



Australian Government

豪日交流基金

Australia-Japan FOUNDATION



International Relations Grants Program Australia-Japan Foundation 2024 Grant Round Guidelines

Opening date:	11.00 AEST on 17 July 2024
Closing date and time:	14.00 AEST on 21 August 2024
Commonwealth policy entity:	Department of Foreign Affairs and Trade
Co-sponsoring entity	Not applicable
Administering entity	Department of Foreign Affairs and Trade
Enquiries:	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). Questions should be sent no later than 14 August 2024.
Date guidelines released:	17 July 2024
Type of grant opportunity:	Open competitive

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1. International Relations Grants Program: Australia-Japan Foundation 2024 Grant round process

The International Relations Grants Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to the Department of Foreign Affairs and Trade's Outcome 1¹ in the Portfolio Budget Statements. The Australia-Japan Foundation of the Department of Foreign Affairs and Trade works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

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



You complete and submit a grant application

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



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. We assess your eligible application against the assessment criteria, including an overall consideration of value with money, and compare it to other applications.



We make grant recommendations

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



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the International Relations Grants Program

We evaluate your specific grant activity and the Australia-Japan Foundation 2024 Grant Round as a whole. We base this on information you provide to us and that we collect from various sources.

¹ The advancement of Australia's international strategic, security and economic interests including through bilateral, regional and multilateral engagement on Australian Government foreign, trade and international development policy priorities.

1.1 Introduction

These guidelines contain information for the Australia-Japan Foundation 2024 grants.

You must read these guidelines before filling out an application.

This document sets out:

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

2. About the grant program

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

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

The intended outcomes are:

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

In 2024-25, up to \$780,000 is available under the AJF for both one-year and multi-year grants (refer to Section 3.1).

Further information on the Program, including descriptions of previous grant-funded projects, is available at www.dfat.gov.au/councils.

DFAT reserves the right to cease selection processes for Grant Opportunities under the Program. DFAT administers the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)²](#).

2.1 About the Australia-Japan Foundation

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:

1. to increase awareness and understanding in Japan of shared interests with Australia;
2. to increase awareness and understanding in Australia of the importance of Japan to Australia as an economic and strategic partner; and
3. to increase recognition in Japan of Australian excellence and expertise.

² <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

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

AJF review processes will give priority to applications that demonstrate one or more of the following core principles:

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

To achieve its objectives, the AJF will prioritise high-quality programs particularly, but not exclusively, that address the core principles outlined above.

Australia will be participating in World Expo 2025 to be hosted by Japan in Osaka, Kansai from 13 April to 13 October 2025. Applications in this round that support AJF priorities and include options or elements to take place at the Expo will be considered.

Further information on Australia's participation at World Expo 2025 is available on the [Department of Foreign Affairs and Trade's website](#).

3. Grant amount and grant period

3.1 Grants available

In 2024-25, up to \$780,000 is available for this grant opportunity for both one-year and multi-year (up to three years) grants, depending on the quality and quantity of applications.

Grant applications for a minimum of \$10,000 to a maximum of \$50,000 per year will be considered.

The AJF should not be the sole funding source of a project. Co-contributions from applicants and other parties strengthen an application and are encouraged.

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.

3.2 Grant period

The standard grant period is one year. The maximum grant period is across three years of multi-year funding. Multi-year funding may be considered and awarded in exceptional cases by the Board where a strong case has been given to demonstrate that a program addresses a specific need, is particularly worthwhile, sustainable and will advance the Australia-Japan relationship in line with AJF objectives over a number of years.

You must complete your grant/project by the end date designated in your grant agreement. Following the grant/project period, an evaluation period of 60 days will commence.

A no-cost grant extension up to one year (12 months) from the original grant agreement end date may be considered in exceptional circumstances (subject to performance). An extension must be confirmed and approved by the AJF Secretariat in writing. A grant agreement amendment must also be agreed and signed by the grantee and AJF Secretariat.

4. Eligibility criteria

Applications must satisfy all eligibility criteria to be considered.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- Be one of the following entity types:
 - an Australian entity with an Australian Business Number (ABN), Australian Company Number (ACN), or Indigenous Corporation Number (ICN)
 - an Australian consortium with a lead organisation³
 - an Australian registered charity or not-for-profit organisation
 - an Australian local government body.
 - an Australian State/Territory government body
 - a corporate Commonwealth entity
 - an Australian statutory authority
 - an Australian citizen or permanent resident of Australia
 - a Japanese citizen or organisation
 - a well-established organisation in Japan with a business purpose to advocate for Australian business, education and/or cultural interests.
- be willing to provide or develop child protection guidelines that met the [Child Protection Policy](https://www.dfat.gov.au/child-protection-policy) (dfat.gov.au) for your project if it involves people under the age of 18 years.

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

Individuals who intend the grant to be administered by a university should apply on behalf of the university, i.e., your university is the applicant.

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 on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- a previous applicant who has failed to provide a full and proper acquittal of an earlier Program grant.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activity should:

- contribute to the objectives of the [AJF](#)
- promote a contemporary and positive image of Australia in Japan and/or Japan in Australia
- address one of the priority areas (Communication, information and advocacy; Economic diplomacy and geopolitics; Education and Australian studies; Scientific innovation; Society, culture and sport). Further information can also be found on the [AJF website](#).
- relate to the project outlined within the application.

See examples of successful grant activities for the different priority areas on the AJF website - [Previous AJF grants](#).

³ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint Applications'

5.2 Eligible expenditure

Your grant must be used to implement the project outlined within the application. You can only spend the grant on eligible expenditure you have incurred on eligible grant activities.

You can use the grant to pay for costs detailed in your budget and grant agreement, including:

- Economy flights, modest accommodation costs (3 or 4 star hotel or equivalent), meals and travel allowances, other transport and travel costs at reasonable rates. It will be assessed based on the quality of the overall project and value with money
- Online or remote communication activities
- Communication and translation
- Venue hire and catering
- Advertising and promotion, graphic design, photography and printed material
- Production costs, including freight and artists' wages and support staff wages and/or fees directly related to the project (business-as-usual wages or fees will not be supported)
- labour costs of employees to deliver the core elements of the grant project (business-as-usual labour costs will not be supported)
- Only key participant(s) per conference or meeting and only where the participant(s) is/are principal speaker and the subject of the conference is of direct relevance to the grant opportunity.

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

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

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.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- capital expenditure, including purchase of real estate and vehicles
- purchase of equipment (for example, musical instruments, computers, videos, photographic or printing equipment)
- the covering of retrospective costs or recurrent funding of activities
- activities which are already commercially viable in their own right
- activities which will provide commercial advantage to the applicant (e.g. promotion of the applicant's own business)
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, salaries (including for research assistants or administrative staff), honorariums or administrative charges levied by the applicant's organisation
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility for, such as:
 - academic research
 - assistance to business
 - development assistance projects
- scholarships to individual students
- completed projects.

We do not solely fund travel and accommodation for attendance at conferences or meetings, participation in fieldwork or sporting or other events, unless such activities are considered by the

AJF Board to be of direct relevance to its objectives. To be considered, a substantial program should exist in the sidelines or around the conference and there should also be a strong argument for the selection of applicant(s).

Travel for a larger number of people may be considered (fully or partially funded) where an event is specifically focused on the proposed AJF grant activity. Travel for more than one person must be fully justified in any application.

6. The assessment criteria

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

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

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

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

Criterion 1 (25%)

The proposal contributes to the objectives of the Australia-Japan Foundation.

In providing a response to this criterion you should address, but are not limited to, the following.

Demonstrate how your activity would:

- align with the AJF's objectives and one of the AJF's current priority areas (Communication, information and advocacy; Economic diplomacy and geopolitics; Education and Australian studies; Scientific innovation; Society, culture and sport). Further information can be found on the [AJF website](#)
- Includes AJF's core principles (gender equality; recognition/inclusion of First Nations people; recognition/inclusion of diversity).
- create or strengthen people-to-people and/or institutional relationships
- deliver enduring and sustainable outcomes and/or have an impact beyond the current grant period.

Criterion 2 (25%)

Potential for raising awareness of Australia in Japan/Japan in Australia and promoting a contemporary and positive image of Australia in Japan.

In providing a response to this criterion you should address, but are not limited to, the following.

Demonstrate:

- your target audience and how you would maximise engagement and communication
- how you would proactively promote your activity and outcomes
- proposed quantitative or qualitative performance measures to indicate the expected reach of your project – for example:
 - participation at events, such as public seminars, promotional events, performances, exhibition days, or community events

- number of participants/audience spectators and why you expect this level of engagement
- media engagement plans (including social media), the type of media interest you seek to generate (e.g. articles, radio and television broadcasts)
- distribution plans (e.g. of a publication)
- follow up activities that could arise from the grant activity and that could ensure networks created between individuals and institutions through the project are sustained (e.g. through creation of alumni groups).

Criterion 3 (25%)

The proposed grant activity addresses a specific need.

In providing a response to this criterion you should address, but are not limited to, the following.

Demonstrate how your activity would address:

- a gap or a new area of interest and cooperation between Australia and Japan
- an existing area of interest and cooperation between Australia and Japan in a new, innovative and improved way.

Criterion 4 (25%)

Proven capability and capacity of the applicant and project partner in Japan and/or Australia.

In providing a response to this criterion you should address, but are not limited to, the following.

Demonstrate:

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

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

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

- inclusion of other sources of income and an indication of whether each source of income is confirmed, conditional or pending approval

- other sources of income can include other grants from Australian Federal Government, State Government, Local Government, etc, and in-kind contributions from your organisation and your Japanese/Australian partner.
- appropriate, reasonable and realistic economy travel costings
- alternative options for face-to-face conferences, forums, roundtables and meetings where appropriate.

7. How to apply

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

Applications can only be submitted via [SmartyGrants](#) online application form. You must submit your grant application in English by **14:00 AEST on 21 August 2024**.

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).

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

You must address all eligibility and assessment criteria and provide two short signed independent references to be considered for a grant. Please complete each section of the application form and make sure you provide the information requested.

Please keep a copy of your application and any supporting papers. The AJF will acknowledge receipt of your application within one working day.

If you find an error in your application after submitting it, please contact us immediately by emailing ajf.australia@dfat.gov.au (in Australia) or ajf.japan@dfat.gov.au (in Japan). We do not have to accept any additional information, nor requests from you to correct your application after the closing 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.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

7.1 Attachments to the application

We require the following documents with your application:

- two short signed independent references
- letter of support from nominated partners (if relevant)
- organisation capability statement or individual's curriculum vitae (optional); and
- if you apply on behalf of a university, a letter of support from your Research Office (optional).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2 Joint (consortia) applications

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

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

Each letter of support should include:

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

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

7.3 Timing of grant opportunity processes

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

If you are successful, we expect you will be able to commence your grant activity in the 2024-2025 financial year.

Activity	Indicative Timeframe
Application period	Open: 11:00 AEST 17 July 2024 Close: 14:00 AEST 21 August 2024
Assessment of applications	5 weeks
Approval of outcomes of selection process	October 2024
Negotiations and award of grant agreements	October 2024
Notification to unsuccessful applicants	October 2024

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 14 August 2024.

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

8. The grant selection process

8.1 Assessment of grant applications

We first review your application against the eligibility criteria.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications

- whether it provides value with relevant money.⁴

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

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

8.2 Who will assess applications?

An assessment committee will assess applications. The assessment committee will be made up of the [AJF Board](#), Department of Foreign Affairs and Trade officials and other Commonwealth agencies. Board members are treated as Commonwealth officials due to their role in the assessment process, in accordance with Part 1, section 2.8 of the CGRGs and the *Public Governance, Performance and Accountability Act 2013*.

The assessment committee may seek additional input about you or your application. They may consult other DFAT officials and Commonwealth agencies, 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.

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

8.3 Who will approve grants?

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

The delegate's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded.

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

The AJF reserves the right to offer less funding than that sought by the applicant.

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

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

⁴ See glossary for an explanation of 'value with money'.

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.

9.2 Further grant opportunities

The AJF aims to allocate all grant funding during the annual grants round and is typically over-subscribed with suitable applications each year.

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. Standard terms and conditions for the grant agreement will apply and cannot be changed.

Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

We must execute a grant agreement with you before we can make any payments. You must not start any 2024 AJF Grant Round activities until a grant agreement is executed.

You will be required to:

- complete a brief communications outline within two weeks of accepting the grant offer
- provide a final report, including financial acquittal, using the online template within 60 days of project completion
- for multi-year grants, complete interim reports once a year using the online template

The AJF Secretariat will negotiate agreements with successful applicants. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

Where a grantee fails to meet the obligations of the grant agreement, DFAT may withhold or suspend the funding to the grantee; and/or require the grantee to repay all or part of the grant. No compensation is payable by DFAT for termination in these circumstances.

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

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

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid.

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

We may 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. For multi-year grants, we will make an initial payment on execution of the Agreement and subsequent payments in accordance with the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity.

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

Payments are subject to satisfactory progress on the grant activity based on your interim reports and on receipt of a valid invoice.

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

10.3 Grants payments and GST

Payments will be made as set out in the grant agreement. Where appropriate, payments will be GST exclusive.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the [Australian Taxation Office](#) website for more information.

11. Announcement of grants

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

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

12. How we monitor your grant activity

12.1 Promotion and publicity

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 crest](#) should be used on all materials related to grants under the program. The logo is composed of the Australian Government crest 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.'

12.2 Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

12.3 Reporting

You must submit reports in line with the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes, including progress against your communications plan
- contributions of participants directly related to the project
- expenditure of the grant.

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

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

Progress reports (for multi-year grants)

Progress reports must:

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

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

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

Ad-hoc reports

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

Final report (for all grants)

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

Final reports must:

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

12.4 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; and
- 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.

12.5 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.

12.6 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by sending an email to the AJF Secretariat ajf.australia@dfat.gov.au.

The program does not allow for an increase to the agreed amount of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. Contact the AJF Secretariat ajf.australia@dfat.gov.au for further information. We will not consider changes after the grant agreement end date.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and on factors such as:

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

12.7 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.

12.8 Record keeping

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

12.9 Evaluation

The AJF Secretariat will evaluate the 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.

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

13. Probity

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

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 Department's website at dfat.gov.au/councils.

13.1 Enquiries and feedback

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

Any questions you have about grant decisions for this grant opportunity should be sent to ajf.australia@dfat.gov.au. **You may wish to list @dfat.gov.au as a trusted emailer in your email system.**

If you do not agree with the way DFAT has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into 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
- Email: ombudsman@ombudsman.gov.au
- Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if DFAT staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

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

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

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

13.3 Privacy

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

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

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

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

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by DFAT would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

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

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

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

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

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

13.5 Sexual misconduct prevention and response

DFAT has a zero-tolerance approach to sexual exploitation, abuse and harassment (PSEAH). It is expected that all individuals participating in this program will comply with this zero-tolerance approach. Any allegations or reports of misconduct will be taken seriously. The Sex Discrimination Act 1984 (Cth) defines the nature and circumstances in which sexual harassment is unlawful.

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: www.nationalredress.gov.au or; call the National Redress Scheme line on 1800 737 377.

13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: The Director, Freedom of Information and Privacy Law Section
 Department of Foreign Affairs and Trade
 RG Casey Building
 John McEwen Crescent
 BARTON ACT 0221

By email: foi@dfat.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment committee	will be made up of the AJF Board , AJF Secretariat, DFAT officials and other relevant government departments. Board members are listed on the AJF website . Board members are treated as Commonwealth officials due to their role in the assessment process, in accordance with Part 1, section 2.8 of the CGRGs and the <i>Public Governance, Performance and Accountability Act 2013</i> .
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act

Term	Definition
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
grant	for the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁵ or other Consolidated Revenue Fund (CRF) money⁶ 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
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a ‘program’ carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant

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

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

Term	Definition
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value 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

ABN	Australian Business Number
ACDGP	Australian Cultural Diplomacy Grant Program
ACN	Australian Company Number
AEDT	Australian Eastern Daylight Time
AEST	Australian Eastern Standard Time
AJF	Australia-Japan Foundation
CGRGs	Commonwealth Grants Rules and Guidelines
CV	Curriculum Vitae
DFAT	Department of Foreign Affairs and Trade
FCI	Foundations, Councils and Institutes
FOI	Freedom of Information
GST	Goods and Services Tax
IRGP	International Relations Grants Program
PBS	Portfolio Budget Statement
PGPA Act	Public Governance, Performance and Accountability Act
PSEAH	Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy