



## Justice Services

# Enhance and expand legal assistance services for victims and survivors of child sexual abuse

## Grant Opportunity Guidelines

<b>Opening date:</b>	29 October 2021
<b>Closing date and time:</b>	9:00 pm AEDT on 4 November 2021
<b>Commonwealth policy entity:</b>	Attorney-General's Department
<b>Administering entity:</b>	Community Grants Hub
<b>Enquiries:</b>	<p>If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a></p> <p>Questions should be sent no later than 12:00 pm AEDT on Tuesday 2 November 2021.</p>
<b>Date guidelines released:</b>	29 October 2021
<b>Type of grant opportunity:</b>	Closed non-competitive

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# 1. Justice Services: Enhance and expand legal assistance services for victims and survivors of child sexual abuse

**The Enhance and expand legal assistance services for victims and survivors of child sexual abuse grant is designed to achieve Australian Government objectives.**

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



## **The grant opportunity opens**

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



## **You complete and submit a grant application**

You complete the Service Delivery Plan application 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. A Selection Advisory Panel will be convened to contribute to the review of 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, the Secretary, Attorney-General's Department 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 will 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 Enhance and expand legal assistance services for victims and survivors of child sexual abuse grant opportunity**

We evaluate your specific grant activity and the Enhance and expand legal assistance services for victims and survivors of child sexual abuse grant opportunity as a whole. We base this on information you provide us and we collect from various sources.

### **1.1 Introduction**

These guidelines contain information for the Enhance and expand legal assistance services for victims and survivors of child sexual abuse grant round.

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

This document sets out:

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

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

## **2. About the grant program**

The Enhance and expand legal assistance services for victims and survivors of child sexual abuse program (the program) will run over 4 years from 2021–22 to 2024–25. The funding for this program is being provided by the department under Program 1.4 - Justice Services, and contributes to Outcome 1 – A just and secure society through the maintenance and improvement of Australia's law, justice, security and integrity frameworks.

This program will form part of the Commonwealth's Action Plan to Prevent Child Sexual Abuse 2021–2024, which will support the implementation of the National Strategy to Prevent Child Sexual Abuse 2021–2030.

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

### **2.1 About the Enhance and expand legal assistance services for victims and survivors of child sexual abuse grant opportunity**

#### **Stream 1: Providing quality legal advice to victims and survivors of child sexual abuse outside the institutional context**

The objective of stream 1 of the grant opportunity is to provide high quality, trauma-informed, culturally sensitive legal advice about the legal options for victims and survivors of child sexual abuse outside the institutional context. The service would operate nationally and support a trauma-informed response to child sexual abuse after it occurs.

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) uncovered the hidden nature, complex causes and devastating impacts of institutional child sexual abuse in Australia. While the Royal Commission was limited to institutional abuse, it heard institutional child sexual abuse occurred alongside and was compounded by, child sexual abuse in familial or community contexts. The Australian Government is committed to preventing and responding to child sexual abuse, in both institutional and non-institutional contexts.

Under stream 1 the successful grantee would be required to provide free legal advice and assistance, information and referral services, via telephone and face-to-face services, to victims of child sexual abuse.

The intended outcomes of stream 1 of the grant opportunity are:

- victims and survivors of child sexual abuse are advised of the legal options available to them, and the services provided reflect their needs
- victims and survivors of child sexual abuse are empowered and supported through access to trauma-informed and culturally-sensitive legal assistance
- victims and survivors of child sexual abuse who are also children and youth have their views and experiences acknowledged and respected, and their participation and views are appropriately reflected in decision-making
- victims and survivors are not re-traumatised in the process of seeking of legal advice
- legal assistance services contribute to healing approaches for Aboriginal and Torres Strait Islander victims and survivors, their families, kin and community
- victims and survivors receiving legal advice are also referred or provided access to non-legal support services (such as health and social supports)
- increased access to justice.

**Stream 2: Providing a national online legal chat service for children and youth experiencing, or at-risk of experiencing, harm - including sexual abuse**

The objective of stream 2 of the grant opportunity is to establish and maintain a national legal online chat service to deliver trauma-informed support and legal information, advice and referrals to children and youth experiencing, or at risk of experiencing, harm, including sexual abuse.

Under stream 2 the successful grantee would be required to develop a trauma-informed webchat system that is accessible, user-friendly and tailored to the needs of children and youth. The service would provide webchat clients with legal information and advice and, where relevant, provide a counselling service.

The intended outcomes of stream 2 of the grant opportunity are:

- legal information and advice is available online to children and youth experiencing, or at risk of experiencing, harm, including sexual abuse
- children and youth experiencing, or at risk of experiencing, harm, can safely and discreetly access legal information and advice through a platform they are comfortable with and easily able to access
- children and youth experiencing or at risk of harm are empowered and supported through access to trauma-informed and culturally-sensitive legal assistance
- support for children and youth at risk of harm to avoid or address harm or sexual abuse, thereby reducing the instances of, or preventing, child harm and child sexual abuse

- children and young people’s views, experiences and participation inform the tailoring and support offered by the service, and the services provided reflect their needs
- children and youth experiencing, or at risk of experiencing, harm, who are receiving legal advice are also provided with access to relevant support services
- increased access to justice.

## 2.2 Response to COVID-19 (coronavirus)

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

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

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

You are strongly encouraged to adapt proposed activities in your application to allow for social distancing and ensure the safety of participants.

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

## 3. Grant amount and grant period

### 3.1 Grants available

The Australian Government has announced a total of up to \$16.086 million (GST exclusive) over 4 years from 2021–22 to 2024–25 for the Enhance and expand legal assistance services for victims and survivors of child sexual abuse grant opportunity.

#### **Stream 1 - Providing quality legal advice to victims and survivors of child sexual abuse outside the institutional context**

For stream 1, up to \$12,670,000 (GST exclusive) is available over 4 years.

Funding (GST exclusive)				
2021–22	2022–23	2023–24	2024–25	TOTAL
\$3,217,000	\$3,107,000	\$3,151,000	\$3,195,000	\$12,670,000

#### **Stream 2 - Providing a national online legal chat service for children and youth experiencing, or at-risk of experiencing, harm - including sexual abuse**

For stream 2, up to \$3,416,000 (GST exclusive) is available over 4 years.

Funding (GST exclusive)				
2021–22	2022–23	2023–24	2024–25	TOTAL
\$948,000	\$811,000	\$823,000	\$834,000	\$3,416,000

Grant agreements will only be entered into once there is legislative authority in place.

## 3.2 Grant period

The grant will run from the commencement of grant agreements with the successful applicants to 30 June 2025. The maximum grant period is 4 years

## 4. Eligibility criteria

This grant opportunity is a closed non-competitive grant selection process. The department considers this is an appropriate selection process given the organisations invited to apply are currently successfully providing similar legal services to similar client groups. The department believes the invited organisations are well placed to expand and enhance their services to deliver the legal services, and would leverage their existing capabilities, expertise and national presence to deliver quality services quickly and capably.

### 4.1 Who is eligible to apply for a grant?

To be eligible to receive a grant, you must be one of the listed invited organisations and have received an invitation to apply through GrantConnect.

The list of eligible applicants was determined due to their experience and specialist expertise.

The eligible applicants are:

- Stream 1: knowmore Legal Service Limited
- Stream 2: Youth Law Australia.

Delegate	Grant funding (GST exclusive)				
	2021-22	2022-23	2023-24	2024-25	Total
knowmore Legal Service Limited ABN 34 639 490 912	\$3,217,000	\$3,107,000	\$3,151,000	\$3,195,000	\$12,670,000
National Children's and Youth Law Centre trading as Youth Law Australia ABN 73 062 253 874	\$948,000	\$811,000	\$823,000	\$834,000	\$3,416,000

No other organisations will be invited to apply.

### 4.2 Who is not eligible to apply for a grant?

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

You are also not eligible to apply if you are an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

### 4.3 What qualifications, skills or checks are required?

If you are successful, all personnel working on the grant activity must maintain the following:

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



Staff providing services will also be required to obtain and maintain the appropriate qualifications and registrations necessary to provide those services. This includes legal professionals offering legal advice and staff or contractors providing counselling services.

## 5. What the grant money can be used for

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

### 5.1 Eligible grant activities

#### **Stream 1: Provide quality legal advice to victims and survivors of child sexual abuse outside the institutional context**

Eligible activities include:

- providing legal services to support sexual abuse survivors understand their legal options
- where appropriate, referring clients to other legal services with expertise in particular types of legal matters, including legal problems that arise as a consequence of the trauma associated with child sexual abuse, after ensuring that these services operate in a trauma-informed manner
- referring clients to other non-legal services, which enable the provision of trauma-informed support services that will improve the client's legal outcomes
- engaging with client communities and stakeholders including those supporting and advocating on a client's behalf to develop trust and ensure services are tailored to client's needs
- using translator or interpretation services to support clients
- staff training, to ensure trauma-informed service delivery as well as culturally sensitive service delivery for Aboriginal and Torres Strait Islander peoples
- advertising the service
- travel and accommodation for staff in support of the above activities.

#### **Stream 2: Providing a national online legal chat service for children and youth experiencing, or at-risk of experiencing, harm - including sexual abuse**

Eligible activities include:

- developing and maintaining the chat service, as well as ensuring staff support the service
- providing legal information and advice through the service, using counselling or other expertise as appropriate to ensure information and advice to individual clients is trauma-informed
- referring clients to other legal or non-legal services for more intensive or expert assistance as required
- training to ensure staff provide trauma-informed service delivery
- seeking client and stakeholder feedback to ensure the service is tailored to client needs
- provide dedicated counselling services that offer interim support for clients
- make referrals to appropriate support services, to enable the provision of trauma-informed support and improve client outcomes
- advertising the service.

### 5.2 Eligible locations

Both streams must be delivered nationally. With respect to stream 1, this may include the need for face-to-face service delivery at state-based locations.

### 5.3 Eligible expenditure

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

Eligible expenditure items are:

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

In respect of stream 2, ICT infrastructure for the development and maintenance of the webchat service is eligible expenditure.

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

If your application is successful, we may ask you to verify activity costs you provided in your application. This may include providing evidence such as quotes for major costs.

### 5.4 What the grant money cannot be used for

You cannot use the grant for:

- purchase of land
- major capital expenditure
- costs incurred in the preparation of a grant application or related documentation
- subsidy of ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

## 6. The assessment criteria

Applicants must address all of the assessment criteria detailed in the Service Delivery Plan application for the stream they are invited to apply under. The Service Delivery Plan application is included with the grant opportunity documentation. Each of the assessment criteria listed below has an equal weighting so you should provide an equivalent amount of information in responding to each criterion. The required documents listed in section 7.1 will be used to inform assessment under the following criteria.

We will accept a maximum of 3 pages per criterion.

### **Stream 1: Providing quality legal advice to victims and survivors of child sexual abuse outside the institutional context**

#### **Criterion 1 - Approach to program delivery**

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

- your proposed approach to delivering the program, including how it will be implemented, promoted and evaluated
- key priorities across each year of the grant
- the stakeholders, and how your proposed approach intends to target, support and benefit them
  - In particular, provide information about your approach/methodology for engaging with children and young people who have experienced sexual abuse
- the expected outcomes of your proposed approach to program delivery
- how your proposed approach to program delivery represents value with relevant money.

A non-suitable response would fail to:

- provide sufficient detail about the approach to delivering the program, in alignment with the stated objectives of the grant and acknowledging continuing COVID-19 challenges to service delivery
- provide sufficient detail about the proposed service delivery plan, including how the program will be promoted in the community and to key stakeholders
- provide sufficient detail about proposed data collection processes to support an evaluation of the service to be completed in 2023-24
- identify priority stakeholders and explain how you intend to approach them to address their unique needs
- identify how value with relevant money would be obtained.

### **Criterion 2 - Organisational capability**

Demonstrate your organisation's capability to successfully deliver the project to the target stakeholders on time and within budget by identifying:

- your organisation's prior experience in delivering similar projects
- your organisation's ability to provide trauma-informed legal assistance
- your organisation's prior experience in engaging with children and young people, and people who have suffered child abuse, and how they have been positively affected by your previous engagement with them
- your organisation's ability to provide culturally-sensitive and safe services for Aboriginal and Torres Strait Islander and culturally and linguistically diverse individuals, including providing culturally-sensitive resources
- your organisation's established referral relationships with relevant support services
- your organisation's experience in providing legal assistance to victims of child sexual abuse
- your organisation's ability to adjust to the evolving needs of clients and stakeholders
- details about your organisation's capability to meet reporting and performance requirements.

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

- trauma-informed legal services
- engaging with children, young people and victims of child sexual abuse
- culturally-sensitive and safe services to Aboriginal and Torres Strait Islander peoples and culturally and linguistically diverse individuals
- similar projects, including breadth and type of service

- adjusting organisations to adapt to evolving needs of clients and stakeholders
- developed referral relationships with relevant support services
- reporting and addressing performance requirements.

## **Stream 2: Providing a national online legal chat service for children and youth experiencing, or at-risk of experiencing, harm - including sexual abuse**

### **Criterion 1 - Approach to program delivery**

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

- your proposed approach to delivering the program, including how it will be implemented, promoted and reviewed
  - In particular, your plan for preventing children and young people at risk of harm from experiencing the harm
- key priorities across each year of the grant
- the stakeholders, and how your proposed approach intends to target, support and benefit them
  - in particular, provide information about your approach/methodology for engaging with children and youth experiencing, or at risk of experiencing, harm, including sexual abuse
- the expected outcomes of your proposed approach to program delivery
- how your proposed approach to program delivery represents value with relevant money.

A non-suitable response would fail to:

- provide sufficient detail about the approach to delivering the program, in alignment with the stated objectives of the grant and acknowledging continuing COVID-19 challenges to service delivery
- provide sufficient detail about the proposed service delivery plan, including how the program will be promoted in the community and to key stakeholders
- provide sufficient detail about proposed data collection processes to support an evaluation of the service to be completed in 2023–24
- identify priority stakeholders and explain how you intend to approach them to address their unique needs
- identify how value with the relevant money would be obtained.

### **Criterion 2 - Organisational capability**

Demonstrate your organisation's capability to successfully deliver the project to the target stakeholders on time and within budget by identifying:

- your organisation's prior experience in delivering similar projects, particularly delivering an IT project and providing online services
- your organisation's ability to provide trauma-informed legal assistance (including information or advice to vulnerable children and young people)
- your organisation's prior experience in engaging with children and young people experiencing, or at risk of experiencing, harm, including sexual abuse, and how they have been positively affected by your previous engagement with them
- your organisation's ability to provide culturally-sensitive and safe services for Aboriginal and Torres Strait Islander peoples and culturally and linguistically diverse individuals, including providing culturally-sensitive resources
- your organisation's established referral relationships with relevant support services

- your organisation's experience in providing legal information or advice to children or vulnerable, at risk people
- your organisation's ability to adjust to the evolving needs of clients and stakeholders
- details about your organisation's capability to meet reporting and performance requirements.

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

- delivering IT projects or providing online services
- trauma-informed legal services
- engaging with children and young people
- culturally-sensitive and safe services to Aboriginal and Torres Strait Islander and culturally and linguistically diverse individuals
- similar projects, including breadth and type of service
- developed referral relationships with relevant support services
- adjusting organisations to adapt to evolving needs of clients and stakeholders
- reporting and addressing performance requirements.

## 7. How to apply

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

These documents are found on the [GrantConnect](#) website. Any changes to grant opportunity documentation are published and addenda<sup>1</sup> will be published on GrantConnect and only accessible by invitees. GrantConnect is the authoritative source for grants information.

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

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

To apply, you must:

- complete the Service Delivery Plan application
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application to the Community Grants Hub by 9:00 pm AEDT on 4 November 2021.

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

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<sup>1</sup> Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

Please include **2021-5203 Enhance and expand legal assistance services for victims and survivors of child sexual abuse** in the subject line of your email response. 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](mailto:support@communitygrants.gov.au). The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

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

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

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

## 7.1 Attachments to the application

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

- Budget template – mandatory template provided.

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

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

## 7.2 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the Service Delivery Plan application.

### Expected timing for this grant opportunity

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

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	Within 1 week from the closing date
Approval of outcomes of selection process	Within 3-4 weeks from the closing date
Negotiations and award of grant agreements	Within 6 weeks from the closing date
Earliest start date of grant activity	December 2021
End date of grant activity	30 June 2025

### **7.3 Questions during the application process**

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

The question period will close at 12:00 pm AEDT on 2 November 2021. Following this time, only questions about using and/or submitting the application will be answered.

## **8. The grant selection process**

### **8.1 Assessment of grant applications**

We will review your Service Delivery Plan application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through a closed non-competitive grant process.

If eligible, we 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 criteria
- whether it provides value with relevant money.

A Selection Advisory Panel will be convened to review applications as part of the non-competitive selection process. When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will have regard to:

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

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

### **8.3 Who will assess applications?**

The Selection Advisory Panel will assess each eligible and compliant application on its individual merit. The Selection Advisory Panel is comprised of Commonwealth staff, who will undertake training to ensure consistent assessment of all applications.

The Selection Advisory Panel uses this information to help it develop recommendations on applications to be awarded a grant.

### **8.4 Who will approve grants?**

The Secretary, Attorney-General's Department (the decision maker), decides which grants to approve based on the recommendations of the advisory panel and the availability of grant funds for the purposes of the grant program.

The Secretary's decision is final, including the:

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

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

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

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

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

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

#### **Commonwealth Standard Grant Agreement**

We will use a Commonwealth Standard Grant Agreement. You will have 5 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 comes into contact with – the [Commonwealth Child Safe Framework](#) (CCSF).

The Australian Government has also put in place measures to promote the protection of children in services and activities they fund, such as grants. A child safety clause that requires certain child safety obligations be met will be included in a grant agreement where the Commonwealth considers the grant is for:



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

A child safety clause 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 state and territory legislative requirements for working with children and mandatory reporting.

### **10.3 Specific legislation, policies and industry standards**

You are required to be compliant with all relevant laws and regulations. You may be requested to demonstrate compliance with relevant legislation/policies/industry standards.

To be eligible for a grant, you must declare in your application you comply with these requirements.

### **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.

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.

### **10.6 Grants payments and GST**

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

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

## 11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website no later than 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#).

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

You should let us know if anything is likely to affect your services or organisation.

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

You must also inform us of any changes to your:

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

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

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

### 12.2 Reporting

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

- progress against agreed milestones and outcomes as per the Activity Work Plan, once agreed.
- expenditure of the grant.

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

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

#### **Activity Work Plan**

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

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

## **Progress reports**

Progress reports must:

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

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any reporting delays with us as soon as you become aware of them.

## **Ad-hoc reports**

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

## **Final report**

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

Final reports must:

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

### **12.3 Non-audited financial acquittal report**

We will ask you to provide a non-audited financial acquittal report. A financial acquittal report will verify you spent the grant in accordance with the grant agreement and declare unspent funds.

### **12.4 Grant agreement variations**

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

You should not assume 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 services in 2023–24 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 services funded under the program, we require you to acknowledge the grant by using the following:

'This service is funded by the Australian Government as part of its initiative to enhance and expand legal assistance services for victims and survivors of child sexual abuse.'

## 13. Probity

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

These guidelines may be changed from time-to-time by the department. When this happens, the revised guidelines will be published on the [GrantConnect](#) and [Community Grants Hub](#) websites.

### 13.1 Enquiries and feedback

#### Complaints about this grant opportunity

The department's [Client Service Charter](#) 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 [LAengagement@ag.gov.au](mailto:LAengagement@ag.gov.au).

#### Complaints about the selection process

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

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

Phone: 1800 634 035

Email: [complaints@dss.gov.au](mailto: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](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://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's 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
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interest or, 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.

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 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 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 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](mailto:foi@dss.gov.au)

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013 (PGPA Act)</a> .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	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 the grant activity must be completed and the grant spent by.
co-sponsoring entity	when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.



Term	Definition
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> <li>a. under which relevant money<sup>2</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>3</sup> is to be paid to a grantee other than the Commonwealth</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	refers to the project/tasks/services 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.
<a href="#">GrantConnect</a>	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.
National Redress legislation	means the <a href="#">National Redress Scheme for Institutional Child Sexual Abuse Act 2018</a> .
Portfolio Budget Statement (PBS) program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.

<sup>2</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

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

Term	Definition
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.
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.
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"> <li>▪ quality of the project proposal and activities</li> <li>▪ fit for purpose of the proposal in contributing to government objectives</li> <li>▪ absence of a grant is likely to prevent the grantee and government’s outcomes being achieved</li> <li>▪ potential grantee’s relevant experience and performance history.</li> </ul>