



# Quality Outcomes - Civics and Citizenship Program National History Challenge 2021–2024 Grant Opportunity Guidelines

<b>Opening date:</b>	21 January 2022
<b>Closing date and time:</b>	9:00 pm AEDT on 28 January 2022
<b>Commonwealth policy entity:</b>	Department of Education, Skills and Employment
<b>Administering entity:</b>	Community Grants Hub
<b>Enquiries:</b>	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>
<b>Date guidelines released:</b>	21 January 2022
<b>Type of grant opportunity:</b>	Closed non-competitive

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# 1. Quality Outcomes - Civics and Citizenship Program: National History Challenge 2021–2024 processes

## **The Quality Outcomes - Civics and Citizenship Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to the Department of Education, Skills and Employment's Outcome 1.5 Early Learning and Schools Support. The Department of Education, Skills and Employment works with stakeholders to plan and design the grant program according to the

[Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



## **The grant opportunity opens**

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



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

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



## **We assess all grant applications**

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money. A Selection Advisory Panel may be convened to contribute to the review of applications.



## **We make grant recommendations**

We provide advice, through the Selection Advisory Panel (if used), to the decision maker on the merits of each application.



## **Grant decisions are made**

The decision maker (Assistant Secretary – Youth and Student Learning Branch) decides which applications are successful.



## **We notify you of the outcome**

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



## **We enter into a grant agreement**

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



## **Delivery of grant**

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



## Evaluation of the Quality Outcomes - Civics and Citizenship Program: National History Challenge

We evaluate your specific grant activity as a whole. We base this on information you provide us and that we collect from various sources.

### 1.1 Introduction

These guidelines contain information for the National History Challenge 2021–2024 grants.

You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub (the Hub) on behalf of the Department of Education, Skills and Employment (the department).

## 2. About the grant program

The National History Challenge (the Challenge) is funded through the Civics and Citizenship (CCE) Program, which was established to promote students' participation in Australia's democracy by equipping them with the knowledge, skills, values, and dispositions of active and informed citizenship. The Program entails knowledge and understanding of Australia's democratic heritage and traditions, its political and legal institutions and the shared values of freedom, tolerance, respect, responsibility and inclusion.

The Challenge is an annual national competition, organised and run by the History Teachers' Association of Australia (HTAA) that provides opportunities for students to research, investigate and interpret their community, own or world history using primary and secondary sources. Through the competition, students are supported to develop a greater understanding of Australia's shared values, culture, and traditions. Students respond to a set theme and present their findings in a variety of ways such as essays, museum displays, performances and multimedia presentations. The Challenge rewards students with modest cash prizes and travel opportunities.

Students from Years 1 to Year 12 in Australian schools are eligible for the Challenge with over 6500 students competing in 2021. The Challenge is structured so that judging is done at school, regional, state/territory and national levels. Prizes are awarded to the National Young Historian of the Year, State and Territory Young Historians, 6 year level winners (Years 1–6, 7, 8, 9, 10, and 11–12) and the winners in sponsors' particular categories. National winners are announced at a presentation ceremony in Parliament House.

The Challenge will be funded over 4 years from **2021–22 to 2024–25** and will be conducted in the 2021, 2022, 2023 and 2024 calendar years.

The objectives of the Challenge are to promote and support the implementation of the *Australian Curriculum: Humanities and Social Sciences*, especially the history elements of this key learning area, and to support students to develop their skills in historical research and inquiry.

The objectives of the program are to:

- promote and support the implementation of the Australian Curriculum: Humanities and Social Sciences, especially the history elements of this key learning area, and to support students to develop their skills in historical research and inquiry.

The intended outcomes of the program are:

- the successful conduct of the National History Challenge in 2021, 2022, 2023 and 2024
- increased student engagement with the study of history in schools and participation in the National History Challenge
- development of students' skills in historical research, inquiry, and critical thinking.

The funds will be used for facilitating the competition, organising the national event, program management, website management, promotion, judging, prizes, certificates, and other expenses. There are additional sponsors of Special Categories of the Challenge.

More information on the Challenge is available on the National History Challenge website.

### 3. Grant amount and grant period

#### 3.1 Grant available

A total of \$510,207.00 GST exclusive is available over 4 years (2021–22 to 2024–25) for this grant opportunity.

#### 3.2 National History Challenge period

The maximum grant period is 4 years (2021–22 to 2024–25).

You must complete your grant by 28 February 2025.

### 4. Eligibility criteria

This grant opportunity is a closed non-competitive grant selection process. The department considers this is an appropriate type of selection process considering the nature of the grant is specifically dependent on the fact that HTAA has been conducting the NHC since 1996 and is the only organisation that has conducted this competition. It is not reasonably foreseeable nor envisaged that any other organisation would receive funding in relation to this initiative.

The HTAA has satisfactorily conducted all grant activities to support the NHC in the past. The HTAA also receives funding support through the Department of Veterans Affairs.

This grant opportunity is only open to the HTAA to deliver the National History Challenge.

#### 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.

This is a restricted non-competitive grant process. The HTAA is the only eligible organisation to apply for the grant.

The HTAA must provide a written proposal setting out how it will conduct the program and how it meets the assessment criteria.

The proposal will be assessed against the criteria set out below. The application will be considered on its merits, based on:

- how well it meets the criteria
- whether it provides value for money.

Invited Organisation	ABN	Funding (GST exclusive)			
		2021–22	2022–23	2023–24	2024–25
The History Teachers Association of Australia	59 114 473 264	\$84,207.00	\$142,000.00	\$142,000.00	\$142,000.00

No further 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, relevant personnel working on the National History Challenge must:

- comply with all relevant legislation relating to the employment or engagement of child-related personnel in relation to the activity, including all necessary Working with Children Checks however described.
- ensure that Working with Children Checks obtained in accordance with this clause 4.3 remain current and that all child-related personnel continue to comply with all relevant legislation for the duration of their involvement with the activity.

The History Teachers Association of Australia is required to be compliant with all relevant Commonwealth, state, and territory laws and regulations, including the following legislation, policies, and industry standards:

- *Public Governance, Performance and Accountability Act 2013*, and its associated legislative framework
- *Privacy Act 1988*, and its associated legislative framework
- National Principles for Child Safe Organisations
- Working with children checks
- Working with vulnerable people checks.

# 5. What the grant money can be used for

## 5.1 Eligible grant activities

To be eligible, your project must support the conduct of the National History Challenge 2021–2024 including the following activities:

- the promotion of the competition and associated elements of the Challenge

- coordination of the competition across states and territories and with key stakeholders
- management of the entry process
- judging of entries
- holding a national presentation ceremony in Canberra, or an approved alternative in the event of Covid-19 lockdowns preventing travel.
- venue expenses for award ceremonies
- other reasonable office expenses including postage, freight, auditing

## 5.2 Eligible expenditure

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

Eligible expenditure items include:

- staffing costs associated with national management of the Challenge as well as state and territory coordination
- reasonable costs associated with promoting and informing about the Challenge including maintaining the website, advertising, and undertaking other promotion activity
- reasonable intrastate travel, accommodation, venue hire costs and food costs for teachers to participate in judging and for students and chaperones (where required) to attend and participate in presentation events and associated visits (for example, student winners attending the national awards ceremony visit several cultural institutions in Canberra)
- prizes for participants including medallions and certificates.

## 5.3 What the grant money cannot be used for

You cannot use the grant for:

- purchase of land
- major capital expenditure
- the covering of retrospective costs, other than for those incurred in 2021–22.
- costs incurred in the preparation of a grant application or related documentation
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory, or local government bodies have primary responsibility.

# 6. The assessment criteria

You must address all the following assessment criteria in the application.

We will assess your application based on the weighting given to each criterion detailed below.

### Criterion 1 – Nature of Activity

How will the grant activity contribute to the objectives and outcomes (as described in section 2.1 of these guidelines) of the grant program (40% weighting).

When addressing the criterion, strong applicants will:

- describe where and when the activities will occur, and how they will be implemented, delivered, and promoted



- detail who will benefit from the activities

## Criterion 2 – Value for Money

Provide a budget with a breakdown of costs for the National History Challenge 2021–24 (30% weighting)

When addressing the criterion, strong applicants will:

- demonstrate how their budget is defensible
- detail how their budget provides value for money

## Criterion 3 – Organisation Risk

Demonstrate your organisation's ability to successfully deliver the grant activity (30% weighting).

When addressing the criterion, strong applicants will:

- describe the capacity and capability of the specified staff and sub-contractors who will manage/deliver the grant program
- detail your organisation's experience in managing this program

## 7. How to apply

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

These documents are found on the [GrantConnect](#) website. Any changes to grant 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 is available on GrantConnect. 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 28 January 2022.

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).

Please include **2021-6640 National History Challenge** 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

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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.

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.

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

## **7.1 Timing of grant opportunity processes**

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

### **Late applications**

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

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

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

### **How to lodge a late application**

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub. The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The late application request form and instructions for how to submit it can be found on the [Community Grants Hub website](#).

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

The delegate or their appointed representative<sup>2</sup> will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

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

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<sup>2</sup> This may be the Department of Education, Skills and Employment delegate or nominated staff member at the EL2 level or above.

## Expected timing for this grant opportunity

If you are successful, you will be expected to be able to commence your grant activity around March 2022.

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 1 week from the closing date
Negotiations and award of grant agreements	Within 4 weeks from the closing date
Earliest start date of grant activity	17 March 2022
End date of grant activity	30 June 2025

## 8. The grant selection process

### 8.1 Assessment of grant applications

We will review your Service Delivery Plan 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.

### 8.2 Who will assess applications?

Officials from the Department of Education, Skills and Employment will assess the eligible and compliant application on its individual merit against the assessment criteria and whether it represents value with relevant money. The Department of Education, Skills and Employment uses this information to help them develop recommendations on applications to be awarded a grant.

### 8.3 Who will approve grants?

The Assistant Secretary Youth and Student Learning Branch (the decision maker) decides which grant 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

## 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 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.

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 10 business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

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

### 10.2 Commonwealth Child Safe Framework

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

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

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

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

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

### **10.3 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.

### **10.4 How we pay the grant**

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage).

We will make an initial payment on execution of the grant agreement. We will make subsequent payments bi-annually as agreed milestones and project deliverables are met. Payments are subject to satisfactory progress.

### **10.5 Grants payments and GST**

Payments will be GST inclusive.

## **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**

We will monitor the progress of the project by assessing reports the grant recipient submits and may conduct site visits to confirm details of its reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### **12.1 Keeping us informed**

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

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

You must also inform us of any changes to your:

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

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

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

### 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.

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 grant activity milestones and outcomes
- expenditure of the grant.

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

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 6 monthly 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.

### Final report

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

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred

- be submitted by the due date and in the format provided in the grant agreement.

### **12.3 Financial declaration**

#### **Financial declaration**

We will ask you to provide an annual financial declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

#### **Grant agreement variations**

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

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

### **12.4 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.

### **12.5 Record keeping**

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

### **12.6 Evaluation**

We will evaluate the grant quality outcomes Civics and Citizenship Program, National History Challenge 2021–2024 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.

### **12.7 Acknowledgement**

All publications related to grant under the Program must acknowledge the Commonwealth as follows:

‘This activity received grant funding from the Australian Government’ or as otherwise specified in the funding agreement.

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

### **13.1 Enquiries and feedback**

#### **Complaints about this grant opportunity**

Complaints about the Program and the grant process must be lodged in writing and should be sent to [CurriculumPolicyTeam@dese.gov.au](mailto:CurriculumPolicyTeam@dese.gov.au).

## Complaints about the selection process

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

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

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 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 program/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 that it meets all of the 3 conditions below:

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

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

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

- a House or a Committee of the Australian Parliament.

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

### **13.5 Freedom of information**

All documents 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 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	<p>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:</p> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>3</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>4</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> </ol>
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.
<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.

<sup>3</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>4</sup> 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"> <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>