

International Relations Grants Program

Australia-ASEAN Council (AAC) 2020 COVID-19 Special Grants Round Guidelines

Opening date:	0900 AEST, 11 June 2020
Closing date and time:	1500 AEST, 5 August 2020
Commonwealth policy entity:	Department of Foreign Affairs and Trade
Enquiries:	If you have any questions, contact the Australia-ASEAN Council Secretariat via aac@dfat.gov.au or +61 (0)2 6261 1333. Questions should be sent no later than 1500hrs on 29 July 2020.
Date guidelines released:	11 June 2020
Type of grant opportunity:	Open competitive

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The International Relations Grants Program: 2020 COVID-19 Special Grants Round processes

The International Relations Grants Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to Department of Foreign Affairs and Trade's Outcome 1¹ in the Portfolio Budget Statements. The Australia-ASEAN Council works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#), the Department of Foreign Affairs and Trade website and social media.



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. We 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

The relevant Board provides advice to the decision maker on the merits of each application.



Grant decisions are made

The Department of Foreign Affairs and Trade decision maker 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 will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

¹ The advancement of Australia's international strategic, security and economic interests including through bilateral, regional and multilateral engagement on Australian Government foreign, trade and international development priorities.

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 International Relations Grant Program

We evaluate your specific grant activity and the 2020 COVID-19 Special Grants Round as a whole. We base this on information you provide to us and that we collect from various sources.

1. Introduction

These guidelines contain information for the Australia-ASEAN Council 2020 COVID-19 Special Grants Round.

This document sets out:

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

You must read this document before filling out an application.

2. About the grant program

The International Relations Grants Program (the program) is an ongoing program, subject to annual budget appropriation.

The Program promotes people-to-people links and a contemporary and positive image of Australia to support the Australian Government's international policy goals.

The objectives of the program include:

- strengthening bilateral relationships in areas of mutual interest with particular countries and regions
- build understanding, trust and influence across international networks, collaboration and connections between institutions and communities
- enhancing Australian international reputation and reach through the promotion of our economic, creative and cultural, sporting, innovation and science, and education assets, and
- increased understanding of Australians of the cultures and opportunities in each of these countries.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)².

The Department of Foreign Affairs and Trade reserves the right to cease selection processes for Grant Opportunities under the International Relations Grants Program.

2.1 2020 COVID-19 Special Grants Round outcomes

The objectives of the Australia-ASEAN Council's 2020 COVID-19 Special Grants Round are to support continuity in people-to-people and institutional engagement between Australia and the ASEAN region during and following the Novel Coronavirus (COVID-19) pandemic, when restrictions on travel and social distancing will limit opportunities for face-to-face engagement and inward and outbound visits. In this context, the round will target online and other activities or forms of engagement that help bring people together through virtual means and build cross-cultural linkages, but do not require travel and are consistent with government restrictions in response to COVID-19. Countries in scope include: Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Vietnam. The round will also prioritise

² <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

applications that directly contribute to the priority needs of ASEAN countries during and immediately following the COVID-19 pandemic.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$300,000 AUD is available in 2020-21 for this grant opportunity, subject to appropriation.

- The minimum individual grant amount is \$10,000 AUD.
- The maximum individual grant amount is \$50,000 AUD.

Only grant applications between these amounts will be considered. Co-contributions from you and other parties strengthen your application.

It is anticipated that most grants will be between \$20,000 AUD and \$40,000 AUD per year, depending on the scope of the grant activity and its complexity.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

4.1 Who is eligible to apply for a grant?

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

- an Australian entity with an Australian Business Number (ABN), Australian Company Number (ACN), or Indigenous Corporation Number (ICN)
- an Australian consortium with a lead organisation³
- an Australian registered charity or not-for-profit organisation
- an Australian local government body
- an Australian State/Territory government body
- a corporate Commonwealth entity
- an Australian statutory authority,
- be an Australian or permanent resident of Australia, and
- be willing to provide or develop child protection guidelines for your project if it involves people under the age of 18 years.

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

Individuals who intend the grant to be administered by a university should apply on behalf of the university, i.e. your university is the applicant.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

³ 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 8.6 'Grant Applications from Consortia'

- Not an Australian, a permanent resident of Australia or an Australian organisation.
- A previous applicant who has failed to provide a full and proper acquittal of an earlier Australia-ASEAN Council grant.
 - You may provide an interim report with the agreement of the relevant Secretariat where existing grant funding will be expended prior to the commencement of the new grant requested.

5. What the grant money can be used for

5.1 Eligible expenditure

You must use the grant for the following activities:

- The project outlined within the application.

You can use the grant to pay for costs detailed in your budget and grant agreement, including:

- Online or remote communication activities
- Research, excluding salaries (see 5.2 below)
- Communication and translation
- Advertising and promotion, graphic design, photography and printed material
- Production costs, including freight and artists' wages, and
- Only one participant per conference or meeting and only where the participant is a principal speaker and the subject of the conference is of direct relevance to the grant opportunity (in line with current Australian Government medical advice on COVID-19 restrictions).

For activities delivered in Australia, applicants are encouraged to consider the use of an Indigenous supplier, if they intend to subcontract any of the services above. A directory of registered Indigenous businesses is available at www.supplynation.org.au.

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

5.2 What the grant money cannot be used for

You cannot use the grant for the following activities:

- capital expenditure, including purchase of real estate and vehicles
- purchase of equipment (for example, musical instruments, computers, videos, photographic or printing equipment)
- the covering of retrospective costs or recurrent funding of activities
- activities which are already commercially viable in their own right
- activities which will provide commercial advantage to the applicant (e.g. promotion of the applicant's own business)
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, salaries (including for research assistants or administrative staff), honorariums or administrative charges levied by the applicant's organisation

- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility (e.g. academic research, assistance to business, development assistance projects)
- scholarships to individual students, and
- completed projects.

In the context of travel and social distancing restrictions due to the COVID-19 pandemic, we will not fund travel or activities that contravene social distancing or broader health advisories in Australia or the jurisdiction of the proposed activity. Consistent with previous rounds, we will not fund travel and accommodation for attendance at conferences or meetings, participation in fieldwork or sporting or other events.

6. The assessment criteria

You will need to address all of the following assessment criteria in your application. We will judge your application based on the weighting given to each criterion. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. The application form includes word limits. All assessment criteria are given equal weighting.

Criterion 1

The proposal has clearly defined objectives consistent with one or more of the Australia-ASEAN Council strategic objectives.

Criterion 2

The proposal is achievable in the context of travel, government and social distancing restrictions in place in Australia and/or ASEAN member countries at the date of close of applications.

Criterion 3

The proposal will support continuity in people-to-people and institutional engagement between Australia and ASEAN member countries during the COVID-19 pandemic or further advance Australia's own ability to assist these countries.

Criterion 4

The proposal offers prospects for ongoing self-sustaining activity in the area/s of health, science, education, economic resilience, social cohesion, trade and investment, interfaith dialogue, contemporary arts and culture, youth, gender and women's empowerment, and disability; and represents value for money.

When preparing the application, applicants should bear in mind that the assessment committee may not be familiar with the applicant, the organisation or the field of activity. As the committee's recommendation will be primarily based on the information provided in the application form, this document should be clear, accurate, comprehensive and focused.

7. How to apply

Before applying, you must read and understand these guidelines, the application form, the draft grant agreement and the sample final report before you submit an application.

These documents are available on [GrantConnect](#). Any alterations and addenda will be published on GrantConnect and by registering on this website. You will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete each section of the application form with the requested information
- address all of the eligibility and assessment criteria, and
- provide two short signed independent references.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code \(1995\)](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

Please keep a copy of your application and any supporting papers. Make sure that your application is complete and accurate and submitted in accordance with these Guidelines and application form.

We will acknowledge that we have received your grant application, through an automated email from the online grants management system, *SmartyGrants*, within one working day.

The Department of Foreign Affairs and Trade will not provide application forms or accept applications for this grant opportunity by fax or mail.

7.1 Attachments to the application

We require the following documents with your application:

- two short signed independent references
- letter of support from nominated partners (if relevant)
- organisation capability statement or individual's curriculum vitae (optional), and
- if you apply on behalf of a university, a letter of support from your Research Office.

Your supporting documentation should be attached to the application form. There will be instructions in the application form to help you. Only attach the documents you have been asked to include.

Among applications from universities, the most competitive applications will be those with letters of support from the relevant Research Office highlighting the alignment of the proposed project to the Australia-ASEAN Council's 2020 COVID-19 Special Grants Round. In addition, highlighting the relevance of the project to the University's strategic goals for ASEAN member countries and/or demonstrating that the project is not more appropriately funded by the Australia Research Council or alternative Commonwealth funding body, will be beneficial.

7.2 Joint (consortia) applications

Some organisations may apply as a consortium to deliver grant activities. A consortium is two or more organisations 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. The application must include a letter of support from each organisation involved in the grant. Each letter of support should include

Each letter of support should include:

- an overview of how the consortium will work together to complete the grant activity
- an outline of the relevant experience and/or expertise of the consortium members
- the roles/responsibilities of consortium members and the resources they will contribute (if any)

- details of a nominated management level contact officer, and
- details of the lead organisation.

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates and times. The Australian Government will only accept a late application in exceptional circumstances where permission has been granted by the Secretariat in advance of the closing time and date.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	8 weeks (0900 AEST 11 June - 1500 AEST 5 August 2020)
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	2 weeks
Notification to unsuccessful applicants	1 week
Activity commences	Specified in application, but before 30 June 2021
End date of grant activity or agreement	Specified in application, but before 30 June 2023

7.4 Questions during the application process

If you have any questions during the application period, please contact the Australia-ASEAN Council Secretariat at aac@dfat.gov.au or phone: +61(0)2 6261 1333. The Department of Foreign Affairs and Trade undertakes to respond to emailed questions within five working days.

Questions should be sent no later than 1500hrs AEST 29 July 2020.

7.5 Further grant opportunities

The Australia-ASEAN Council aims to allocate all grant funding during the annual grants round and is typically over-subscribed with suitable applications each year. If there are not enough suitable applications to meet the program's objectives, the Department of Foreign Affairs and Trade may consider applications received during the financial year, subject to available funding through direct selection or restricted processes. All potential grants will still be considered against the outcomes of the program (and/or criteria in these guidelines) and value for money.

8. The grant selection process

8.1 Assessment of grant applications

We first review your application against the eligibility criteria.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications, and

- whether it provides value with relevant money.⁴

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

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives, and
- how the grant activities will target groups or individuals.

8.2 Who will assess applications?

The Board of the Australia-ASEAN Council will assess each application. Board members are listed on the Australia-ASEAN Council website. Board members are treated as Commonwealth officials due to their role in the assessment process in accordance with Part 1, section 2.8 of the CGRGs and the *Public Governance, Performance and Accountability Act (2013)*.

While an application may meet the assessment criteria, a grant is not guaranteed.

The Australia-ASEAN Council Secretariat, within the Department of Foreign Affairs and Trade, will provide information and advice to the Board to assist its determination of policy and its assessment of grant applications.

The Board may seek additional input from relevant Australian missions overseas about you or your application. They may also seek additional information from other Commonwealth agencies, even if the sources are not nominated by you as referees. The Board may also consider information about you or your application that is available through the normal course of business.

8.3 Who will approve grants?

The assessment committee will make recommendations to the delegate – the Assistant Secretary, Southeast Asia Regional Engagement Branch – or their delegate within the Department of Foreign Affairs and Trade.

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

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

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

The Australia-ASEAN Council reserves the right to offer less funding than that sought by the applicant.

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

9. Notification of application outcomes

We will advise you of the outcome of your application in writing following a decision by the delegate. If you are successful, we will advise you of any specific conditions attached to the grant.

⁴ See glossary for an explanation of 'value with money'.

If you are unsuccessful, you may submit a new application for the same project (or a similar project) in any future grant opportunity rounds. You may wish to include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback from the Department of Foreign Affairs and Trade within one month of being advised of the outcome. The Department of Foreign Affairs and Trade will give verbal feedback within one month of feedback being requested.

10. Successful grant applications

10.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Foreign Affairs and Trade. Standard terms and conditions for the grant agreement will apply and cannot be changed. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on GrantConnect.

You will be required to:

- complete a brief communications outline within two weeks of accepting the grant offer,
- provide a final report, including financial acquittal, using the online template within 60 days of project completion, and
- where conference or meeting participation of a principal speaker is funded, a copy of the paper presented by the participant in addition to the report (if applicable).

The Department of Foreign Affairs and Trade will negotiate agreements with successful applicants by October 2020. 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 Foreign Affairs and Trade may withhold or suspend the funding to the grantee; and/or require the grantee to repay all or part of the grant. No compensation is payable by the Department for termination in these circumstances.

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

Letter of Agreement

We will send you a letter of agreement advising that your application has been successful and providing you with an offer. You accept the offer by signing and returning the letter of agreement to us. We consider the agreement to be executed (take effect) from the date you sign the letter.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid.

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

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity.

All grants are awarded in Australian dollars. You are responsible for any financial differences that may occur from the time of the application submission to when the project takes place, due to fluctuations in the exchange rate.

10.3 Grants Payments and GST

Payments will be made as set out in the grant agreement. Where appropriate, payments will be GST Inclusive.

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](https://www.ato.gov.au/).⁵ We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect (www.grants.gov.au) website 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 key 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.

You must also inform us of any changes to your:

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

12.2 Reporting

You must submit reports in line with the grant agreement. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes, and
- expenditure of the grant.

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

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

⁵ <https://www.ato.gov.au/>

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred, and
- be submitted within 60 days of completion in the format provided in the grant agreement.

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, including:

- changing project milestones consistent with the original intent of the project
- extending the timeframe for completing the project for a reasonable period of time, and
- changing the allocations across budget items.

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 the Australia-ASEAN Council Secretariat 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 provisions in the grant agreement and the likely impact on achieving outcomes, 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, and
- availability of program funds.

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

The Department of Foreign Affairs and Trade will evaluate the Australia-ASEAN Council COVID-19 Special Grants Round 2020 activities to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

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

12.7 Acknowledgement

The Australia-ASEAN Council logo/Australian Government crest is to be used on all materials related to grants under the Program. Whenever the logo/crest is used, the publication or announcement must also acknowledge the Commonwealth as follows:

'This [name of grant activity] received grant funding from the Australia-ASEAN Council of the Department of Foreign Affairs and Trade.'

Invitations to board members and/or officers of the Department of Foreign Affairs and Trade to represent the Australian Government support for the project are highly desirable.

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.

Note: These guidelines may be changed from time-to-time by the Department of Foreign Affairs and Trade. When this happens, the revised guidelines will be published on GrantConnect and the Department's website at: <http://dfat.gov.au/councils>.

13.1 Enquiries and feedback

All complaints about a grant process must be lodged in writing with the Australia-ASEAN Council Secretariat.

Any questions you have about grant decisions for the Program should be sent to aac@dfat.gov.au. **You may wish to list @dfat.gov.au as a trusted emailer in your email system.**

If you do not agree with the way the Department of Foreign Affairs and Trade 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 Foreign Affairs and Trade.

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 of Foreign Affairs and Trade 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 or interest 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 a grant under the grant program/ grant opportunity.

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Department of Foreign Affairs 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 \(1999\)](#). 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 Department of Foreign Affairs and Trade 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.

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.

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

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

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

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose 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 three 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:

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

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

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

By mail: The Director, Freedom of Information and Privacy Law Section
 Corporate Legal Branch
 Department of Foreign Affairs and Trade
 R.G. Casey Building, John McEwen Crescent
 BARTON ACT 0221

By email: foi@dfat.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
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
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
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.

Term	Definition
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: - under which relevant money⁶ or other Consolidated Revenue Fund (CRF) money⁷ is to be paid to a grantee other than the Commonwealth; and - 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
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
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.
grantee	the individual/organisation which has been selected to receive a grant
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.

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

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

Term	Definition
selection 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	value with money in this document 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. 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 quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and • the potential grantee’s relevant experience and performance history.

Appendix A: Acronyms

Acronyms used in these guidelines, online and within application forms

ABN	Australian Business Number
ACN	Australian Company Number
AEST	Australian Eastern Standard Time
CGRGs	Commonwealth Grants Rules and Guidelines
FCI	Foundations, Councils and Institutes
FOI	Freedom of Information
GST	Goods and Services Tax
ICN	Indigenous Corporation Number
IRGP	International Relations Grants Program
PBS	Portfolio Budget Statement
PGPA Act	Public Governance, Performance and Accountability Act