long enough and are sufficiently intense that they build a family's capacity to focus on children's safety and wellbeing, respond to immediate challenges, and address and cope with multiple and complex issues contributing to family dysfunction or disadvantage. Ideally, services will be no more than 12 months in total.

CaFIS will accept referrals from:

- the community and local services
- government and non-government organisations including schools, health services, child protection and other services
- other services in relation to income support recipients
- self referrals.

CaFIS will focus on working with families with children aged up to 18 years where there are:

- multiple intersecting vulnerabilities and a need for support to make things safer for their children
- escalating concerns for children (for example, self-harm, alcohol and other drugs, engagement with the justice system)
- risks of children entering the child protection system or out of home care placement.

Families who access CaFIS may have experienced a range of vulnerabilities and/or difficult life events, including (but not limited to):

- family and domestic violence
- mental health issues of parents and/or children
- drug and alcohol abuse by parents and/or children
- social isolation
- overcrowding
- young parents needing support
- children with additional needs
- families engaged with the justice system
- disability or chronic health needs (noting this may be one of a range of supports and is not a replacement or duplication of National Disability Insurance Scheme supports or health supports).

The objectives of the CaFIS are to:

- support families to create nurturing and safe environments that grow children up strong, safe and connected to culture which can be a strong protective factor
- address challenges in families/households that put children at risk
- support parents and families to build strong parenting skills
- deliver services that acknowledge and support the importance of children and families to be connected to their culture
- help families get access to the services and supports they need and navigate service systems.

The program has 3 shared outcomes that all CaFIS providers will address and report to the department on.

The shared outcome areas are:

- children are safe and growing up strong
- parents/caregivers better understand and can respond to their child's health and developmental needs
- parents and children have increased social/emotional wellbeing.

Services will be invited to focus on an additional 2-3 outcome areas from an agreed CaFIS outcomes list to tailor their service delivery approach to their community.

Additional outcome areas are:

- children have increased attendance at early childhood education and care (ECEC) or school
- parents/caregivers are more confident in their parenting
- parents and children feel supported in their culture
- children and families have more social and emotional supports (kin/community).

3. Grant amount and grant period

3.1 Grants available

The Australian Government intends to make available up to \$48 million (excluding GST) over 5 years for the CaFIS program.

Grant agreements will only be issued to successful applicants subject to the department receiving legislative authority to enter into grants arrangements under the CaFIS program, irrespective of what is stipulated throughout this document.

The department makes no commitment of funding until legislative authority is established and grant agreements issued following legislative authority are executed in the proper manner. Any grant agreement issued and/or executed prior to the department receiving legislative authority is not valid and therefore, not legally binding on the department.

Without limiting any of its rights, the department may terminate or postpone this grant round if legislative authority is not established. Please note: No payments under any grant agreement relating to the CaFIS program will be made until legislative authority is established.

Successful applicants will be awarded funds from 2021–22 to 2025–26.

It is estimated that most grants will be between \$2.61 million to \$4.12875 million (GST exclusive) over a 5 year period, depending on the scope of the grant activity and its complexity. You will be able to show how you will utilise funding over the 5 year grant in the Budget template attached to

your application. If successful in the grant round, the department may negotiate with you in relation to specific levels of funding and funding spread across the life of the grant agreement.

The department expects that activities are likely to be more costly if you are delivering in more remote locations. The department will use the [Australian Statistical Geography Standard \(ASGS\) Remoteness Structure](#) to determine the remoteness of locations.

The department anticipates that if your funding application involves servicing fewer locations or smaller populations, your budget will be towards the lower end of the range and if it involves servicing a higher number of locations, your budget could be towards the higher end of the range.

3.2 Grant period

The maximum grant period is 5 years from 2021–22 financial year to 2025–26 financial year.

4. Eligibility criteria

The decision maker can choose to waive the eligibility criteria, however the decision maker must be made aware of the risks, which include ensuring equal treatment of all potential applicants.

4.1 Who is eligible to apply for a grant?

To be eligible, you must be either:

- one of the listed invited organisations and have received an invitation to apply through GrantConnect
- a lead organisation in a consortia/consortium which includes one of the invited organisations as a member of the consortia/consortium.

If you are a lead organisation in a consortium which includes one of the invited organisations as a member of the consortium, you must include as an attachment a letter of support signed by the authorised person from the listed organisation stating that they agree to the consortium and to you applying as the lead agency. You must also complete the Location and Consortium template identifying the region and the invited organisation and also providing your organisation type and ABN.

If you are not a listed organisation and you would like to apply as a lead organisation in a consortium, contact the authorised person from the invited organisation list that you would like to have in your consortium and ask them to forward the link to enable you to submit an application. Ensure you meet all the requirements for a consortium.

If you are not an invited organisation and have agreement from an invited organisation to submit an application as the lead organisation in a consortium, you must be from an organisation which is an eligible entity type. Eligible entity types include Indigenous Corporations, companies and incorporated associations.

The list of eligible applicants was determined in consideration of the following:

- an established capacity to deliver the grant activities
- a service footprint and infrastructure in the region they have been invited to apply
- cultural authority/community support in the region they have been invited to apply.

Children and Family Intensive Support will have a footprint in up to all 6 regions (the regions of the Northern Territory Department of Territory Families, Housing and Communities).

This may include multiple sites within some regions, based on a number of considerations including but not limited to: current and emerging need; co-location of other services to leverage off and ensuring comprehensive support for clients with complex needs; reduction in the duplication of services; capacity of suitable providers; and community readiness. These are further outlined below and in section 5.2 of the Grant Opportunity Guidelines.

The factors that will determine site location within each region include:

1. The needs of children and families in the population

A key consideration of the location of CaFIS is the needs of the community. The needs of children and families should be identified, and the location of the service or service footprint should reflect need in conjunction with other considerations. Identification of key areas of need should consider where reporting to child protection is occurring as one indicator of need.

2. Availability of services to deal with multiple and complex needs

The clients served by CaFIS will have multiple and complex needs and some of these needs may be intergenerational. CaFIS is not intended to provide tertiary services for issues such as domestic and family violence, alcohol and other drugs, mental health concerns and disability services. CaFIS services will need to be able to draw upon these services for their clients and hence the availability of these services is a consideration in determining service locations.

3. The population size

Consideration about the size of communities and their levels of absolute and relative need will also be a consideration for the identification of sites. CaFIS is a targeted service for families with multiple and complex needs and is designed to be part of a continuum of service provision. The selection of sites for CaFIS services will need to consider the number of children, families and households who may benefit from an intensive service and ensure that the capacity of the service is proportionate to demand.

4. Community and stakeholder consultation

Local community and service system input and engagement on emerging areas of concern and emerging issues for children and families will assist in determining site identification. This will include understanding if preferred locations have:

- community support for the delivery of CaFIS
- sufficient community readiness for the service to be able to be delivered within an agreed start up time
- sufficient appropriate infrastructure to enable the service to be delivered safely, effectively and cost effectively.

You are only being invited to apply for funding in the regions you are nominated for as you may have cultural authority or community support to deliver CaFIS. Please contact us if you believe you should have been invited to apply in another region.

Region	Invited organisation
Greater Darwin	Danila Dilba Aboriginal Corporation
	Larrakia Nation Aboriginal Corporation
	Save The Children Australia Trust
Arafura (Top End)	Mala'la Health Service Aboriginal Corporation
	Save The Children Australia Trust
	Thamarrurr Development Corporation
East Arnhem	The Arnhem Land Progress Aboriginal Corporation
	Laynhapuy Homelands Aboriginal Corporation
	Miwatj Health Aboriginal Corporation
Big Rivers (Katherine)	Jawoyn Association Aboriginal Corporation
	Kalano Community Association Aboriginal Corporation
	Katherine West Health Board Aboriginal Corporation
	Save The Children Australia Trust
	Warlpiri Youth Development Aboriginal Corporation
	Wurli-Wurlinjang Aboriginal Corporation
	Yugul Mangi Development Aboriginal Corporation
Barkly Region	Anyinginyi Health Aboriginal Corporation
	Julalikari Council Aboriginal Corporation
Central Australia Region	Catholic Church of the Diocese of Darwin Property Trust
	Central Australian Aboriginal Congress Aboriginal Corporation
	Lutheran Church of Australia, South Australia and Northern Territory District Inc
	Ngaanyatjarra Pitjantjatjara Yankunytjatjara Women's Council Aboriginal Corporation
	Tangentyere Council Aboriginal Corporation
	Waltja Tjutanku Palyapayi Aboriginal Corporation
	Wanta Aboriginal Corporation
	Warlpiri Youth Development Aboriginal Corporation
Anangu Pitjantjatjara Yankunytjatjara (APY) Lands, SA	Ngaanyatjarra Pitjantjatjara Yankunytjatjara Women's Council Aboriginal Corporation

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities¹. Where Aboriginal Community Controlled organisations and non-Indigenous organisations choose to apply together as part of a consortium, consideration would be given to applications which reflected how this consortium could be undertaken in accordance with the Aboriginal Peak Organisations Northern Territory (APO NT) [Partnership Principles](#).

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply for this grant opportunity if you are both of the following.

- You are not listed as an eligible invited organisation in section 4.1
- You are not an organisation that has formed a consortium with an eligible invited organisation in section 4.1.

In addition, you are not eligible to apply for this grant opportunity if you are not an eligible entity type. Eligible entity types include Indigenous Corporations, companies and incorporated associations.

The National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.

The department is the responsible entity for questions and advice regarding this policy (see [the department's website](#)).

4.3 What qualifications, skills or checks are required?

The service will employ people with the right skills and experience for all roles.

- Team Leaders will have a recognised relevant qualification and/or suitable experience that provides sufficient background for understanding the CaFIS program and the capacity to deliver and support/supervise staff to deliver trauma-informed services to vulnerable children and families with complex needs.
- The employment of Aboriginal and Torres Strait Islander staff with local knowledge, language and cultural skills is highly valued and encouraged.

When responding to the assessment criteria, organisations will demonstrate competency and capability in the following areas:

- strong framework for cultural governance and/or cultural authority in their region
- a clear and documented approach to cultural safety and delivering culturally responsive services
- a commitment to work health and safety in the context of the community and the types of services delivered
- organisational capacity and governance

¹ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. Consortia are eligible to apply and the relevant conditions applicable to consortia are in section 7.2 'Joint (Consortia) Applications'.

- strong community relationships and engagement approaches
- recruiting and retaining appropriately qualified staff with systems of support and supervision
- a commitment to developing and supporting the growth and sustainability of their Aboriginal workforce and leadership
- successful organisations will be required to agree to meet the requirements under the Child Safe Approach.

Whilst you are required to be compliant with all relevant laws and regulations (including Commonwealth, state and territory legislation), you may be requested to demonstrate compliance with the following legislation/policies/industry standards:

- *Care and Protection of Children Act 2007* (NT)
- *Domestic and Family Violence Act 2007* (NT).

It is also required that you keep up to date with any changes to all relevant legislation during the grant period.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your grant activity must:

- provide culturally responsive, trauma-informed and child-centred services to children and their families/households that are based on evidence and respond to the needs in the local region and community.

These services will focus on achieving outcomes that improve children's safety and wellbeing and the positive functioning of families and their kinship networks in their communities.

Eligible activities must directly relate to the program and can include:

1. Community engagement (including but not limited to)

- Community engagement and development activities that directly address program outcomes. The nature and extent of these to be negotiated and documented in the annually reviewed and revised Activity Work Plan

2. Assessment and engagement (including but not limited to)

- Family/household (including individual child) engagement
- Child/family/household assessment (including strengths and risk assessment)
- Goal setting with the family (input from other key agencies, for example, child protection may be required)
- Family consent to engage with the services and share information as agreed with them
- Working with the family and other involved services to deliver a plan to achieve goals

3. Case management and referral (including but not limited to)

- Case management – monitoring services, working in a co-ordinated way with other services and helping families navigate service systems. This does not constitute overall responsibility for case coordination across multiple agencies and multiple services which involves taking the lead for the coordination across multiple agencies and services for an individual or family
- Delivery of, or referral to, services to address goals
- Case goals and plan review (3-monthly or as needed)
- Case closure
- Advocacy for children/families within systems and processes that impact their wellbeing and their goals

4. Services to be delivered or obtained through referral and partnership (including but not limited to)

- Delivering support with awareness of importance of cultural safety and culture to parents and children
- In-home supports, for example, life skills and coaching
- Parenting skills development
- Support work with children
- Support work with adult family/household members
- Group work
- Family and household meetings/planning and activities to support and sustain change

5. Interagency collaboration (including but not limited to)

- Participation in relevant regional and local interagency planning, collaboration and case management/co-ordination meetings

6. Program management and operations

- Supervision and support of staff
- Data collection and reporting
- Service evaluation (in line with DSS guidelines)
- Work health and safety
- Regular risk assessment
- Engaging with local communities to support cultural governance/cultural authority
- Approach to delivering culturally responsive services
- Child safe approach
- Approach to work health and safety in the context of the community and the services delivered
- Organisational capacity building and governance
- Community relationships and engagement approach

Capacity supports and administration for CaFIS will be an important part of setting up the program. However, the focus of CaFIS is delivering services directly to families. Capacity supports should make up no more than 10% of funding over the entire life of the grant agreement and annual capacity support funding may scale up and down depending on where in the life of the grant agreement capacity support is being provided. If required, you will be able to negotiate a higher percentage of funding to go towards capacity supports with your Funding Arrangement Manager.

Capacity supports include:

- organisational capacity strengthening (for example, support developing governance, financial management, human resource management or administration processes directly related to the funded activity)
- support to implement the program in an evidence-based and outcomes-focused way
- workforce development, recruitment support and training.

While administration is a legitimate part of overall service delivery, administration should not make up more than 20% of overall funding. Where a consortium arrangement is utilised, the total administration expenditure for both organisations, should not make up more than 20% of overall funding. Administration includes:

- accounting and audit
- insurance and utilities
- office equipment and supplies.

Where another organisation is providing capacity support services, this will be on the basis of a fee for service arrangement and these secondary organisations would not have administration costs as part of this expenditure.

5.2 Eligible locations

CaFIS will have a footprint in up to all 6 regions in the Northern Territory. This may include multiple sites within each region, based on need and other considerations, including how these intersect with each other.

A service presence in key sites in areas of identified need may be required rather than a 'fly/drive in/out' service model.

Key potential locations will be identified using data and local intelligence, including:

- administrative data including the Northern Territory Reform Management Office quarterly data indicators on child wellbeing
- data that identified child/family vulnerabilities
- local community and service provider input and engagement on emerging areas of need and new issues in communities
- local and regional data and information on communities about where the right system environment is in place to support the success of CaFIS.

The considerations outlined in section 4.1 of the Grant Opportunity Guidelines will also influence locations where CaFIS is delivered.

CaFIS may be funded in any of the 6 regions of the Northern Territory and some communities in the APY Lands, South Australia. The following table provides a list of communities located in each region. However, you are not limited to these communities if you feel there are other areas of need within the region that you have capacity to service. You may include these additional communities in your application. You will need to give evidence of the need in this community as part of your application response. Together with services, the department will review the locations and services delivered annually as part of reviewing Activity Work Plans. This annual review will be to confirm the intended locations and services remain the most appropriate for the regions.

Some communities may be close to the border of a region. The department will consider applications where you are able to provide services to a community slightly outside of your region.

In your application, you will be able to insert these additional locations in free text. Areas of service will be subject to negotiation prior to grant agreements being finalised.

You can select to service one or more locations in a region. Your budget should be proportional to the number of locations you service. There may be multiple service providers selected within a region. The selection panel will consider a mix of providers across locations.

You may have an existing footprint, cultural authority and community support in more than one region. In this case, if you are applying to deliver services in more than one region, ***you must submit a separate application for each region***. If you are successful, the department may choose to clarify the final locations and regions with you during negotiations prior to execution of the grant.

Region	Locations
Arafura (Top End)	Wadeye, Palumpa, Daly River (Naiuyu), Jabiru, Gunbalanya, Maningrida, Pirlangimpi, Milikapiti, Wurrumiyanga, Bachelor, Peppimenarti
Greater Darwin	Darwin - includes Indigenous Communities (Knuckey Lagoon, Bagot, Minmarama Park), Palmerston, Gurdorrka
East Arnhem	Ramingining, Galiwin'ku, Gapuwiyak, Yirrkala, Angurugu, Nhulunbuy, Numbulwar, Millingimbi
Big River (Katherine)	Katherine, Mataranka, Beswick, Barunga, Jilkminggan, Ngukurr, Borroloola, Yarralin, Lajamanu, Kalkarindji, Timber Creek, Minyerri
Barkly	Tennant Creek, Elliott, Ali Curung, Wutunugurra (Epenarra), Ampilatwatja
Central Australia	Alice Springs (includes the Aboriginal Town Camps), Santa Teresa, Ntaria (Hermannsburg), Yuelamu, Yuendumu, Nyirripi, Willowra, Apatula (Finke), Ti Tree, Imanpa, Mutitjulu, Kaltukatjara (Dockers River), Kintore, Haasts Bluff, Mount Liebig, Papunya, Utopia (Urapuntja)
APY Lands, South Australia	Amata, Mimili, Pukatja, Indulkana

5.3 Eligible expenditure

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

Eligible expenditure items are:

- staff salaries and on-costs that can be directly attributed to the provision of the service
- employee training for paid and unpaid staff including committee and board members, that is relevant, appropriate and in line with CaFIS
- operating and administrative expenses directly related to the delivery of services, such as:
 - accounting and auditing
 - cleaning
 - insurance
 - postage
 - stationery and printing
 - rent and outgoings
 - repairs and maintenance
 - security
 - travel/accommodation costs
 - utilities
 - lease of vehicles and upkeep
- communications and IT directly related to the delivery of services
- program materials and supplies directly related to the delivery of services (for example, consumables for group work)
- work health and safety equipment
- brokerage is not an element of CaFIS so funding cannot be used towards the purchase of goods and services for families, except in exceptional circumstances.

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

5.4 What the grant money cannot be used for

You cannot use the grant for:

- 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
- marketing campaigns
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility
- purchase of vehicles.

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

6. The assessment criteria

You must address all of the following assessment criteria in the application. The application form includes character limits. The criterion have the following character limits:

Criterion 1	6.000 characters (approx. 900 words)
Criterion 2	2.000 characters (approx. 300 words)
Criterion 3	3.500 characters (approx. 525 words)
Criterion 4	3.500 characters (approx. 525 words)
Criterion 5	2.000 characters (approx. 300 words)
Criterion 6	2.000 characters (approx. 300 words)
Criterion 7	6.000 characters (approx. 900 words)

The application form will not accept characters beyond this limit. Please note spaces are included in the character limit. You do not have to use the full character limit and may answer some of the criterion in fewer words than the word limit. All criteria are equally weighted.

Criterion 1

Describe the locations/communities where you would provide CaFIS services and why there is a need for family support in these locations/communities.

When addressing this criterion, we encourage you to include (but are not limited to):

- the communities and clients you will service
- why there is a need in your selected communities
- evidence of community readiness and acceptance for the delivery of these types of services
- the benefits/outcomes families will get from your services
- the challenges and issues you will face in delivering these services
- your strategies for overcoming these challenges.

Criterion 2

Tell us about your previous experience successfully delivering similar² programs.

When addressing this criterion we encourage you to include (but are not limited to) the following:

- experience or understanding of delivering trauma-informed services
- information on the previous/current clients you support, their needs and the activities you undertake to support them.

² Similar programs would include support for vulnerable families with multiple complex needs requiring a culturally appropriate and trauma-informed approach to service delivery.

Criterion 3

Provide a description and evidence of your organisation's cultural governance, links to cultural authority groups and community support to deliver CaFIS to the communities you have listed. If you do not have this, explain how you plan to have this before activities begin in November 2021.

We encourage you to include (but are not limited to):

- the community members/organisations you will engage with to deliver CaFIS
- how often you will meet and the outcomes of these meetings
- evidence of support from the community (for example, a letter of support from a cultural authority group). Explain why the organisation providing the letter is appropriate to provide this letter of support
- how you provide cultural security for staff and families.

Criterion 4

Grant agreements will cover up to 5 years. If you were selected to deliver these services, what would you do to make sure the communities in your region are the most appropriate communities to service and that your services remain the most suitable?

When addressing this criterion, we encourage you to include (but are not limited to):

- who you will engage with to get this information and how often
- how you would engage with them
- how you could adapt your services to meet changes in need.

Criterion 5

Tell us about your successful relationships with other key service providers and your ability to participate in shared case planning and management.

When addressing this criterion, we encourage you to include (but are not limited to):

- examples of past experience participating in shared case planning and management (for example, with child protection authorities) or tell us who you would engage with and how.

Criterion 6

Describe the governance procedures you have in place.

When addressing this criterion, we encourage you to include (but are not limited to):

- how decisions are made in your organisation
- how your senior management and board (or other decision making body) share responsibility and information
- how policies and procedures are developed and reviewed.

Criterion 7

Tell us about how you recruit and support your staff. Tell us how you would ensure staff have housing and office space.

When addressing this criterion, we encourage you to include (but are not limited to):

- how many staff you have, how many Aboriginal staff you have, how many CALD staff you have, the staff turnover you experience
- how you attract staff
- how you provide training, supervision and support for staff
- how you minimise staff turnover
- evidence that housing and office space is available from November 2021 and if not, details about when it would become available and how you would work with limited space until then. You can choose to attach photos of your proposed housing and office space (optional).

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 and addenda³ will be published on GrantConnect. By registering on GrantConnect, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

Invitees can only access these documents including the application form.

If you are not an invited organisation and have agreement from an invited organisation to submit an application as the lead organisation in a consortium, you must be from an organisation which is an eligible entity type. Eligible entity types include Indigenous Corporations, companies and incorporated associations.

If you are not a listed organisation and you would like to apply as a lead organisation in a consortium, contact the authorised person from the invited organisation list that you would like to have in your consortium and ask them to forward the link to enable you to submit an application. Ensure you meet all the requirements for a consortium.

You may have an existing footprint, cultural authority and community support in more than one region. In this case, if you are applying to deliver services in more than one region, **you must submit a separate application for each region**. If you are successful, the department may choose to clarify the final locations and regions with you during negotiations prior to execution of the grant.

You can only submit one application form per region for this grant opportunity. If more than one application for the same region is submitted, the latest accepted application form will progress. Only submit in the region you have been invited to apply in.

Note: You are only being invited to apply for funding in the regions you are nominated for as you may have cultural authority or community support to deliver CaFIS. Please contact us if you believe you should have been invited to apply in another region.

³ Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications and updates to Questions and Answers documents.

To apply, you must:

- complete the online application form on [GrantConnect](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- complete all required templates
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 9:00 PM AEST on 16 July 2021.

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

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

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The department 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 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 Attachments to the application

All of the following supporting documents should be attached to your application. Templates are provided for your use with the grant opportunity documents as specified.

- Program budget – Budget template provided (if you do not provide budget information, it may affect the consideration of the application).
- Consortia details – Location and Consortium template provided. If you are not applying as part of a consortium, you do not need to include this attachment. See additional details in section 7.2.
- Consortia letter of support – If you are a lead organisation in a consortium which includes one of the invited organisations as a member of the consortium, you must attach a letter of support signed by the authorised person from the listed organisation stating that they agree to the consortium and to you applying as the lead agency. If you are not applying as part of a consortium, you do not need to include this attachment. See additional details in section 7.2.
- Optional attachment of a letter of support signed by an authorised person from relevant organisations or a cultural authority group that demonstrates support from the community/ies for you to deliver CaFIS.
- Optional attachment of photos of proposed housing and office space.

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 Joint (Consortia) applications

We recognise that some organisations may want to join together as a group to deliver a grant activity. The department will accept these arrangements and will particularly encourage them where an Aboriginal Community Controlled Organisation (ACCO) and non-Indigenous organisation have a relationship. Organisations that use this kind of partnership arrangement should ground their partnership in the APO NT [Partnership Principles](#).

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Australian Government. The application must identify all other members of the proposed group. The department will consider requests from providers for the 'lead organisation' to transition from one partner to the other at an appropriate time.

You must provide information about the consortium/consortia including a list of organisation/s involved in the consortium/consortia, the role of each organisation, how your consortium/consortia reflects the APO NT Partnership Principles in the Location and Consortium template provided. You will also need to provide a letter of support from an authorised person from any organisations you are partnering with to form a consortium.

You must have a formal arrangement in place with all parties prior to execution of the agreement and provide a copy of this formal arrangement to the department before you sign your grant agreement. You must ensure maintenance and management of relationships including clearly established roles and responsibilities for each organisation. In the event of a breakdown of relationships between consortium/consortia organisations, you must inform the department prior to this having significant impact on effective service delivery.

7.3 Timing of grant opportunity processes

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

Late applications

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

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

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

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub via support@communitygrants.gov.au.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

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

The Selection Advisory Panel Chair or their appointed representative will determine whether a late application will be accepted. The decision of the Selection Advisory Panel Chair will be final and not be subject to a review or appeals process.

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

Expected timing for this grant opportunity

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

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	5 weeks
Approval of outcomes of selection process	5 weeks
Negotiations and award of grant agreements	Up to 4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	November 2021
End date of grant activity	30 June 2026

7.4 Questions during the application process

If you have any questions during the application period contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au. Only invited applicants' questions will be responded to during the application submission period.

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

The question period will close at 5:00 PM AEST on 9 July 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 will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through a targeted competitive grant process.

If eligible, the department will then 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 assessment criteria
- how it compares to other applications.

The assessment criteria will assist in selecting the most suitable organisations to deliver services. However, the Selection Advisory Panel will also take into account other factors when choosing successful applicants. These factors will include the availability and appropriateness of other services in the relevant location so that CaFIS can leverage off and provide comprehensive support for vulnerable families with complex needs, ensuring reduction of duplication of similar services, current and emerging need for services, community readiness, the appropriateness of the service and value for money. The Selection Advisory Panel will consider a mix of providers across locations.

A Selection Advisory Panel will consider:

- whether it provides value with relevant money⁴
- the spread of services and reduction of the duplication of similar services
- current and emerging need for services
- community readiness for services.

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

- the overall objectives to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will target groups or individuals
- how it compares to other applications.

8.2 Financial viability

Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- establishing whether relevant persons have any adverse business history (for example, current or past bankruptcy)
- assessment of the financial health of an entity.

8.3 Who will assess and select applications?

The department will assess each eligible and compliant application on its merit and compare it to other eligible applications. Assessment will be undertaken by departmental personnel, who will undertake training to ensure consistent assessment of all applications.

The Selection Advisory Panel will provide strategic oversight, advice and recommendations to the Minister for Families and Social Services on the assessed applications, ensuring that policy objectives, operational matters, and appropriate overall mix of services and locations, have been considered and that value with relevant money is achieved.

Any expert/advisor, who is not an Australian Government official, will be required/expected to perform their duties in accordance with the CGRGs.

⁴ See glossary for an explanation of 'value with money'.

The Selection Advisory Panel may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Australian Government, even if the sources are not nominated by you as referees. Assessment personnel may also consider information about you or your application that is available through the normal course of business.

The Selection Advisory Panel recommends to the decision maker which applications to approve for a grant.

Assessment criteria will be rated based on the following rating scale:

Score	Rating
0	The response does not meet the assessment criterion requirements.
1	The response meets some of the assessment criterion requirements.
2	The response meets most of the assessment criterion requirements.
3	The response meets all of the assessment criterion requirements.

Applications with an overall score of 11 and above will be rated as suitable and will be considered by the Selection Advisory Panel.

8.4 Who will approve grants?

The Minister for Families and Social Services (the decision maker) decides which grants to approve based on the recommendations of the Selection Advisory Panel and the availability of grant funds for the purposes of the grant program.

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

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

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

9. Notification of application outcomes

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

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

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

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

We must execute a grant agreement with you before we can make any payments, noting however, we will not issue a grant agreement for execution until legislative authority is established. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any CaFIS activities until a grant agreement is executed.

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

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 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.

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

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 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations (including Commonwealth, state and territory legislation), you may be requested to demonstrate compliance with the following legislation/policies/industry standards:

- [Care and Protection of Children Act 2007 \(NT\)](#)
- [Domestic and Family Violence Act 2007 \(NT\)](#).

It is also required that you keep up to date with any changes to all relevant legislation during the grant period. To be eligible for a grant, you must declare in your application that you comply with these requirements. You may need to declare you can meet these requirements in your grant agreement with the Commonwealth.

10.4 Multicultural access and equity

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

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

10.5 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- progress payment dates.

We will make payments according to an agreed schedule set out in the grant agreement.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

10.6 Grant payments and GST

Payments will be GST inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

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

11. Announcement of grants

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

12. How we monitor your grant activity

12.1 Keeping us informed

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

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

12.2 Reporting

Data Exchange Reporting

Grantees must have systems in place to meet their data collection and reporting obligations outlined in their grant agreement.

Performance information (for example, client characteristics and service delivery information) needs to be collected by grantees at the client level and put directly into the department's performance reporting solution, the Data Exchange.

The performance information reported through the Data Exchange includes:

- client identity characteristics (given and family names, date of birth, gender and residential address)
- client demographic characteristics (Indigenous status, cultural and linguistic diversity, and disability status, impairment or condition)
- service delivery information (outlets, cases, sessions)
- client outcomes.

The Data Exchange has 2 standardised 6-monthly performance reporting periods each year, which run from 1 July to 31 December and 1 January to 30 June, with a 30-day close off period after each of these. Once the close-off period is completed, no further changes can be made to the data.

Information must be provided in accordance with the Data Exchange Protocols available on the [Data Exchange website](#).

For this activity, participation in the 'partnership approach' is a requirement of funding. By participating, you agree to provide some additional information in exchange for the receipt of regular and relevant reports. The main focus of the partnership approach is collecting information about the outcomes achieved by clients as a result of service delivery. The partnership approach

also includes some extended data items that provide additional information about client demographics, needs and circumstances.

Activity Work Plan

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

- progress against agreed grant activity milestones and outcomes
- any engagement you have undertaken with communities and local decision makers to ensure that your service footprint remains appropriate and well targeted
- any changes you propose to make to your service footprint and activities undertaken as a result of this engagement.

Other reporting

We will also expect you to report on:

- expenditure of the grant
- workforce issues and critical incidents.

The amount of detail you provide in your reports should be relative to the size and complexity of the grant and the grant amount.

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

Ad-hoc reports

We may ask you for ad-hoc reports on your grant including narrative reports. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

Final report

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

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

12.3 Financial declaration

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.

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

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

12.8 Acknowledgement

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

'This service received grant funding from the Australian Government.'

13. Probity

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

These guidelines may be changed by the 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

The department's [complaints procedure](#) applies to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to support@communitygrants.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 complaints form on the department's website, by phone or mail.

Phone: 1800 634 035

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

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 and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

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

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

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

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

In submitting a grant application under this opportunity, you agree to the Australian Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information, we cannot assess your grant application.

The Australian Government may also use and disclose information collected about you 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 in your application, including personal information, with other Commonwealth entities, the responsible Minister, Assistant Ministers and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by Australian law.

As part of your application, you also 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 Australian Government would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential information

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

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

We will 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
 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 (PGPA Act) .
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.
case coordination	involves taking the lead for the coordination across multiple agencies and services for an individual or family including health, social and support services. This funding is not for case coordination.
co-sponsoring entity	when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it.
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.
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
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	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 money⁵ or other Consolidated Revenue Fund (CRF) money⁶ 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.
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 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.
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.

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁶ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>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 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.