



Agriculture 2030 - Improving Employment Outcomes

AgUP Program - 2022 (Round 1)

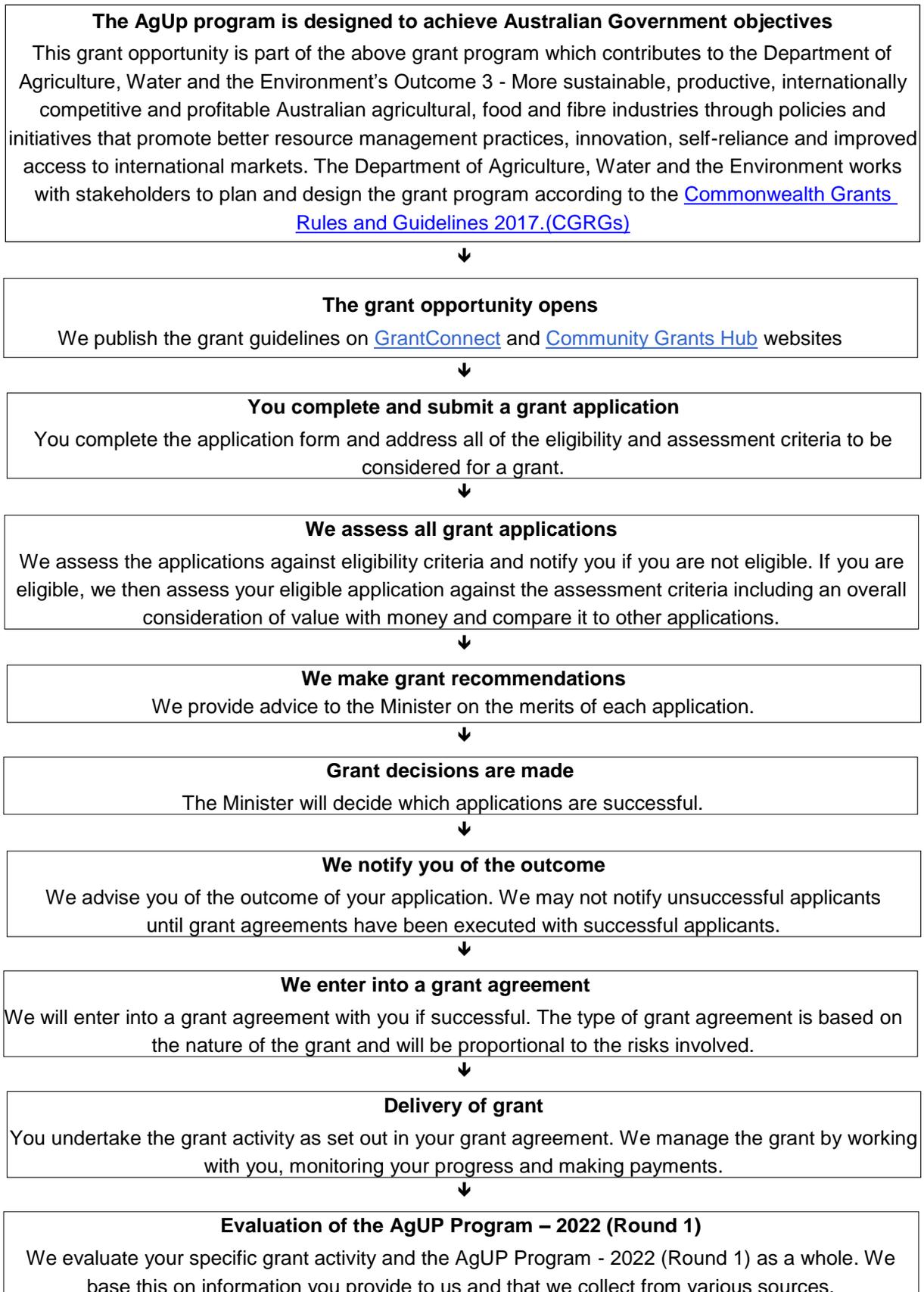
Grant Opportunity Guidelines

Opening date:	23 November 2021
Closing date and time:	9.00 pm AEDT on Thursday 20 January 2022
Commonwealth policy entity:	Department of Agriculture, Water and the Environment
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5:00 pm AEDT on 13 January 2022
Date guidelines released:	23 November 2021
Type of grant opportunity:	Targeted competitive

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1. AgUP Program - 2022 (Round 1): Grant opportunity processes



1.1 Introduction

These guidelines contain information for the AgUP Program - 2022 (Round 1) grants. You must read these guidelines before applying.

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Agriculture, Water and the Environment (the department).

2. About the grant program

The AgUP Program was announced as part of the Agriculture 2030 2021–22 Budget Package on 11 May 2021. The program also aligns with recommendations of the *National Agricultural Workforce Strategy* released in March 2021.

The AgUP Program is funded under the Department's Outcome 3 - More sustainable, productive, internationally competitive and profitable Australian agricultural, food and fibre industries through policies and initiatives that promote better resource management practices, innovation, self-reliance and improved access to international markets.

The grant program provides grants to co-fund industry-led (agriculture, fisheries and forestry) initiatives aimed at supporting jobs and retaining the Australian workforce by building skills, establishing and enhancing career progression pathways and mentoring opportunities.

The grants will support initiatives that encourage the development of innovative approaches to career progression and support the retention and sustainability of the agriculture, fisheries and forestry sector workforce. It helps achieve Outcome 3.10 by supporting projects that improve employment outcomes.

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

2.1 About the AgUP Program grant opportunity

This grant opportunity is for the AgUP Program - 2022 (Round 1). The objectives of the grant opportunity are:

- support sustainable industry-led approaches that improve workforce outcomes to retain workers in agriculture, fisheries and forestry sectors
- industry to facilitate workforce activities that successfully identify and establish career pathways and progression in agriculture, fisheries and forestry sectors for Australians.

The intended outcomes of the grant opportunity are:

- that industry sustainably grows and retains its workforce

- the professionalism, career pathways, career and upskilling opportunities improve employment outcomes in the agricultural, fisheries and forestry sectors
- Australian communities share in the social and economic benefits of employment within the agriculture, fisheries and forestry sectors.

The grant opportunity is open to eligible industry-led consortia (see section 4) to deliver eligible grant activities (see section 5).

In recognition of the impacts of the COVID-19 pandemic on Australia's citizens and businesses and in recognition of travel restrictions which have affected domestic travel, priority will be given to applications of scalable local solutions across jurisdictions that have national applicability.

We will consider your application on its merits, based on:

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

Preference may be given to applications that can:

- be implemented across at least 2 states and territories
- solve local workforce problems but have national scalability
- address identified industry workforce needs
- include a broad mix of consortia partners such as those outlined in section 7.2
- prove their project proposal uses accredited education and training products to upskill participants.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of up to \$7.323 million (GST exclusive) in administered funding over 4 years for the AgUP Program.

The grant opportunity will provide up to:

- \$1.5 million in funding available during 2021–22
- \$1.558 million in funding available during 2022–23
- \$2.112 million in funding available during 2023–24
- \$2.153 million in funding available during 2024–25.

The AgUP Program 2022 (Round 1) grant opportunity will run from 23 November 2021 to 20 January 2022.

Maximum funding paid per grant will be 33% of the projects budget or \$350,000, whichever is the lesser amount. Funding will only be available per project across the life of the AgUP grant opportunity. Grantees cannot apply for funding for the same project in future years.

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

3.2 Grant period

The grant opportunity opens in the 2021–22 financial year.

The maximum grant period is 30 months. The grant period will be aligned to the allocation of grant funding available. Grant activities are expected to be completed by no later than 30 months from the activity start date. Refer to 12.4 in regard to grant contract variations including extensions.

4. Eligibility criteria

Your application will not be considered if you do not satisfy the eligibility criteria. The decision maker can choose to waive the eligibility criteria, however they must be made aware of the risks.

Organisations must be eligible as per these guidelines at the time of submitting an application.

Grant funding cannot be provided if your application includes funding that may be available under other government programs, projects, initiatives or schemes.

4.1 Who is eligible to apply for a grant?

To be eligible you must be one of the following entity types:

- Indigenous Corporation
- Company²
- Cooperative
- Incorporated Association
- Statutory Entity
- Unincorporated Association

4.2 Additional eligibility requirements

To apply for this grant opportunity, you must be the industry-lead organisation of a consortium for the project. See section 7.2 for how to apply as a member of a consortium.

You must also meet the following criteria:

- be a national, state, regional or sectoral representative body, that represents Australian agricultural, food and fibre industries
- have an Australian Business Number (ABN)
- have an account with an Australian financial institution
- be located in Australia.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you do not meet the eligibility criteria in section 4.1 and 4.2 and if you are:

- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government³
- International Entity

² Company is a company incorporated under the *Corporations Act 2001* (Cth).

³ Includes New South Wales local governments created as body politics.

- Sole Trader
- Partnership
- Person⁴
- Trust
- If you are applying as a Trustee on behalf of a Trust
- 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'

4.4 What qualifications or skills are required?

If you are successful, all relevant personnel working on the grant activity or project must maintain the following registration/checks in each relevant jurisdiction:

- Working with Vulnerable People registration (if applicable)
- Working with Children Check (if applicable).

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your grant activity must only be used for costs directly incurred in carrying out or administering the project as defined in your grant agreement. Eligible activities could include (but are not limited to):

- mentoring, supervising and/or leadership upskilling projects including the use of accredited education and training programs
- developing and piloting career pathway and professional development programs and/or opportunities with the aim to attract and retain the agriculture, fisheries and forestry workforce
- engagement, wrap around and/or participant support services that are not already provided by mainstream employment service programs
- initiatives that foster agility across the agriculture, fisheries and forestry sectors, supply chains and/or employers.

5.2 Eligible expenditure

You must only spend the grant on eligible expenditure incurred on eligible grant activities. Eligible expenditure items are:

- project management including scoping, design, implementation and delivery
- strategies and processes to coordinate activities
- development of career pathway programs including providing resources and materials
- strategies to build industry workforce career progression, capacity and capability
- contribution towards promotional activities (no more than 10% of the grant funds)
- contribution to a project manager's salary directly attributed to the delivery of the project (no more than 10% of the grant funds), and
- strategies to capture feedback and data from participants.

⁴ A person is a natural person, an individual, a human being.

Some project activities may not be eligible for grant funding. The decision maker or their delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- wages or wage subsidies for project participant cohorts
- major capital expenditure
- costs incurred before the activity start date
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- costs associated with the establishment or management of a consortia agreement
- development of accredited education and training products
- development, management or ongoing maintenance of IT platforms
- management of maintenance of digital resources
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility, and
- costs that are deemed to duplicate existing industry proven programs or initiatives and/or benefit the same or a similar cohort or sub-industry.

Grants will not be provided if you receive funding from another government source for the same purpose. This includes subsidies, incentives, programs or schemes from Commonwealth, state, territory or local government bodies. See section 7.2 for co-contributions from consortia partners.

6. The assessment criteria

All the assessment criteria are equally weighted.

The application form includes character limits for each criterion. The character limits are listed below. The application form will not accept characters beyond this limit. Please note, spaces are included in the character limit.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

You must address all assessment criteria in the application. You will be required to complete a project plan and indicative budget plan as part of your online application form, which will be used to form part of the assessment.

Criterion 1 – Delivering outcomes – (20% weighting)

Describe how your proposed project will contribute to the outcomes of the grant opportunity. The character limit for this criterion is 15,000 characters (approximately 2,250 words).

You must demonstrate this through identifying:

- how the project will achieve the objectives and intended outcomes of the grant opportunity

- how the project is focused on one or more of the priority areas of the grant opportunity
- how the project will engage relevant stakeholders (for example, employers, state and territory government, education and training providers et cetera)
- how the project will monitor, evaluate and measure project outcomes that are outlined in your proposal.

Criterion 2 – Strategic value – (20% weighting)

Describe how your project aims to transform or change workforce outcomes for the agricultural, fishery or forestry sector/s. The character limit for this criterion is 15,000 characters (approximately 2,250 words). You must demonstrate this through identifying:

- how your project approach will achieve the project aims
- the scope of the project including states and territories, employers and cohort/s of participants you will target and why
- how you plan to engage with the participant cohorts your project seeks to target
- tangible benefits the project will provide to your industry and/or the broader agricultural sector
- anticipated short, medium, and long-term project outcomes, and
- how the project has national applicability and future scalability.

Criterion 3 – Project impact – (20% weighting)

Describe the impact value of the grant on the project. The character limit for this criterion is 6,000 characters (approximately 900 words).

You must demonstrate this through identifying:

- the likelihood the project would proceed without the grant
- how the grant will benefit the delivery and future scalability of the project
- how the funding amount requested, with respect to the scale and intended outcomes of the project, can be justified
- how the grant will benefit the cohort/s your project seeks to target.

Criterion 4 – Capability, experience and effective management – (20% weighting)

Describe your organisation's experience working with and delivering projects for employers and your community. The character limit for this criterion is 6,000 characters (approximately 900 words).

You must demonstrate this through identifying:

- you and the consortia's overall capability, knowledge, experience to develop, implement and manage, including the roles and responsibilities for the project
- proposed governance arrangements to manage the project effectively, including management of consortia (if applicable)
- provide evidence of how you will provide your share of grant activity or project costs, such as a Financial Declaration or letters of support from consortia members (including in-kind see Appendix A), that confirms you can fund your share of the grant activity or project costs.

Criterion 5 – Key personnel, skills and expertise – (20% weighting)

Describe your organisation's experience (key personnel, skills and expertise) working with and delivering projects for employers and your community. The character limit for this criterion is 6,000 characters (approximately 900 words).

When addressing the criterion, strong applications will describe:

- details of the roles and responsibilities required to deliver the project

- details of the key personnel engaged in delivering the project/sub-projects or collaboration with relevant/specialist organisations
- particular skills or expertise that personnel/project partners will bring to the project.

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 at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda⁵ will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the online application form on [GrantConnect](#) or [Community Grants Hub](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 09:00 pm AEDT on Thursday, 20 January 2022.

You may apply for more than one grant to fund separate projects. However, **a separate application form must be submitted for each project**. If more than one application is submitted for the same project, the latest accepted application form will progress.

We will not provide application forms or accept applications for this grant opportunity by fax, mail or email. You must use the mandatory online template.

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

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

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

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

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

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

⁵ 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.

7.1 Attachments to the application

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

We require the following documents with your application:

- a risk management plan
- evidence of the consortia co-contribution, for example; financial statements, consortia or partner funding letters of support including in-kind support (see Appendix A) in the project

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

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

7.2 Joint (Consortia) applications

You are to apply for a grant as the lead organisation of a consortium.

The lead organisation must submit the application form and, if successful, enter into a grant agreement with the Commonwealth. The lead organisation must meet the eligibility criteria described in sections 4.1 and 4.2.

The application must identify all other members of the proposed consortia group. A successful consortium applicant must have a formal arrangement in place with all consortium members prior to execution of the grant agreement. All members of the consortium must comply with the National Redress legislation.

As the consortium lead organisation, you cannot also apply as an independent applicant in your own right. Consortia are required to contribute towards the grant activities and project services.

This co-contribution can be from consortia partners such as:

- state and territory governments,
- local governments
- local, regional or community groups
- universities, registered training organisations and schools
- not-for-profit organisations
- employment service providers or other such partners. For more information on in-kind contributions see Appendix A.

7.3 Timing of grant opportunity processes

You, as the lead organisation, must submit an application between the published opening and closing dates.

Late applications

We will not accept late applications.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your project around April 2022.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	Up to 4 weeks
Approval of outcomes of selection process	Up to 4 weeks
Negotiations and award of grant agreements	Up to 4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	April 2022
End date of grant activity	October 2024

7.4 Questions during the application process

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

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

The question period will close at 5:00 pm AEDT on 13 January 2022. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines.

We will assess all applications for eligibility and compliance against the requirements of the application process. Eligible applications will then be considered through a targeted competitive grant process.

8.1 Who will assess applications?

The department will undertake a preliminary assessment against the selection criteria. The preliminary assessment will provide an initial ranking of applications to inform the deliberations of the Selection Advisory Panel.

The Selection Advisory Panel will be established by the department and may include a mix of departmental employees, experts from the sector, and other Commonwealth officers with relevant specialist expertise.

Any expert/advisor, who is not a Commonwealth official, will be required/expected to perform their duties in accordance with the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

The Selection Advisory Panel will assess whether the application represents value with money and will make final recommendations to the decision maker by taking into account:

- the initial preliminary score against the assessment criteria
- how well it compares to other applications
- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought

- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the AgUP Program grant round
- how the grant activities will target participants across the agricultural sector and across states and territories
- how the grant may be applied nationally
- the risks that the applicant or project poses for the Commonwealth.

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

The Selection Advisory Panel may seek additional information about you or your application, and may do this from within the Commonwealth, even if the sources are not nominated by you as referees. Completion of the selection process may be delayed if the Selection Advisory Panel identifies a need to seek further information.

8.2 Who will approve grants?

Based on the value of the grant round, and in line with the department's Financial Delegations, the Minister for Agriculture and Northern Australia or their delegate will be the decision maker for this round. The decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel, taking into consideration any further information that may become known, including 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
- grant funding amount to be awarded
- terms and conditions of the grant.

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

9. Notification of application outcomes

You will be notified of the outcome of your application in writing. If you are successful, you will be advised of any specific conditions attached to the grant. For consortia applications, we will write to the lead organisation. If you are unsuccessful, you will be notified in writing.

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

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

Simple Grant Agreement

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

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

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

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

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

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

Commonwealth Simple Grant Agreement

We will use a Commonwealth Simple Grant Agreement.

You will have 14 calendar 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 Specific legislation

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

Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the [National Principles for Child Safe Organisations](#). The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the [Commonwealth Child Safe Framework \(CCSF\)](#).

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

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

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

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

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- any financial contributions you or the consortia make
- any in-kind contributions you or the consortia make (see Appendix A)
- any financial contribution provided by a third party
- timeline of payments and associated milestones.

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 or project.

10.4 Grants Payments and GST

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

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

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 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 grant activity or project or organisation.

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

You must also inform us of any changes to your:

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

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

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 expect you to report on:

- progress against agreed grant activity milestones and outcomes

- contributions of participants directly related to the grant activity or project
- expenditure of the grant.

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

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

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

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

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

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

Progress reports

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

- include evidence of your progress towards completion of agreed activities and outcomes, including participant information
- show the total eligible expenditure incurred to date
- the promotional activities the grantee delivered and how the grantee evaluated their effectiveness, and
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

Final report

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

Final reports must:

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

12.3 Financial declaration

Financial declaration

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

12.4 Grant agreement variations

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

You should not assume that a variation request will be successful. We will consider your request

based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

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

12.6 Record keeping

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

12.7 Evaluation

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

We may contact you up to 2 years after you finish your grant for more information to assist with this evaluation.

12.8 Acknowledgement

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

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

13. Probity

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

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

13.1 Enquiries and feedback

All complaints about this grant opportunity, including grant decisions, must be made in writing by completing the department's [suggestions, compliments and complaints](#) form.

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

Complaints about the selection process

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

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

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints

GPO Box 9820

Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the 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's staff, any member of a committee or advisor and/or you or any of your project partners or personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department 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: confidentiality and protection of personal information

We treat your personal information according to the 13 [Australian Privacy Principles](#) and the [Privacy Act 1988](#). This includes letting you know:

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

You may be required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including where applicable the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the department's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else;

- if you are given reasonable notice of the disclosure;
- where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law;
- if it will prevent or lessen a serious and imminent threat to a person's life or health; or

- if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

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

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

We will treat the information you give us as sensitive and therefore confidential if 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.

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

13.4 Freedom of information

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

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

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

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

By email: foi@dss.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
Australian agricultural, food and fibre industries	encompasses the agriculture, fisheries and forestry sectors including: animal care, apiculture, aquaculture and wild catch, livestock, cropping, dairy, harvesting, horticulture, land care and management, natural fibres, meat, racing, sugar, water management, wine, timber and forestry
commencement date	the expected start date for the grant activity
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by
Co-contribution	a co-contribution is the provision of cash or in-kind resources to the project by an applicant or other entities. Applicants are required to contribute at least 67% of the total project costs as an in-kind or cash co-contribution. All co-contributions are in addition to grant funding.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
Term	Definition

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.
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: under which relevant money ⁷ or other CRF money ⁸ is to be paid to a grantee other than the Commonwealth; and which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
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.
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
In-kind contributions	Non-cash resources contributed by a partner to conduct the grant activities. They may be staff or non-staff resources. See Appendix A.

⁷ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁸ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> ▪ 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.

Appendix A. In-kind contributions

We treat cash and in-kind contributions equally for determining your share to the project value.

In-kind contributions are the non-cash contributions. These can include labour contributions and facilities, equipment and services provided by project partners to the project. For in-kind contributions to count towards your total eligible grant project value, they must directly relate to eligible project activities.

In-kind contributions may include:

- salaries and on-costs for any additional Australian personnel directly employed for the project activities, noting that only a contribution of grant funding can be used towards the salary of project manager (no more than 10% of the grant funding amount requested).
 - Labour calculations must reflect peoples' salary packages, and the proportion of paid time spent on the project
- facilities, equipment and services provided by a consortium or third-party partner to the project from its own resources
 - You need to determine the value of these contributions. They must be realistic, justifiable and valued proportionally to their use on the project
 - discounted, subsidised goods or services
- funding and services provided by a state, territory or local government partner from its own initiatives and programs which are not provided funding from the Commonwealth to deliver can be included so long as you can demonstrate the partner has detailed and endorsed the value of the goods or services to be provided.