



International Relations Grants Program

Australia-India Council (AIC) 2020 Guidelines

| | |
|-----------------------------|---|
| Opening date: | 09:00 Monday 30 November 2020 (Canberra time, UTC +11) |
| Closing date and time: | 14:00 Monday 18 January 2021 (Canberra time, UTC +11) |
| Commonwealth policy entity: | Department of Foreign Affairs and Trade |
| Enquiries: | If you have any questions, please contact the Australia-India Council Secretariat by email ausindia.council@dfat.gov.au or phone +61 2 6261 3833. Questions should be sent no later than Friday 11 January 2021. |
| Date guidelines released: | By 30 November 2020 |
| Type of grant opportunity: | Open competitive |

Contents

| | |
|--|----|
| 1. Introduction..... | 4 |
| 2. About the grant program..... | 4 |
| 3. Grant amount | 5 |
| 4. Grant eligibility criteria | 5 |
| 5. Grant eligibility activities..... | 6 |
| 6. The assessment criteria | 8 |
| 7. How to apply for a grant | 8 |
| 8. Grant selection process | 11 |
| 9. Notification of application outcomes..... | 12 |
| 10. Successful grant applications..... | 12 |
| 11. Delivery of grant activities..... | 13 |
| 12. How we monitor your grant activity | 15 |
| 13. Probity..... | 16 |
| 14. Glossary | 19 |
| 15. Appendix A: Acronyms | 21 |
| 16. Appendix B: Frequently Asked Questions | 22 |

The International Relations Grants Program:

Australia-India Council (AIC) 2020 Grant 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-India 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: <https://dfat.smartygrants.com.au/aic2020>

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

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 International Relations Grants Program/Australia-India Council as a whole. We base this on information you provide to us and that we collect from various sources.

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.

1. Introduction

These guidelines contain information for the Australia-India Council (AIC) 2020 Grant 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.

Grant opportunities available under the International Relations Grants Program are:

- Australia-ASEAN Council 2020
- Australia-India Council 2020
- Australia-Indonesia Institute 2020
- Australia-Japan Foundation 2020
- Australia-Korea Foundation 2020
- Council for Australian-Arab Relations 2020
- Council on Australia Latin America Relations 2020
- National Foundation for Australia-China Relations 2020

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. About the Australia-India Council (AIC) Grant Round 2020

The Australia-India Council (AIC) seeks to advance Australia's foreign and trade policy interests by building awareness and understanding between the peoples and institutions of Australia and India.

² <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

The objectives of the AIC 2020 Grant Program are:

- support continuity in people-to-people and institutional engagement between Australia and India during and following the 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. The round will also prioritise applications that directly contribute to the priority needs of India during and immediately following the COVID-19 pandemic;
- raise awareness of Australia in India, and of India in Australia, in a way that encourages further growth in relations between the two countries, including in the trade and investment relationship;
- promote exchange and collaboration between Australian and Indian organisations in fields of relevance to the bilateral economic partnership;
- deliver high quality programs that demonstrate Australia's economic credentials and technical excellence to influential audiences in India;
- seek community involvement in, and private sector support for Australian engagement with India including by encouraging corporate investment in collaborations that advance Australia-India relations; and
- promote examples of a successful bilateral relationship.

The AIC is looking for high quality applications that foster ground-breaking collaboration, catalyse positive bilateral engagement and improve perceptions in both directions. In 2020, priority will be given to projects that:

- support implementation of the [Comprehensive Strategic Partnership](#) between India and Australia, including by supporting the recommendations of the [India Economic Strategy](#);
- address an identified gap or need; and
- are co-funded by industry, or work to produce commercial collaborations, or demonstrate a path to continuing in future years without government funding.

Key project deliverables for successful applicants:

- further the aims of the AIC including publicising the impact of the project;
- report project outcomes and expenditure;
- produce a one to two-page policy paper to inform government on key considerations relevant to the grant topic, including key learnings, future challenges, opportunities or needs, and recommendations.

3. Grant amount

The AIC grant process is very competitive and not all projects that satisfy the guidelines can be funded. In 2020, between \$600,000 and \$700,000 in total is expected to be available for AIC grants, subject to appropriation. Grants will be provided to a number of small and medium projects (up to a maximum of \$150,000 each) that demonstrate a clear capacity to maximise impact by fostering ground-breaking collaborations that catalyse positive bilateral engagement.

Project costs should be proportionate to the scope of the grant activity, its complexity, proposed outcomes, and strategic advantage, as well as administration and sensible risk management expectations.

Co-contributions from your organisation and other parties must be included and will be regarded positively.

4. Grant eligibility criteria

We cannot consider your application if you do not satisfy 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;
- an Australian or permanent resident of Australia; and
- willing to provide or comply with 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 per the list above. *See Section 7.3* for more information about consortia.

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. Only one application per university or institution will be eligible for approval.

4.2. Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- Not an Australian citizen or permanent resident of Australia, nor an Australian organisation;
- 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.

5. Grant eligibility activities

You must use the grant for the activities in project outlined within the application.

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'

5.1. What the grant money can be used for

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;
- communication and translation;
- venue hire and catering;
- 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 (attendance in accordance 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 <https://supplynation.org.au/>.

You can only spend grant funds on eligible grant activities as defined in the grant details in your grant agreement. Projects will need to commence before 30 June 2021.

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), honoraria 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 do not generally fund travel and accommodation for attendance at conferences or meetings, participation in fieldwork or sporting or other events, unless such activities are considered by the Board to 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 the applicant(s).

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 how well you meet the criteria. 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 has limits on the number of words permitted in some fields. In assessing your application we will review:

1. How the grant activity will contribute to the objectives of the Australia-India Council and the priority sectors outlined in the India Economic Strategy;
2. The project's ability to shift perceptions, build collaborations and be sustained over time;
3. The extent to which the project establishes innovative and dynamic linkages; overcomes an identified problem; or leverages a major event to build deeper relations between Australia and India;
4. How the project aims to identify and deliver Australia's knowledge and expertise to fill a market gap in India, in one or more of the ten sectors identified in the Comprehensive Strategic Partnership and the India Economic Strategy;
5. How you intend to deliver dynamic digital media and/or reach a wide and influential audience in line with the Australia-India Council's 'A Dynamic Mix' communication platform;
6. How well the project demonstrates its capacity to meet the key performance indicators built into the grant application and acquittal forms.

All assessment criteria are given equal weight and the applications will be assessed by the extent to which your application meets the criteria.

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, the information provided in the application should be clear, accurate, comprehensive and focused.

7. How to apply for a grant

You must read and understand these guidelines, [Australia-India Council Strategic Plan](#), the application form in SmartyGrants, the draft grant agreement and the [standard grant documentation](#) before you submit an application.

7.1. Application form

The Department of Foreign Affairs and Trade use online grant application powered by [SmartyGrants](#). You must log in before you can start filling out your application.

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 will exclude your application from further consideration.

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 are shortlisted you will be required to present your proposal to the board by video link. If you reach this stage, we will contact you to make arrangements.

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

7.2. 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.**

The most competitive applications will be those with letters of support from the relevant Research Office. The letter of support will need to highlight the alignment of the proposed project to the AIC grant objectives, the relevance of the project to the University's strategic goals relating to India, and demonstrating why the project could not be appropriately funded by the Australia Research Council or alternative Commonwealth funding body.

7.3. 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; and
- details of the lead organisation.

7.4. Application process timing

You must submit your application to the Department of Foreign Affairs and Trade (via *SmartyGrants*) 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.

The expected start date for the grant activity is by 30 June 2021 and the expected end date is as specified in your application.

Table 1: Expected timing for this grant opportunity

| Activity | Timing |
|--|---|
| Applications open | 09:00 Monday 30 November 2020 (Canberra time, UTC +11) |
| Applications close | 14:00 Monday 18 January 2021 (Canberra time, UTC +11) |
| Assessment of applications | 9-12 weeks |
| Shortlisted applicants notified | Late March-Early April 2021 |
| Shortlisted applicants will present proposal to the Board via video link | Mid-April 2021 |
| Approval of outcomes of selection process | Early May 2021 |
| Negotiations and award of grant agreements | Mid-May 2021 |
| Notification to unsuccessful applicants | Late May 2021 |
| Project activity to commence | By 30 June 2021 |
| Project end date | Specified in application and reflected in grant agreement |

7.5. Questions during the application process

If you have any questions during the application period, please contact the AIC Secretariat at ausindia.council@dfat.gov.au or phone: +61 2 6261 3833. Questions should be sent no later than 11 January 2021.

7.6. Completing the grant application

You must submit your grant application in English using the application form at *SmartyGrants*: <https://dfat.smartygrants.com.au/AIC2020> . The application contains a help function.

The online application form must be submitted electronically via *SmartyGrants*. If you have any technical difficulties please contact the SmartyGrants Help Desk (service@smartygrants.com.au, +61 3 9320 6888 between 09:00 and 17:00, Monday to Friday, Canberra time).

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

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

You cannot change your application after the closing date and time without prior approval by the Secretariat.

If you find a mistake in your application after it has been submitted or if there are changes to contact details or other information pertinent to the completion of the project, you should contact the Secretariat straight away. The Department of Foreign Affairs and Trade may ask you for more information, as long as it does not change the substance of your application. The Department of Foreign Affairs and Trade is not obliged to accept any additional information, nor to request applicants correct their applications after the closing time.

7.7. Further grant opportunities

The AIC aims to allocate all grant funding during the annual grants round and is typically over-subscribed with many 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. Grant selection process

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

If eligible, we will then assess your application against the assessment criteria (see Section 6) 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;
- whether it provides value for money;
- whether it ensures a reasonable spread of projects across priority sectors, as identified in the India Economic Strategy.

Shortlisted applicants will be required to present their proposal to the AIC board by video link. Should you be shortlisted we will contact you to make arrangements.

8.1. Who will assess applications?

The Board of the Australia-India Council will assess applications. Board members are listed on the AIC 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-India 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.

Shortlisted applicants will be required to pitch their proposal to the board by video link.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or provide an explanation.

8.2. Who will approve grants?

The assessment committee will make recommendations to the Assistant Secretary, India and Indian Ocean Branch (or their 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, and
- the grant funding amount to be awarded.

The delegate will not approve funding if they reasonably consider the Program funding available is insufficient to meet project deliverables, and/or the application does not represent value for money.

The Australia-India 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.

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.

You will be required to:

- complete your communication outline within two weeks of accepting the grant offer;
- publish digital media in line with the Australia-India Council's 'A Dynamic Mix' communication platform;
- provide a one to two-page policy paper to inform government of the key considerations relevant to the grant topic explaining key learnings, future challenges, opportunities or needs and recommended appropriate Government actions, if any, in the relevant area;
- provide a final report, including financial acquittal, using the online template within 60 days of project completion;
- for multi-year grants, complete interim reports once a year using the online template;
- where conference or meeting participation of a principal speaker is funded, provide a copy of the paper presented by the participant in addition to the final report; and
- demonstrate that you have met the key performance indicators and the project specific outputs detailed in your application.

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

10.1.1. 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 pay them yourself.

We will make an initial payment on execution of the grant agreement and on receipt of a valid invoice. For multi-year grants, we will make subsequent payments detailed in the grant agreement progressively based on your interim reports, including acquittals, and receipt of valid invoices.

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 exchange rates

10.2. Grant 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/).⁴ We do not provide advice on your particular taxation circumstances.

10.3. 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.

11. Delivery of grant activities

11.1.1. Your responsibilities

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 and effectiveness in 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.

⁴ <https://www.ato.gov.au/>

A key project deliverable for successful applicants will be a one to two-page policy paper to inform government of the key considerations relevant to the grant topic. The paper should explain key learnings, future challenges, opportunities or need, and recommended appropriate Government actions, if any, in the relevant area.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing and promoting the activity efficiently and effectively in line with the 'A Dynamic Mix' communication platform;
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement;
- contacting our High Commissions and Consulates when delivering projects in India;
- all administrative arrangements associated with your project including visa and travel arrangements, visa charges, airport taxes, ground transport, travel and health insurance for project participants, 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;
- 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.

11.1.2. 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.

We will monitor the progress of your project by assessing reports you submit, may also attend project events and conduct site visits to confirm details of your reports. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

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.

11.2. Publicity and Acknowledgement

The Australia-India Council logo and 'A Dynamic Mix' communication platform is to be used on all materials related to grants under the Program. Whenever the logo is used the publication must also acknowledge the Commonwealth as follows:

'This [name of grant activity] received grant funding from the Australia-India 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 demonstrate Australian Government support for the project are highly desirable and can be coordinated through the Secretariat at ausindia.council@dfat.gov.au .

12. How we monitor your grant activity

12.1.1. 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.

12.1.2. 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.

12.1.3. Acquittal

When you complete the grant activity you must submit a final report or acquittal in *SmartyGrants*.

Final reports must:

- identify if and how outcomes have been achieved;
- include the agreed evidence as specified in the grant agreement;
- identify the total eligible expenditure incurred; and
- be submitted within 60 days of completion in the format provided in the grant agreement.

12.2. Grant agreement variations

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

- changing project milestones consistent with the original intent of the project;
- extending the timeframe for completing the project for a reasonable period of time; and
- varying 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 AIC 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 factors such as:

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

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 AIC 2020 Grant Round 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.

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 Secretariat.

Any questions you have about grant decisions for the Program should be sent to ausindia.council@dfat.gov.au.

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 and Trade 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; and
- 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 DFAT, 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; and

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; or
- 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 Law Branch
Department of Foreign Affairs and Trade
The R G Casey Building
John McEwen Crescent
BARTON ACT 0221

By email: foi@dfat.gov.au

13.6. Compliance with Australian laws, regulations and policies

All applicants are responsible for ensuring compliance with Australian laws, regulations and policies that may be relevant to their proposals including, but not limited to, the *Foreign Influence Transparency Scheme*, the *Guidelines to Counter Foreign Interference in the Australian University Sector*, and Australia's export control regimes, such as the *Defence Strategic Goods List*. Applicants must also ensure that relevant personnel have Working with Vulnerable People registration and Working with Children checks where proposals involve vulnerable people and children.

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. |
| grant | <p>for the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> under which relevant money⁵ or other Consolidated Revenue Fund (CRF) money⁶ 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. |

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁶ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

| Term | Definition |
|------------------------------|---|
| 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 assessment of applications against the eligibility criteria and/or the assessment criteria. |
| value for money | <p>value for money in this document refers to 'value for 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. |

15. Appendix A: Acronyms

Acronyms used in these guidelines, online and within application forms.

| | |
|----------|---|
| ABN | Australian Business Number |
| ACN | Australian Company Number |
| AIC | Australia-India Council |
| 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 |

16. Appendix B: Frequently Asked Questions

Can you tell me if my proposed activities meet the strategic priorities of the AIC?

The AIC Grant Guidelines ('the Guidelines') provide information on the strategic priorities for each Grant Round and should be closely reviewed prior to submitting an application.

In 2020, the focus will be on projects that support implementation of the Comprehensive Strategic Partnership, including supporting the recommendations of the India Economic Strategy.

Am I eligible to apply for a grant?

Section 4 of the Guidelines outlines who is, and is not, eligible to apply for a grant.

Can my application be reviewed by the Board before I submit it?

The AIC Board and Secretariat cannot provide advice on individual grant applications. For reasons of probity, the AIC Board and the Secretariat cannot meet to discuss individual applications.

Can grant funding be used for programs in any country?

Funding will only be provided for activities in Australia and/or India.

How will my application be assessed?

Every application will be assessed based on the criteria set out in section 6 of the Guidelines.

Can grant funding be used to support ongoing administrative costs?

Funding cannot be used for continuing administration including phone, rent, or salaries for research assistants or other staff.

Can grant funding be used to support the salaries of staff employed to work exclusively on the project?

Grant funding may be applied to staff working exclusively on the project, such as an external consultant.

Can funding be used for the purchase of equipment?

The Guidelines specify that grant funding cannot be used for capital expenditure or the purchase of equipment.

We would encourage co-contributions / funding from other parties for those aspects of the activity through a grant partner.

If I am shortlisted what and how should I present to the board?

Shortlisted applicants will be given at least two weeks' notice of their presentation to the Board, including information about what and how they will need to present to the Board.

Are joint research collaborations between institutes in Australia and India eligible under the AIC grants program?

Joint research collaborations between Australia and India are eligible to apply for an AIC grant.

The funding guidelines state that only one application per university or institution will be eligible for approval. Does this mean that each institution can submit only one application?

Multiple applications can be submitted per institution. However, only one project per institution will be recommended by the AIC to receive funding.

When will successful grants be announced?

Successful grants in the 2020 Round will be announced around May 2021.

When does the project need to commence?

Grant activity will need to commence before 30 June 2021.