



# Supporting Agricultural Showmen and Women Program – Showground Rental Relief - Grant Opportunity Guidelines

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| <b>Opening date:</b>               | 17 January 2022  |
| <b>Closing date and time:</b>      | 9:00 pm AEDT on Monday 31 January 2022   |
| <b>Commonwealth policy entity:</b> | Department of Agriculture, Water and the Environment   |
| <b>Administering entity:</b>       | Community Grants Hub   |
| <b>Enquiries:</b>                  | <p>If you have any questions, contact<br/>Community Grants Hub<br/>Phone: 1800 020 283 (option 1)<br/>Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a><br/>Questions should be sent no later than 5:00 pm AEDT on<br/>24 January 2022</p> |
| <b>Date guidelines released:</b>   | 17 January 2022  |
| <b>Type of grant opportunity:</b>  | One off ad hoc   |

## Contents

|  |           |
|--|-----------|
| <b>1. About the grant.....</b>                           | <b>3</b>  |
| <b>2. Grant amount and grant period .....</b>            | <b>4</b>  |
| <b>3. The grant selection process .....</b>              | <b>4</b>  |
| <b>3.1 Eligibility criteria .....</b>                    | <b>4</b>  |
| <b>3.2 Eligible grant activities .....</b>               | <b>5</b>  |
| <b>3.3 Ineligible grant activities .....</b>             | <b>5</b>  |
| <b>3.4 Grant assessment .....</b>                        | <b>6</b>  |
| <b>3.5 How to apply.....</b>                             | <b>6</b>  |
| <b>3.6 Who will approve the grant? .....</b>             | <b>7</b>  |
| <b>4. Notification of the grant .....</b>                | <b>7</b>  |
| <b>4.1 The grant agreement/payment of the grant.....</b> | <b>7</b>  |
| <b>4.2 Grant acquittal and reporting.....</b>            | <b>8</b>  |
| <b>4.3 Grant payments and GST .....</b>                  | <b>9</b>  |
| <b>5. Announcement of the grant .....</b>                | <b>9</b>  |
| <b>6. Grant evaluation .....</b>                         | <b>10</b> |
| <b>7. Privacy.....</b>                                   | <b>10</b> |

## 1. About the grant

This program contributes to the achievement of Program 3.10: Agricultural Resources, Outcome 3. Details are set out in the *Portfolio Budget Statements 2021–22 (Agriculture, Water and the Environment Portfolio)*, *Budget 2021–22 – Budget Paper No. 2* plus additional funding announced on 12 October 2021 by the Minister for Agriculture and Northern Australia.

The purpose of the Showground Rental Relief grant under the Supporting Agricultural Showmen and Women (SASW) Program is to support the resilience and sustainability of travelling show businesses and the agricultural shows they service. It recognises the disruptions caused by the COVID-19 pandemic.

The objective of the grant activity is to:

- deliver support to travelling showmen and women by contributing to the operational costs of travelling show businesses for attendance at agricultural show events.

The intended outcome of the grant activity is to:

- provide funding for the rental expenses incurred by travelling show businesses at an eligible agricultural show in the 2021–22 and 2022–23 financial years.

A travelling show business is an organisation that:

- has an Australian Business Number
- derives the majority of their income through the provision of amusement devices, games, showbags and/or show food canteens at Australian agricultural shows
- may be an itinerant trader (non-guild member) or member of one of the following guilds or association: Victorian Showmen's Guild, the Showmen's Guild of Australasia, the Showmen's Guild of South Australia, West Australian Showmen's Association Inc., Showmen's Guild of Tasmania
- incurred showground rental expenses in the defined amusements area, showbags area or space allocated by an agricultural show society.

An eligible agricultural show is a/an:

- agricultural show which comprises a mixture of events, activities, displays, competitions and entertainment that together seek to showcase a broad range of the agriculture sector and animal husbandry, including its equipment, livestock, trade and innovation
- scheduled event run by an entity that is a member of Agricultural Shows Australia or a state and territory agricultural show society that is a member of Agricultural Shows Australia
- scheduled event that went ahead in the 2021–22 and/or 2022–23 financial years
- agricultural show which was cancelled less than two weeks prior to the scheduled event and incurred showground rental expenses normally charged to travelling show businesses
- local agricultural show or a Capital City Royal Show held in Canberra, Hobart or Darwin in the 2021–22 and/or 2022–23 financial years.

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

The grant is to be undertaken in accordance with the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)

## 2. Grant amount and grant period

A one-off amount of \$7,763,836 (GST exclusive) is available for the Showground Rental Relief grant opportunity. The grant will run to 30 June 2023 and all funding will be provided in the 2021–22 financial year. The total grant available will be capped and cannot exceed this amount even if eligible expenses are higher, or if a show is held after the program's funding has been fully committed.

Funding must only be used for the purpose for which it will be provided.

## 3. The grant selection process

This grant opportunity has been established as a one-off ad hoc grant with a Service Delivery Application Form submission required. The department considers this is the appropriate selection process to achieve the identified objectives of the grant which are for a specific group of stakeholders to meet a specific need caused by COVID-19 disruptions to agricultural shows.

The organisation at Section 3.1 is invited to participate in the grant opportunity as it has well established relationships across Australia with travelling show businesses and agricultural show societies and is recognised by the Australian agricultural show industry as a leading showmen's guild operating in Australia. Delivery of funds for Supporting Agricultural Showmen and Women – Rent Relief through this organisation will streamline the process and ensure funding is provided as efficiently as possible to support travelling showmen and women.

### 3.1 Eligibility criteria

To be eligible to receive a grant, you must be the listed invited organisation and have received an invitation to apply for this grant opportunity.

A potential grantee is not eligible to apply if the potential grantee is an organisation, or the potential grantee's 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'.

| Invited Organisation<br>Legal Name | Service Delivery<br>Area | Funding<br>(GST exclusive)<br>2021-2022 | Australian Business<br>Number (ABN) |
|------------------------------------|--------------------------|---|-------------------------------------|
| Victorian Showmen's<br>Guild       | National                 | \$7,763,836                             | 15 564 809 113                      |

No further organisations will be invited to apply.

### **3.2 Eligible grant activities**

Funding must only be used for the purpose for which it will be provided.

The Victorian Showmen's Guild can use funding under this grant opportunity to:

- provide funding to eligible agricultural shows for the following:
  - rental expenses incurred by a travelling show business at an eligible agricultural show (as described in Section 1) in the 2021–22 and 2022–23 financial years
  - ground administration fee (also known as guild levy) imposed by the Victorian Showmen's Guild, The Showmen's Guild of Australasia, The Showmen's Guild of South Australia, West Australian Showmen's Association Inc. or Showmen's Guild of Tasmania at an eligible agricultural show in the 2021–22 and 2022–23 financial years
  - rent relief packages which include showground rental expenses, accommodation (camping), utilities (electricity and water), and administrative and marketing support provided by a showmens' guild or association in the support of an agricultural show society in the 2021–22 and 2022–23 financial years.
- cover administration costs associated with delivery of this grant opportunity up to \$200,000 (GST inclusive) including provision of an audited financial report as per section 5.2.

Providing all eligibility criteria is met, an eligible agricultural show may claim eligible costs in each of the 2021–22 and 2022–23 financial years.

### **3.3 Ineligible grant activities**

The grant cannot be used by the Victorian Showmen's Guild for the following:

- expenses already claimed under the Supporting Agricultural Shows and Field Days grant opportunity. Agricultural show events are only eligible to receive funding for eligible expenses from one of the programs.
- expenses incurred at a Capital City Royal Show held in Sydney, Melbourne, Brisbane, Perth or Adelaide
- expenses incurred at agricultural shows cancelled more than 2 weeks ahead of their scheduled event
- showmen's guild/association membership fees
- expenses not associated with the delivery of this grant including:
  - purchase of land
  - wages and associated costs (including superannuation) and bonuses
  - capital expenditure
  - construction/capital works
  - travel
  - food and beverage, including where associated with marketing
  - gifts
  - conferences and training

- activities for which your landlord has primary responsibility
- costs incurred in the preparation of a grant application or related documentation
- activities for which other Commonwealth, state, territory or local government bodies have already funded.

### 3.4 Grant assessment

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

All assessment criteria are equally weighted.

#### **Criterion 1: How will the grant contribute to the objectives of the SASW program**

Describe how you intend to deliver the grant activity and provide funds to eligible agricultural show societies.

In responding to this criterion you should include:

- a project plan that describes your objectives and implementation, including how it will be monitored and delivered.
- details about who will benefit and the intended outcomes.

#### **Criterion 2 – What is the capability and capacity of the applicant to undertake the grant?**

Demonstrate your organisation's capability and capacity to successfully deliver the grant activity to the eligible agricultural show societies on time, within budget and in alignment with the CGRG's.

In responding to this criterion you should include:

- audited financial statements for the 3 most recent consecutive financial years, including balance sheets, profit and loss statements, cash flow statements and notes to the accounts
- details of relevant organisational staff and previous experience/capacity with the management of projects of a similar size and nature to the proposal.

The application will be assessed by the department.

The assessment of the application will consider that the:

- proposal represents value with money
- proposal can be delivered on time and to budget (as identified in supporting documents)
- level of risk associated with the proposal and its implementation is manageable and/or acceptable and it is acknowledged that risk may stem from a number of sources, such as new technology, the scale and/or complexity of the proposal/project.

### 3.5 How to apply

The organisation listed at Section 3.1 is invited to submit a Service Delivery Plan Application Form, using the individualised form that was emailed to you. If you have not received the Service Delivery Plan application in your invitation email, please contact 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) before the application closing date.

You must make sure that your application is complete, accurate and submitted by the closing date and time in accordance with these guidelines.

If you find a mistake in your application after it has been submitted, you should contact the Community Grants Hub by phone on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) straight away.

The Community Grants Hub may ask you for more information, as long as it does not change the basis of your application. The Community Grants Hub will not accept any additional information, or requests from applicants to correct applications after the closing time.

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 **2021-6458 SASW Showground Rental Relief** in the subject line of your email response. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

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.

### **3.6 Who will approve the grant?**

The First Assistant Secretary, Agricultural Policy Division, Department of Agriculture, Water and the Environment (the decision maker) will make the final decision to approve a grant.

The decision maker's decision is final in all matters, including the:

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

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

## **4. Notification of the grant**

We will advise you of the outcome, following a decision by the decision maker. We will advise you of any specific conditions attached to the grant.

### **4.1 The grant agreement/payment of the grant**

You must enter into a legally binding grant agreement with the Commonwealth. We will use the Commonwealth Simple Agreement for this grant opportunity. Each agreement has general terms and conditions that cannot be changed. 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.

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

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant
- any in-kind contributions you will make.

### **Commonwealth Simple Grant Agreement**

We will use a Commonwealth Simple 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.

## **4.2 Grant acquittal and 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 milestones and outcomes
- the number of agricultural show events funded by this grant opportunity including:
  - the name and location of the agricultural show event
  - the organisation responsible for the agricultural show event
- the number of travelling show business who have had expenses and costs associated with attending an eligible agricultural show reimbursed
- expenditure of the grant.

We will monitor progress by assessing reports you submit and may 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.

### **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 reports.



## **Progress reports**

Progress reports will be quarterly and 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.

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

## **Final report**

When you complete the agreed Showground Rental Relief grant activities and milestones, you must submit a final report.

The final report 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.

## **Audited financial acquittal report**

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement and declare unspent funds.

The grantee will also be responsible for:

- responding to ad hoc requests from the department relating to the expenditure of funds on eligible grant activities
- meeting the terms and conditions of the grant agreement and managing the grant activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement.

## **4.3 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](#).

Payment will be made following execution of the grant agreement.

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.

## **5. Announcement of the grant**

Your grant will be listed on the GrantConnect website, no later than 21 days after the date of effect as required by Section 5.3 of the CGRGs.

## 6. Grant evaluation

The department will evaluate this grant to measure how well the outcomes and objectives have been achieved.

Your grant agreement requires you to provide information to help with this evaluation on:

- the number of agricultural shows events provided with funding
- the name and location of the agricultural show events
- the organisation responsible for the agricultural show events
- the number of travelling show business who have had expenses and costs associated with attending an eligible agricultural show reimbursed
- the total amount of funding provided to agricultural show societies.

## 7. 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 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.