



Improving Market Transparency in Perishable Agricultural Goods Industries Grant Opportunity Guidelines

Opening date:	25 January 2022
Closing date and time:	9:00 pm AEDT on 22 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 15 February 2022
Date guidelines released:	25 January 2022
Type of grant opportunity:	Targeted competitive

Contents

1	Improving Market Transparency in Perishable Agricultural Goods Industries Program processes	4
1.1	Introduction	5
2	About the grant program	5
3	Grant amount and grant period	6
3.1	Grants available	6
3.2	Grant/Project period	6
4	Eligibility criteria	6
4.1	Who is eligible to apply for a grant?	7
4.2	Who is not eligible to apply for a grant?	9
5	What the grant money can be used for	9
5.1	Eligible grant activities	9
5.2	Eligible expenditure	9
5.3	What the grant money cannot be used for	10
6	The assessment criteria	10
7	How to apply	11
7.1	Joint (Consortia) applications	12
7.2	Timing of grant opportunity processes	12
7.3	Questions during the application process	14
8	The grant selection process	14
8.1	Assessment of grant applications	14
8.2	Who will assess and select applications?	14
8.3	Who will approve grants?	15
8.4	The caretaker period	15
9	Notification of application outcomes	15
9.1	Feedback on your application	15
10	Successful grant applications	15
10.1	The grant agreement	15
10.2	How we pay the grant	16
10.3	Grant payments and GST	17
11	Announcement of grants	17
12	How we monitor your grant activity	17
12.1	Keeping us informed	17
12.2	Reporting	17
12.3	Grant agreement variations	18
12.4	Compliance visits	18
12.5	Record keeping	18
12.6	Evaluation	18

12.7	Acknowledgement.....	19
13	Probity.....	19
13.1	Enquiries and feedback	19
13.2	Conflicts of interest	20
13.3	Privacy	20
13.4	Confidential information	21
13.5	Freedom of information.....	21
14	Consultation	22
15	Glossary.....	23

1 Improving Market Transparency in Perishable Agricultural Goods Industries Program processes

The Improving Market Transparency in Perishable Agricultural Goods Industries Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to Department of Agriculture, Water and the Environment'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 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 complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



We make grant recommendations

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



Grant decisions are made

The decision maker Minister of Agriculture and Northern Australia 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 Improving Market Transparency in Perishable Agricultural Goods Industries Program

We evaluate your specific grant activity and the Improving Market Transparency in Perishable Agricultural Goods Industries Program 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 Improving Market Transparency in Perishable Agricultural Goods Industries Program (the program) 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 on behalf of the Department of Agriculture, Water and the Environment (the department).

2 About the grant program

The Australian Competition and Consumer Commission (ACCC) inquiry into [Perishable Agricultural Goods \(PAG\)](#) recommended that governments and industries should explore measures to increase price transparency in PAG industries, in order to increase competition in those industries.

In response to this recommendation, the Australian Government is implementing a program to improve market and price transparency in perishable agricultural goods supply chains.

The program includes:

- the delivery of workshops with interested PAG industries to identify their market transparency issues and barriers, and opportunities to improve market transparency.
- A grants program to develop and implement tailored mechanisms to improve price and market transparency.

The objectives of the program are to:

- provide an opportunity for PAG industries to identify market transparency issues and barriers in their sector
- co-design potential projects to improve market transparency with participants across the supply chain in each perishable agricultural industry
- fund projects to generate knowledge, technologies, products or processes that improve price and market transparency in perishable agricultural industries.

Each PAG industry was offered the opportunity to participate in workshops. Workshop attendees included representatives/stakeholders from across the supply chain for the relevant industry, Research and Development Corporation/s, the department and the ACCC. The workshops provided the opportunity for supply chain participants to discuss price and market transparency issues in the sector, brainstorm ideas and co-design projects to improve market transparency. Workshops were held with the seafood, wine grape, chicken meat, red meat, horticulture and dairy industries between August and November 2021. Communiques of the workshops can be found on the department's [website](#).

The Improving Market Transparency in Perishable Agricultural Goods Industries Program (the program) grants will run over 3 years from 2022–23 to 2024–25. A total of \$5 million of grant funding is available.

The intended outcome of the program grants is to improve market transparency in PAG industries by supporting projects which aim to achieve this outcome. These projects may have been co-designed by participants in workshops.

Improving market transparency will enable supply chains to allocate resources more effectively, adapt production in a timely manner and implement appropriate risk management strategies. This in turn brings confidence and trust to supply chains, enhancing the productivity, profitability and sustainability of PAG industries. Market transparency issues include price and non-price factors such as quality assessment processes.

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

3 Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$5 million GST exclusive over 3 years for 'Improving market transparency in perishable agricultural industries' grant program.

The grant opportunity will run from 25 January 2022 to 22 February 2022. Only one grant opportunity will be available to apply for funding under the program, with funding available for 3 years.

- there is no minimum grant amount.
- the maximum grant amount is \$1 million GST exclusive.
- applicants can submit applications for more than one project.
- you are required to contribute funding (monetary and in-kind) towards the project. There is no minimum contribution amount.

3.2 Grant/Project period

The maximum grant period is 3 years.

4 Eligibility criteria

The decision maker can choose to waive the eligibility criteria, however they must be made aware of the risks.

4.1 Who is eligible to apply for a grant?

To be eligible, you must be one of the listed invited organisations and have received an invitation to apply through [GrantConnect](#).

We can only accept applications from Research and Development Corporations or industry representative bodies for PAG industries that participated in the 'Improving market transparency in perishable agricultural goods industries' workshops.

Invited organisations can submit more than one application for grant funding.

Invited Organisation	ABN	Rationale for Invitation
AgriFutures Australia	25 203 754 319	Attended chicken meat workshops
Australian Chicken Growers Council	31 837 493 703	Attended chicken meat workshops
Australian Chicken Meat Federation	24 077 883 026	Attended chicken meat workshops
Victorian Farmers' Federation	67 079 980 304	Attended chicken meat workshops
National Farmers' Federation	77 097 140 166	Attended chicken meat, horticulture and dairy workshops
NSW Farmers' Association	31 000 004 651	Attended chicken meat and horticulture workshops
Australian Dairy Farmers	76 060 549 653	Attended dairy workshops
Australian Dairy Products Federation	72 577 831 587	Attended dairy workshops
Dairy Australia	60 105 227 987	Attended dairy workshops
Apple and Pear Limited	55 490 626 489	Attended horticulture workshops
Australian Banana Growers Council	60 381 740 734	Attended horticulture workshops
Australian Fresh Produce Alliance	11 631 297 642	Attended horticulture workshops
Australian Macadamia Society	19 010 689 415	Attended horticulture workshops
Australian Nut Industry Council	20 321 554 497	Attended horticulture workshops
AUSVEG	25 107 507 559	Attended horticulture workshops
Avocados Australia	87 105 853 807	Attended horticulture workshops
Berries Australia	48 627 401 692	Attended horticulture workshops
Fresh Markets Australia	67 065 246 808	Attended horticulture workshops
Fresh State Ltd	90 132 755 983	Attended horticulture workshops
Growcom	51 090 816 827	Attended horticulture workshops
Horticulture Innovation Australia	71 602 100 149	Attended horticulture workshops
Melons Australia	36 990 325 012	Attended horticulture workshops
Summerfruits Australia	51 105 962 196	Attended horticulture workshops

Invited Organisation	ABN	Rationale for Invitation
VegetablesWA	17 106 623 538	Attended horticulture workshops
Australian Lot Feeders' Association	16 009 928 018	Attended red meat workshops
Australian Meat Industry Council	65 990 653 488	Attended red meat workshops
Australian Meat Processor Corporation	67 082 373 448	Attended red meat workshops
Cattle Council of Australia	35 561 267 326	Attended red meat workshops
Meat & Livestock Australia	39 081 678 364	Attended red meat workshops
Red Meat Advisory Council	44 083 193 891	Attended red meat workshops
Sheep Producers Australia	21 256 252 885	Attended red meat workshops
Australian Barramundi Farmers' Association	85 251 195 289	Attended seafood workshops
Fisheries Research and Development Corporation	74 311 094 913	Attended seafood workshops
NSW Professional Fishermen's Association	93 801 719 337	Attended seafood workshops
Oysters Australia	63 153 542 833	Attended seafood workshops
Seafood Industry Australia	45 619 081 364	Attended Seafood workshops
South Australian Oyster Growers Association	59 883 967 848	Attended seafood workshops
Tasmanian Salmon Growers Association	27 009 590 729	Attended seafood workshops
Western Rock Lobster Council	25 938 811 829	Attended seafood workshops
Australian Grape and Wine	45 903 873 163	Attended wine grape workshops
Inland Wine Regions Alliance	66 228 112 980	Attended wine grape workshops
Murray Valley Winegrowers Inc	27 375 625 539	Attended wine grape workshops
Riverina Winegrape Growers	72 739 514 203	Attended wine grape workshops
Wine Australia	89 636 749 924	Attended Wine grape workshops

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above¹. Eligible organisations can form a consortia with ineligible organisations.

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

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 are not listed as an eligible invited organisation in section 4.1.

Additionally, you are 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'.

5 What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your grant activity must:

- generate knowledge, technologies, products or processes that improve price and market transparency in a perishable agricultural sector and include a component that is implemented online.

Market transparency refers to the availability of information in a market. This information might include:

- prices at different levels of a supply chain
- production or supply levels and trends
- consumption or demand levels and trends, or
- external factors that might affect market dynamics.

5.2 Eligible expenditure

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

Eligible expenditure items include (but are not limited to):

- wages
- costs associated with developing software, education and training
- costs for research and development activities
- costs for legal and financial advice and consulting services
- costs for communications activities
- travel.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

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

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

5.3 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
- 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
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6 The assessment criteria

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

The assessment criteria are not weighted.

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

We will consider the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the Improving market transparency in perishable agricultural industries program.

We will also consider the extent to which the applicant demonstrates a commitment to the Improving market transparency in perishable agricultural industries program.

Applications can leverage existing initiatives. If relevant, applications should describe how the project will build on or complement (and not duplicate) existing activities and initiatives to improve market transparency.

While we will consider multiple applications from the same industry, the total amount of funding being applied for each industry will be considered when assessing applications.

The application form includes character limits – up to 6,000 characters (approximately 950 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

Criterion 1 – Project Proposal

Describe how your project proposal will contribute to the grant opportunity and intended outcomes (refer to section 2).

When addressing the criterion, strong applicants will:

- demonstrate how the project will achieve the objective and intended outcome of the grant opportunity
- outline how the activities or which activities will be implemented online
- demonstrate how the project will engage relevant stakeholders and the extent to which the project leverages existing initiatives
- describe anticipated short, medium and long-term project outcomes and how outcomes will be monitored and evaluated

- outline how the project will be implemented and the impact across the relevant supply chain
- outline how the project will be supported, funded and maintained after the grant agreement has ended (if relevant)
- demonstrate how the project is supported by the industry, this may include co-sponsorship by partners from across the relevant supply chain (optional).

Criterion 2 - Experience

Describe your organisation's experience working with and delivering projects for your industry.

When addressing the criterion, strong applicants will:

- provide details of the key personnel engaged in delivering the project/sub-projects or collaboration with relevant/specialist organisations
- describe the particular skills or expertise that personnel/project partners will bring to the project
- outline proposed governance arrangements to manage the projects effectively, including management of consortia (if applicable).

Criterion 3 – Value for Money

Describe how your project proposal represents value for money (refer to Glossary).

When addressing the criterion, strong applicants will:

- demonstrate how the project proposal represents an efficient, effective, economical and ethical use of public resources
- outline the project budget including items that are eligible, reasonable and relevant to the project activities.
- identify any risks associated with the project, and mitigation strategies to manage these risks.

7 How to apply

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

The Grant Opportunity Guidelines can be found on the [GrantConnect](#) and [Community Grants Hub websites](#). Any changes to these guidelines will be published on both sites. All other grant opportunity documentation (including the online application form) will only be available to invited applicants via GrantConnect. Addenda² to these grant opportunity documents will only 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.

A separate application form must be submitted for each project. You must submit one application form for each project. If more than one application is submitted for the same project, the latest accepted application form will progress.

² 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.

To apply, you must:

- complete the online application form on [GrantConnect](#)
- 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 9:00 pm AEDT on 22 February 2022.

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

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

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The 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 the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

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

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

7.1 Joint (Consortia) applications

We recognise that some organisations may want to join together as a group to deliver a grant activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The lead organisation of a consortium must also be an eligible entity type as outlined in section 4.1. The application must identify all other members of the proposed group. All members of the consortium must comply with the National Redress legislation.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.2 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 representative³ 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.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around August 2022.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	Within 6 weeks from the closing date
Approval of outcomes of selection process	Within 8 weeks from the closing date
Notification to unsuccessful applicants	Within 12 weeks from the closing date
Negotiations and award of grant agreements	Within 12 weeks from the closing date
Earliest start date of grant activity	July 2022
End date of grant activity	30 June 2025

³ This may be the [Department of Agriculture, Water and the Environment](#) delegate or nominated staff member at the EL2 level or above.

7.3 Questions during the application process

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

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions are posted on the GrantConnect.

The question period will close at 5:00 pm AEDT on 15 February 2022. Following this time, only questions about using and/or submitting the application form will be answered.

8 The grant selection process

8.1 Assessment of grant applications

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.

8.2 Who will assess and select 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 employees of the department, 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 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 following factors:

- the initial preliminary score against the assessment criteria
- the overall objective/s to be achieved in providing the grant
- whether the proposed project is in scope
- 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 Improving market transparency in perishable agricultural industries program
- the extent to which the applicant demonstrates a commitment to the Improving market transparency in perishable agricultural industries program
- the risks, financial, fraud and other, that the applicant or project poses for the department
- the risks that the applicant or project poses for the Commonwealth
- if there are multiple applications from the same industry, the total amount of funding being applied for each industry

The Selection Advisory Panel may seek additional information from the applicant to assist in making its final recommendations.

8.3 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 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.

8.4 The caretaker period

The caretaker period begins at the time the House of Representatives is dissolved and continues until an election result is clear or, if there is a change of government, until a new Ministry is appointed.

During caretaker periods, the Government operates in accordance with the [Guidance on Caretaker Conventions](#) produced by the Department of the Prime Minister and Cabinet. The Caretaker Conventions include that the Government should avoid making major policy decisions, entering into major contracts or making significant appointments during a caretaker period.

If a caretaker period occurs during this grant opportunity the decision to proceed rests with the department and will be made on a case-by-case basis.

9 Notification of application outcomes

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

9.1 Feedback on your application

A feedback summary will be published on the Community Grants Hub website to provide all organisations with easy access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will be available upon request. Applicants seeking individual feedback should submit requests to the department (market.transparency@awe.gov.au). Requests for individual feedback will only be accepted within 30 calendar days of receipt of the outcome of your application. We will provide feedback within 30 calendar days of receipt of the request.

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 Simple Grant Agreement for this grant opportunity.

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

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

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

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 Simple Grant Agreement

We will use a Commonwealth Simple Grant Agreement.

You will have 20 business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

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

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

10.2 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)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party
- reporting requirements.

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

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

10.3 Grant payments and GST

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

If a government related entity is deemed successful, GST will not apply.

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 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 on market.transparency@awe.gov.au.

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 provide sample templates for these reports. 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
- contributions of participants directly related to the grant activity
- expenditure of the grant

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

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

Progress reports

Progress reports must:

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

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

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

Ad-hoc reports

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

Final report

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

Final reports must:

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

Financial declaration

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

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

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

12.7 Acknowledgement

If you make a public statement about a grant activity 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 the [GrantConnect](#) and the [Community Grants Hub websites](#).

13.1 Enquiries and feedback

Complaints about this grant opportunity

The department’s client service charter applies to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to the Program Manager at market.transparency@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 and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

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

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

If 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 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 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 that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

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

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

By email: foi@dss.gov.au

14 Consultation

The department held a series of 14 workshops with interested PAG industries from August to November 2021. A total of 119 non-government participants attended these workshops, along with representatives from the ACCC and the department. This consultation helped inform these grant opportunity guidelines.

Communiques on each workshop can be found on the [Department of Agriculture, Water and the Environment website](#).

15 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 Minister for Agriculture and Northern Australia.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

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"> a. under which relevant money⁴ or other Consolidated Revenue Fund (CRF) money⁵ 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	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.
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.

⁴ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁵ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

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