

International Relations Grants Program Australia-Japan Foundation 2025 Grant Round

Opening date:	11.00 AEDT on 2 April 2025
Closing date and time:	14.00 AEST on 6 May 2025
Commonwealth policy entity:	Department of Foreign Affairs and Trade
Administering entity	Department of Foreign Affairs and Trade
Enquiries:	<p>If you have any questions, please contact the Australia-Japan Foundation Secretariat (02) 6261 3898 or ajf.australia@dfat.gov.au (in Australia) or ajf.japan@dfat.gov.au (in Japan and for Japanese language enquiries).</p> <p>Questions should be sent no later than 29 April 2025.</p>
Date guidelines released:	2 April 2025
Type of grant opportunity:	Open competitive

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1 International Relations Grants Program: Australia-Japan Foundation 2025 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 the Department of Foreign Affairs and Trade's Outcome 1¹ in the Portfolio Budget Statements. The Australia-Japan Foundation (AJF) of the Department of Foreign Affairs and Trade works with stakeholders to plan and design the grant program according to the [*Commonwealth Grants Rules and Principles 2024 \(CGRPs\)*](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#)



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the application/s against eligibility criteria. We assess your eligible application against the assessment criteria, including an overall consideration of value with relevant money and compare it to other applications.



We make grant recommendations

We provide advice to the Program Delegate on the merits of each application.



Grant decisions are made

The Program Delegate 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 with you

We will enter into a grant agreement with you if you have been successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



You deliver the grant activity

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.



We evaluate the grant activity

We evaluate your specific grant activity and the AJF 2025 Grant Round 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 policy priorities.

1.1 Introduction

These guidelines contain information for the AJF 2025 grants.

You must read these guidelines before filling out an application.

This document sets out:

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

We administer the program according to the [Commonwealth Grants Rules and Principles 2024](#) (CGRPs).²

2 About the grant program

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

The objectives of the program are to promote people-to-people links and a contemporary and positive image of Australia and support for the Australian Government's international policy goals:

The intended outcomes are:

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

IRGP grants are managed by the department's Foundations, Councils and Institutes (FCIs). Read more about the FCIs, including descriptions of previous grant-funded projects, at www.dfat.gov.au/councils.

2.1 About the Australia-Japan Foundation

The [Australia-Japan Foundation \(AJF\)](#) is part of the IRGP.

The AJF seeks to advance Australia's engagement with Japan by supporting people-to-people linkages, promoting a contemporary image of Australia in Japan, and facilitating informed discussion on key bilateral foreign and trade policy issues.

The objectives of the AJF are:

- to increase awareness and understanding in Japan of shared interests with Australia
- to increase awareness and understanding in Australia of the importance of Japan to Australia as an economic and strategic partner

² [Federal Register of Legislation - Commonwealth Grants Rules and Principles 2024](#)

- to increase recognition in Japan of Australian excellence and expertise.

The AJF provides grants to projects aligned with the Australian Government's priorities with funding from the IRGP. The AJF expands people-to-people and institutional links through programs and partnerships on contemporary issues, including in economic diplomacy, the arts, media, education, science, technology and sport.

Priority areas for the 2025 round are:

- Society, culture and sport
- Economic diplomacy and geopolitics
- Education and Australian studies
- Scientific innovation
- Communication, information and advocacy

In addition, the AJF encourages the following core principles to be considered in applications:

- gender equality
- recognition/inclusion of First Nations people
- recognition/inclusion of diversity

In 2026, the AJF will celebrate the important milestone of the 50th anniversary of its founding.

3 Grant amount and grant period

3.1 Grant amount

In 2025-26, a total of up to \$780,000 is available for this grant opportunity. We will consider grant applications for a minimum of \$10,000 to a maximum of \$50,000 for a period of one year. All payments will be GST exclusive.

In addition, funding requests of maximum \$80,000 for a one-year grant, as well as multi-year grants of maximum \$50,000 per year for up to three years may be considered in exceptional circumstances. These circumstances include where a project addresses a specific need, demonstrates larger scale partnership and collaboration, is sustainable and has potential for a strong Australia-Japan relationship over a number of years.

The AJF should NOT be the sole funding source of a project. Co-contributions from applicants and other parties will greatly strengthen an application, especially if requesting a higher amount or a multi-year grant.

Successful applicants may be offered a lower amount of funding than requested. They would be given an opportunity to decide whether they wish to accept any reduced funding. We encourage you to apply with a realistic budget plan and to also consider alternative funding sources and a back-up plan to demonstrate how the project would continue to meet AJF objectives should we offer partial funding only.

3.2 Grant period

The maximum grant period is one year for a single year project or three years for a multi-year project. Multi-year funding will only be considered and awarded in exceptional cases, as per Section 3.1.

You must commence the project within the 2025-2026 financial year and complete it by the completion date designated in your grant agreement. Following the grant/project period, an evaluation period of 60 days will commence.

4 Eligibility criteria

You must satisfy all the eligibility criteria for your application to be considered:

- satisfy the eligibility requirements in 4.1 and 4.2
- submit a complete form with all required documentation

We cannot provide a grant if you receive funding from another government source for the same purpose.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- Be one of the following entity types:
 - have 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 citizen or permanent resident of Australia
 - a Japanese citizen or organisation.

As part of your application, provide your project's child protection guidelines that meet the [DFAT Child Protection Policy](#) if it involves people under the age of 18 years (see section 13.8).

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

Individuals who intend the grant to be administered by a university should list their university as the applicant.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an institution/organisation, or your project partner is an institution/organisation, not part of the Scheme listed on the [National Redress Scheme's website](#) ⁴
- a previous applicant who has not provided a full and satisfactory acquittal of an earlier DFAT grant

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'

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

5 What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your grant activity must:

- contribute to the objectives of the AJF, as listed in section 2.1, and meet other assessment criteria, as per Section 6
- address at least one of the priority areas indicated in Section 2.1
- must directly relate to the project.

View the [AJF website](#) for more information, including examples of previous successful grant activities.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure directly related to the delivery of eligible activities.

Eligible expenditure items include:

- Return international flights (up to AUD\$1,500 return economy fares*), modest accommodation costs, meals and travel allowances (up to AUD\$150 per traveller/day*), and other transport and travel costs at reasonable rates.
- Online or remote communication activities
- Communication and translation
- Venue hire and catering
- Advertising and promotion, graphic design, photography and printed material
- Production costs, including freight and artists' wages and support staff wages and/or fees directly related to the project**
- labour costs of employees hired specifically to deliver the core elements of the grant project**
- Only key participant(s) per conference or meeting and only where the participant(s) is/are principal speaker and the subject of the conference is of direct relevance to the grant opportunity
- Other activities determined as eligible by the Program Delegate.

* The AJF will only cover up to the maximum amounts specified. Any costs that exceed this amount will need to be funded from other sources.

** Salaries for existing staff and business-as-usual wages or fees will not be supported.

In the Budgeted Expenditure section of your application, you must provide a detailed description of all proposed expenditure, why it is required, how it was calculated, and how it directly relates to your project.

Expenditure items will be assessed based on the quality of the overall project, value with money and the level of co-contributions and other sources of funding.

Applicants are strongly encouraged to seek co-contributions (in kind and/or cash) from other parties in addition to the funding sought from the AJF. Applicants must list all funding contributors to the project in the application.

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

You can only spend grant funds on eligible grant activities and within the start and end dates, as defined in the grant details in your grant agreement.

The Program Delegate makes the final decision on what is eligible expenditure.

We may ask you to verify project costs, such as quotes, provided in your application.

View the [AJF website](#) for more guidance on eligible expenditure.

5.3 What the grant money cannot be used for

You cannot normally 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 for any existing staff (including for research assistants or administrative staff), honorariums or administrative charges levied by the applicant's organisation
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility for, such as:
 - academic research
 - assistance to business
 - development assistance projects
- scholarships to individual students
- school study tours or exchange programs for individual students
- honorariums
- competitions or prizes
- side activities not related to the project, including tourist site visits, English/Japanese lessons and ticket costs
- completed projects.

We do not solely 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 AJF Board to be of direct relevance to its objectives. To be considered, a substantial program should exist in the sidelines or around the conference/event and there should also be a strong argument for the selection of applicant(s).

Travel for a larger number of people may be considered (fully or partially funded) where an application demonstrates that the event is essential for delivering the proposed AJF grant activity and presents value with money. We will also consider the level of co-contributions and other sources of funding.

6 The assessment criteria

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

An assessment committee (see section 8.2) will then assess your application against the weighted assessment criteria set out below and against other applications. Your application will be considered on its merits, based on:

- how well it meets the criteria
- how it compares to other applications, including the overall spread of applications as they relate to the AJF objectives and core principles.

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

Criterion 1 (25%)

How will the grant activity contribute in the long-term to the objectives of the AJF?

Your response to this criterion should include:

- a succinct summary of the grant activity, written for a non-expert in the activity area
 - demonstrating how it aligns with the AJF's objectives and one of the AJF's current priority areas as per section 2.1 and the [AJF website](#)
 - referencing the AJF's core principles (gender equality; recognition/inclusion of First Nations people; recognition/inclusion of diversity).
 - creating or strengthening people-to-people and/or institutional relationships
- an explanation as to how the project's contribution to the AJF objectives can be sustained into the future (after AJF grant funding is expended and after the project is completed), including follow-up activities that will ensure networks created between individuals and institutions through the project are sustained.

Criterion 2 (25%)

How will the grant activity raise awareness of Australia in Japan/Japan in Australia and promote a contemporary and positive image of Australia in Japan.

In providing a response to this criterion, you should demonstrate how your grant activities would reach out to a broad audience and build your network (e.g. the public and/or decision-makers) and how you would create, strengthen and sustain formal or other relationships. This includes:

- a communications plan showing how you would proactively promote your activity and outcomes
- proposed quantitative or qualitative performance measures to indicate the expected reach of your project – for example:
 - participation at events, such as public seminars, promotional events, performances, exhibition days, or community events
 - number of participants/audience spectators (and a description of your target audience) and why you expect this level of engagement
 - media engagement plans (including social media), the type of media interest you seek to generate (e.g. articles, radio and television broadcasts)
 - distribution plans (e.g. of a publication)
- follow up activities that could arise from the grant activity and that could ensure networks created between individuals and institutions through the project are sustained (e.g. through creation of alumni groups)

- indicating your awareness of, and commitment to, gender and diversity and inclusion by referencing efforts within your project activities to achieve balanced representation.

Criterion 3 (25%)

How does the proposed grant activity address a specific need, gap or shared interest?

Your response should include:

- how the grant activity would address a gap or a new area of interest and cooperation between Australia and Japan
- how the grant activity would enhance an existing area of interest and cooperation between Australia and Japan in a new, innovative and improved way
- the benefits of the grant to the activity e.g. how will the grant improve your project
- the impact of the grant activity on the Australia-Japan relationship.

Criterion 4 (25%)

What is the capability and capacity of the applicant and project partner in Japan and/or Australia?

Your response should demonstrate:

- the applicant's capability and capacity to successfully undertake and complete the activity
- that the applicant has a committed project partner from the other country with suitable capability and capacity to undertake and complete the activity successfully
- the relationship between the project partner in Japan and/or Australia, including past achievements and track record of successful partnerships for both the applicant and project partner
- commitment to the project by outlining co-contributions (in-kind and/or cash) from your organisation and other parties
- relevant supporting documents, including, but not limited to:
 - capability statement of the organisation and/or CV of the project leader(s)
 - if your project will be carried out in Japan, you should indicate your Japanese cultural capability, and vice versa for projects that will be carried out in Australia
 - signed references from two referees with no direct financial interest in your project and who work for different organisations
 - letter of support from your organisation's research office or equivalent, and if you are from a large organisation the letter should confirm alignment of your grant activity to the organisation's international strategies
 - letter of support from your project partner.

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

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

- inclusion of other sources of income and an indication of whether each source of income is confirmed, conditional or pending approval
- other sources of income can include other grants from Australian Federal Government, State Government, Local Government, etc, and in-kind contributions from your organisation and your Japanese/Australian partner.

- appropriate, reasonable and realistic economy travel costings
- alternative options for face-to-face conferences, forums, roundtables and meetings where appropriate.

6.1 Tips for a successful application

Applications should be easily understood by someone who is not familiar with the applicant, the organisation or the field of activity. Applications are more likely to be successful if they:

- are written in plain language
- are accurate, focused and comprehensive
- include a clear description of the project
- include a detailed and realistic budget, and
- address the four assessment criteria.

The assessment committee will also strongly consider the value with money that your project offers for the investment of Commonwealth of Australia funds. In expressing the value with money, you should consider:

- inclusion of other sources of funding or income (cash / in-kind) and whether each source of income or funding is confirmed, conditional or pending approval
- appropriate, reasonable and realistic travel costings
- in-kind contributions from the applicant organisation for face-to-face conferences, forums, roundtables and meetings.

7 How to apply

Before applying, you must read and understand these guidelines, the application form and information on the [AJF website](#).

Applications can only be submitted via SmartyGrants [online application form](#). You must submit your grant application in English by **14:00 AEST on 6 May 2025**.

If you have any technical difficulties, please contact [SmartyGrants](#) Help Desk (service@smartygrants.com.au, +61 3 9320 6888 between 9:00 and 17:00 AEST Monday to Friday).

The AJF Secretariat will not provide application forms or accept applications for this grant opportunity by fax or mail.

To apply you must:

- meet the eligibility criteria
- address all assessment criteria
- provide all the information requested
- include all the necessary attachments
- submit your application/s by the closing date.

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 Act 1995 \(Cth\)](#). 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 by emailing ajf.australia@dfat.gov.au. We do not have to accept any additional information, or 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 one working day.

7.1 Attachments to the application

We require you to submit the following documents with your application:

- two short, signed independent references
- letter of support from nominated partners (if relevant)
- organisational capability statement or individual's curriculum vitae (optional)
- if you apply on behalf of a university, a letter of support from your Research Office (optional)
- child protection guidelines if the project involves people under the age of 18 years.

Supporting documentation should be attached to the application form. Only attach the documents you have been asked to include. We will not consider information in attachments that we do not request.

7.2 Joint (consortia) applications

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

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation to represent the consortium, 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 lead organisation will be responsible for the grant. The lead organisation must complete the application form and identify all other members of the proposed consortium in the application. The application must include a letter of support from each organisation involved in the grant.

Each letter of support should include:

- an overview of how the consortium will work together to complete the grant activity
- an outline of the relevant experience and/or expertise of the consortium members
- the roles/responsibilities of consortium members and the resources they will contribute (if any)
- details of a nominated management level contact officer
- details of the lead organisation.

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

7.3 Timing of grant opportunity processes

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

If you are successful, you must commence your project including the first milestone activity (listed as the first "Planned Activity" in your application) by 30 June 2026. You must conclude the project by the activity completion date stated in your grant agreement.

Activity	Indicative Timeframe
Application period	Open: 11:00 AEDT 2 April 2025

Activity	Indicative Timeframe
	Close: 14:00 AEST 6 May 2025
Assessment of applications	5 weeks
Approval of outcomes of selection process	August 2025
Negotiations and award of grant agreements	August 2025
Notification to unsuccessful applicants	August - September 2025
Earliest start date of grant activity or project	October 2025

7.4 Questions during the application process

If you have any questions during the application period, contact the AJF Secretariat on (02) 6261 3898 or ajf.australia@dfat.gov.au (in Australia) or ajf.japan@dfat.gov.au (in Japan and for Japanese language enquiries).

The AJF Secretariat will respond to emailed questions within five working days. Questions should be sent no later than 29 April 2025.

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

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
- how it compares to other applications
- whether it provides value with relevant money.⁵

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.
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the AJF 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 should be awarded a grant. The assessment committee will be made up of the [AJF Board](#) and DFAT officials. Board members are treated as Commonwealth officials due to their role in the assessment process, in accordance with Part 1, section 2.10 of the CGRPs and the *Public Governance, Performance and Accountability Act 2013*.

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

The assessment committee may seek additional information about you, your application, project partners, related bodies corporate, related entities and associated entities (as defined in the Corporations Act) and related personnel from third party sources, including other Commonwealth entities. They may do this from within the Commonwealth, even if the sources are not nominated by you 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 recommends to the Program Delegate which applications to approve for a grant.

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

8.3 Who will approve grants?

The assessment committee will make recommendations to the Assistant Secretary, North East Asia Branch, DFAT (the Program Delegate) and they will make the final decision to approve a grant.

The Program Delegate 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
- the terms and conditions of the grant.

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

The AJF 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. If you are successful, we will advise you of any specific conditions attached to the grant.

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. We will give written feedback within one month of your request.

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 DFAT. We use up to three types of grant agreements (simple grant agreement, standard grant agreement and a letter of agreement) in this program. Our selection will

depend on the size and complexity of your grant activities and the grant amount. Standard terms and conditions for the grant agreement will apply and cannot be changed.

Each grant agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on Department of Finance website under [Grants Toolkit](#).

The AJF Secretariat will negotiate agreements with successful applicants. 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.

We must execute a grant agreement with you before we can make any payments. You must not start any 2025 AJF Grant Round activities 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 will be required to:

- 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

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, DFAT 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 DFAT for termination in these circumstances.

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

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

10.2 How we pay the grant

The grant agreement will state the maximum grant amount to be paid.

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

We will pay 100 per cent of the grant upfront in a single payment upon execution of the grant agreement and on receipt of a valid invoice. You will be required to report how you spent the grant funds at the completion of the grant activity. This may include provision of payment receipts as evidence to support your claim for delivery of the grant's activities.

For multi-year grants, we will make an initial payment on execution of the grant agreement and subsequent payments in according with an agreed schedule set out in the grant agreement.

Payments are subject to satisfactory progress on the grant activity based on your interim reports and on receipt of a valid invoice. Indexation is not payable on AJF grants.

All grants are awarded in Australian dollars. However, if you are based in Japan, the payment will be made in Australian dollars and you will receive the equivalent value in Japanese yen. You should allow for the exchange fees in your project budget. You are responsible for any relevant fees or financial differences that may occur from the time of the application submission to when the project takes place, due to fluctuations in the exchange rate.

10.3 Grants payments and GST

Payments will be made as set out in the grant agreement. Payments will 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](#).⁶ 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 no later than 21 calendar days after the date of effect as required by Section 5.4 of the [CGRPs](#).

The Foreign Minister may choose to announce some or all grants through a media release.

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
- consortium or project partners

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 the Minister, AJF Board or relevant representatives to attend.

12.2 Acknowledgement

Promoting your activity is an essential part of being a grant recipient. The AJF strongly encourages all grant recipients to highlight their project in public, via social media and to their networks and stakeholders.

The [Australia-Japan Foundation logo/Australian Government Coat of Arms](#) must be used on all materials related to grants under the program. The logo is composed of the Australian Government Coat of Arms and AJF logotype and symbol. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

‘This activity received grant funding from the Australia-Japan Foundation of the Department of Foreign Affairs and Trade.’

⁶ <https://www.ato.gov.au/>

12.3 Reporting

You must submit reports in line with 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, including progress against your communications plan
- contributions of participants directly related to the project
- 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 (for multi-year grants)

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 subsequent 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 (for all grants)

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
- outline communication activities and impact
- be submitted within 60 days of completion in the format provided in the grant agreement.

12.4 Financial declaration

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.

12.5 Grant agreement variations

In exceptional circumstances, you may request a variation to your grant agreement for our consideration. We will not approve an increase to the agreed amount of grant funds. We will not consider changes after the grant agreement end date. Details will be stipulated in the grant agreement.

12.6 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.

12.7 Recordkeeping

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

12.8 Evaluation

We will evaluate the grant activities 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.

12.9 The Department of Foreign Affairs and Trade's responsibilities

DFAT will:

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

Funding under this grants program does not imply that DFAT endorses the views of recipients involved in any funded activity.

13 Probity

The Australian Government will make sure that the grant opportunity process is fair, is conducted according to the published grant opportunity guidelines, incorporates appropriate safeguards against fraud and corruption, unlawful activities and other inappropriate conduct and is consistent with the CGRPs.

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](#), and the [Guidelines to counter foreign interference in the Australian university sector](#). 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.

These guidelines may be changed from time to time by DFAT. When this happens, the revised guidelines will be published on GrantConnect and the [Australia-Japan Foundation](#) website.

13.1 Enquiries and feedback

All complaints about a grant process must be provided in writing with the AJF Secretariat. Any questions you have about grant decisions for this grant opportunity should be sent to ajf.australia@dfat.gov.au. **You may wish to list @dfat.gov.au as a trusted emailer in your email system.**

If you do not agree with the way DFAT has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually consider a complaint unless the matter has first been raised directly with DFAT.

The Commonwealth Ombudsman can be contacted via:

- Phone (Toll free): 1300 362 072
- Email: ombudsman@ombudsman.gov.au
- Website: www.ombudsman.gov.au

13.2 Conflict of interest

Any conflicts of interest, or perceived conflicts of interest can affect the performance of the grant opportunity or program. There may be a 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, including sub-contractors:

- have a professional, commercial or personal relationship with a party who can influence the application selection process, such as an Australian Government officer
- have 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
- have 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 are no conflicts of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform DFAT in writing immediately.

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

View DFAT's [conflict of interest policy](#).

13.3 Privacy

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

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

We collect personal information for the purpose of administering this grant program. We usually collect personal information directly from you but in some cases we may collect personal information indirectly (such as through referees you nominate in the application).

Your personal information can only be used or disclosed to someone else for the primary purpose for which it was collected, unless you consent to a use or disclosure for a secondary purpose, or an exemption applies.

We may disclose the information you give us to other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws. This includes disclosing grant information on [GrantConnect](#) as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

DFAT's [Privacy Policy](#) contains information about how you can access or seek correction of the personal information that we hold about you; how you can make a complaint about a breach of privacy; and how we will deal with any privacy complaint.

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 DFAT would breach an Australian Privacy Principle as defined in the Act.

You must ensure that a copy of these Guidelines is provided to any individual whose personal information you will provide to DFAT in connection with this grant program.

13.4 Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

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

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

- the AJF Secretariat, the assessment committee and other Commonwealth employees and contractors to help us manage the program effectively, including for an integrity purpose
- 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, Privacy Commissioner or National Anti-Corruption Commissioner, or staff of their agencies
- 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 documents 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 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 Section

Public Interest Law Branch
Department of Foreign Affairs and Trade
RG Casey Building
John McEwen Crescent
BARTON ACT 0221

By email: foi@dfat.gov.au

13.6 Fraud and corruption

DFAT does not tolerate inaction to fraud or corruption. This applies within DFAT and extends to those DFAT works with. The grantee must have appropriate fraud and corruption controls in place relating to the proposed grant activity. Specific fraud and corruption obligations for the grantee will be set out in the grant agreement.

The grantee may also fall under the National Anti-Corruption Commission's jurisdiction. You should be aware of your obligations under the [National Anti-Corruption Commission Act 2022](#), noting that under the Act grantees will generally be considered 'contracted service providers' see [NACC fact sheets](#).

Further information for the grantee over developing strategies to meet DFAT's fraud and corruption control contractual requirements can be found in the DFAT [Fraud Control Toolkit for Funding Partners](#).

The grantee must report any fraud or corruption relating to the IRGP they become aware of to the relevant area within DFAT:

- For passport-related fraud: passports.fraud@dfat.gov.au
- For fraud or corruption by DFAT staff: conduct@dfat.gov.au
- All other fraud or corruption relation to the AJF Grants Program: fraud.corruption@dfat.gov.au (using this form)

To avoid any scams, grantees should obtain official information about the AJF directly from DFAT or [Australia-Japan Foundation](#) on the DFAT website.

13.7 Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

DFAT has a zero-tolerance approach to sexual exploitation, abuse and harassment (SEAH). It is expected that all individuals participating in this program will comply with this zero-tolerance approach and adhere to DFAT's Preventing Sexual Exploitation, Abuse and Harassment Policy, which sets out expectations in relation to appropriate behaviours and reporting requirements. Any allegations or reports of SEAH will be taken seriously. The Sex Discrimination Act 1984 (Cth) defines the nature and circumstances in which sexual harassment is unlawful.

View the DFAT PSEAH Policy, SEAH Incident Notification Form, and Guidance on assessing the risk of SEAH on [Preventing Sexual Exploitation, Abuse and Harassment](#).

For further information, you can also contact seah.reports@dfat.gov.au or +61 2 6178 5100.

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

- For more information and support, please visit [National Redress Scheme](#) or call the National Redress Scheme line on 1800 737 377.

13.8 Child protection

DFAT has a zero-tolerance approach to child exploitation or abuse. It is expected that all individuals participating in this program will adhere to DFAT's [Child Protection Policy](#).

If your project may involve contact with children, may have an impact on children, or you, your staff or partner organisation will work with children as part of the project activities, then a DFAT child protection risk assessment is required. This may include obtaining and providing proof of a working with children check from the relevant Australian State or Territory authority.

View further guidance about DFAT's child protection requirements, including establishing your risk context and the Child Incident Notification Form, please visit [Child Protection Policy](#).

For information about where to obtain a working with children check in your State or Territory, please visit [Working with children checks](#).

For further information, please contact childprotection@dfat.gov.au or +61 2 6178 5100

14 Glossary

Term	Definition
accountable authority	See subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment committee	Will be made up of the AJF Board and DFAT officials. Board members are listed on the AJF 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 CGRPs and 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 by which the grant activity must be completed and the grant spent.
contracted service provider	A contracted service provider is a person who is a party to a Commonwealth contract or is a party to a subcontract with a contracted service provider and is responsible for the provision of goods or services under contract, either directly or indirectly.
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.
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Eligibility criteria should be developed to enable objective validation and are either 'met' or 'not met'. 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 Principles 2024 (CGRPs)	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
grant	<p>For the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <p>a. under which relevant money⁷ or other Consolidated Revenue Fund (CRF) money⁸ is to be paid to a grantee other than the Commonwealth; and</p> <p>which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</p>
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	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grant opportunity	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.
National Anti-Corruption Commission (NACC)	The NACC is an independent Commonwealth agency. It detects, investigates and reports on serious or systemic corruption in the Commonwealth public sector. The Commission operates under the National Anti-Corruption Commission Act 2022 .
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.

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

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

Term	Definition
program delegate	The person who makes the decision to award a grant and determine eligibility and other conditions. The program delegate is currently the Assistant Secretary, North East Asia Branch, DFAT.
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	<p>Value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved • the potential grantee's relevant experience and performance history.

Appendix A. Acronyms

Acronyms used in these guidelines, online and within application forms

Acronym	Definition
ABN	Australian Business Number
ACDGP	Australian Cultural Diplomacy Grant Program
ACN	Australian Company Number
AEDT	Australian Eastern Daylight Time
AEST	Australian Eastern Standard Time
AJF	Australia-Japan Foundation
CGRPs	Commonwealth Grants Rules and Principles
CV	Curriculum Vitae
DFAT	Department of Foreign Affairs and Trade
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
PSEAH	Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy