



**Australian Government**



**AUSTRALIA - KOREA  
FOUNDATION**

# International Relations Grants Program Australia-Korea Foundation 2023 Grant Round Guidelines

<b>Opening date:</b>	<b>11.00 AEST on 11 August 2023</b>
<b>Closing date and time:</b>	<b>14.00 AEST on 22 September 2023</b>
<b>Commonwealth policy entity:</b>	<b>Department of Foreign Affairs and Trade</b>
<b>Co-sponsoring entity:</b>	<b>Not applicable</b>
<b>Administering entity</b>	<b>Department of Foreign Affairs and Trade</b>
<b>Enquiries:</b>	<b>If you have any questions, please contact the Australia-Korea Foundation Secretariat on (02) 6261 3869 or <a href="mailto:australia.korea@dfat.gov.au">australia.korea@dfat.gov.au</a></b> <b>Questions should be sent no later than 15 September 2023</b>
<b>Date guidelines released:</b>	<b>7 August 2023</b>
<b>Type of grant opportunity:</b>	<b>Open competitive</b>

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# 1. International Relations Grants Program: Australia-Korea Foundation 2023 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 1<sup>1</sup> in the Portfolio Budget Statements. The Australia-Korea Foundation of the Department of Foreign Affairs and Trade (DFAT) works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).

## **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 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. The Board of the Australia-Korea Foundation then assesses your application against the assessment criteria including an overall consideration of value for money and compares 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**

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<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 priorities.

We evaluate your specific grant activity and the Australia-Korea Foundation 2023 Grants Round as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1 Introduction

These guidelines contain information for the Australia-Korea Foundation 2023 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 expected 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.
- Further information on the Program, including descriptions of previous grant-funded projects, is available at [www.dfat.gov.au/councils](http://www.dfat.gov.au/councils).

The Department of Foreign Affairs and Trade reserves the right to cease selection processes for Grant Opportunities under the Program.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

### 2.1 About the Australia-Korea Foundation

The [Australia-Korea Foundation](#) (AKF) seeks to strengthen the Australia-Korea relationship in ways that enhance mutual understanding and people-to-people links.

The objectives of the AKF grants program are:

- increase public awareness of Australia in Korea, and of Korea in Australia, and the importance of the bilateral relationship
- develop partnerships in areas of shared interest in the bilateral, regional and global context

- increase Australians' capacity to effectively engage with Korea.

Key priority areas of the AKF:

- Strategic international relations
- Trade and commerce relationships
- Cross cultural collaborations
- Technological, scientific and education innovation.

To achieve its objectives, the AKF will prioritise high quality programs particularly, but not exclusively, that address the themes outlined in the [AKF Strategic Plan 2020-2025](#).

## 3. Grant amount and grant period

### 3.1 Grants available

In 2023-24, approximately \$700,000 is available for this grant opportunity.

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

Co-contributions from applicants and other parties strengthen an application and are encouraged.

### 3.2 Grant period

The standard grant period is one year. The maximum grant period is across three years of multi-year funding.

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 AKF Secretariat in writing. A grant agreement amendment must also be agreed and signed by the grantee and AFK 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 organisation<sup>2</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
  - be an Australian or permanent resident of Australia

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<sup>2</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 8.6 'Grant Applications from Consortia'

- be a citizen or organisation from the Republic of Korea
  - be a well-established organisation in the Republic of Korea with a business purpose to advocate for Australian business, education and/or cultural interests
  - be already based in Australia or the Republic of Korea or able to travel to the Republic of Korea from a third country.
- and be willing to provide or develop child protection guidelines that meets the [Child Protection Policy | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#) 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](http://www.nationalredress.gov.au))<sup>3</sup>
- Not an Australian, a permanent resident of Australia or an Australian organisation and you are not a citizen of, or organisation from the Republic of Korea
- 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 the grant activity outlined in the application should:

- contribute to the objectives of the [AKF](#).
- promote a contemporary and positive image of Australia in Korea and/or Korea in Australia.
- address one of the priority areas (Strategic international relations; Trade and commerce relationships; Cross-cultural collaborations; Technological, scientific and education innovation).  
For more information on priority areas and goals, see the [AKF Strategic Plan 2020-2025](#).

Examples of successful grant activities for the different priority areas can be found on the AKF website - [Previous AKF grants](#).

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<sup>3</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 (see [www.dss.gov.au](http://www.dss.gov.au)).

## 5.2 Eligible expenditure

Your grant must be used to implement the project outlined within the application. You can use the grant to pay for costs detailed in your budget and grant agreement, including:

- Economy flights, modest accommodation costs, meals and travel allowances refer to ATO Tax Determination - reasonable travel and overtime meal allowance expense amounts, other transport
- Communication and translation
- Venue hire and catering
- Advertising and promotion, graphic design, photography, social media, video and printed material
- Production costs, including freight and artists' wages
- Only one participant per conference or meeting and only where the participant is a 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](http://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 normally use the grant for the following:

- 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 (e.g. academic research, assistance to business, development assistance projects),
- activities undertaken by primary or high schools, including study tours, where travel by a significant number of students is the principal element of the proposal



- scholarships to individual students, and
- completed projects.

We do not solely fund travel and accommodation for attendance at conferences or meetings; participation in fieldwork; sporting; or other events, unless they are directly related to achieving the project outcomes described by you. Such activities are considered and scrutinised by the AKF Board and must 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).

You cannot use the grant to cover expenses incurred due to government mandated quarantine or isolation requirements.

## 6. The assessment criteria

Eligible applications will be considered through an open competitive grant process. The AKF 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

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

### Criterion 1 (25%)

#### How will the grant activity contribute to the objectives of the AKF?

In providing a response to this criterion you **must** include, but are not limited to:

- a description of the activity and provision of information which demonstrates alignment to the AKF's objectives and one of the AKF's current strategic priority areas (Strategic International Relations; Technological, scientific and education innovation; Trade and Commerce Relationships; Cross Cultural Collaboration).

### Criterion 2 (25%)

#### What is the grant activities' potential for raising awareness of Australia in Korea/Korea in Australia and does it promote a contemporary and positive image of Australia?

In providing a response to this criterion, you should demonstrate how your grant activities would reach out to a broad audience (eg the public and/or decision-makers) and also how you would create or strengthen formal or other relationships. You should include, but are not limited to:

- any proposed quantitative or qualitative performance measures to indicate the expected reach of your project such as anticipated:
  - events (eg public seminars, promotional events, performances, exhibition days, or community events)
  - number of participants/audience spectators (and a description of your target audience and why you expect this level of engagement)
  - media engagement plans, the type of media interest you seek to generate (eg social, articles, radio and television broadcasts) distribution plans (eg of a publication).

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

### **Criterion 3 (25%)**

#### **What is the need for the particular grant activity in the particular location/demographic or how does the proposed grant activity address a specific need?**

In providing a response to this criterion you should include, but are not limited to:

- demonstrating links to Korea and Australia
- demonstrating the gap that your grant activity would address
- demonstrating how your grant activity would address a new, innovative area of interest and cooperation between Australia and Korea

### **Criterion 4 (25%)**

#### **What is the capability and capacity of the applicant to undertake the grant activity?**

In providing a response to this criterion you should demonstrate you and/or your organisation's capability and capacity to successfully undertake your grant activity. You should include, but are not limited to:

- a one-page capability statement of the organisation and/or CV of the project leader(s)
- two signed references from referees with no direct financial interest in your project
  - referees should comment on the project's objectives and the strategies to achieve them
  - references that provide different perspectives on the proposal; and
  - referees who work for different organisations.
- a letter of support from your organisation's research office or equivalent If you are from a large organisation that confirms alignment of your grant activity to the organisation's international strategies.
- If you have a partner/s please also provide a capability and commitment statement including a letter of support from the partner/s and a record of past successful partnerships with the partner/s.

When preparing the application, applicants should bear in mind that the assessment committee may not be familiar with the applicant, the organisation or the field of activity. As the Board's recommendation will be primarily based on the information provided in the application form, the application should be written in [plain language](#), be 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 for money you should consider:

- inclusion of other sources of income and an indication of whether each source of income is confirmed, conditional or pending approval
- appropriate, reasonable and realistic travel costings
- alternative options for face-to-face conferences, forums, roundtables and meetings where appropriate.

## 7. How to apply

Before applying, you must read these grant guidelines, the application form, the AKF Strategic Plan.

Applications can only be submitted via [SmartyGrants](#). You must submit your grant application in English by 14:00 AEST on 22 September 2023.

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 9am and 5pm Monday to Friday).

The AKF 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 we have requested.

Please keep a copy of your application and any supporting papers. We 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 at [Australia.Korea@dfat.gov.au](mailto:Australia.Korea@dfat.gov.au) or (02) 6261 3869. 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.

Supporting documentation should be attached to the application form. Only attach the documents you have been asked to include.

### 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 2023-2024 financial year.

Activity	Indicative Timeframe
Application period	Open: 11:00 (AEST) 11 August 2023 Close: 14:00 (AEST) 22 September 2023
Assessment of applications	4-6 weeks
Approval of outcomes of selection process	November 2023
Negotiations and award of grant agreements	November 2023
Notification to unsuccessful applicants	November 2023

### 7.4 Questions during the application process

If you have any questions during the application period, please contact the AKF Secretariat, (02) 6261 3869 or [Australia.Korea@dfat.gov.au](mailto:Australia.Korea@dfat.gov.au). The AKF Secretariat undertakes to respond to emailed questions within five working days.

Questions should be sent no later than 15 September 2023.

Applicants may speak with the AKF Secretariat in their first language by telephoning the Translating and Interpreting Service on 131 450 (local call anywhere in Australia) and asking to be connected with the Secretariat.

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.<sup>4</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
- 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 [AKF Board](#), AKF Secretariat, other Department of Foreign Affairs and Trade officials and other Commonwealth agencies. Board members are listed on the [AKF 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 *Public Governance, Performance and Accountability Act 2013*.

The assessment committee may seek additional input about you or your application. They 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 (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 AKF 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.

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<sup>4</sup> See glossary for an explanation of 'value with money'.

## 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 from the AKF within one month of being advised of the outcome. AKF will provide feedback within one month of the request.

### 9.2 Further grant opportunities

The AKF aims to allocate all grant funding during the annual grants round and is typically over-subscribed with suitable applications each year. If there are not enough suitable applications to meet the program's objectives, the AKF may consider applications received during the financial year, subject to available funding through direct selection or restricted processes. All potential grants will still be considered against the outcomes of the program (and/or criteria in these guidelines) and value with money.

## 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 the Department of Foreign Affairs and Trade. 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.

The AKF must execute a grant agreement with you before we can make any payments. You must not start any 2023 AKF 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 AKF 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, the Department of Foreign Affairs and Trade 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 the Department for termination in these circumstances.

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

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

## **10.2 How we pay the grant**

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

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

We will pay 100 per cent of the grant on 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.

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 the Republic of Korea, the payment will be made in Korean won up to the equivalent value in Australian dollars. You should allow for the exchange fees in your project budget. You are responsible for any financial differences that may occur from the time of the application submission to when the project takes place, due to fluctuations in the exchange rate.

## **10.3 Grants Payments and GST**

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

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 within 21 calendar days of the date of effect<sup>5</sup> as required by Section 5.3 of the [CGRGs](#).

# **12. How we monitor your grant activity**

## **12.1 Keeping us informed**

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

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<sup>5</sup> See glossary

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.

## **12.2 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.

### **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.

### **12.3 The Department of Foreign Affairs and Trade's responsibilities**

The Department of Foreign Affairs and Trade 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 the Department of Foreign Affairs and Trade endorses the views of recipients involved in any funded activity.

### **12.4 Financial declaration**

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

### **12.5 Grant agreement variations**

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 AKF Secretariat [australia.korea@dfat.gov.au](mailto:australia.korea@dfat.gov.au) and including the following information:

- changing project milestones consistent with the original intent of the project
- extending the timeframe for completing the project for a reasonable period of time
- changing the allocations across budget items.

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 AKF Secretariat 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.

### **12.6 Compliance visits**

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

### **12.7 Record keeping**

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

### **12.8 Evaluation**

DFAT 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.

## 12.9 Acknowledgement

The AKF logo/Australian Government crest is to be used on all materials related to grants under the Program. Whenever the logo/crest is used the publication must also acknowledge the Commonwealth as follows:

‘This activity received grant funding from the AKF of the Department of Foreign Affairs and Trade.

## 13. Probity

The Australian Government will make sure that the program 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 the Department of Foreign Affairs and Trade. When this happens, the revised guidelines will be published on GrantConnect and the Department’s website at <http://dfat.gov.au/councils>.

### 13.1 Enquiries and feedback

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

Any questions you have about grant decisions for the Program should be sent to [Australia.Korea@dfat.gov.au](mailto:Australia.Korea@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 the Department of Foreign Affairs and Trade 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 the Department of Foreign Affairs and Trade.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://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 the Department of Foreign Affairs and Trade staff, any member of a committee or advisor and/or you or any of your personnel:

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

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Department of Foreign Affairs and Trade 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 [Department of Foreign Affairs and Trade's 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 the Department of Foreign Affairs and Trade would breach an Australian Privacy Principle as defined in the Act.

### 13.4 Confidential Information

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

information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

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

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

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**

The Department of Foreign Affairs and Trade 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: <http://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  
 Corporate Legal Branch  
 Department of Foreign Affairs and Trade  
 R.G. Casey Building, John McEwen Crescent  
 BARTON ACT 0221

By email: [foi@dfat.gov.au](mailto:foi@dfat.gov.au)

## 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	the <a href="#">AKF Board</a> , AKF Secretariat, other DFAT officials and other relevant government departments. AKF Board members are listed on the <a href="#">AKF 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 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

Term	Definition
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
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</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.
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"> <li>a. under which relevant money<sup>6</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>7</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
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>	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.

<sup>6</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>7</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
PBS Program	described within the entity's <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.
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"> <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; and</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

ABN	Australian Business Number
ACN	Australian Company Number
AEDT	Australian Eastern Daylight Time
AEST	Australian Eastern Standard Time
AKF	Australia-Korea 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