



Australian Government



豪日交流基金
**Australia–Japan
Foundation**

Australia-Japan Foundation 2026-27 Grant Round

Opening date:	11.00 AEST on 22 April 2026
Closing date and time:	14.00 AEST on 2 June 2026
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 26 May 2026.</p>
Date grant opportunity guidelines released:	20 April 2026
Type of grant opportunity:	Open competitive

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1 Australia-Japan Foundation 2026-27 Grant Round processes

The Australia-Japan Foundation (AJF) is designed to achieve Australian Government objectives

This grant opportunity contributes to Outcome 1¹ Program 1.6² in the Foreign Affairs and Trade Portfolio Budget Statements. The AJF works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles 2024](#)³ (CGRPs).



The grant opportunity opens

We publish the grant opportunity guidelines on [GrantConnect](#)⁴.



You complete and submit a grant application

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



We assess all grant applications

We assess the applications against eligibility criteria. 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

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.



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.

² Program 1.6 - Public Information Services and Public Diplomacy projects a positive and contemporary image of Australia and promotes a clear understanding of government policies and objectives and engagement with the Indo-Pacific region through the department's soft power activities.

³ <https://www.legislation.gov.au/F2024L00854/latest/versions>

⁴ <https://www.grants.gov.au/>

Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the grant opportunity

We evaluate your specific grant activity and the AJF 2026-27 Grant Round as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Australia-Japan Foundation (AJF) 2026-27 Grant Round.

You must read these grant opportunity guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria and how to apply
- 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 grant opportunity.

We administer the program according to the [Commonwealth Grants Rules and Principles 2024](#)⁵ (CGRPs).

2 About the Australia-Japan Foundation

The AJF contributes to Outcome 1⁶ Program 1.6⁷ in the Foreign Affairs and Trade Portfolio Budget Statements.

The AJF advances Australia's engagement with Japan by supporting people-to-people links through programs and partnerships aligned with the Australian Government's priorities.

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

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

Read more about the [AJF objectives](#) and [AJF Strategy 2025-2030](#).

⁵ <https://www.legislation.gov.au/F2024L00854/latest/text>

⁶ 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.

⁷ Program 1.6 - Public Information Services and Public Diplomacy projects a positive and contemporary image of Australia and promotes a clear understanding of government policies and objectives and engagement with the Indo-Pacific region through the department's soft power activities.

2.1 About the AJF 2026-27 Grant Round

The AJF 2026-27 Grant Round invites grant applications for projects in the following priority areas:

- activities that promote cooperation on bilateral, economic security and broader geostrategic issues
- activities that expand Japanese literacy in Australia and/or an understanding of Australia in Japan
- arts, culture, sport, and youth engagement
- activities that advance cooperation in key emerging sectors, including energy transition, critical minerals, resilient supply chains, agriculture, artificial intelligence, robotics, cybersecurity and advanced technologies.

The AJF will prioritise high-quality projects that promote diversity and inclusion - for example, through First Nations and gender-balanced representation, inclusive participation in the development and delivery of the activity, and representation of communities across Australia. The AJF will also look favourably upon projects that inspire and engage the next generation of leaders and champions in the bilateral relationship.

The AJF strongly encourages projects with an identified partner from the other country who is actively engaged in the project and contributes resources - such as time, in-kind support, and, where possible, financial resources - to help achieve project outcomes.

The intended outcomes of the grant round are:

- delivery of impactful and well-promoted activities that catalyse new, and deepen existing, bilateral, institutional and community partnerships and collaborations based on shared strategic goals.
- increased public engagement and understanding and awareness of shared interests between Australia and Japan.
- increased recognition in Japan of Australian excellence and expertise.
- greater involvement of emerging leaders and youth in shaping the future of bilateral cooperation.
- visible inclusion of diverse voices and communities.
- creation of digital assets that can be used to promote the activity and contribute to AJF's broader communications efforts.

3 Grant amount and grant period

3.1 Grant amount

For this grant opportunity, up to \$850,000 is available in financial year 2026-27 for single-year grants and multi-year grants (up to three years). Indexation is not applied to multi-year grants. All payments will be GST exclusive.

- The minimum grant amount is \$50,000 per year.
- The maximum grant amount is \$150,000 per year.

Multi-year grants of up to \$150,000 per year for maximum of three years may be considered in exceptional circumstances 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.

While co-contributions (in-kind and/or cash) from applicants and other parties are strongly encouraged to strengthen the application, they are not mandatory.

Successful applicants may be offered a lower amount of funding than requested. Applicants will be given an opportunity to decide whether they wish to accept any reduced funding.

We encourage you to apply with a realistic budget and to consider other funding sources, along with an alternate 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 your project, including the first milestone activity, (listed as the first “Planned Activity” in your application) by 30 June 2027.

You must complete your project by the Activity Completion Date stated in your grant agreement. The standard grant period is one year, and for non-multi-year applications, the project completion date must be within 12 months of the start date. Following the grant period, an evaluation period of 60 days will commence.

4 Eligibility criteria

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

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

Refer to section 2.6 of the CGRPs for guidance on financial arrangements that are not considered grants.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- Be one of the following:
 - have an Australian Business Number (ABN), Australian Company Number (ACN), or Indigenous Corporation Number (ICN)
 - an Australian consortium with a lead organisation
 - 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.
- be located in Australia or Japan
- be aged at least 18 years if you are submitting an application as an individual or if you are the primary contact of the organisation that is submitting an application

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. See also section 7.2 'Joint (consortia) applications'.

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

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#)⁸ on the list of 'Institutions that have not joined or signified their intent to join the Scheme'⁹
- a grantee from a previous DFAT grant round who has not provided a full and satisfactory acquittal of an existing project. If you have an existing project that is still in progress, you may apply in this round; however, note:
 - we will not be able to enter into a new grant agreement until you have completed your existing project and provided a satisfactory acquittal report
 - the new grant activity can only commence once we have entered into the new grant agreement, and the activity must commence before 30 June 2027.

5 What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your grant activity must:

- contribute to the AJF objectives listed in section 2, and
- address one of the priority areas listed in section 2.1

View the [AJF website](#)¹⁰ for more information, including examples of previous successful grant activities.

All activities should include a strong communications component, such as the development of promotional materials, digital content (e.g. photography, video, social media assets), or media engagement that enhances visibility and extends the reach of the grant activity. These assets may also be used by the AJF to promote the activity and the broader Australia-Japan relationship.

If you are awarded this grant, you will be expected to maintain a risk register demonstrating that you have carefully considered risks for undertaking your grant activities, mitigation strategies to reduce any risks, and emergency plans. This may include risks associated with safety, fraud, corruption, child protection, psychosocial hazards, and sexual exploitation, abuse and harassment. We may ask you to provide a copy of this risk register during the implementation of your grant activity. There is no specific template for the risk register.

⁸ <https://www.nationalredress.gov.au/>

⁹ 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.

¹⁰ <https://www.dfat.gov.au/ajf>

5.2 Eligible locations

Your grant activities must be delivered in one or both of the following locations:

- Australia
- Japan

5.3 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant 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\$250 per traveller/day¹¹), and other transport and travel costs at reasonable rates.
- online or remote communication activities
- interpreting and translation services
- venue hire and catering
- communications, advertising and promotion — including graphic design, photography, videography, social media content, printed materials, media engagement, and development of digital assets that enhance visibility and extend the reach of the activity
- production costs, including freight and support staff wages and/or fees directly related to the project (business-as-usual wages or fees will not be supported by this grant)
- labour costs (salaries, fees or wages) of employees you hire specifically to deliver the core elements of the project (labour costs of staff who receive their business-as-usual or ongoing salaries/fees/wages will not be supported by this grant)
- only key participant(s) of a conference or meeting and only where the participant(s) is/are principal speaker(s) and the subject of the conference is of direct relevance to the grant opportunity
- other costs determined as eligible by the Program Delegate.

Travel budgets must be appropriate, reasonable, and realistic, reflecting basic travel, accommodation, and sustenance costs that an applicant would personally use, while ensuring value for taxpayer money.

- **Airfares:** Budget at a reasonable economy fare without regard to airline preferences.
- **Accommodation:** Costs should reflect the price of an appropriate, reasonably priced hotel, with modest accommodation expenses covered.
- **Travel allowances:** Meal expenses should be consistent with what an applicant would typically spend on a normal work lunch or dinner. Incidental expenses should also be reasonable.
- **Other transport and travel costs:** Must be at reasonable rates and incurred only if necessary for the project.
- Budgets should include either detailed daily costs or a per diem—not both. If all specific costs are included, additional per diem costs must not be added.

Applicants should ensure that the proposed budget reflects a balanced allocation of grant funding

¹¹ The AJF will only cover up to the maximum amount specified for international flights and travel allowances. Any costs that exceed this amount will need to be funded from other sources.

across all elements of the activity. The AJF does not support applications that are solely or predominantly focused on travel.

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.

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

You should allow for any foreign exchange fee and intermediary bank fee 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.

All bank remittance fees from any Australian or overseas bank are to be covered by the grantee.

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

You must incur the expenditure on your grant activities between the start date and end date of your grant agreement for it to be eligible.

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.

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

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- capital expenditure, including purchase of real estate and vehicles
- purchase of equipment (for example, musical instruments, computers, videos, photographic or printing equipment)
- retrospective costs or recurrent funding of activities
- activities that are already commercially viable in their own right
- activities that 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, and/or administrative charges levied by the applicant's organisation
- business-as-usual or ongoing salaries, fees or wages for existing staff (including for research assistants or administrative staff)
- honorariums
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility
- scholarships to individual students
- exchange programs for individual students and school study tours

- competitions or prizes
- side activities not related to the project, including tourist site visits, English/Japanese language lessons and ticket costs
- passport applications
- completed projects

6 The assessment criteria

You must address all the following assessment criteria in the application. All criteria have equal weighting. See section 8.1 for further information on the assessment of applications.

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 a word limit of 250 words for each criterion.

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 priority areas.
- value with money as outlined in the CGRPs

Criterion 1

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

Your response to this criterion should demonstrate how the grant activity will:

- deliver AJF objectives (listed in section 2) with long-lasting impact
- drive implementation of one of the AJF priority areas (listed in section 2.1) through measurable outcomes
- create or strengthen people-to-people and/or institutional relationships
- promote diversity and inclusion—for example, through First Nations and gender-balanced representation, inclusive participation in the development and delivery of the activity, and representation of communities across Australia.

You should also include an explanation on how the project's contribution to the AJF objectives can be sustained into the future (after AJF grant funding is expended and the project is completed).

Criterion 2

How will you maximise the reach, influence and impact of the grant funding through your project?

In responding to this criterion, you should demonstrate how your grant activity will:

- promote public awareness and understanding of the Australia–Japan bilateral relationship through high-quality engagement and communication
- raise awareness of Australia in Japan/Japan in Australia and promote a contemporary and positive image of Australia in Japan
- reach a broad audience and build networks (e.g. the public and/or decision-makers) and explain how you will create, strengthen and sustain formal or other relationships.

This can include how you will:

- use branding opportunities and leverage partnerships to maximise visibility, influence and impact.
- develop and implement a communications plan that outlines your intended platforms, target audiences, reach and coverage, and the key messages to be conveyed.
- create promotional materials and digital content (e.g. photography, video, social media assets) that can be used to extend the reach of your activity and contribute to AJF's broader communications efforts.
- reach a broad and diverse audience, including the public and/or decision-makers, and build or strengthen networks between individuals and institutions.
- sustain relationships and engagement beyond the life of the grant activity, for example through follow-up initiatives or alumni networks.

You can also include proposed performance measures to indicate expected reach and impact, such as:

- number and profile of participants or audience members, and rationale for expected engagement levels.
- media engagement plans (including social media), and the type of media interest you aim to generate (e.g. articles, radio, television).
- distribution plans for any publications or outputs.

Criterion 3

Why is the grant activity needed and how does it address an existing gap in a practical and innovative way?

In responding to this criterion, your response should include but not be limited to the following:

- describe the existing gap that your grant activity will address. Provide evidence to demonstrate the gap you have identified.
- describe why there is such a gap.
- describe the practical and innovative ways in which your grant activity can address this gap.
- describe how your grant activity will be different from activities already undertaken by other organisations previously.
- demonstrate how your grant activity will foster a new and innovative area of interest and cooperation between Australia and Japan.

Criterion 4

What are the capability and capacity of the applicant and project partner in Japan and/or Australia to undertake the grant activity?

Your response should demonstrate your (and your project partner's) ability to successfully deliver the proposed project, including effective planning, governance and resource management.

You may wish to demonstrate:

- commitment to, and strong working relationship with, the project partner in Japan and/or Australia.

- proven track record of successful collaboration between the applicant and project partner, including past achievements.
- evidence and experience in cross-cultural awareness and engagement, including with relevant Japanese and Australian stakeholders, and how you will apply this in your project
- evidence of capability, capacity and diverse skills and experience across project teams to successfully deliver and promote the proposed activity.
- the governance and risk management frameworks in place to support delivery.
- your capacity to demonstrate success through measurable qualitative and quantitative data.
- your commitment to the project, including any co-contributions (in-kind and/or cash) from your organisation or other parties.

You will also be required to provide relevant supporting documents, as per section 7.1, to support your claims against this criterion.

6.1 Tips on enhancing your application

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 your submission is clear, accurate, comprehensive and focused.

Applications are more likely to be successful if they:

- are written in [plain language](#)¹²
- are accurate, focused and comprehensive
- include a clear description of the project
- include a detailed and realistic budget, and
- address the assessment criteria.

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

- inclusion of other sources of income (in-kind and/or cash) and whether each source of income is confirmed, conditional or pending approval
 - other sources of income can include other grants from the Australian Federal Government, State Government, Local Government, etc, and in-kind contributions from your organisation and your Japanese/Australian partner.
 - in-kind contributions from alternate sources for face-to-face conferences, forums, roundtables and meetings where appropriate.
- appropriate, reasonable and realistic travel costings

7 How to apply

Before applying, you must read and understand these grant opportunity guidelines, the application form and information on the [AJF website](#)¹³.

¹² <https://www.stylemanual.gov.au/writing-and-designing-content/clear-language-and-writing-style/plain-language-and-word-choice>

¹³ <https://www.dfat.gov.au/people-to-people/foundations-councils-institutes/australia-japan-foundation/grants>

The grant guidelines can be found at [GrantConnect](#)¹⁴. Any alterations and addenda¹⁵ will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes to these grant opportunity guidelines.

To apply you must:

- complete in English the [online application form](#)¹⁶ on [SmartyGrants](#)¹⁷.
- meet the eligibility criteria
- address all assessment criteria
- provide all the information requested
- include all necessary attachments
- submit your application on SmartyGrants by 14:00 AEST on 2 June 2026.

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 any other means.

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 \(Cth\)](#)¹⁸. 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 at 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 referee reports
- letter of support from any nominated partners (if applicable)
- organisational capability statement or individual's curriculum vitae

¹⁴ <https://www.grants.gov.au/>

¹⁵ 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

¹⁶ <https://dfat.smartygrants.com.au/ajf2026>

¹⁷ <https://www.smartygrants.com.au/>

¹⁸ <https://www.legislation.gov.au/C2004A04868/latest/text>

- if you apply on behalf of a university, a letter of support from your Research Office or equivalent
- child protection guidelines if the project involves people under the age of 18 years.

You must attach supporting documentation to the application form in line with the instructions provided within the application 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 together 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 grant agreement.

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates and times. 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 2027.

Table 1: Expected timing for this grant opportunity

Activity	Indicative Timeframe
Application period	Open: 11:00 AEST 22 April 2026 Close: 14:00 AEST 2 June 2026
Assessment of applications	June – August 2026
Negotiations and approval of outcomes by the Program Delegate	August – September 2026
Notification of outcomes and award of grant agreements	September 2026
Earliest start date of grant activity or project	October 2026 (subject to the grant agreement being signed by all parties)

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 26 May 2026.

8 The grant selection process

8.1 Assessment of grant applications

We will first review your application against the eligibility criteria set out in section 4. Only eligible applications will be considered further.

If your application is eligible, we will then assess it 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 assessment criteria
- how it compares to other applications
- whether it provides value with relevant money.¹⁹

8.1.1 Value with relevant money

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 geographic location of the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting 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](#)²⁰ and DFAT officials. Board members will be required/expected to perform their duties in accordance with the CGRPs.

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 2001](#)²¹) 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 suitable applications to the Program Delegate (Assistant Secretary, North East Asia Branch) to approve for a grant. The committee may also recommend a

¹⁹ See glossary for an explanation of 'value with money'.

²⁰ <https://www.dfat.gov.au/people-to-people/foundations-councils-institutes/australia-japan-foundation/ajf-board>

²¹ <https://www.legislation.gov.au/C2004A00818/latest/text>

list of 'suitable but unfunded' applications for approval at a later stage, should funding become available from the amount in section 3.1.

The assessment committee must declare any conflict of interest to the Program Delegate or AJF Secretariat in writing (to ajf.australia@dfat.gov.au) and recuse themselves of any discussion on the assessment of the relevant grant application.

8.3 Who will approve grants?

The Program Delegate, Assistant Secretary North East Asia Branch in 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
- 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 Program Delegate may approve funding for additional projects that are drawn from the 'suitable but unfunded' list at a later stage, should funding be available from the amount in section 3.1.

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 by emailing ajf.australia@dfat.gov.au within one month of being advised of the outcome.

10 Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. 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.

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](#)²².

We 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.

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.

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 AJF grant activities until a grant agreement is executed.

You will be required to provide reports as outlined under section 12.2.

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.

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

Letter of Agreement

If a letter of agreement is used, it will advise that your application has been successful and provide 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 from the date you sign the letter ('execute' means both you and the Commonwealth have signed the agreement).

Simple Grant Agreement and/or Standard Grant Agreement

If a simple grant agreement or standard grant agreement is used, you will have until the date specified in the date of a written offer to execute the 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 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.

For single-year grants, 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

²² <https://www.finance.gov.au/government/commonwealth-grants/grants-toolkit>

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 quarterly and progress reports and on receipt of a valid invoice. Indexation is not applied to AJF grants.

All grants are awarded and paid in Australian Dollars (AUD).

If you are based in Australia, you must have an account with an Australian bank to receive the grant.

If you are based in Japan with a Japanese bank account, you must ensure that your bank can accept AUD via an intermediary bank. The grant payment in AUD will be routed via the intermediary bank before being transferred into the Japanese bank account. The grant payment you receive will be in Japanese yen up to the equivalent value in AUD. You should allow for any foreign exchange fee and intermediary bank fee 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.

You are responsible for any bank remittance fees from any Australian or overseas bank.

10.3 Grants payments and GST

Payments will be made as set out in the grant agreement. Grant payments are not considered payments for a taxable supply. Grants are provided based on eligibility criteria, not in exchange for goods or services supplied to DFAT. Therefore, GST does not apply to grant payments. All grant 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](https://www.ato.gov.au/)²³. 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

²³ <https://www.ato.gov.au/>

- nominated contact details
- bank account details
- business structure
- 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 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
- 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.

You will be required to:

- provide a quarterly report using the online template (for single-year and multi-year grants)
- for multi-year grants, provide a progress report once a year (12 months after the start date of your grant agreement) using the online template, before the subsequent payment can be made. This is in addition to the quarterly reports.
- provide a final report, including financial acquittal, using the online template within 60 days of project completion (for single-year and multi-year grants)

Quarterly reports (for all grants)

Quarterly reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

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 (for all grants)

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 all grant activities, 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 and any unused funding to be returned to DFAT
- outline communication activities and impact
- be submitted within 60 days of completion in the format provided in the grant agreement.

12.3 Financial declaration

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

12.4 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.

12.5 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 inspect the records you are required to keep under the grant agreement.

12.7 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.

12.8 Acknowledgement

Effective branding is an important component of this grant program and should be implemented in accordance with the requirements outlined in your grant agreement.

The [AJF logo/Commonwealth Coat of Arms](#)²⁴ is to be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

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

²⁴ <https://www.dfat.gov.au/people-to-people/foundations-councils-institutes/australia-japan-foundation/governance/Pages/style-guide-and-logos>

13 Probity

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

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](#)²⁵, and the [Guidelines to counter foreign interference in the Australian university sector](#)²⁶. 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 grant opportunity guidelines may be changed from time to time by DFAT. When this happens, we will publish the addendum on GrantConnect. By registering on the GrantConnect website, you will be automatically notified of any changes to these grant opportunity guidelines.

13.1 Enquiries and feedback

All complaints about a grant process must be provided in writing to the AJF Secretariat.

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

If you do not agree with the way DFAT has handled your complaint, you may complain to the [Commonwealth Ombudsman](#)²⁷. The Ombudsman will not usually consider a complaint unless the matter has first been raised directly with DFAT.

The Commonwealth Ombudsman can be contacted on:

- Phone (Toll free): 1300 362 072
- 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 or member of an external panel
- 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
- 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 (to ajf.australia@dfat.gov.au) immediately.

²⁵ <https://www.ag.gov.au/integrity/foreign-influence-transparency-scheme>

²⁶ <https://www.education.gov.au/countering-foreign-interference-australian-university-sector>

²⁷ <https://www.ombudsman.gov.au/>

The assessment committee must declare any conflict of interest to the Program Delegate or AJF Secretariat in writing (to ajf.australia@dfat.gov.au) and recuse themselves of any discussion on the assessment of the relevant grant application.

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(section 13\(7\)\)](#)²⁸ of the [Public Service Act 1999](#)²⁹ and section 29 (duty to disclose interests) of the [Public Governance, Performance and Accountability Act 2013](#). Committee members and other officials, including the Program Delegate, must also declare any conflicts of interest.

We publish our conflict of interest policy on the DFAT [website](#)³⁰.

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#)³¹ and the [Australian Privacy Principles](#)³². This includes letting you know:

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

‘Personal information’ means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- whether the information or opinion is true or not and
- whether the information or opinion is recorded in a material form or not.

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 under the Australian Privacy Principles applies.

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

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

DFAT’s [Privacy Policy](#)³³ 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 and the Australian Privacy Principles and that you will impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of

²⁸ <https://www.apsc.gov.au/working-aps/integrity/integrity-resources/code-of-conduct>

²⁹ <https://www.legislation.gov.au/C2004A00538/latest/versions>

³⁰ <https://www.dfat.gov.au/about-us/publications/corporate/ethics-integrity-and-professional-standards-policy-manual/chapter-5-conflicts-of-interests>

³¹ <https://www.legislation.gov.au/C2004A03712/latest/text>

³² <https://www.oaic.gov.au/privacy/australian-privacy-principles>

³³ <https://www.dfat.gov.au/about-us/corporate/privacy>

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 Privacy Act.

You must ensure that a copy of these grant opportunity 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](#)³⁴ (FOI Act).

³⁴ <https://www.legislation.gov.au/C2004A02562/latest/versions>

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 Director 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](#)³⁵, noting that under the Act grantees will generally be considered 'contracted service providers' see [NACC fact sheets](#)³⁶.

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 Service Providers and Funding Partners](#)³⁷.

The grantee must report any fraud or corruption relating to the program they become aware of in accordance with the grant agreement 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 this grant opportunity: via this [webform](#)³⁸

To avoid any scams, grantees should obtain official information about the AJF directly from DFAT at www.dfat.gov.au/ajf.

13.7 Protection from 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 [Protection from Sexual Exploitation, Abuse and Harassment Policy](#)³⁹, which sets out expectations in relation to appropriate behaviours and reporting requirements.

³⁵ <https://www.legislation.gov.au/C2022A00088/latest/text>

³⁶ <https://www.nacc.gov.au/resource-centre/nacc-fact-sheets>

³⁷ <https://www.dfat.gov.au/about-us/publications/fraud-corruption/control-toolkit-service-providers-funding-recipients>

³⁸ <https://docs.dfat.gov.au/icms/external-fraud>

³⁹ <https://www.dfat.gov.au/international-relations/themes/protection-sexual-exploitation-abuse-and-harassment>

Any allegations or reports of SEAH will be taken seriously.

The grantee should make an assessment of risks associated with the grant activity as outlined in the Policy, to determine whether essential or comprehensive standards apply.

For further guidance about DFAT's PSEAH policy requirements, including managing SEAH risks, please visit DFAT's [PSEAH Policy](#)³⁹ page, email seah.reports@dfat.gov.au or call +61 2 6178 5100.

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](#)⁴⁰.

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.

For further guidance about DFAT's child protection requirements, including establishing your risk context, please visit DFAT's [Child Protection Policy](#)⁴⁰ page.

The grantee should make an assessment of risks associated with the grant activity, based on the level of contact with children, as outlined in the Policy, to determine whether essential or comprehensive standards apply.

For information about where to obtain a working with children check in your state or territory, please visit [Working with children checks](#)⁴¹, email childprotection@dfat.gov.au or call +61 2 6178 5100.

14 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 ⁴²
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	consists 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 2.9 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.

⁴⁰ <https://www.dfat.gov.au/international-relations/themes/child-protection/child-protection-policy>

⁴¹ <https://www.acic.gov.au/services/national-police-checking-service/find-out-more-information/working-children-checks>

⁴² <https://www.legislation.gov.au/C2013A00123/latest/text>

Term	Definition
commencement date	the expected start date for the grant activity.
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
<u>Commonwealth Grants Rules and Principles 2024 (CGRPs)</u> ⁴³	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.
completion date	the expected date that the grant activity must be completed and the grant spent by.
contracted service provider	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.
grant	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: <ul style="list-style-type: none"> a. under which relevant money⁴⁴ or other <u>Consolidated Revenue Fund</u>⁴⁵ (CRF) money⁴⁶ is to be paid to a grantee other than the Commonwealth and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.

⁴³ <https://www.legislation.gov.au/F2024L00854/latest/text>

⁴⁴ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁴⁵ <https://www.finance.gov.au/about-us/glossary/pgpa/term-consolidated-revenue-fund-crf>

⁴⁶ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grant agreement	sets out the relationship between the parties to the agreement and specifies the details of the grant.
GrantConnect ⁴⁷	is 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	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.
National Anti-Corruption Commission (NACC)	the National Anti-Corruption Commission (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 ⁴⁸ .
PBS Program	described within the entity's Portfolio Budget Statement ⁴⁹ , 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.
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.

⁴⁷ <https://www.grants.gov.au/>

⁴⁸ <https://www.legislation.gov.au/C2022A00088/latest/text>

⁴⁹ <https://budget.gov.au/content/pbs/index.htm>

Term	Definition
value with money	<p>value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved and • the potential grantee’s relevant experience and performance history.

Appendix A. Acronyms

Acronyms used in these guidelines, online and within application forms

Acronym	Definition
ABN	Australian Business Number
ACN	Australian Company Number
AEST	Australian Eastern Standard Time
AJF	Australia-Japan Foundation
AUD	Australian Dollars
CGRPs	Commonwealth Grants Rules and Principles
DFAT	Department of Foreign Affairs and Trade
FAQ	Frequently Asked Questions
FOI	Freedom of Information
GST	Goods and Services Tax
ICN	Indigenous Corporation Number
PBS	Portfolio Budget Statements
PGPA Act	Public Governance, Performance and Accountability Act
PSEAH	Protection from Sexual Exploitation, Abuse and Harassment