



Supporting Agricultural Shows and Field Days Program Round 2: AgShows and Field Days

Grant Opportunity Guidelines

Opening date:	28 January 2022
Closing date and time:	9:00 pm AEDT on 17 February 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 10 February 2022
Date guidelines released:	28 January 2022
Type of grant opportunity:	Demand Driven (eligibility-based)

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1. Supporting Agricultural Shows and Field Days Round 2 Program: AgShows and Field Days

The Supporting Agricultural Shows and Field Days Program Round 2 is designed to achieve Australian Government objectives.

This grant opportunity is part of the above grant program which contributes to the Department of Agriculture, Water and the Environment's Outcome Number 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 Department of Agriculture, Water and the Environment works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

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



You complete and submit a grant application

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



We assess all grant applications

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



We make grant recommendations

We provide advice to the decision maker



Grant decisions are made

The decision maker, the First Assistant Secretary, Agricultural Policy Division, Department of Agriculture, Water and the Environment decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making the grant payments.



**Evaluation of the Supporting Agricultural Shows and Field Days Program Round 2:
AgShows and Field Days – grant opportunity**

We evaluate your specific grant activity and the Supporting Agricultural Shows and Field Days program as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Supporting Agricultural Shows and Field Days Program Round 2: AgShows and Field Days grants.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility 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 purpose of the Supporting Agricultural Shows and Field Days grant program is to provide operational support for agricultural show societies and organisers of agricultural field days that were forced to cancel their events scheduled between 1 January 2021 and 31 December 2021 due to COVID-19 restrictions.

The intended outcome of the program is to ensure the sustainability of the organisers of agricultural show societies, local agricultural shows and field days and the agricultural shows and field days they conduct. The program will be administered in accordance with the [CGRGs](#).

2.1 Program split

To ensure the program is delivered within the stipulated timeframe (financial year 2021–22) the grant opportunity is split into 2 separate streams.

- Capital City Royal Shows (CCRS)
- AgShows and Field Days (AFD)

These grant opportunity guidelines only refer to the AFD stream.

A separate ad hoc grant opportunity will be undertaken for the CCRS stream

3. Grant amount and grant period

The Australian Government has announced a total of \$21 million GST exclusive in 2021–22 to extend the Supporting Agricultural Shows and Field Days Round 1 program to 30 June 2022.

This grant opportunity is designed to support operational costs for events that were scheduled to be held between 1 January 2021 and 31 December 2021 but cancelled due to COVID-19.

The total grant funding available has been split into 2 separate streams:

- CCRS – \$13.1 million GST exclusive
- AFD – \$7.9 million GST exclusive

The only grants available under these grant opportunity guidelines is the AFD stream.

3.1 AgShows and Field Days grants

This grant opportunity opens for applications on 28 January 2022 to 17 February 2022. Grantees will receive their grant payments within the 2021–22 financial year.

Applicants will be able to claim for eligible expenditure for events cancelled in the period from 1 January 2021 to 31 December 2021 up to the maximum capped amounts listed in Table 1 below.

Funding for AFD grants is available for agricultural show and field day organisers if they meet all the eligibility criteria (see section 4), including having cancelled their scheduled show or field day in 2021 due to COVID-19 restrictions.

In the event the total amount of funding sought by applicants under the AFD grant is undersubscribed, the residual funding will be distributed at a prorated rate to CCRS eligible grant applicants (within total program funding of \$21 million) for eligible costs that have not been fully reimbursed.

Funding for AFD grants is available for agricultural show and field day organisers if they meet all the eligibility criteria (see section 4), including having cancelled their scheduled show or field day in 2021 due to COVID-19 restrictions.

The maximum capped grant available for the AFD approved applicants is dependent upon the total attendance on all days at each agricultural show or field day in 2019 (or 2018 if you did not hold an event in 2019)

Table 1: Maximum grants available for the AFD approved applicants:

AFD Grant groupings	Attendance numbers (2019 or 2018)	Maximum grant available (GST exclusive)
Small agricultural shows and field days	Up to 1,999 attendees	Up to \$10,000
Medium agricultural shows and field days	2,000 to 4,999 attendees	Up to \$15,000
Large agricultural shows and field days	5,000 attendees and up	Up to \$70,000

Note: grants will be paid GST inclusive if the grantee is registered for GST

4. Eligibility criteria

This grant opportunity is a demand driven (eligibility-based) grant selection process.

We cannot consider your application for an AFD grant if you do not satisfy all the eligibility criteria in section 4.

4.1 Who is eligible to apply for a AgShows and Field Days grant?

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

- Indigenous Corporation
- Company¹
- Cooperative
- an Incorporated Association
- an Unincorporated Association (where the proposed activities are consistent with the purpose of the program).

If you are applying as a Trustee on behalf of a Trust², the Trustee must have an eligible entity type as listed above.

4.2 Additional eligibility criteria

We can only accept applications from eligible entities that:

- cancelled an agricultural show or field day that was scheduled to be held in 2021 due to COVID-19 restrictions. An agricultural show or field day comprises a mixture of events, activities, displays, competitions and entertainment that together seek to showcase a broad range of the agriculture sector and animal husbandry, including its equipment, livestock, trade and innovation
- are members of Agricultural Shows Australia or are a member of a state and territory agricultural show society that is a member of Agricultural Shows Australia
- are a member of the Association of Agricultural Field Days Australasia and/or run Australian agricultural field day events that markets principally to the rural sector with at least 70% of the total exhibit area being agricultural exhibitors, those that have products and services focused at the agricultural and horticultural sectors (the focus of these events must be on commercial agricultural enterprises, investment and innovation).

The maximum capped grant available to each show is listed in Table 1 section 3.1. Shows or field days that were postponed in 2021, but not cancelled, are not eligible events to apply for funding.

4.3 Who is not eligible to apply for this grant?

You are not eligible to apply for this grant opportunity 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'
- a Commonwealth, state, territory or local government agency or body (including government business enterprises)
- Corporate Commonwealth Entity

¹ Company is a company incorporated under the *Corporations Act 2001* (Cth).

² Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form. Trustees must be an eligible entity type as stated in section 4.1. Both the Trust's and Trustee's details will be collected in the application form.

- 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
- Sole Trader
- Statutory Entity
- Partnership
- Person⁴

5. What the grant money can be used for

5.1 Eligible grant activities

Eligible grant activity must relate to eligible expenditure paid by the applicant for the organisation of an agricultural show or field day that was scheduled to be held within the period 1 January 2021 to 31 December 2021 and cancelled due to COVID-19 restrictions.

If you cancelled your scheduled agricultural show or field day in 2021, but subsequently held it later in 2021, you are not eligible for this grant opportunity.

5.2 Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred, including the following items:

- Honorariums
- wages and associated costs (including superannuation and bonuses)
- rent
- maintenance expenses (not increasing the value of an asset but maintenance, for example painting fences, groundwork and so on)
- rates
- utilities, including electricity, gas and water (for any commercial premises the Agshow or Field Day society or field day organisers use to plan, manage or conduct the event that is subject to the application)
- Insurance (including annual fees and compensation/public liability)
- telecommunications
- IT system maintenance and licensing costs
- website costs
- bank fees

³ Local Government Entity is an entity established under state or territory local government legislation, for the purposes of governing local areas within state or territory. In the states, they are generally referred to as local councils.

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

- fire alarms and equipment
- cleaning supplies and services
- national and state show body affiliation costs
- audit fees – annual
- audit fees – relating to this grant opportunity
- food and beverage wastage, including where associated with marketing
- marketing
- ticketing
- hire of equipment
- contractors
- set-up costs
- security.

As part of the application, you will be asked to sign a self-declaration stating that all expenses claimed are in line with the eligibility criteria outlined in the AFD grant opportunity guidelines.

If your application is successful, we may ask you to verify project costs and provide evidence of the costs claimed in your application.

Applicants cannot receive funding from the AFD grant opportunity and the Supporting Agricultural Showmen and Women program, for the same expenses (for example, rent). If you apply for the same expense under both programs, you will only be eligible to receive funding from one of the programs.

Not all grant activity expenditure claimed may be eligible for grant funding. The program delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- capital expenditure
- construction/capital works
- travel
- gifts
- conferences and training
- activities for which your landlord has primary responsibility
- costs incurred in the preparation of a grant application or related documentation
- activities for which other Commonwealth, state, territory or local government bodies have already funded
- if you cancelled your scheduled agricultural show or field day in 2021, but subsequently decided to hold it later in 2021.

6. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, and any other relevant documentation provide by the Community Grants Hub.

These documents may be found at the [GrantConnect](#) and [Community Grants Hub](#) websites. Any alterations and addenda⁵ will be published on both sites. You can register on the GrantsConnect website to be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

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 online AFD grant application form on [GrantConnect](#) or [Community Grants Hub](#) websites
- provide all the information requested
- address all eligibility criteria
- submit your application to the Community Grants Hub by 9:00 pm AEDT on 17 February 2022.

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

You are responsible for ensuring that 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.

The application form includes help information. 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.

You cannot change your application after the closing date and time. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

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

You should keep a copy of your application.

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.

6.1 Attachments to the application

The following document must be attached to your application for it to be considered compliant and for it to proceed to assessment. The budget table template is provided for your use with the grant opportunity documents as specified:

- Budget Table – 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 to the application form according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for.

Please note there is a 2 MB limit for each attachment.

The application form will also include a declaration stating the board/appropriate senior officer has reviewed the expenses claim prior to submission. The application form could be submitted by a more junior officer in the organisation (for example operations manager). We will not consider information attached that we did not request.

6.2 Timing of grant opportunity processes

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

Late applications

Late applications will not be accepted.

Expected timing for this grant opportunity

Table 2: Expected timing for this grant opportunity:

Activity	Timeframe
Assessment of applications	Up to 3 weeks
Approval of outcomes of selection process	Up to 3 weeks
Notification to unsuccessful applicants	April 2022
Negotiations and award of grant agreements	May 2022
Earliest start date of grant activity	May 2022
End date of grant activity	December 2022

6.3 Questions during the application process

Only applicant's 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.

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

The question period will close at 5:00 pm AEDT on 10 February 2022. Following this time, only questions about using and/or submitting the application form will be answered.

7. The grant selection process

7.1 Assessment of grant applications

We will review your application against the eligibility criteria for the AFD stream.

Only eligible applications will move to the next stage. Eligible applications for the AFD stream will be considered through a demand driven (eligibility-based) grants process.

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

- overall objective to be achieved in providing the grant
- relative value of the grant sought.

In deciding to approve a grant under this grant opportunity, the decision maker will have regard to the total funding available. The total funding available cannot be exceeded.

Should the total amount sought by applicants under the AFD grants process be undersubscribed the residual funding will be distributed to approved CCRS grant recipients at a prorated rate (within total program funding of \$21 million) for eligible costs claimed that were not fully reimbursed.

7.2 Financial viability

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

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

7.3 Who will assess applications?

The Community Grants Hub will use trained assessors to undertake application assessments on behalf of the department. The department may also be involved in undertaking this assessment. The assessment will inform the decision of the delegate.

The Community Grants Hub may seek additional information from the applicant to assist in making its final recommendations.

7.4 Who will approve grants?

In line with the department's financial delegations, the First Assistant Secretary, Agricultural Policy Division, Department of Agriculture, Water and the Environment, (the decision maker) decides which grants to approve based on the recommendations of the assessment centre and the availability of grant funds for the purposes of the grant program.

The decision maker's decision is final, including the:

- approval of the grant
- grant funding amount to be awarded.

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

8. 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.

8.1 Feedback on applications

Individual feedback will not be provided for this grant opportunity. A feedback summary may be published on the [Community Grants Hub](#) website if the decision maker has restricted funding under this funding round and/or providing easy access to information about the selection process, for example eligibility of claimed expenditure.

9. Successful grant applications

9.1 The grant agreement

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

Each agreement has general terms and conditions that cannot be changed. 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 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.

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.

Letter of Agreement

We will send you a Letter of Agreement advising that your application has been successful and provide you with an offer. You accept the offer by signing and returning the Letter of Agreement to us by the date stipulated in the Letter of Agreement. We consider the agreement to be executed from the date the Letter of Agreement has been signed by both parties.

9.2 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 pay 100% of the grant following execution of the grant agreement.

9.3 Grant payments and Goods and Services Tax (GST)

Your grant payment will be your approved eligible expenditure.

All amounts referred to in your application must be GST exclusive.

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.

10. 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](#).

11. How we monitor your grant activity

11.1 Keeping us informed

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

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details.

11.2 Compliance visits

We may visit you once you receive your grant payment to review your compliance with the grant agreement and ask you to verify project costs and provide evidence of each cost claimed in your application. We will provide you with reasonable notice of any compliance visit.

11.3 Record keeping

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

11.4 Evaluation

We will evaluate the Supporting Agricultural Shows and Field Days Program Round 2 grants process to see how well the outcomes and objectives have been achieved. We may use information from your application 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.

12. Probity

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

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

12.1 Enquiries and feedback

Complaints about this grant opportunity

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

SASFD.Program@agriculture.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

12.2 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 a Community Grants Hub or the department 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 program/grant opportunity.

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Community Grants Hub, or the department, in writing immediately to either:

- support@communitygrants.gov.au – Community Grants Hub, or
- SASFD.Program@agriculture.gov.au – Department of Agriculture, Water and the Environment.

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.

12.3 Privacy

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

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

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

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

As part of your application, you declare your ability to comply with the Privacy Act 1988 and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

12.4 Confidential information

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

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

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the 3 conditions below.

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

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

- a House or a Committee of the Australian Parliament.

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

12.5 Freedom of information

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

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

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

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

By email: foi@dss.gov.au

13. Consultation

The department consulted with stakeholders with an interest in this program to help inform the development of these Grant Opportunity Guidelines.

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings
commencement date	the expected start date for the grant activity
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant – assessment criteria may apply in addition to eligibility criteria
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"> a. under which relevant money⁶ or other Consolidated Revenue Fund (CRF) money⁷ is to be paid to a grantee other than the Commonwealth b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
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	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 National Redress Scheme for Institutional Child Sexual Abuse Act 2018
Portfolio Budget Statement (PBS) program	Described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.

⁶ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁷ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
selection criteria	comprise eligibility criteria and assessment criteria
selection process	the method used to select potential grantees – this process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria
value with money	<p>refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> ▪ quality of the project proposal and activities ▪ fit for purpose of the proposal in contributing to government objectives ▪ absence of a grant is likely to prevent the grantee and government’s outcomes being achieved ▪ potential grantee’s relevant experience and performance history.