

# Disability and Carer Support Program Print Disability Services Program Guidelines

Opening date:	14 September 2017
Closing date and time:	2.00pm AEDT on 26 October 2017
Commonwealth policy entity:	Department of Social Services
Co-Sponsoring Entities	N/A
Enquiries:	If you have any questions, please contact Phone: 1800 020 283 or Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 19 October 2017
Date guidelines released:	14 September 2017
Type of grant opportunity:	Open competitive

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# 1. Disability and Carer Support Program: Print Disability Services Program Processes

## Introduction

- **Grant Opportunity Open Date: 14 September 2017**
- **Grant Opportunity Close Date: 26 October 2017**

The Grant Opportunity application can be found on GrantConnect ([www.grants.gov.au](http://www.grants.gov.au)).

**IMPORTANT:** You must read these grant guidelines before you submit your interest. These guidelines can be found on GrantConnect ([www.grants.gov.au](http://www.grants.gov.au)), the Australian Government's whole-of-government grants information system. **Note:** Any addenda for this grant opportunity will be published on GrantConnect, and by registering on this website you will be automatically notified of any changes.

## 1.1 Role of the Community Grants Hub

This grant opportunity will be administered by the Community Grants Hub on behalf of the Department of Social Services under a Whole of Australian Government initiative to streamline grant processes across agencies.

### **The Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above Grant Program which contributes to Department of Social Services Outcome 3. The Department of Social Services works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



### **The grant opportunity opens**

We publish the grant guidelines and advertise on GrantConnect and the Community Grants Hub website.



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



### **We assess all grant applications**

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



### **We make grant recommendations**

We provide advice to the decision maker on the merits of each application.



### **Grant decisions are made**

The decision maker decides which grant 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 an agreement or a letter of agreement**

We will enter into a grant agreement or letter of agreement with successful applicants. The type of grant agreement is based on the nature of the grant and 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 Disability and Carer Support Program/Print Disability Service Program**

We evaluate the specific grant activity and Disability and Carer Support Program/Print Disability Service Program as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.2 About the grant program

The Department of Social Services administers the Print Disability Services Program (the Program), which falls under Outcome 3: Disability and Carers – Program 3.1: Disability, Mental Health and Carers, Disability and Carer Service Improvement and Sector Support Program, of the Department of Social Services Portfolio Budget Statement.

The Print Disability Services Program (the Program) will run over three years from 2018-19 to 2020-21.

The Print Disability Services Program (the Program) supports organisations to produce print material in alternative formats for people with print disability who are unable to read standard print with ease due to vision impairment, a physical disability or a learning disability.

Funding under the Program is directed to the production of digital masters of print material, to reflect the uptake of recent and emerging technology and to ensure the best quality material is available to the end user. The availability of this material may be provided directly through the organisations selected to provide the output in the variety of appropriate print disability accessible formats or via another eligible organisation that provide the materials to the consuming print disability individual.

A person experiencing a print disability is typically denied a broad range of information that the majority of Australians take for granted. The primary outcome of the Print Disability Services Program is to ensure that those with a print disability have equal access to information.

The reasons for print disability vary but may include:

- vision impairment or blindness
- physical dexterity problems such as multiple sclerosis, Parkinson's disease, arthritis or paralysis
- learning disability, such as dyslexia
- brain injury or cognitive impairment
- literacy difficulties
- early dementia

The objectives of the Program are to:

- provide accessible information and materials that will assist people with a print disability to live independently, participate in education, gain employment and be active participants in their local community
- produce digital masters that can be converted to any of the following mediums: Braille, Audio, Large Print, Tactical Graphics, E Text (down-loadable format), Easy English, Accessible PDF, DAISY and MP3
- facilitate the registration of digital masters created on Trove - the online library database aggregator hosted by the National Library of Australia, and
- facilitate the registration of materials created on Trove.

The Program will be undertaken according to the *Commonwealth Grants Rules and Guidelines 2017* ([CGRGs](#)).

## 1.3 About the Grant Opportunity

These guidelines contain information for the Print Disability Services Program grants.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

The expected outputs of the grant opportunity are:

- increased production and circulation of printed works in alternative communication formats to a wider audience of people with a print disability across Australia.

The chosen open selection process is designed to test the market and coverage opportunities and where it is assessed to be feasible, allow new technologies to be implemented.

You must read this document before filling out an application.

## 2. Grant amount

The Australian Government has committed a total of \$5,703,000 (GST exclusive) over three years (\$1,901,000 per year) for the Print Disability Services Program starting 1 July 2018.

There is no maximum amount that may be applied for, however, grants cannot exceed \$5,703,000 (GST exclusive) for three years, which is the total available.

## 3. Grant eligibility criteria

We cannot consider your application if it does not satisfy all the eligibility criteria.

### 3.1 Who is eligible to apply for a grant?

To be eligible you must:

- be one of the following entity types:
  - a consortium with a lead organisation <sup>1</sup>

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<sup>1</sup> 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 at 6.3 'Grant Applications from Consortia'

- a partnership of eligible entities
  - an Australian private company
  - an Australian public company
  - an incorporated trustee on behalf of a trust
  - an incorporated association
  - an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and /or Torres Strait Islander) Act 2006
- have an Australian Business Number (ABN)
  - be registered for the purposes of GST
  - be a permanent resident of Australia
  - have an account with an Australian financial institution
  - be located in an Australian State or Territory.

Applications from consortia delivery models are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible as per the list above.

## **3.2 What qualifications or skills are required?**

If you are successful, you will need to make sure that the staff working on the grant activity maintain the following registration:

- Working with Vulnerable People registration

Your organisation must maintain the following:

- a proven track record and capability in providing quality material in the variety of formats required by people with a print disability to suit individual requirements
- a credible record of good governance and efficient delivery of relevant products
- the ability to work collaboratively with other organisations
- ability to work with Department of Social Services to maximise outcomes and effectively manage, deliver and report on the project.



## **4. Eligible grant activities**

### **4.1 What can the grant money be used for?**

Primarily, the grant money is to be used for the following activities:

- production of digital masters
- conversion from digital masters to: Braille, Audio, Large Print, Tactical Graphics, E Text, Easy English, Accessible PDF, DAISY and MP3 and any other disability appropriate assistance technology formats, and
- promotion of product availability

You can only spend grant funds on eligible grant activities as defined in the grant details in your grant agreement.

### **4.2 What the grant money cannot be used for?**

You cannot use the grant for the following activities:

- purchase of land
- wages
- 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
- your own newsletters or enews letters for client cohorts
- supply of materials that would be normally be covered by your organisation as part of your core business
- supply of materials that would normally be covered by other programs and Government Departments – example: basic educational texts

## **5. The grant selection process**

First we will assess your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

We will then assess your application against the criteria set out below and against other applications. Your application will be considered on its merits, based on:

- how well it meets the criteria
- how it compares to other applications and
- whether it provides value for money.

## 6. The assessment criteria

You will need to address all of the following assessment criteria in your application. All assessment criteria are given equal weighting. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested.

### **Criterion 1: Demonstrate the need for your activity in the print disability consumer group, and outline how your activity will address the need?**

A response should:

- outline of the intended outcomes of your activity and explain how these outcomes will address the print disability consumer group's needs
- demonstrate a detailed understanding of existing services and support within the print disability consumer group, including any duplication of services and any service gaps

### **Criterion 2: Describe how the development and implementation of your organisation's grant project will achieve positive outcomes for all stakeholders on time and within budget?**

A response should:

- explain how the development and implementation of your project will achieve the grant objectives
- explain how your organisation will engage and maintain relationships with key stakeholders to achieve grant program outcomes

### **Criterion 3: Explain how your organisation's project will achieve value for money for the Commonwealth?**

A response should:

- explain how your organisation's project will achieve positive outcomes for the community that would not occur without grant funding
- explain how your organisation's project will increase the capability of the print disability consumer group to sustain positive outcomes beyond the duration of the grant agreement

**Criterion 4: Demonstrate your organisation’s capability to successfully deliver the activity in the chosen community on time and within budget.**

A response should:

- outline the skills, qualifications and experience of staff that would manage and deliver your organisations project
- outline your organisation governance, management, and financial administration systems that it will use to support the administration and delivery of the project
- explain how your organisation will manage grant funding, meet reporting requirements and maintain service delivery standards
- demonstrate your organisation’s ability to effectively develop, implement, manage and monitor grant projects to achieve positive outcomes for your community

Your responses to each assessment criteria should be limited to 900 words per criteria.

## **6.1 Overview of application process**

One application per applicant per delivery model will be assessed. If more than one application for the same model is submitted, only the latest eligible application will be considered.

You must read these grant guidelines, the application form and the standard grant agreement terms and conditions before you submit an application. The Question and Answer sheet on the website may also assist you in your application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

You must address all of the eligibility and assessment criteria to be considered for a grant. Please complete each section of the application form and make sure you provide the information we have requested.

Please keep a copy of your application and any supporting papers.

## **6.2 Application process timing**

Submit your application by the closing time and date below. Late applications will not be accepted. If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date, the Community Grants Hub may determine that there were exceptional circumstances beyond the applicant’s control that meant they could not meet the deadline. Examples of exceptional circumstances could include, but may not be limited to:

- Community Grants Hub infrastructure failures,
- natural disasters,
- power outages affecting the ability of the applicant to submit their application by the deadline, and
- death or disability of key personnel.

Information on the Community Grants Hub [late application policy](#) is available on the [Community Grants Hub](#) website.

The expected commencement date for the granting activities is 1 July 2018 and the expected completion date is 30 June 2021.

**Table 1: Expected timing for this grant opportunity**

Activity	Timeframe
Application period	Open: 14/09/2017 Close: 2:00pm AEDT 26/10/2017
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	3 weeks
Notification to unsuccessful applicants	2 weeks
Activity commences	01/07/2018
End date	30/06/2021

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## 6.3 Completing the grant application

You must submit your grant application on the application form, which can be downloaded at [GrantConnect](#) and the [Community Grants Hub](#). The application form includes help information.

This is an online application form that you must submit electronically. If you have any technical difficulties please contact 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The Department of Social Services/Community Grants Hub will not provide application forms or accept applications for this grant opportunity by fax or mail.

You must make sure that your application is complete and accurate and submitted in accordance with these Guidelines.

You cannot change your application after it has been submitted.

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 or by email at [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 substance of your application. The Community Grants Hub does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

## 6.4 Applications from consortia

Some organisations may apply as a consortium to deliver grant activities. A consortium is two or more businesses who are working together to combine their capabilities when developing and delivering a grant activity.

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the application form and identify all other members of the proposed consortium in the application.

## 6.5 Questions during the application process

If you have any questions during the application period, please call 1800 020 283 or TTY 1800 555 677 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The Community Grants Hub will respond to emailed questions within five working days.

Answers to questions may be posted on [GrantConnect](#).

Questions will not be accepted after 19 October 2017.

## 6.6 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives or coverage requirements, the Department of Social Services will deliver subsequent grant opportunities run as direct selection or restricted processes. Should the assessment process for the grant opportunity have a situation where there is less coverage and capability than is already in place, it would be expected that unsuccessful applicants would first be approached to negotiate in the areas of eligibility, service capability or coverage.

# 7. Assessment of grant applications

## 7.1 Who will assess applications?

An assessment team will assess all eligible and compliant applications based on their merits. The assessment team will be comprised of departmental staff. The assessment team will undertake training to ensure consistent assessment of all applications.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

An expert panel comprised of Department of Social Services staff will then review all ranked applications to inform the final recommendations for funding.

The Expert Panel will make recommendations having regards to:

- overall objectives for each Program

- conformance with eligibility criteria
- service provider mix
- distribution of providers across all locations
- how the services and/or project will be delivered
- existing and/or potential market failure
- value for money, and
- (if known) minimise possible duplication with other Commonwealth/State/Territory government programs/service delivery.

The expert panel may seek information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The expert panel may also consider information about you or your application that is available through the normal course of business.

## 7.2 Who will approve grants?

The expert panel will make recommendations to the Branch Manager, Supported Employment Policy, Access and Engagement Branch. The Minister for Social Services (Minister) will make the final decision to approve a grant.

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

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

The Minister must not approve funding if they reasonably consider the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

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

## 8. Notification of application outcomes

You will be advised of the outcomes of your application in writing, following a decision by the Minister for Social Services. If you are successful, you will also be advised about any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome.

### 8.1 Feedback on your application

The Feedback Summary will provide general round-specific information and will include main strengths and areas of improvement for the applications received in this round.

## 9. Successful grant applications

### 9.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Social Services. Streamlined Grant Agreement - General Grant Conditions for the grant agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

You will be required to:

- produce digital masters
- provide and maintain the equipment/premises to produce digital masters and copies in a variety of accessible formats as requested by individuals and eligible organisations
- convert digital masters into a variety of mediums. This includes being capable of converting digital masters to any of the following mediums: Braille, Audio, Large Print, Tactical Graphics, E Text, Easy English, Accessible PDF, DAISY and MP3 (noting material must be down-loadable in relevant formats)
- maintain a quality and assurance process that guarantees consistent high quality output
- distribute those works according to the needs of the individuals and eligible organisations, delivering services to all cohorts of people with a print disability including:
  - people living in rural and remote locations
  - Aboriginal and Torres Strait Islander persons
  - people from Culturally and Linguistically Diverse backgrounds
- upload or register all works into Trove
- submit six monthly progress reports that detail:
  - the number of works produced towards the annual target – noting that a digital master is a singular complete work
  - the demographic distribution of works including location, age, type of print disability
- conduct customer satisfaction surveys annually and provide the Department with the results of these surveys.
- provide accredited translating and interpreting services as required by specific client cohorts

- making your website compliant with the Web Content Accessibility Guidelines (WCAG) 2.0 click [here](#) to access the guidelines.
- development and maintenance of skilled staff capable of delivering the above

The grant agreement will state the:

- six monthly target figures for work produced
- annual target for geographic distribution of work
- annual customer satisfaction survey requirement
- deliverables tied to the six half yearly payments
- requirement of an externally audited annual Financial Acquittal Report which is tied to the second annual payment each year of the grant

The Department of Social Services will negotiate agreements with successful applicants by the 1 July 2018 commencement date. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

Where a grantee fails to meet the obligations of the grant agreement, the Department of Social Services may:

- Terminate the entire grant agreement
- Shorten the entire grant funding period
- Withhold payment until issue is resolved.

You should not make financial commitments until a grant agreement has been executed by the Commonwealth.

## 9.2 How the grant will be paid

The grant agreement will state the:

- maximum grant amount to be paid

We will not exceed the maximum grant amount under any circumstances. If you incur extra eligible expenditure, you must pay it yourself.

Grant funding will be paid:

- six monthly

We will make an initial payment on execution of the grant agreement. We will make subsequent payments progressively based on your progress reports [and your eligible expenditure].



## 9.3 Grant agreement variations

We recognise that unexpected events may affect the progress of a project. In these circumstances, you can request a project variation, including:

- changing project milestones
- extending the timeframe

The program does not allow for:

- an increase to the agreed amount of grant funds

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. Contact [PDSP@dss.gov.au](mailto:PDSP@dss.gov.au) for further information. We will not consider changes after the grant agreement end date.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

## 10. Announcement of grants

If successful, your grant will be listed on the [GrantConnect](#) and the [Department of Social Services](#) websites 21 days after the date of effect as required by Section 5.3 of the *CGRGs*.

## 11. Delivery of grant activities

### 11.1 Your responsibilities

You must submit reports in line with the timeframes in the grant agreement. We will provide sample templates for these reports in the grant agreement. We will expect you to report on

- progress against agreed project milestones
- eligible expenditure of grant funds.

You will be responsible for:

- meeting the terms and conditions of the grant agreement and managing the 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

## 11.2 Department of Social Services responsibilities

The **Department of Social Services** will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- evaluate the grantee's performance.

The Department of Social Services will monitor the progress of your project by assessing reports you submit.

## 11.3 Grant payments and GST

Payments will be made as set out in the grant agreement. 'Payments will be GST Inclusive'.

Before any payments are made, you must provide:

- a tax invoice for the amount of the payment (the Australian Government's default invoice process is Recipient Created Tax Invoices)
- evidence that you have achieved the associated milestone

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the [Australian Taxation Office](#) website for more information.

## 11.4 Evaluation

The Department of Social Services will evaluate the Print Disability Services Program to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

Service providers can choose to provide their data in three different ways:

- Direct entry through the web-based portal, which can be used like a free case management system
- System-to-system transfer
- Bulk uploads

## 11.5 Acknowledgement

The Department of Social Services logo is designed to be used on all materials related to grants under the program. Whenever the logo is used, the publication related to grants under the Program must also acknowledge the Commonwealth as follows:

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

## 12. Probity

The Australian Government will make sure that the program 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.

**Note:** These guidelines may be changed from time-to-time by the **Department of Social Services**. When this happens the revised guidelines will be published on the [GrantConnect](#).

### 12.1 Complaints process

The Department of Social Services' [Complaints Procedures](#) apply to complaints about the Program. All complaints about a grant process must be lodged in writing.

Any questions you have about grant decisions for the Program should be sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)

If you do not agree with the way the Department of Social Services 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 Department of Social Services.

Applicants can contact the complaints service with complaints about Community Grants Hub's service(s) or the application process.

Details of what constitutes an eligible complaint can be provided upon request by the Community Grants Hub. Applicants can lodge complaints through the following channels:

Telephone: 1800 634 035  
Fax: (02) 6204 4587

Mail: Community Grants Hub Complaints  
GPO Box 9820  
Canberra ACT 2601

Applicants can also lodge a complaint about the Departments service(s) using the [complaints form](#) on the Departments website.

If an Applicant is at any time dissatisfied with the Department or the Community Grants Hub's handling of a complaint, they can contact the Commonwealth Ombudsman.

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)

### 12.2 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Department of Social Services 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
- has a relationship with an organisation, or in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform the Department of Social Services and the Community Grants Hub in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

The chair of the Assessment Committee will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. 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*. We publish our conflict of interest policy available on the [Community Grants Hub](#) website.

## 12.3 Privacy: confidentiality and protection of personal information

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

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

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

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under the Program in any other Australian Government business or

function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

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

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

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995*

We'll treat the information you give us as sensitive and therefore confidential if it meets all of the four 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
4. you provide the information with an understanding that it will stay confidential.

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

## 12.4 Freedom of information

All documents in the possession of the Australian Government, including those about the Program, are subject to the *Freedom of Information Act 1982 (FOI Act)*.

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

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

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

By email:         [foi@dss.gov.au](mailto:foi@dss.gov.au)

## 13. Glossary

Term	Definition
assessment criteria	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 granting activity, to determine applicant rankings. (as defined in the CGRGs)
Client cohorts	Includes individual and eligible organisation consumers and distributors of Print Disability Services
commencement date	The expected start date for the grant activity.
completion date	The expected date that the grant activity must be completed and the grant spent by.
date of effect	This will depend on the particular grant. It can be the date in 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. CGRGs
decision maker	The person who makes a decision to award a grant.
double dipping	Double dipping occurs where a grant recipient is able to obtain a grant for the same project or activity from more than one source. CGRGs
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria. (CGRGs)
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.
cost shifting	Involves 'substitution of effort' by the Commonwealth for activities of another organisation or level of government. For example, cost shifting occurs where the Commonwealth provides a grant for an activity that would usually be paid for by a state, territory, or local government, such as municipal services. (CGRGs)

<b>Term</b>	<b>Definition</b>
eligible organisations	Organisations or businesses who consume or promote and distribute Print Disability services/materials.
grant	<p>a grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a) under which relevant money or other CRF money, is to be paid to a recipient other than the Commonwealth; and</li> <li>b) which is intended to assist the recipient achieve its goals; and</li> <li>c) which is intended to help address one or more of the Australian Government's policy objectives; and</li> </ul> <p>under which the recipient may be required to act in accordance with specified terms or conditions.</p> <p>CGRGs section 2.3</p>
grant activity	Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement. (Proposed definition in the grants taxonomy)
grant agreement	Grant agreement means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth. (CGRGs)
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants. (Proposed definition in the grants taxonomy)
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities
grantee	An individual/organisation that has been awarded a grant. (Proposed definition in the grants taxonomy)
individuals	End user consumers of information designed for Print



Term	Definition
	Disability.
PBS Program	Described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities
selection criteria	Comprise eligibility criteria and assessment criteria. (CGRGs)
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. (CGRGs)
Trove	Trove is an Australian online library database aggregator; a free faceted-search engine hosted by the National Library of Australia, in partnership with content providers including members of the National & State Libraries Australasia. It is one of the most well-respected and accessed GLAM services in Australia, with over 70,000 daily users.