



Australian Government

Department of Foreign Affairs and Trade

Australian Cultural Diplomacy Grants Program (ACDGP)

2023-24 Round Guidelines

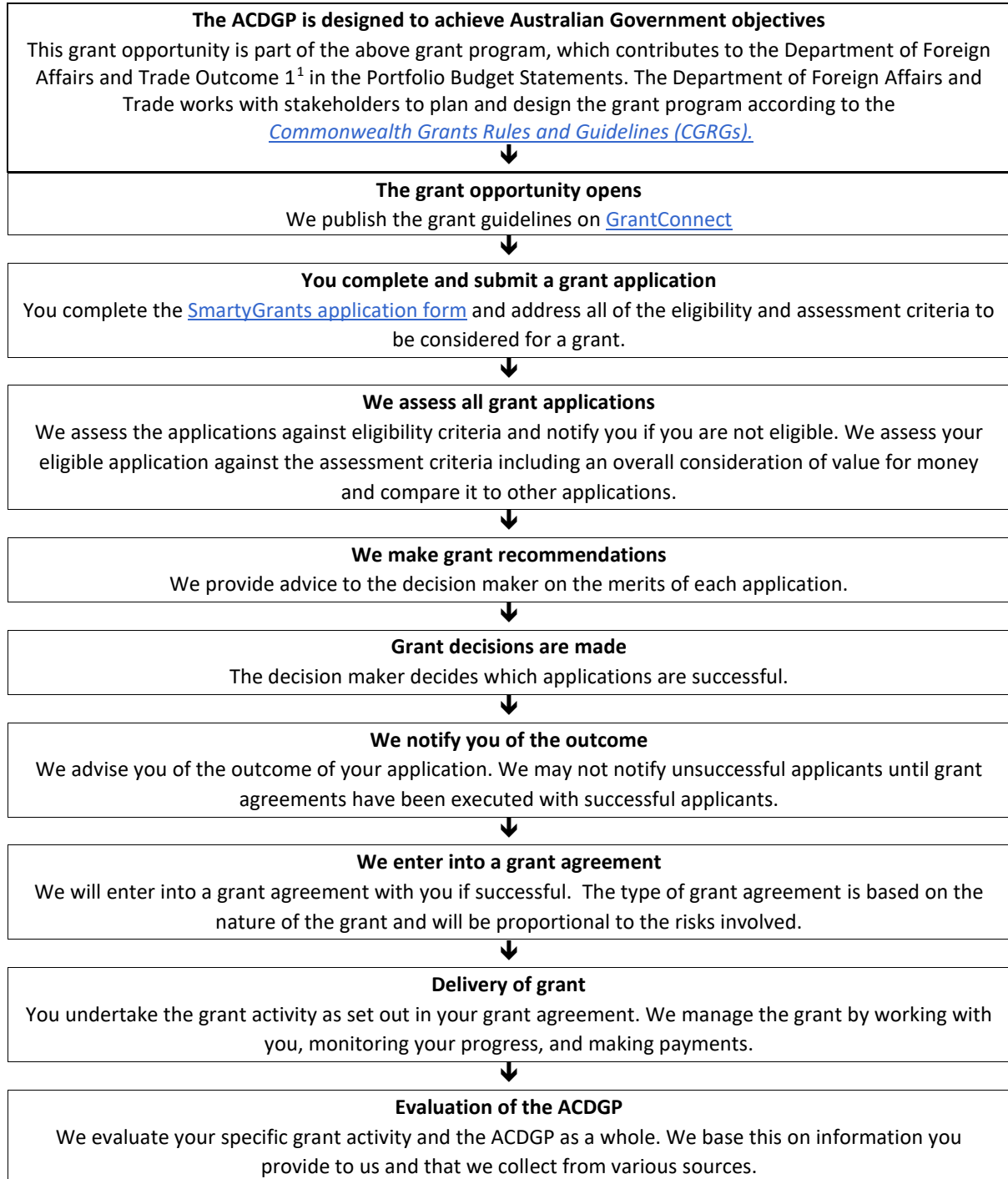
Opening date:	15 December 2023
Closing date and time:	16.00 (AEST) 12 February 2024
Commonwealth policy entity:	Department of Foreign Affairs and Trade (DFAT)
[Co-sponsoring entity]	Not Applicable
[Administering entity]	Department of Foreign Affairs and Trade (DFAT)
Enquiries:	If you have any questions, contact the Australian Cultural Diplomacy Grants Program Secretariat, Cultural.Diplomacy@dfat.gov.au
	Questions should be sent no later than 5 February 2024
Date guidelines released:	15 December 2023
Type of grant opportunity:	Open competitive

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Australian Cultural Diplomacy Grants Program - Round 2023-24 processes:



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 Introduction

These guidelines contain information for the ACDGP grants.

This grant opportunity is part of the International Relations Grants Program (see Section 2).

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 International Relations Grants Program

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

The objectives of the IRGP are:

- to support the Government's foreign policies and economic diplomacy interests
- to project a modern and diverse image of Australia
- to support professional, community and institutional linkages between Australia and its partners on contemporary issues of shared interest including business, education, innovation, science, technology, the arts, media and sport.

The intended outcomes of the program are to:

- increase public awareness of Australia in the host countries and of the host countries in Australia
- develop enduring partnerships in areas of shared interest in the bilateral, regional and global context between Australian institutions and those in the host countries
- increase Australia's capacity to effectively engage with the host countries.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)².

2.1 About the ACDGP 2023-24 grant opportunity

The ACDGP 2023-24 Round will advance 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.

The objectives of the grant opportunity are to:

- support the promotion of Australia's creative sector internationally
- support collaborative and innovative projects that promote Australia as a modern, diverse nation and a source of creative excellence
- influence perceptions of Australia at home and abroad through building cultural understanding and connections
- build people-to-people and /or institutional links internationally

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

- support First Nations creative industries and seek opportunities to assist in embedding First Nations into our Foreign Policy
- align with 'Revive' the National Cultural Policy.

The intended outcomes of the grant opportunity are to:

- increase public awareness of Australia's artistic and cultural assets in the host countries
- develop enduring partnerships in the creative sector, particularly with a First Nations focus, in the bilateral, regional and global context between Australian organisations/individuals and those in the host countries
- increase Australia's capacity to effectively engage with the host countries, especially in the arts and creative sectors to support ongoing collaboration.

3 Grant amount and grant period

3.1 Grants available

The Australian Government has allocated a total of \$442,000 for the ACDGP 2023-24 Round.

- the minimum grant amount is \$10,000.
- the maximum grant amount is \$60,000.

We will also consider multi-year grants up to a maximum of \$60,000 per year for up to three years.

We encourage our applicants to seek funding from other sources to contribute to their projects and outline what funding sources will fund what segments of your proposed project. While it does depend on the size of the grant request to us, we would expect that applicants would also secure funding from elsewhere to cover costs. There is no maximum or minimum amount of funding required from other sources to be eligible to apply. You cannot use funding from other Commonwealth, state, territory or local government sources to fund your share of eligible expenditure.

3.2 ACDGP 2023-24 Round period

The maximum grant period is three years.

If successful in the ACDGP 2023-24 Round, you must start your grant activity before 30 June 2024.

Following the grant period, an evaluation period of six months will commence.

4 Eligibility criteria

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

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST, if required by the Australian Tax Office
- be a permanent resident of Australia
- have an account with an Australian financial institution
- not have any outstanding reports, acquittals or serious breaches relating to any Australian Government funding. A serious breach is one that has resulted, or warrants and/or, the termination of an agreement.

and be one of the following entity types:

- a company incorporated in Australia

- a company incorporated by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- a partnership
- a joint (consortia) application with a lead organisation³
- a registered charity or not-for-profit organisation
- an individual who is an Australian citizen or permanent resident of Australia
- an Australian local government body
- an Australian state or territory government body
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you meet any of the following criteria:

- not an Australian citizen, a permanent resident of Australia or an Australian organisation.
- a previous grantee who has failed to provide a full and proper acquittal of an earlier ACDGP grant.
- an overseas organisation.

4.3 What qualifications, skills or checks are required?

If you are successful and your project involves people under the age of 18 years. Relevant personnel working on the grant activity must maintain all of the following:

- Working with Vulnerable People registration
- Working with Children check

We will also ask you to provide or develop child protection guidelines for your project if it involves people under the age of 18 years.

5 What the money can be used for

5.1 Eligible grant activities

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

- research, design and development of grant activity/project
- consultations with stakeholders and partners
- promotional and outreach activities
- communications and translations
- performances, exhibitions, virtual/in-person/hybrid, seminars, workshops, publications and touring films.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities or agreed project activities.

Eligible expenditure items are:

- economy flights

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'

- modest accommodation costs (up to 4 stars accommodation properties as a guide)
- meals and travel allowances
- ground transport
- artists/performers fees
- freight costs
- venue hire
- catering
- advertising and promotion
- graphic design
- photography
- printed material.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your grant activity may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the expenditure on your grant activities or project/services between the start date and end or completion date for your grant activity/grant agreement for it to be eligible.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- wages (including for research assistants or administrative staff)
- major capital expenditure
- purchase of equipment (for example, musical instruments, IT equipment, photographic or printing equipment)
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility
- activities undertaken by primary schools, including study tours, where travel by a significant number of students is the principal element of the program
- scholarships to individual students.

6 The assessment criteria

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

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

Criterion 1

Support the promotion of Australia's creative sector internationally, particularly with a First Nations focus.

You should demonstrate this through identifying:

- how your grant activity will improve access to and participation in the creative sector
- how your grant activity will expand markets and develop export opportunities.

Criterion 2

Promote Australia as a modern, diverse nation and a source of creative excellence. You should demonstrate this through identifying:

- how the grant activity will work with partners both in Australia and the host country to present and promote Australia as a modern, diverse and creative nation and how your grant activity will attract favourable attention towards Australia in the host country
- how your grant activity supports collaboration and builds cultural understanding of modern Australia
- how your grant activity promotes our artistic and cultural assets to an international audience
- how your grant activity aligns with 'Revive' the new National Cultural Policy as set out in the pillars: First Nations First; a Place for Every Story; Centrality of the Artist; and Engaging the Audience. <https://www.arts.gov.au/national-culturalpolicy-8february2023.pdf>

Criterion 3

Establish or build on existing international partnerships, including relevant creative organisations/individuals in host countries. You should demonstrate this through identifying how your grant activity will advance Australia's interests, soft power and influence. Through meeting either one or more of the following objectives:

- supporting cultural collaboration and partnerships that build influence internationally
- promoting our artistic and cultural assets to an international audience
- expanding audiences and markets
- leveraging existing partnerships and fostering engagement with key stakeholders
- influencing perceptions of Australia at home and abroad
- supporting other DFAT programs
- establish or build on existing people-to-people or institutional links between Australia and the host country.

Criterion 4

Proven artistic merit and experience in delivering best practice projects overseas. You demonstrate this through identifying:

- your experience and achievements delivering a similar activity to what you are proposing and the relevant experience of any partner organisations supporting your activity.

7 How to apply

Before applying, you must read and understand these guidelines, the sample application form and the sample grant agreement.

These documents are accessible at [GrantConnect](#). Any alterations and addenda⁴ will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the online ACDGP 2023-24 Round application form on [SmartyGrants](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s on [SmartyGrants](#) by 16.00 (AEST) on 12 February 2024.

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.

If you find an error in your application after submitting it, you should contact us immediately care of Cultural.Diplomacy@dfat.gov.au. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within five working days.

If you need further guidance around the application process, or if you are unable to submit an application online contact us at Cultural.Diplomacy@dfat.gov.au.

7.1 Attachments to the application

We require the following documents with your application:

- two short signed independent references
- letter of support from partners (if relevant)
- organisation capability statement
- applicant's curriculum vitae
- if you apply on behalf of a university, your application should highlight the alignment of the proposed project to the ACDGP and the University's strategic goals in the relevant country and demonstrate that the project is best funded by the ACDGP and not by the Australia Research Council or an alternative Commonwealth funding body. Please include a letter of support from your Research Office or equivalent.

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

We recognise that some organisations may want to join as a group to deliver a grant activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The

⁴ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity or project/services
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

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

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

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 before 30 June 2024.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Open Applications	15 December 2023
Close Applications	12 February 2024
Assessment of applications	6 weeks
Approval of outcomes of selection process	2 weeks
Award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	Upon signing of agreement
Latest start date of grant activity	30 June 2024
End date of grant activity or agreement	As negotiated in your Letter of Agreement

7.4 Questions during the application process

If you have any questions during the application period, contact the ACDGP Secretariat, Cultural.Diplomacy@dfat.gov.au. PLEASE NOTE everyone is welcome to seek answers to their questions, however all questions and answers will be via Addendum and will be published on GrantConnect to provide transparency and appropriate probity practices. Questions should be sent no later than 05 February 2024.

DFAT will respond to emailed questions within five working days.

Applicants who wish to speak with the ACDGP Secretariat in their first language may do so by contacting the Translating and Interpreting Service on 131 450 (local call anywhere in Australia). In the first instance, please contact Cultural.Diplomacy@dfat.gov.au to arrange a suitable time.

8 The grant selection process

8.1 Assessment of grant applications

We review your application against the eligibility criteria.

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

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.⁵

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

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- 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 panel will assess each application on its merit and compare it to other eligible applications before recommending which grant applications are suitable for a grant. The assessment panel will consist of DFAT representatives.

The ACDGP Secretariat, within DFAT, will provide information and advice to the assessment panel to assist its determination of policy and its assessment of grant applications.

The assessment panel may seek additional information about you or your application. They may do this from within the Commonwealth, including from relevant Australian missions overseas, even if you do not nominate the sources as referees. The assessment panel may also consider information about you or your application that is available through the normal course of business.

The assessment panel may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, is expected to perform their duties in accordance with the CGRGs

The assessment panel recommends to the Program Delegate which applications to approve for a grant.

8.3 Who will approve grants?

The First Assistant Secretary, Strategic Communications Division, or his/her delegate within DFAT decides which grants to approve taking into account the recommendations of the assessment panel and the availability of grant funds for the purposes of the grant program.

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

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

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

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 money.

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

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

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.

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

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within one month of being advised of the outcome. DFAT will provide written feedback within one month of your request.

10 Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use three types of grant agreements in this program. Our selection will depend on the size and complexity of your grant activities.

The grant agreement has general terms and conditions that cannot be changed.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk. You must not start any ACDGP activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the agreement.

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

Letter of Agreement

We will send you a letter of agreement advising that your application has been successful and providing you with an offer. You accept the offer by signing and returning the letter of agreement to us. We consider the agreement to be executed (take effect) from the date we sign the letter, and the Commonwealth will sign the Letter of Agreement last.

Standard Grant Agreement

We will use standard grant agreements templates as prescribed by the Department of Finance.

You will have 30 days from the date of a written offer to sign this grant agreement with the Commonwealth. Once the Commonwealth signs the agreement it will be considered executed ('execute/ed' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant only on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the delegate.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- any financial contributions you will make
- any in-kind contributions you will make
- any financial contribution provided by a third party.

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

All grants are awarded 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.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

10.3 Grants Payments and GST

If you are registered for the [Goods and Services Tax \(GST\)](#) where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).⁶ We do not provide advice on your taxation circumstances.

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](#).

12 How we monitor your grant activity

12.1 Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

⁶ <https://www.ato.gov.au/>

12.2 Reporting

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

- public diplomacy/communications plan for the grant activity
- progress against agreed grant activity milestones and outcomes
- contributions of participants directly related to the grant activity
- expenditure of the grant.

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

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

Public Diplomacy/Communications Plans

Public diplomacy/communications plans must:

- include an executive summary
- detail planned media engagement and events and activities
- include key messages and target audiences.

Progress reports

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).

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

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
- be submitted within 60 days of completion in the format provided in the grant agreement.

12.3 Audited financial acquittal report

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.

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement. The financial acquittal report template is attached to the sample grant agreement.

12.4 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 contacting the ACDGP Secretariat at Cultural.Diplomacy@dfat.gov.au.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

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

12.6 Record keeping

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

12.7 Evaluation

We will evaluate the grant opportunity 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 three years after you finish your grant for more information to assist with this evaluation.

12.8 Acknowledgement

The Australian Government crest should be used on all materials related to grants under the program. Whenever the crest is used, the publication must also acknowledge the Commonwealth as follows:

Link to logo: <https://www.dfat.gov.au/about-us/corporate/Pages/logos-and-style-guides>

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the source of the grant. For example:

'This activity received grant funding from the Australian Cultural Diplomacy Grants Program of the Department of Foreign Affairs and Trade.'

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.

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](#).

13.1 Enquiries and feedback

All complaints about the grant process must be provided in writing.

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

If you do not agree with the way the Department of Foreign Affairs has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually investigate 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
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 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 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 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 the three conditions below:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- 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 assessment panel 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 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: Legal Advisor, General Litigation and Corporate Law Section
 Department of Foreign Affairs and Trade
 R.G. 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 the grant administration processes.
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 executed 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.
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.

Term	Definition
grant	<p>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:</p> <ul style="list-style-type: none"> a. under which relevant money⁷ or other Consolidated Revenue Fund (CRF) money⁸ 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.

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

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

Term	Definition
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 of a number of lower levels, 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
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 2013