



豪日交流基金  
**Australia–Japan  
Foundation**

## Australia-Japan Foundation 50<sup>th</sup> Anniversary Grant

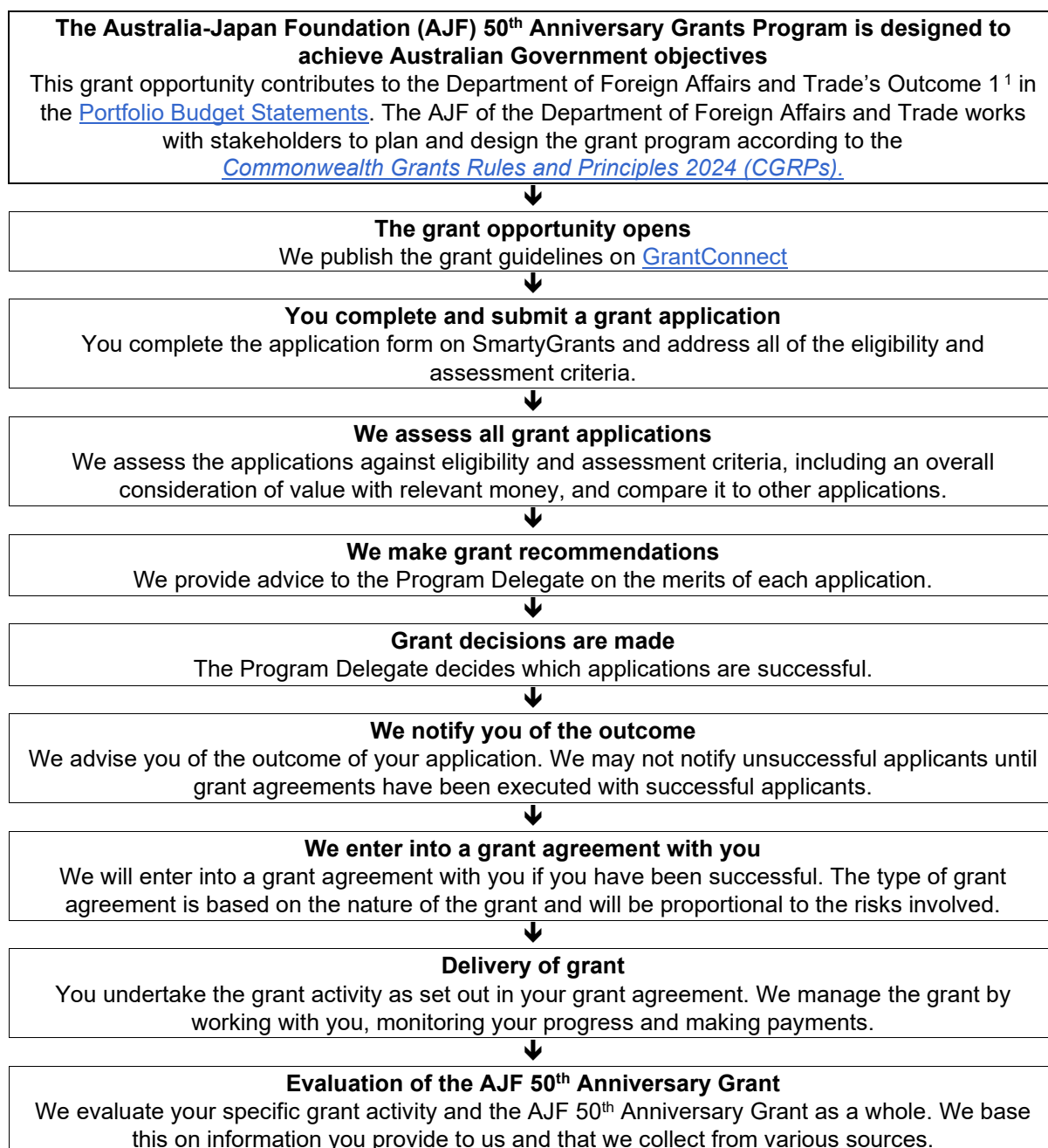
<b>Opening date:</b>	<b>14.00 AEDT on 10 December 2025</b>
<b>Closing date and time:</b>	<b>14.00 AEDT on 10 February 2026</b>
<b>Commonwealth policy entity:</b>	<b>Department of Foreign Affairs and Trade</b>
<b>Administering entity:</b>	<b>Department of Foreign Affairs and Trade</b>
<b>Enquiries:</b>	<p>If you have any questions, please contact the Australia-Japan Foundation Secretariat (02) 6261 3898 or <a href="mailto:ajf.australia@dfat.gov.au">ajf.australia@dfat.gov.au</a> (in Australia) or <a href="mailto:ajf.japan@dfat.gov.au">ajf.japan@dfat.gov.au</a> (in Japan and for Japanese language enquiries).</p> <p>Questions should be sent no later than 03 February 2026.</p>
<b>Date guidelines released:</b>	<b>10 December 2025</b>
<b>Type of grant opportunity:</b>	<b>Open competitive</b>

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# 1 Australia-Japan Foundation 50<sup>th</sup> Anniversary Grant processes



<sup>1</sup> 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 50<sup>th</sup> Anniversary Grant.

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).<sup>2</sup>

## 2 About the grant program

The [Australia-Japan Foundation \(AJF\)](#) 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
- to increase recognition in Japan of Australian excellence and expertise.

The AJF Mission, as set out in the [AJF Strategy 2025-2030](#), is “to expand and deepen relations and exchange between the peoples of Australia and Japan, and to help project positive images of each country in the other *to build interest, understanding, trust and influence.*” In line with the [AJF Strategy 2025-2030](#) and broader bilateral objectives, the AJF aims to:

- catalyse new, and deepen existing, bilateral, institutional and community exchanges, collaborations and partnerships based on shared strategic goals
- cultivate and inspire the next generation of leaders to nurture and further develop the Australia-Japan relationship.

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

### 2.1 About the Australia-Japan Foundation 50<sup>th</sup> Anniversary Grant

In 2026, Australia and Japan will commemorate the 50<sup>th</sup> anniversary of the [Basic Treaty of Friendship and Cooperation](#) (Basic Treaty). The treaty formalised the enduring peace and friendship between the two countries and their peoples and established a broad framework to guide and enhance bilateral relations across political, economic, cultural and other fields. The treaty enshrined both symbolic and practical commitments, acknowledging the deep economic ties and shared interests between Australia and Japan, and provided a foundation for cooperation on matters of mutual interest. In the same year, the AJF was established by the Australian Government as a further step to strengthen and deepen bilateral relations.

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

The AJF 50<sup>th</sup> Anniversary Grant celebrates this significant milestone by supporting events that bring people together to honour the legacy of Australia-Japan relations and foster future-oriented collaboration, innovation and mutual understanding. The grant opportunity aims to reflect on the past 50 years while looking ahead to the next 50 years of cooperation.

It also seeks to amplify the visibility and impact of funded activities through strong communications — encouraging applicants to plan for effective promotion before, during and after their events, and to produce high-quality digital assets that can be used to showcase the Australia-Japan relationship into the future.

The objectives of the program are to:

- Commemorate the past 50 years of friendship and cooperation between Australia and Japan.
- Strengthen and expand existing bilateral partnerships and collaborations.
- Foster dialogue, innovation and shared vision for the future of the bilateral relationship.
- Inspire and engage the next generation of leaders and champions of the Australia-Japan relationship.
- Promote public awareness and understanding of the bilateral relationship through high-quality engagement and communication, including the creation of promotional materials and digital content.
- Encourage inclusive and diverse participation, including gender equality and First Nations representation.
- Support geographically diverse initiatives across Australia.

The intended outcomes of the program are:

- Delivery of impactful and well-promoted events that celebrate the Australia-Japan relationship.
- Increased public engagement and understanding of the bilateral relationship.
- Strengthened networks and partnerships between Australian and Japanese stakeholders.
- Greater involvement of emerging leaders and youth in shaping the future of bilateral cooperation.
- Visible inclusion of diverse voices and communities in commemorative and forward-looking initiatives.
- Representation of communities across Australia in the celebration of the 50<sup>th</sup> anniversary.
- 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

A total of up to \$200,000 is available for this grant opportunity. We will consider grant applications for a minimum of \$30,000 up to a maximum of \$200,000 for a period of one year. All payments will be GST exclusive.

While co-contributions from applicants and other parties are encouraged to strengthen the application, they are not mandatory.

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.

You must commence the project before 30 June 2026.

As this round focuses on the 50<sup>th</sup> anniversary in 2026, the main activity must take place during 2026. You must complete your project by the Activity Completion Date stated in your grant agreement. Following the grant/project period, an evaluation period of 60 days will commence.

This grant is for a non-ongoing program and the grant will terminate at the end of the grant period. No further funding will be available.

## 4 Eligibility criteria

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

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

Refer to section 2.6 of the [Commonwealth Grants Rules and Principles 2024](#) (CGRPs)<sup>3</sup> 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 entity types:
  - have an Australian Business Number (ABN), Australian Company Number (ACN), or Indigenous Corporation Number (ICN)
  - an Australian consortium with a lead organisation<sup>4</sup>
  - 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 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.
- as part of your application, provide:
  - two short, signed independent references
  - letter of support from any nominated partners (if applicable)
  - organisational capability statement or individual's curriculum vitae
  - if you apply on behalf of a university, a letter of support from your Research Office or equivalent
  - your project's child protection guidelines that meets the [DFAT Child Protection Policy](#) if it involves people under the age of 18 years (see Section 13.8 'Child protection').

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<sup>3</sup> [Federal Register of Legislation - Commonwealth Grants Rules and Principles 2024](#)

<sup>4</sup> 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 (consortia) applications'.

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 any project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'<sup>5</sup>.

# 5 What the grant money can be used for

## 5.1 Eligible grant activities

To be eligible, your grant activity must be consistent with the objectives and intended outcomes as outlined in Section 2 'About the grant program', and meet other assessment criteria, as per Section 6 'The assessment criteria'.

Eligible activities must directly relate to the project and may include:

- A bilateral forum, dialogue or exchange focused on shaping the future of the Australia–Japan relationship in areas of shared national interest, with an emphasis on emerging leaders and next-generation partnerships (e.g. youth leadership forum or policy dialogue bringing together subject matter experts and other stakeholders in the Australia-Japan relationship).
- A significant 50<sup>th</sup> anniversary commemorative event or activity that brings together Australia–Japan stakeholders to celebrate past collaborations and foster new opportunities for future engagement (e.g. a large networking event or series of events bringing together Australia-Japan stakeholders, a photographic exhibition, commemorative documentary or a digital communications package showcasing the past 50 years of the AJF and friendship and cooperation between Australia and Japan).
- Other activities determined as eligible by the Program Delegate.

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 event or initiative. These assets may also be used by the AJF to promote the activity and the broader Australia-Japan relationship.

## 5.2 Eligible locations

Your grant activities must be delivered in the following location:

- Australia

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<sup>5</sup> 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.



### 5.3 Eligible expenditure

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

Eligible expenditure items include:

- 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.
- Labour costs of employees you hire directly to deliver the core elements of the grant project (but not ongoing salaries or labour costs related to matters other than delivering the grant activity).
- Appropriate, reasonable and realistic travel costs and accommodation. As a general principle, travel budgets should reflect basic travel, accommodation and sustenance costs that align with what an applicant would personally use while ensuring value for taxpayer money.
  - Airfares should be budgeted at a reasonable economy rate without regard to airline preferences.
  - Accommodation costs should reflect the price of an appropriate, reasonably priced 3- or 4-star hotel.
  - Travel allowances will be limited to AUD\$250 per traveller/day<sup>6</sup>.
- Interpreting and translation services
- Other costs determined as eligible by the Program Delegate.

Applicants should ensure that the proposed budget reflects a balanced allocation of grant funding across all elements of the activity. The AJF does not support applications that are solely or predominantly focused on travel.

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. Applicants are 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.

You should allow for the exchange fees in your project budget. You are responsible for any financial differences that may occur from the time of the application submission to when the project takes place, due to fluctuations in the exchange rate. Bank remittance fees 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 can only spend grant funds on eligible grant activities and within the start and end dates, as defined in your grant agreement.

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<sup>6</sup> The AJF will only cover up to the maximum amount specified. Any costs that exceed this amount will need to be funded from other sources.

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](http://www.supplynation.org.au).

## 5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- events that take place outside of Australia
- 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 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 (e.g. academic research, assistance to business, development assistance projects)
- 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 lessons and ticket costs
- passport applications
- completed projects.

## 6 The assessment criteria

You must address all the following assessment criteria in the application. All assessment criteria have equal weighting.

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

The application form includes a text limit of 250 words for each criterion.

Your application will be considered on its merits, based on:

- how well it meets the criteria and objectives and intended outcomes as per Section 2.2
- how it compares to other applications
- value with money as outlined in the [Commonwealth Grants Rules and Principles](#)

### Criterion 1

**How will the project address the objectives and intended outcomes of this grant opportunity?**

Your response to this criterion should include a succinct summary of the grant activity, written for a non-expert in the activity area. It should demonstrate how it aligns with the [AJF Strategy 2025-2030](#) and focus of this grant opportunity as per Section 2.2, including how it may:

- Commemorate the past 50 years of friendship and cooperation between Australia and Japan and/or foster dialogue, innovation and shared vision for the next 50 years of the bilateral relationship.
- Engage and inspire the next generation of leaders and champions.
- 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.

## **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 activities will promote public awareness and understanding of the Australia-Japan bilateral relationship through high-quality engagement and communication.

This could 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 might also include (as an attachment) 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**

### **Demonstrate your capability and efficiency in delivering the proposed project.**

Your response should demonstrate your organisation's ability to successfully deliver the proposed project, including effective planning, governance and resource management. You may wish to highlight:

- Your track record in successfully delivering events/activities, and the diversity of skills, experience and backgrounds your team brings to the project.
- 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 this document is clear, accurate, comprehensive and focused.

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 assessment criteria.

## 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 AEDT on Tuesday 10 February 2026**.

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

These documents may be found at [GrantConnect](#). GrantConnect is the authoritative source for grants information. Any alterations and addenda<sup>7</sup> will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes to these guidelines.

The AJF Secretariat will not provide application forms or accept applications for this grant opportunity by any other means.

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](mailto: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.

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<sup>7</sup> 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

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 any nominated partners (if applicable)
- organisational capability statement or individual's curriculum vitae
- 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 may also wish to attach details on proposed performance measures to indicate expected reach and impact, as per Criterion 2.

Supporting documentation should be attached to the application form.

## **7.2 Joint (consortia) applications**

We recognise that some organisations may want to join as a group (consortium) 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.

Individuals who intend the grant to be administered by a university or other tertiary institution should list their institution as the applicant (see Section 4.1).

## **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 before 30 June 2026. As this round focuses on the 50<sup>th</sup> anniversary in 2026, the main activity must take place during 2026.

Activity	Indicative Timeframe
Application period	Open: 14:00 AEDT 10 December 2025 Close: 14:00 AEDT 10 February 2026
Assessment of applications	February-March 2026
Approval of outcomes of selection process	April 2026
Negotiations and award of grant agreements	April 2026
Notification to unsuccessful applicants	April 2026
Earliest start date of grant activity or project	After full execution of agreement; expected April-May 2026
Latest start date of grant activity or project	30 June 2026
End date of grant activity or agreement	As negotiated in your Grant Agreement

## 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](mailto:ajf.australia@dfat.gov.au) (in Australia) or [ajf.japan@dfat.gov.au](mailto: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 3 February 2026.

# 8 The grant selection process

## 8.1 Assessment of grant applications

We first review your application against the eligibility criteria.

Only eligible applications will move to the next stage. We consider eligible applications through an open competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. 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.<sup>8</sup>

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

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<sup>8</sup> See glossary for an explanation of 'value with money'.

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*.

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 (Assistant Secretary, North East Asia Branch) suitable applications to approve for a grant. The committee may also recommend a list of 'suitable but unfunded' applications for approval at a later stage, should funding be available from the amount outlined in Section 3.1.

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

The assessment committee must declare any conflict of interest to the Program Delegate or AJF Secretariat in writing (to [ajf.australia@dfat.gov.au](mailto: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 assessment committee will make recommendations to the Program Delegate (Assistant Secretary, North East Asia Branch) suitable applications to approve a grant. The committee may also recommend a list of 'suitable but unfunded' applications for approval at a later stage, should funding be available from the amount outlined in Section 3.1.

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 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 outlined 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 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 2026 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
- provide quarterly progress updates on the project.

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. Grant funding cannot be used to pay for grant activities that have taken place before the grant agreement is signed.

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.

Payment will be made on receipt of a valid invoice.

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's intermediary bank can accept AUD. 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 AUD up to 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 Grant 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](#). 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 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.

### **Quarterly reports**

Quarterly 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).

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 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 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 Recordkeeping

We may also 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

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.'

## 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](mailto: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](mailto:ombudsman@ombudsman.gov.au)
- Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### 13.2 Conflict of interest

A conflict of interest arises where a DFAT staff, any member of a committee or advisor and/or you or any of your personnel has private interests which may or do improperly influence the performance of their duties. Conflicts can include not only the interests of individual employees and contractors, but also the interests of their immediate family (such as spouses, children or other dependents) and the interests of their business partners or associates.

Conflicts of interest are either real or apparent:

- **Real:** A real conflict of interest relates to a personal interest belonging to you and/or your immediate family members that could influence your decisions, actions or advice given in the course of your duties. A conflict of interest does not have to exist at present for it to be real. A real conflict of interest might arise where your personal interests are not yet in, but could come into, conflict as a result of your duties and responsibilities.
- **Apparent:** An apparent conflict of interest relates to a personal interest belonging to you and/or your immediate family members that could be seen to influence your decisions, actions or advice given in the course of your duties, even though this is not in fact the case. An apparent conflict of interest differs from a real conflict of interest in that there is no actual conflict that could arise, although the nature of the person's duties and responsibilities are such that there is, or may be, a reasonable perception by the public that a conflict of interest could in fact arise.

Any conflicts of interest, or perceived conflicts of interest can affect the assessment or performance of the grant opportunity or program. There may be a 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 must declare, as part of your application, any conflict of interest or that, to the best of your knowledge, there is no conflict of interest.

If you later identify a conflict of interest, you must inform DFAT in writing (to [ajf.australia@dfat.gov.au](mailto:ajf.australia@dfat.gov.au)) immediately.

The assessment committee must declare any conflict of interest to the Program Delegate or AJF Secretariat in writing (to [ajf.australia@dfat.gov.au](mailto: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\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials, including the Program Delegate, must also declare any conflict 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. 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 outlined in the FOI Act.

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](mailto: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 and Corruption Control Toolkit for service providers and funding recipients](#)

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](mailto:passports.fraud@dfat.gov.au)
- For fraud or corruption by DFAT staff: [conduct@dfat.gov.au](mailto:conduct@dfat.gov.au)
- All other fraud or corruption relation to this grant opportunity: via this [webform](#)

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 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, 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.

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.

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

For further information, you can also contact [seah.reports@dfat.gov.au](mailto: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](#).

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](#).

For further information, please contact [childprotection@dfat.gov.au](mailto:childprotection@dfat.gov.au) or +61 2 6178 5100



## 14 Glossary

Term	Definition
accountable authority	See subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a> .
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 <a href="#">AJF Board</a> and DFAT officials. Board members are listed on the <a href="#">AJF website</a> . 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 <a href="#">Public Governance, Performance and Accountability Act 2013</a>
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.
<a href="#">Commonwealth Grants Rules and Principles 2024 (CGRPs)</a>	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 money<sup>9</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>10</sup> 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.
<a href="#">GrantConnect</a>	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 <a href="#">National Anti-Corruption Commission Act 2022</a> .
PBS Program	Described within the entity's <a href="#">Portfolio Budget Statement</a> , 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.

<sup>9</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>10</sup> 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"> <li>• the quality of the project proposal and activities</li> <li>• fitness for purpose of the proposal in contributing to government objectives</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>

## Appendix A. Acronyms

Acronyms used in these guidelines, online and within application forms

<b>Acronym</b>	<b>Definition</b>
ABN	Australian Business Number
ACN	Australian Company Number
AEDT	Australian Eastern Daylight Time
AJF	Australia-Japan Foundation
CGRPs	Commonwealth Grants Rules and Principles
CRF	Consolidated Revenue Fund
CV	Curriculum Vitae
DFAT	Department of Foreign Affairs and Trade
FOI	Freedom of Information
GST	Goods and Services Tax
ICN	Indigenous Corporation Number
NACC	National Anti-Corruption Commission
PBS	Portfolio Budget Statement
PGPA Act	Public Governance, Performance and Accountability Act
PSEAH	Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy