# Australian Cultural Diplomacy Grants Program (ACDGP)

# 2020 UK Stream Guidelines

**Opening date: 9am (AEST) 18 August 2020**

**Closing date and time: 2pm (AEST) 5 October 2020**

**Commonwealth policy entity: Department of Foreign Affairs and Trade (DFAT)**

**[Co-sponsoring entity] Not Applicable**

**[Administering entity] Department of Foreign Affairs and Trade (DFAT)**

**Enquiries: If you have any questions, contact the Australian Cultural Diplomacy Grants Program Secretariat,** **Cultural.Diplomacy@dfat.gov.au** **Questions should be sent no later than 30 September 2020**

**Date guidelines released: 18 August 2020**

**Type of grant opportunity: Open competitive**

Contents

[Australian Cultural Diplomacy Grants Program (ACDGP) 2020 UK Stream 1](#_Toc40707567)

[Australian Cultural Diplomacy Grants Program process 4](#_Toc40707569)

[1 Introduction 5](#_Toc40707570)

[2 About the International Relations Grants Program 5](#_Toc40707571)

[2.1 About the ACDGP 2020 UK Stream grant opportunity 6](#_Toc40707572)

[3 Grant amount and grant period 6](#_Toc40707574)

[3.1 Grants available 6](#_Toc40707575)

[3.2 ACDGP period 6](#_Toc40707576)

[4 Eligibility criteria 6](#_Toc40707577)

[4.1 Who is eligible to apply for a grant? 6](#_Toc40707578)

[4.2 Who is not eligible to apply for a grant? 7](#_Toc40707579)

[4.3 What qualifications, skills or checks are required? 7](#_Toc40707580)

[5 What the money can be used for 7](#_Toc40707581)

[5.1 Eligible grant activities 7](#_Toc40707582)

[5.2 Eligible expenditure 7](#_Toc40707583)

[5.3 What the grant money cannot be used for 8](#_Toc40707584)

[6 The assessment criteria 8](#_Toc40707585)

[7. How to apply 10](#_Toc40707586)

[7.2 Joint (consortia) applications 11](#_Toc40707587)

[7.3 Timing of grant opportunity processes 11](#_Toc40707588)

[7.4 Questions during the application process 12](#_Toc40707589)

[8 The grant selection process 12](#_Toc40707590)

[8.1 Assessment of grant applications 12](#_Toc40707591)

[8.2 Who will assess applications? 12](#_Toc40707592)

[8.3 Who will approve grants? 13](#_Toc40707593)

[9. Notification of application outcomes 13](#_Toc40707594)

[9.1 Feedback on your application 13](#_Toc40707595)

[10 Successful grant applications 13](#_Toc40707596)

[10.1 The grant agreement 13](#_Toc40707597)

[10.2 How we pay the grant 14](#_Toc40707598)

[10.3 Grants Payments and GST 14](#_Toc40707599)

[11 Announcement of grants 14](#_Toc40707600)

[12 How we monitor your grant activity 14](#_Toc40707601)

[12.1 Keeping us informed 14](#_Toc40707602)

[12.2 Reporting 15](#_Toc40707603)

[12.3 Audited financial acquittal report 15](#_Toc40707605)

[12.4 Grant agreement variations 16](#_Toc40707606)

[12.5 Compliance visits 16](#_Toc40707607)

[12.6 Record keeping 16](#_Toc40707608)

[12.7 Evaluation 16](#_Toc40707609)

[12.8 Acknowledgement 16](#_Toc40707610)

[13. Probity 16](#_Toc40707611)

[13.1 Enquiries and feedback 16](#_Toc40707612)

[13.2 Conflicts of interest 17](#_Toc40707613)

[13.3 Privacy 17](#_Toc40707614)

[13.4 Confidential Information 17](#_Toc40707615)

[13.5 Freedom of information 18](#_Toc40707616)

[14 Glossary 19](#_Toc40707617)

[Appendix A. Acronyms 22](#_Toc40707618)

## Australian Cultural Diplomacy Grants Program:

## 2020 UK Stream process

**The ACDGP 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 Outcome 1[[1]](#footnote-2) in the Portfolio Budget Statements. The Department of Foreign Affairs and Trade works with stakeholders to plan and design the grant program according to the

 [*Commonwealth Grants Rules and Guidelines (CGRGs).*](https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf)



**The grant opportunity opens**

We publish the grant guidelines on [GrantConnect](http://www.grants.gov.au/)



**You complete and submit a grant application**

You complete the [SmartyGrants application form](https://dfat.smartygrants.com.au/ACDGP2020-21) 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**

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



**Grant decisions are made**

The decision makers decide 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 [or other entity if applicable] manage the grant by working with you, monitoring your progress and making payments.



**Evaluation of the ACDGP**

We evaluate your specific grant activity and the 2020 UK Stream as a whole. We base this on information you provide to us and that we collect from various sources.

## Introduction

These guidelines contain information for the ACDGP grants.

This grant opportunity is part of theInternational Relations Grants Program (see Section 2).

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 International Relations Grants Program

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

The objectives of the IRGP are:

* to support the Government's foreign policies and economic diplomacy interests
* to project a positive contemporary image of Australia
* to support professional, community and institutional linkages between Australia and its partners on contemporary issues of shared interest including business, education, innovation, science, technology, the arts, media and sport.

The intended outcomes of the program are to:

* increase public awareness of Australia in the host countries and of the host countries in Australia
* develop enduring partnerships in areas of shared interest in the bilateral, regional and global context between Australian institutions and those in the host countries
* increase Australian’s capacity to effectively engage with the host countries.

In light of the COVID-19 pandemic, DFAT Foundations, Councils and Institutes (FCI’s) have postponed their 2020-21 International Relations Grant Program (IRGP) round. They are now exploring options for activities that are achievable in the current context. Information on future opportunities will be published on the relevant FCI web pages:

* Australia-ASEAN Council (AAC)
* Australia-India Council (AIC)
* Australia-Indonesia Institute (AII)
* Australia-Japan Foundation (AJF)
* Australia-Korea Foundation (AKF)
* Council for Australian-Arab Relations (CAAR)
* Council on Australia Latin America Relations (COALAR)

We administer the program according to the[*Commonwealth Grants Rules and Guidelines*](https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf) (CGRGs)*[[2]](#footnote-3)*.

### 2.1 About the ACDGP 2020 UK Stream grant opportunity

The ACDGP 2020 UK Stream will celebrate the strong partnership between Australia and the United Kingdom through a bilateral program of exchange called the UK | Australia Season (the Season) through the theme “Who are we now?” delivered in partnership with the British Council. The Season will celebrate and amplify appreciation for our creative industries, science, innovation and education sectors and play an important role in strengthening the bilateral relationship. The Australian component of the Season will run from August to November 2021.

The objectives of the grant opportunity are to:

* support the economic and social recovery efforts of the Australian creative industry sector adversely affected by the COVID-19 pandemic
* promote Australia’s economic, artistic and cultural assets to a UK audience
* influence perceptions of Australia at home and in the UK
* build people-to-people and /or institutional links in the UK
* leverage existing partnerships and foster engagement with key stakeholders in line with DFAT’s 2017 [Foreign Policy White Paper](https://www.fpwhitepaper.gov.au/).

The intended outcomes of the grant opportunity are to:

* increase public awareness of Australia’s economic, artistic and cultural assets in the UK.
* develop enduring partnerships in the creative sector in the bilateral, regional and global context between Australian institutions and those in the UK.
* increase Australian’s capacity to effectively engage with the UK, especially in the arts and creative sectors.

## 3 Grant amount and grant period

### 3.1 Grants available

* the minimum grant amount is $10,000
* the maximum grant amount is $60,000

We encourage applicants to seek funding from other sources to cover the complete costs of their projects. While it does depend on the size of the grant request to us, we would expect that applicants would also secure funding from elsewhere to support their project.

### 3.2 ACDGP 2020 UK Stream period

If successful in the ACDGP 2020 UK Stream, you can commence activity as soon as both parties haved signed the Grant Agreement.

Following the grant period, an evaluation period of six months will commence.

## 4 Eligibility criteria

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

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

To be eligible you must:

* have an Australian Business Number (ABN)
* be registered for the purposes of GST
* be an Australian citizen or a permanent resident of Australia
* have an account with an Australian financial institution

and be one of the following entity types:

* a company incorporated in Australia
* a company incorporated by guarantee
* an incorporated trustee on behalf of a trust
* an incorporated association
* a partnership
* a joint (consortia) application with a lead organisation[[3]](#footnote-4)
* a registered charity or not-for-profit organisation
* an individual
* an Australian local government body
* an Australian state or territory government body
* an Aboriginal and/or Torres Strait Islander Corporation registered under the [*Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*](https://www.legislation.gov.au/Series/C2006A00124)*)*

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

You are not eligible to apply if you are:

* not an Australian citizen, a permanent resident of Australia or an Australian organisation.
* a previous applicant who has failed to provide a full and proper acquittal of an earlier ACDGP grant.

### 4.3 What qualifications, skills or checks are required?

If you are successful and your project involves people under the age of 18 years. Relevant personnel working on the grant activity must maintain the following:

* Working with Vulnerable People registration
* Working with Children check

We will also ask you to provide or develop child protection guidelines for your project if it involves people under the age of 18 years.

## 5 What the money can be used for

### 5.1 Eligible grant activities

* Eligible activities must directly relate to the project and can include:
	+ research, design and development of grant activity/project
	+ consultations with stakeholders and partners
	+ promotional and outreach activities
	+ communications and translations
	+ performances, exhibitions, webinars, seminars, workshops, publications, recordings and films.

### 5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities or agreed project activities.

Eligible expenditure items are:

* economy flights
* modest accommodation costs
* meals and travel allowances
* ground transport
* artists/performers fees
* freight costs
* venue hire
* catering
* advertising and promotion
* graphic design
* photography
* printed material.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your grant activity may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the expenditure on your grant activities or project/services between the start date and end or completion date for your grant activity/grant agreement for it to be eligible.

### 5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

* purchase of land
* wages (including for research assistants or administrative staff)
* major capital expenditure
* purchase of equipment (for example, musical instruments, IT equipment, photographic or printing equipment)
* the covering of retrospective costs
* costs incurred in the preparation of a grant application or related documentation
* subsidy of general ongoing administration of an organisation such as electricity, phone and rent
* major construction/capital works
* activities for which other Commonwealth, state, territory or local government bodies have primary responsibility
* activities undertaken by primary schools, including study tours, where travel by a significant number of students is the principal element of the program
* scholarships to individual students.

## 6 The assessment criteria

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

All criterion have equal weighting.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The application form includes text limits [500 words].

**Criterion 1**

Supports the economic and social recovery efforts of the Australian creative industry sector adversely affected by the COVID-19 pandemic.

You should demonstrate this through identifying:

* how your grant activity will improve access and participation in the creative industries during the COVID-19 recovery environment.
* how your grant activity will include and/or offer opportunities for those sectors adversely affected by the COVID-19 pandemic.
* how your grant activity will expand markets and develop export opportunities in the UK.

**Criterion 2**

Support continuity in people-to-people and institutional engagement between Australia and the UK during and following the COVID-19 pandemic.

You should demonstrate this through identifying:

* how the grant activity will establish or build on existing people-to-people or institutional links between Australia and the UK.
* how the grant activity is achievable in the context of government travel, social distancing and gathering restrictions in place in Australia and the UK at the proposed start date of the activity.
* how you will find people to participate and engage in the grant activity in a potentially restrictive environment.

**Criterion 3**

The proposal has clearly defined objectives consistent with one or more of the strategic objectives in the 2017 [Foreign Policy White Paper](https://www.fpwhitepaper.gov.au/).

You demonstrate this through identifying how your grant activity will advance Australia's interests, soft power and influence in the UK. Through meeting either one or more of the following objectives:

* supporting cultural collaboration and partnerships that build Australia’s influence in the UK
* promoting our economic, artistic and cultural assets to a UK audience
* expanding audiences and markets in the UK
* leveraging existing partnerships and fostering engagement with key stakeholders
* influencing perceptions of Australia at home and in the UK
* supporting other DFAT programs.

**Criterion 4**

An innovative project that promotes Australia as a contemporary, diverse nation and a source of creative excellence aligned to the goals and theme of the UK | Australia Season**.**

You demonstrate this through identifying:

* how your grant activity will attract favourable attention towards Australia in the UK
* how your grant activity creates a positive and contemporary image of Australia
* how your grant activity promotes our economic, artistic and cultural assets to a UK audience
* how your grant activity relates to the theme: “Who are we now?”

**Criterion 5**

Proven experience in delivering best practice projects and demonstrated artistic merit. You demonstrate this through identifying:

* past achievements and outcomes

**Criterion 6**

Whether the proposal provides value with relevant money.

You demonstrate this through:

* the quality of your project proposal and activities
* your proposed grant activity fit for purpose
* evidence demonstrating that without the grant your and the government’s outcomes could not be achieved.

## 7. How to apply

Before applying, you must read and understand these guidelines as well as the sample grant agreement which is accessible at [GrantConnect](http://www.grants.gov.au/). Any alterations and addenda[[4]](#footnote-5) will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

* complete the online ACDGP 2020 UK Stream application form on [SmartyGrants](https://www.smartygrants.com.au/)
* provide all the information requested
* address all eligibility criteria and assessment criteria
* include all necessary attachments
* submit your application/s on [SmartyGrants](https://www.smartygrants.com.au/) by 2pm (AEST) on 5 October 2020.

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*](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/cca1995115/sch1.html) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately care of Cultural.Diplomacy@dfat.gov.au. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

You cannot change your application after the closing date and 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.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within five working days.

If you need further guidance around the application process, or if you are unable to submit an application online contact us at Cultural.Diplomacy@dfat.gov.au.

### 7.1 Attachments to the application

We require the following documents with your application:

* two signed independent references
* letter of support from partners (if relevant)
* letter of support from relevant DFAT High Commission in the UK (optional)
* organisation capability statement
* applicant’s curriculum vitae

If you apply on behalf of a university, your application should highlight the alignment of the proposed project to the ACDGP and the University’s strategic goals in the relevant country and demonstrate that the project is best funded by the ACDGP and not by the Australia Research Council or an alternative Commonwealth funding body. Please include a letter of support from your Research Office or equivalent.

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

We recognise that some organisations may want to join as a group to deliver a grant activity.

In these circumstances, you must appoint a ‘lead organisation’. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

* details of the partner organisation
* an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity or project/services
* an outline of the relevant experience and/or expertise the partner organisation will bring to the group
* the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
* details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

Individuals who intend the grant to be administered by a university or other tertiary institution should apply on behalf of their institution i.e. your university is the applicant.

###

### 7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We cannot accept late applications.

Table 1: Expected timing for this grant opportunity

| Activity | Timeframe |
| --- | --- |
| Assessment of applications | 3 weeks  |
| Approval of outcomes of selection process | 2 weeks  |
| Negotiations and award of grant agreements | 1-3 weeks  |
| Notification to unsuccessful applicants | 2 weeks  |
| End date of grant activity or agreement  | As negotiated in your Letter of Agreement |

### 7.4 Questions during the application process

If you have any questions during the application period, contact the ACDGP Secretariat, Cultural.Diplomacy@dfat.gov.au. Questions should be sent no later than 30 September 2020.

DFAT will respond to emailed questions within five working days.

Applicants who wish to speak with the ACDGP Secretariat in their first language may do so by contacting the Translating and Interpreting Service on 131 450 (local call anywhere in Australia). In the first instance, please contact Cultural.Diplomacy@dfat.gov.au to arrange a suitable time.

## 8 The grant selection process

### 8.1 Assessment of grant applications

We 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
* whether the project is capable of digital or ‘virtual’ delivery and has a flexible delivery timeframe in the face of ongoing restricted travel and social distancing and gathering restrictions both in Australia and in the UK.
* how it compares to other applications
* whether it provides value with relevant money.[[5]](#footnote-6)

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

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

### 8.2 Who will assess applications?

An assessment committee will assess each application on its merit and compare it to other eligible applications before recommending which grant applications are suitable for a grant. The assessment committee will consist ofDFAT representatives and other agency representatives.

The ACDGP Secretariat, within DFAT, will provide information and advice to the assessment committee to assist its determination of policy and its assessment of grant applications.

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, including from relevant Australian missions overseas, even if you do not nominate the sources as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

The assessment committee may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, is expected to perform their duties in accordance with the CGRGs

The assessment committee recommends to the Program Delegate which applications to approve for a grant.

### 8.3 Who will approve grants?

The First Assistant Secretary, Soft Power, Communications and Scholarships Division, or his/her delegate within DFAT decides which grants to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

The Program Delegate’s decision is final in all matters, including:

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

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

The delegate willnot 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 ACDGP reserves the right to offer less funding than that sought by the applicant.

## 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, 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 within one month of being advised of the outcome. Wewill give verbal feedback within one month of your request.

## 10 Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use two types of grant agreements in this program. Our selection will depend on the size and complexity of your grant activities.

The grant agreement has general terms and conditions that cannot be changed.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk. You must not start any ACDGP activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the agreement.

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

**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.

**Simple Grant Agreement and/or Standard Grant Agreement**

We will use a simple grant agreement and/or standard grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth (‘execute’ means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

### 10.2 How we pay the grant

The grant agreement will state:

* the maximum grant amount to be paid
* any financial contributions you will 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.

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.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

We may set aside up to ten per cent of the total grant funding for the final payment. If so, we will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations.

### 10.3 Grants Payments and GST

If you are registered for the [Goods and Services Tax (GST)](https://www.ato.gov.au/Business/GST/Registering-for-GST/) where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](https://www.ato.gov.au/business/gst/in-detail/managing-gst-in-your-business/tax-invoices/recipient-created-tax-invoices/). Budgets should be GST exclusive.

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/).[[6]](#footnote-7) We do not provide advice on your particular taxation circumstances.

## 11 Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](http://cgrgs/).

## 12 How we monitor your grant activity

### 12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

* name
* addresses
* nominated contact details
* bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for government representatives and /or their representative to attend.

### 12.2 Reporting

You must submit reportsin line with the [grant agreement](file://prod.protected.ind/User/user03/LLau2/insert%20link%20here).We will provide sample templates for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

* progress against agreed grant activity milestones and outcomes
* contributions of participants directly related to the grant activity
* expenditure of the grant.

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

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

**Progress reports**

Progress reports must:

* include evidence of your progress towards completion of agreed activities and outcomes
* show the total eligible expenditure incurred to date
* be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make grant payments when we receive satisfactory progress reports.

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

**Ad-hoc reports**

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

**Final report**

When you complete the grant activity, you must submit a final report.

Final reports must:

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

### 12.3 Audited financial acquittal report

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement. The financial acquittal report template is attached to the sample grant agreement.

### 12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can do this by contacting the ACDGP Secretariat at Cultural.Diplomacy@dfat.gov.au.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

### 12.5 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.

### 12.6 Record keeping

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

### 12.7 Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

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

### 12.8 Acknowledgement

The Australian Government crest should be used on all materials related to grants under the program. Whenever the crest is used, the publication must also acknowledge the Commonwealth as follows:

Link to logo: <https://www.dfat.gov.au/about-us/corporate/Pages/logos-and-style-guides>

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

*‘This activity received grant funding from the Australian Cultural Diplomacy Grants Program of the Department of Foreign Affairs and Trade as part of the UK | Australia Season.”*

## 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.

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](http://dfat.gov.au/councils).

### 13.1 Enquiries and feedback

All complaints about the grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to Cultural.Diplomacy@dfat.gov.au.

If you do not agree with the way the Department of Foreign Affairs has handled your complaint, you may complain to the [Commonwealth Ombudsman](http://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](http://www.apsc.gov.au/publications-and-media/current-publications/aps-values-and-code-of-conduct-in-practice/conflict-of-interest), or perceived conflict of interest, if DFAT 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 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))](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/psa1999152/s13.html) of the [*Public Service Act 1999*](https://www.legislation.gov.au/Series/C2004A00538). Committee members and other officials including the decision maker must also declare any conflicts of interest.

### 13.3 Privacy

We treat your personal information according to the [*Privacy Act 1988*](https://www.legislation.gov.au/Details/C2014C00076)and the[Australian Privacy Principles](https://www.oaic.gov.au/privacy-law/privacy-act/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 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:

* you clearly identify the information as confidential and explain why we should treat it as confidential
* the information is commercially sensitive
* revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

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

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

### 13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [*Freedom of Information Act 1982*](https://www.legislation.gov.au/Series/C2004A02562) (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: Legal Advisor, General Litigation and Corporate Law Section
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*](http://www.finance.gov.au/resource-management/pgpa-legislation-rules-and-associated-instruments/). |
| 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)*](https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf) | 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:* 1. under which relevant money[[7]](#footnote-8) or other [Consolidated Revenue Fund](https://www.finance.gov.au/resource-management/pgpa-glossary/consolidated-revenue-fund/) (CRF) money[[8]](#footnote-9) is to be paid to a grantee other than the Commonwealth; and
	2. 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](http://www.grants.gov.au/) | 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](https://www.budget.gov.au/2018-19/content/pbs/index.html), 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 with money | value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:* the quality of the project proposal and activities;
* fitness for purpose of the proposal in contributing to government objectives;
* that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and
* the potential grantee’s relevant experience and performance history.
 |

## Appendix A. Acronyms

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

| **Acronym** | **Meaning** |
| --- | --- |
| ABN | Australian Business Number |
| ACDGP | Australian Cultural Diplomacy Grant Program |
| ACN | Australian Company Number |
| AEST | Australian Eastern Standard Time |
| CGRGs | Commonwealth Grants Rules and Guidelines |
| 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 |

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 policy priorities. [↑](#footnote-ref-2)
2. <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf> [↑](#footnote-ref-3)
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 7.2 ‘Joint Applications’ [↑](#footnote-ref-4)
4. Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents [↑](#footnote-ref-5)
5. See glossary for an explanation of ‘value with money’. [↑](#footnote-ref-6)
6. <https://www.ato.gov.au/> [↑](#footnote-ref-7)
7. Relevant money is defined in the PGPA Act. See section 8, Dictionary. [↑](#footnote-ref-8)
8. Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money. [↑](#footnote-ref-9)