



Australian Government



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AUSTRALIA & SOUTH-EAST ASIA

International Relations Grants Program Australia-ASEAN Council 2021 Guidelines

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Administering entity:	Department of Foreign Affairs and Trade
Enquiries:	If you have any questions, please contact the Australia-ASEAN Council Secretariat on (02) 6261 1333 or aac@dfat.gov.au . Questions should be sent no later than 1/09/2021
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1. International Relations Grants Program: Australia-ASEAN Council 2021 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 the Department of Foreign Affairs and Trade's Outcome 1¹ in the Portfolio Budget Statements. The Australia-ASEAN Council of the Department of Foreign Affairs and Trade (DFAT) 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 on [GrantConnect](#)



You complete and submit a grant application

You complete the application form and address all 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. The Board of the Australia-ASEAN Council then assesses your application against the assessment criteria including an overall consideration of value for money and compares 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 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.



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.

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 Australia-ASEAN Council and grant program

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

1.1 Introduction

These guidelines contain information for the Australia-ASEAN Council 2021 grants.

You must read these guidelines before filling out an application.

This document sets out:

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

2. About the grant program

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

The objectives of the Program are to promote people connections and a contemporary and positive image of Australia and support for the Australian Government's international policy goals.

The expected outcomes of the Program are:

- strengthened bilateral relationships in areas of mutual interest with particular countries and regions,
- international networks, collaboration and connections between institutions and communities to build understanding, trust and influence,
- enhanced 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.

Grant opportunities available under the International Relations Grants Program are:

- Australia-ASEAN Council 2021
- National Foundation for Australia-China Relations 2021
- Australia-India Council 2021
- Australia-Indonesia Institute 2021
- Australia-Japan Foundation 2021
- Australia-Korea Foundation 2021
- Australian Cultural Diplomacy Grants Program 2021
- Council for Australian-Arab Relations 2021
- Council on Australia Latin America Relations 2021

Further information on the International Relations Grants Program, including descriptions of previous grant-funded projects, is available at www.dfat.gov.au/councils.

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

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

2.1 About the Australia-ASEAN Council 2021

The Australia-ASEAN Council seeks to strengthen the Australia-ASEAN relationship in ways that enhance mutual understanding and people connections [Australia-ASEAN Council | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#).

The objectives of the Australia-ASEAN Council 2021 grant program are:

- increase public awareness of Australia in Southeast Asia, and of Southeast Asia in Australia, and the importance of the multilateral relationship
- develop partnerships in areas of shared interest in the bilateral, regional and global context
- increase Australians' capacity to effectively engage with Southeast Asia.

Key priority areas of the Australia-ASEAN Council:

- Economic Resilience
- Health
- Business Engagement
- Language, Arts and Culture

Applications for activities that strengthen cooperation between Australia and Southeast Asia to respond to and recover from the COVID-19 pandemic would be welcomed.

3. Grant amount and grant period

3.1 Grants available

In 2021-22, approximately \$450,000 is available for this grant opportunity, subject to appropriation, starting in July 2021.

Grant applications for a minimum of \$20,000 to a maximum of \$50,000 per year will be considered.

Co-contributions from applicants and other parties strengthen an application.

3.2 Grant/Project period

The maximum grant period is across one year of single-year funding.

You must complete your grant/project by the end date designated in your application and agreed by the Australia-ASEAN Council Board. Following the grant/project period, an evaluation period of one month (30 days) will commence.

Grant extensions of no more than one year from the original grant end date may be considered in exceptional circumstances. An extension can be requested by phone but must be confirmed and approved by the Australia-ASEAN Council Secretariat in writing. A contract amendment will also be agreed and signed by the grantee and Australia-ASEAN Council Secretariat.

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

4. Eligibility criteria

Applications must satisfy all eligibility criteria to be considered.

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 citizen or permanent resident of Australia
- and be willing to provide or develop child protection guidelines that meets the [Child Protection Policy | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#) 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:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)⁴
- A previous applicant who has failed to provide a full and proper acquittal of an earlier IRGP 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.

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'

⁴ The National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy will come into effect on 1 January 2021. The Department of Social Services is the responsible entity for questions and advice regarding this policy (see www.dss.gov.au).

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant must be used:

- For the project outlined within the application and fit within one of the specified key thematic focus areas.
 - Economic Resilience
 - Health (physical, mental and food security)
 - Business Engagement
 - Arts, Language and Culture

Grant applicants intending to carry out activities focussed on scientific exchange or research should become familiar with Australia's export control regimes as appropriate [Export control regimes | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](https://www.dfat.gov.au/export-control)

Similarly, the guidelines to counter foreign interference in the Australian university sector [The University Foreign Interference Taskforce - Guidelines to counter foreign interference in the Australian university sector | Department of Education, Skills and Employment](https://www.education.gov.au/university-foreign-interference-taskforce-guidelines-counter-foreign-interference-australian-university-sector) could be a useful resource.

5.2 Eligible expenditure

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

- Economy flights, modest accommodation costs, meals and travel allowances, other transport (subject to compliance with COVID-19 restrictions and pricing)
- Communication and translation
- Venue hire and catering (subject to compliance with COVID-19 safety measures)
- Advertising and promotion, graphic design, photography, social media, video and printed material
- Production costs, including freight and artists' wages
- 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.

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 expenditures that enables the grant activities as defined in the grant agreement.

5.3 What the grant money cannot be used for

You cannot normally use the grant for the following:

- 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),
- activities undertaken by primary or high schools, including study tours, where travel by a significant number of students is the principal element of the proposal
- scholarships to individual students, and
- completed projects.

We do not generally fund travel and accommodation for attendance at conferences or meetings, participation in fieldwork or sporting or other events, unless they are directly related to achieving the project outcomes described by you. Such activities are considered and scrutinised by the Australia-ASEAN Council Board and must be of direct relevance to its objectives. To be considered, a substantial program should exist in the sidelines or around the conference and there should also be a strong argument for the selection of applicant(s).

6. The assessment criteria

We will first assess your application against the eligibility criteria (section 4.1). 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 assessment 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

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.

Criterion 1: How will the grant activity contribute to the objectives of the Australia-ASEAN Council? (weighting = 20%)

In providing a response to this criterion you **must** include, but are not limited to:

- a description of the activity and provision of information which demonstrates alignment to the Australia-ASEAN Council's objectives and at least one of the Australia-ASEAN Council's current strategic priority areas: 1. Economic Resilience; 2. Health; 3. Business Engagement; 4. Language, Arts and Culture. See link for more details [Australia-ASEAN Council Grants | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](https://www.dfat.gov.au/australia-asean-council-grants).

Criterion 2: What is the grant activities' potential for raising awareness of Australia in Southeast Asia/Southeast Asia in Australia and does it promote a contemporary and positive image of Australia? (weighting = 25%)

In providing a response to this criterion, you should demonstrate how your grant activities would reach out to a broader audience (eg the public and/or decision-makers) and also how you would create or strengthen formal or other relationships. You should include, but are not limited to:

- any proposed quantitative or qualitative performance measures to indicate the expected reach of your project such as anticipated:
 - events (eg public seminars, promotional events, performances, exhibition days, or community events)
 - number of participants/audience spectators (and a description of your target audience) and why you expect this level of engagement
 - media engagement plans (including social media), the type of media interest you seek to generate (eg articles, radio and television broadcasts) distribution plans (eg of a publication).
- Indicating your awareness of and commitment to gender balance by referencing efforts within your project activities to achieve balanced representation with 40:40:20 principles.
- indicating any follow-up activities that could arise from the grant activity and that could ensure networks created between individuals and institutions through the project are sustained (eg through creation of alumni groups).

Criterion 3: What is the need for the particular grant activity in the particular location/demographic or how does the proposed grant activity address a specific need? (weighting = 20%)

In providing a response to this criterion you should include, but are not limited to:

- demonstrating links between Southeast Asia and Australia
- demonstrating the gap that your grant activity would address
- demonstrate development of women in Australia and the region, reflecting the Global Compact SDG, Gender Equality
- demonstrating how your grant activity would address a new area of interest and cooperation between Australia and Southeast Asia
- demonstrating how your grant activity would address an area of interest and cooperation between Australia and Southeast Asia in a new, innovative and improved way.

Criterion 4: What is the capability and capacity of the applicant to undertake the grant activity? (weighting = 25%)

In providing a response to this criterion you should demonstrate you and/or your organisation's capability and capacity to successfully undertake your grant activity. You should include, but are not limited to:

- a one-page capability statement of the organisation and/or CV of the project leader(s)
- two signed references from referees with no direct financial interest in your project
 - referees should comment on the project's objectives and the strategies to achieve them
 - references that provide different perspectives on the proposal; and
 - referees who work for different organisations.
- a letter of support from your organisation's research office or equivalent If you are from a large organisation that confirms alignment of your grant activity to the organisation's international strategies.
- If you have a partner/s please also provide a capability and commitment statement including a letter of support from the partner/s and a record of past successful partnerships with the partner/s.

**Criterion 5: The proposal is achievable in the context of COVID-19-related restrictions.
(weighting = 10%)**

In providing a response to this criterion you should include, but are not limited to:

- how your project will comply with COVID-19-related restrictions in place at the time you submit your application, including, for example, in relation to travel, physical distancing, hygiene and sanitation measures
- how you might adapt your project in response to potential changes to COVID-19-related restrictions across the stated timeframe of the project
- international travel between Australia and Southeast Asia is not a significant component to achieve successful project outcomes.

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 Board's recommendation will be primarily based on the information provided in the application form, this document should be clear, accurate, comprehensive and focused.

The Board and the Delegate will also strongly consider the value for money that your project offers for the investment of Commonwealth of Australia funds in their decision making. In expressing the value for money that your project offers you should consider:

- use of grant funding to execute the criteria outlined above
- inclusion of other sources of income and an indication of whether each source of income is confirmed, conditional or pending approval; ie. project partners
- other sources of income can include other grants from Australian Federal Government, State Government, Local Government, etc, and in-kind contributions from your organisation and your Southeast Asian/Australian partner.
- appropriate, reasonable and realistic economy travel costings (in line with COVID-19 restrictions as at the close date of the call for applications)
- alternative options for face-to-face conferences, forums, roundtables and meetings where appropriate.

7. How to apply

Before submitting your application, you must read these grant guidelines, the application form, the draft grant agreement and the sample final report.

You must submit your grant application in English on the application form, which can be downloaded at <https://dfat.smartygrants.com.au/AAC>. The application form includes help information.

This is an online application form that you can submit electronically. If you have any technical difficulties please contact SmartyGrants Help Desk (service@smartygrants.com.au, +61 3 9320 6888 between 9am and 5pm Monday to Friday).

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

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.

You must address all of the eligibility and assessment criteria and provide two short signed independent references 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.

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.

If you find an error in your application after submitting it, you should contact us immediately on (02) 6261 3869. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

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.

Supporting documentation should be attached to the application form. 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 priority outcomes, the relevance of the project to the University's strategic goals in the relevant country and demonstrating that the project is not more appropriately funded by the Australia Research Council or alternative Commonwealth funding body.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

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:

- 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
- details of the lead organisation.

7.3 Timing of grant opportunity processes

Activity	Timeframe
Application period	Open: 09:00 (AEST) 28 July 2021 Close: 13:00 (AEST) 8 September 2021
Assessment of applications	6 weeks
Approval of outcomes of selection process	October 2021
Negotiations and award of grant agreements	November 2021
Notification to unsuccessful applicants	December 2021

7.4 Questions during the application process

If you have any questions during the application period, please contact the Australia-ASEAN Council Secretariat, (02) 6261 1333, aac@dfat.gov.au. The Department of Foreign Affairs and Trade undertakes to respond to emailed questions within five working days.

Questions should be sent no later than 1 September 2021.

Answers to common questions may be posted on the [website](#).

Applicants may speak with the Australia-ASEAN Council Secretariat in their first language by telephoning the Translating and Interpreting Service on 131 450 (local call anywhere in Australia) and asking to be connected with the Secretariat.

Aboriginal or Torres Strait Islander applicants may wish to access assistance in submitting an application where English is not their first language. In these cases, applicants may contact an Indigenous language centre for assistance.

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

- whether it provides value with relevant money.⁵

We then assess 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.
- 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.

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.

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

8.3 Who will approve grants?

The Board will make recommendations to the First Assistant Secretary, Southeast Asia Division, or his/her delegate within the Department of Foreign Affairs and Trade. The delegate will make the final decision to approve a grant.

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

- the approval of the grant
- 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.

⁵ See glossary for an explanation of 'value with money'.

9. Notification of application outcomes

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

If you are unsuccessful, we will give you an opportunity to discuss the outcome.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should 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 only provide 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.

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.

The Department of Foreign Affairs and Trade will negotiate agreements with successful applicants in August 2021. 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.

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 eligible expenditure, you must pay it yourself.

We will make an initial payment on execution of the grant agreement and on receipt of a valid invoice.

All grants are awarded in Australian dollars. You should allow for the exchange fees in your project budget. 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.

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party.

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.

10.3 Grants Payments and GST

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

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 at www.ato.gov.au for more information.

11. Announcement of grants

If successful, your grant will be listed on the website GrantConnect (www.grants.gov.au) and on the Department of Foreign Affairs and Trade website within 21 days of the date of effect⁶ as required by Section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

12.1 Keeping us informed

You must submit reports in line with the timeframes in the grant agreement. Sample templates for these reports are available on the website. We will expect you to report on:

- progress against your communications plan actively deepening international relationships and promoting your project and the council;
- progress against agreed project milestones;
- contributions of participants directly related to the project;
- eligible expenditure of grant funds; and
- results against key performance indicators and the project specific outputs detailed in your application.

You will also be responsible for:

⁶ See glossary

- meeting the terms and conditions of the grant agreement and managing and promoting the activity efficiently and effectively;
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement;
- all administrative arrangements associated with your project including visa and travel arrangements, visa charges, airport taxes, ground transport, travel and health insurance for project participant's medical and hospital insurance cover both overseas and in Australia for visitors not covered by Medicare (including evacuation and death cover), and necessary insurance for equipment and accommodation costs and arrangements;
- other insurances, including workers' compensation, as required by law, and professional indemnity, public health and liability insurance, as required by the project; and
- complying with all applicable domestic and international laws.

12.2 The Department of Foreign Affairs and Trade's responsibilities

The Department of Foreign Affairs and Trade will:

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

Funding under this grants program does not imply that the Department of Foreign Affairs and Trade endorses the views of recipients involved in any funded activity.

12.3 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.

12.4 Record keeping

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

12.5 Evaluation

The Department of Foreign Affairs and Trade will evaluate the Australia-ASEAN Council 2021 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.

12.6 Acknowledgement

The Australia-Korea Foundation 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 must also acknowledge the Commonwealth as follows:

'This activity received grant funding from the Australia-Korea Foundation 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 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.

The Foreign Influence Transparency Scheme provides the public with visibility of the nature, level and extent of foreign influence on Australia's government and politics. It is recommended that you review obligations and responsibilities under the scheme at [Foreign Influence Transparency Scheme | Attorney-General's Department \(ag.gov.au\)](https://www.ag.gov.au/Foreign-Influence-Transparency-Scheme) before establishing project partners.

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 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 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.

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](https://www.ombudsman.gov.au). 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 [or member of an external panel]
- 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 and Trade in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Department of Foreign Affairs and Trade's website](#).

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and 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 Sexual misconduct prevention and response

The Department of Foreign Affairs and Trade has a zero-tolerance approach to sexual exploitation, abuse and harassment (PSEAH). It is expected that all individuals participating in this program will comply with this zero-tolerance approach. Any allegations or reports of misconduct will be taken seriously. The *Sex Discrimination Act 1984 (Cth)* defines the nature and circumstances in which sexual harassment is unlawful.

In response to the Royal Commission into Institutional Responses to Child Sexual Abuse, the Australian Government has introduced the National Redress Scheme, which provides acknowledgement and support to people who have experienced institutional child sexual abuse.

For more information and support, please visit: <http://www.nationalredress.gov.au/> or; call the National Redress Scheme line on **1800 737 377**.

13.6 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
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
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.
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:

Term	Definition
	<ul style="list-style-type: none"> a. under which relevant money⁷ or other Consolidated Revenue Fund (CRF) money⁸ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
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.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the

⁷ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁸ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
	assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>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.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • 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

Acronym	Definition
AAC	Australia-ASEAN Council
ABN	Australian Business Number
ACC	Australia-China Council
ACDGP	Australian Cultural Diplomacy Grant Program
ACN	Australian Company Number
AEDT	Australian Eastern Daylight Time
AEST	Australian Eastern Standard Time
AIC	Australia-India Council
All	Australia-Indonesia Institute
AJF	Australia-Japan Foundation
AKF	Australia-Korea Foundation
ASEAN	Association of Southeast Asian Nations
CAAR	Council for Australian-Arab Relations
CGRGs	Commonwealth Grants Rules and Guidelines
COALAR	Council on Australia Latin America Relations
CV	Curriculum Vitae
DFAT	Department of Foreign Affairs and Trade
FCI	Foundations, Councils and Institutes
FOI	Freedom of Information
GST	Goods and Services Tax
IRGP	International Relations Grants Program
PBS	Portfolio Budget Statement
PGPA Act	Public Governance, Performance and Accountability Act
PSEAH	Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy