



**Australian Government**



# International Relations Grants Program Council on Australia Latin America Relations 2024-2025 Guidelines

Opening date	1200 AEST on 13 September 2024
Closing date and time	1200 AEDT on 25 October 2024
Commonwealth policy entity	Department of Foreign Affairs and Trade
Administering entity	Department of Foreign Affairs and Trade
Enquiries	If you have any questions, please contact the Secretariat of the Council on Australia Latin America Relations on +61 (02) 6178 6739 or <a href="mailto:coalar@dfat.gov.au">coalar@dfat.gov.au</a> . Questions should be sent no later than 21 October 2024 1700 AEDT
Date guidelines released	13 September 2024
Type of grant opportunity	Open competitive

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# 1. International Relations Grants Program: Council on Australia Latin America Relations – 2024-2025 processes

## **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 Council on Australia Latin America Relations 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 | Department of Finance](#)



## **The grant opportunity opens**

We publish the grant guidelines on [GrantConnect Homepage: GrantConnect \(grants.gov.au\)](#)



## **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. The Board of the Council on Australia Latin America Relations then assesses eligible applications against the assessment criteria including an overall consideration of value with 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.



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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.

### **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 Council on Australia Latin America Relations grant program**

We evaluate your specific grant activity and the Council on Australia Latin America Relations 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 Council on Australia Latin America Relations (COALAR) grants program for 2024-2025.

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 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 International Relations Grants Program, including descriptions of previous grant-funded projects, is available at [Foundations, councils and institutes | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](https://www.dfat.gov.au/foundations-councils-and-institutes).

Information on all grant opportunities, and grants awarded, is provided through GrantConnect [GrantConnect Homepage: GrantConnect \(grants.gov.au\)](https://www.grants.gov.au).

The Department of Foreign Affairs and Trade reserves the right to cease selection processes for Grant Opportunities under the International Relations Grants Program. If this were to occur, all applicants will be contacted directly by the Department at the first available opportunity and updated on the Department's website.

We administer the program according to the [Commonwealth Grants Rules and Guidelines | Department of Finance](#) (CGRGs)<sup>2</sup>.

## 2.1 About the Council on Australia Latin America Relations and its grants program

The Council on Australia Latin America Relations (COALAR) is part of the International Relations Grants Program.

COALAR seeks to enhance economic, political and social relations between Australia and Latin America.

In 2024-25, up to \$300,000 is available under the COALAR Grants Round for both one-year and multi-year grants (refer Section 3.1).

The COALAR grants program is aligned with COALAR's strategic goals which are:

- Goal 1 - Raise awareness of the value of Australia-Latin America relations
- Goal 2 - Strengthen commercial ties
- Goal 3 - Expand social and cultural connections
- Goal 4 - Foster and promote gender equality and women's leadership

Strategic priority areas of COALAR and its 2024-2025 Grants Round are:

- **Culture and Entrepreneurship** –supporting collaborations that showcase Australian excellence; build understanding and exchange; and strengthen ties in areas such as music, theatre, dance, fashion, film and literature, gastronomy, tourism and sports, as well as initiatives that support youth development and leadership.
- **Education and Research** –strengthening and expanding people to people, academic, institutional and education networks between Australia and Latin America to facilitate dialogue and information sharing on education policies and practices, foster academic collaboration and joint research, increase bilateral education initiatives, leverage alumni networks, and promote Australia's international education sector.
- **Environment and Energy Transition** –promoting increased collaboration in Australia and Latin America towards nature positive, where nature is regenerating rather than being in decline. Areas of collaboration may include net-zero planning, biodiversity loss, deforestation and water management; decarbonising the economy, renewable energy, energy efficiency and sustainable practices; and disaster risk reduction and resilience (including bushfire and flood preparedness).
- **First Nations** –strengthening and expanding people to people, professional, and institutional networks to facilitate greater First Nations' cultural understanding in Australia and Latin America through the sharing of knowledge on issues such as community governance, cultural heritage preservation, indigenous participation in trade and resource sectors, and sustainable practices.

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<sup>2</sup> [Commonwealth Grants Rules and Guidelines 2017 \(finance.gov.au\)](#)

- **Mining, Equipment, Technology and Services (METS), Mining and Resources** – encouraging collaboration and knowledge sharing between Australian and Latin America mining, METS, and resources sectors to promote Australia as a partner of choice for Latin America in this sector, drive cooperation on best practices, and grow new business opportunities.

COALAR will consider high quality applications for projects aligned to **one or more of these goals** and in **one or more priority areas**.

Applications will be prioritised from the following countries: Argentina, Australia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, México, Panamá, Paraguay, Perú and Uruguay.

### 3. Grant amount and grant period

#### 3.1 Funds available

In 2024-2025, up to \$300,000 is available for this grant opportunity for both one-year and multi-year (up to three years) grants.

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

Co-contributions (in kind-and/or cash) from applicants and other parties strengthen an application, are looked upon favourably and are strongly encouraged.

Successful applicants may be offered a lower amount of funding than requested. This will be determined by the eligibility of proposed project expenditure (see section 5.2). Applicants will be given an opportunity to decide whether they wish to accept any reduced funding.

We expect another COALAR funding round will be held in 2025-26, subject to funding availability, which would provide another opportunity for potential applicants to apply.

#### 3.2 Grant/Project period

The standard grant period is one year. The maximum grant period is three years.

You must complete your grant/project by the end date designated in your grant agreement.

Following the grant/project period, an evaluation period of two months (60 days) will commence.

### 4. Eligibility criteria

Applications must satisfy all eligibility criteria to be considered.

#### 4.1 Who is eligible to apply for a grant?

Eligibility requirements are listed in Appendix B. To be eligible you must:

- complete the Grant Eligibility Checklist at **Appendix B**
- submit all the attachments listed in Section 7.1, and
- 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>3</sup>
- an Australian registered charity or not-for-profit organisation
- an Australian local government body
- an Australian State/Territory government body
- a corporate Commonwealth entity
- an Australian statutory authority
- an Australian or permanent resident of Australia
- a citizen or organisation from one of the following countries in Latin America: Argentina, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, México, Panamá, Paraguay, Perú and Uruguay
- a well-established organisation in a Latin American country with a business purpose to advocate for Australian business, education and/or cultural interests

## 4.2 Who is not eligible to apply for a grant?

You are not eligible to apply for a grant 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' ([Home | National Redress Scheme](#))<sup>4</sup>
- not an Australian, a permanent resident of Australia or an Australian organisation or you are not a citizen of, or organisation from countries of Latin America listed above at 2.1 on page 6.
- a previous applicant who has failed to provide a full and proper acquittal of an earlier IRGP grant.

## 5. What the grant money can be used for

### 5.1 Eligible grant activities

To be eligible, you can only spend grant funds on eligible grant activities as defined in the grant details in your grant agreement.

In addition, applications are required to align with one or more of COALAR's Goals and one or more Priority Areas as outlined in Section 2.1.

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

<sup>4</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)).



Grant applicants intending to carry out activities focussed on scientific exchange or research should become familiar with Australia's export control regimes as appropriate. You should refer, for example, to <https://www.legislation.gov.au/F2021L01198/latest/text> for the Defence and Strategic Goods List 2021 and [www.defence.gov.au/ExportControls/Legislation.asp](http://www.defence.gov.au/ExportControls/Legislation.asp) for further information including on the Defence Trade Controls Amendment Act 2024. Refer to guidelines to counter foreign interference in the Australian university sector ([Guidelines to counter foreign interference in the Australian university sector - Department of Education, Australian Government](#)).

## 5.2 Eligible expenditure

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

- advertising and promotion, graphic design, photography, social media, video and printed material,
- production costs, including freight, artists' and support staff wages and/or fees directly related to the project (business-as-usual wages or fees will not be supported),
- labour costs of employees to deliver the core elements of the grant project (business-as-usual labour costs will not be supported),
- one principal speaker on the subject of the project which is of direct relevance to the grant opportunity,
- venue hire and catering,
- travel, including economy flights, modest accommodation costs (three or four star hotel equivalent), meals and travel allowances, other transport. Refer to ATO Tax Determination for more detail on what constitutes 'reasonable travel and overtime meal allowance expense amounts, other transport',
- for your application to be competitive, travel and accommodation expenses associated with your grant activities should not exceed 50 per cent of the total grant funds,
- Costs related to studies, research or surveys aligned to project outcomes, and
- Costs relating to auspices services, project administration or coordination (e.g. temporary engagement of a coordinator) may be considered, capped at 5% of the total grant value.

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 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 assessed by the COALAR Board as commercially viable in their own right,
- activities which will provide commercial advantage to the applicant or third parties (e.g. promotion of the applicant's own business; crowdfunding or any money generating activity),
- costs incurred in the preparation of a grant application, acquittal 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 generally fund travel and accommodation for attendance at conferences or meetings, participation in fieldwork or 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 COALAR Board and must be of direct relevance to its objectives. For conference or meeting attendance 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).

## 6. The assessment criteria

We will first assess your application against the eligibility criteria. A grant eligibility checklist is provided in Appendix B. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process. The assessment committee's evaluation will be based on the information provided in the application against each criterion.

Your application must be written in plain English and demonstrate how it meets all of the assessment criteria described below. It is crucial to address all parts of each criterion and to include the attachments to the application described in Section 7.1 below. Funding will only be awarded to applications that score highly against all four assessment criteria and include all necessary attachments. As the process is competitive across a number of goals and themes, while an application may meet all assessment criteria, a grant is not guaranteed.

Each application will also be assessed as to whether and how well it provides value with money.

The application form includes word limits. The amount of detail and supporting evidence you provide should be commensurate with the project complexity and amount of funding requested.

Your aim should be to provide the assessment committee with a succinct explanation of relevant aspects of your proposed project against each criterion, using cross-referencing to avoid repetition of detail across different criteria.

### **Criterion 1 – Alignment to COALAR goals (20%) - Max 250 words**

**The grant activities/project will contribute to the achievement of the goals of the Council on Australia and Latin America Relations.**

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

- a concise description of how your proposal is aligned to **one or more** of COALAR's Goals **and one or more** of COALARs 2024-2025 Strategic Priority Areas (refer to 2.1).
- how your grant activities will build or strengthen people-to-people, institutional or business connections in the short and/or medium and/or long term.
- ways in which you anticipate your activities will increase awareness of the value and importance of Australia-Latin America relations within and beyond the life of the project.

### **Criterion 2 – Currency and Relevance (20%) - Max 250 words**

**The grant activities/project respond to a current or emerging issue or need.**

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

- a 50 word abstract of your activity/project
- a description of *your* specific goals and objectives including:
  - their relevance to specific current or emerging issue/s of relevance to Latin America and/or Australia, and
- a plan of the activities to be undertaken, when and by whom and their alignment to the specific current or emerging issue/s identified above.

### **Criterion 3 – Outcomes and Impact (30%) - Max 250 words**

**The project has measurable outcomes and will make a difference to Australia-Latin America Relations.**

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

- what benefits will result from your project/activity in Latin America and/or Australia in the medium to long term, including any plans for the creation of ongoing partnerships beyond the life of the project.
- a description of the quantitative and/or qualitative performance measures you will use to demonstrate short-term and longer-term outcomes and impact.
- how these expected outcomes will be disseminated during and at the end of the project to a wider audience (including, for example, the public and/or decision makers), for example including a media engagement plan, the type of media interest you seek to generate (e.g. social, articles, radio and television broadcasts), distribution plans (e.g. of a publication), etc.

### **Criterion 4 – Applicants' capability to deliver the project (30%)**

**In providing a response to this criterion you should demonstrate you and/or your organisation's capability and capacity to successfully undertake your proposed activities and/or the project as a whole.**

You must include, but are not limited to:

- a one-page capability statement of the organisation and/or one-page CVs of the project leader(s)

- two signed references of 1-2 pages confirming your capability from referees with no direct financial interest in your project
- if you have a partner/s also provide a partner capability and commitment statement, including a letter of support
- how a risk management plan will be managed in your project
- details of your project team
- details of your project budget, and (if relevant), other sources of income including other grants from Australian federal government, state government, local government and in-kind contributions from your organisation and your partner.

## 6.1 Tips for a successful application

Applications should be easily understood by someone who is not familiar with the applicant, the organisation or the field of activity. Applications are more likely to be successful if they:

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

The assessment committee will also strongly consider the value with money that your project offers for the investment of Commonwealth of Australia funds. You should consider inclusion of the below to strengthen your application:

- inclusion of other sources of funding or income (cash / in-kind) and whether each source of income or funding is confirmed, conditional or pending approval
- appropriate, reasonable and realistic travel costings as per the ATO Tax Determination
- in-kind contributions from the applicant organisation for face-to-face conferences, forums, roundtables and meetings.

## 7. How to apply

Before applying, read the grant guidelines carefully, look at the application form, the Charter for the Council on Australia Latin America Relations, the draft grant agreement and the sample final report.

It is recommended that you draft your statements against each criterion and gather all of the supporting information you need from partners prior to commencing the online application process.

You must submit your grant application in **English** using the online application form, which can be downloaded at [smartygrants.com.au](http://smartygrants.com.au). All accompanying documentation must also be in English. The application form includes help information.

**This is an online application form that you can submit electronically. If you have any technical difficulties please contact SmartyGrants Help Desk (service@smartygrants.com.au, +61 3 9320 6888 between 9am and 4.30 pm Monday to Friday AEST).**

The Department of Foreign Affairs and Trade will not provide application forms or accept applications for this grant opportunity by email or mail.

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.

Please take care to complete each section of the application form and make sure you provide the information we have requested. You must address all of the eligibility and assessment criteria to be considered for a grant.

It is important that you keep a copy of your application and any supporting papers.

We will acknowledge that we have received your grant application, through an automated email from the online grants management system, *SmartyGrants*, within one working day.

If you find an error in your application after submitting it, you should contact us immediately on (02) 6178 6739. 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. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

## 7.1 Attachments to the application

We also require the following documents with your application:

- two short signed independent references in support of you/your organisation and the proposal (please limit references to two only) (see Criteria 4 above)
- 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.

Among applications from universities, the most competitive applications will be those with letters of support from the relevant Research Office highlighting the alignment of the proposed project to COALAR Strategic Priority Areas, the relevance of the project to the University's strategic goals in the relevant country and demonstrating that the project is not more appropriately funded by the Australia Research Council or alternative Commonwealth funding body.

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

## 7.2 Joint (consortia) applications

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

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.

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation 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

Activity	Timeframe
Application period	Open: 13 September 2024 1200 (AEST) Close: 25 October 2024 1200 (AEDT)
Assessment of applications	5 weeks
Approval of outcomes of selection process	December 2024
Negotiations and award of grant agreements	December 2024 – February 2025
Notification to successful and unsuccessful applicants	January – February 2025

### 7.4 Questions during the application process

If you have any questions during the application period, please contact the COALAR Secretariat via telephone at +61 (02) 6178 6739, or via email at [coalar@dfat.gov.au](mailto:coalar@dfat.gov.au). The Department of Foreign Affairs and Trade undertakes to respond to emailed questions within five working days.

Questions should be sent **no later than 1700 AEDT 21 October 2024**.

Answers to common questions will be posted on GrantConnect and the COALAR [website](#).

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 (see Section 4).

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 assessment criteria

- how it compares to other applications
- whether and how well it provides value with money

We assess the extent to which the application represents value with money through identifying:

- 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 and contributes to geographic priorities in the COALAR 2024-2025 grant round
- 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
- the extent to which the project leverages additional funding (this includes cash contributions).

## 8.2 Who will assess applications?

An assessment committee will assess applications. The assessment committee will be made up of members of the [COALAR Board](#) and Department of Foreign Affairs and Trade officials. 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 COALAR Secretariat, within the Department of Foreign Affairs and Trade, will provide information and advice to the assessment committee to assist its determination of policy and its assessment of grant applications.

The assessment committee may seek additional input from relevant Australian missions overseas about you or your application. They may also seek additional information from other 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 delegate, Assistant Secretary, APEC and Latin America Branch, who decides which grants to approve.

Where funds become available during the financial year, DFAT may award funding to applicants that were previously shortlisted as suitable but were not funded.

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 the application does not represent value with money. COALAR reserves the right to offer less funding than that sought by the applicant. There is no appeal mechanism for decisions to approve or not approve a grant.



## 9. Notification of application outcomes

COALAR 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.

### 9.1 Feedback on your application

COALAR will not provide individual feedback in relation to your application.

## 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.

You will be required to:

- provide a final report, including financial acquittal, using the online template within 60 days of project completion
- where conference or meeting participation of a principal speaker is funded, a copy of the paper presented by the participant in addition to the report.

The Department of Foreign Affairs and Trade will negotiate agreements with successful applicants during December 2024 to February 2025. 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.

### 10.2 How we pay the grant

The grant agreement will state the maximum grant amount to be paid (exclusive of GST).

We will not exceed the maximum grant amount under any circumstances. If you incur extra eligible expenditure, you must pay it yourself.

All grants are awarded in Australian dollars. Where there is an Australian partner, that partner will be the grant recipient including for funding.

The grant agreement will state the:

- maximum grant amount to be paid (exclusive of GST)
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party.



We will pay 100 per cent of the grant following execution of the grant agreement and completion of associated administrative paperwork. 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 payments according to an agreed schedule set out in the grant agreement.

### 10.3 Grants Payments and GST

GST is not generally payable for Grants. However, 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 at [www.ato.gov.au](http://www.ato.gov.au) for more information.

## 11. Announcement of grants

If successful, your grant will be listed on the website GrantConnect ([www.grants.gov.au](http://www.grants.gov.au)) website within 21 days of the date of effect<sup>5</sup> as required by Section 5.3 of the [CGRGs](#). We will also publish grant details on the COALAR website at the earliest opportunity.

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

You must submit reports in line with the timeframes in the grant agreement. Sample templates for these reports are available on the website. We will expect you to report on:

- progress against your communications plan actively deepening international relationships and promoting your project and the council;
- progress against agreed project milestones;
- contributions of participants directly related to the project;
- eligible expenditure of grant funds; and
- results against key performance indicators and the project specific outputs detailed in your application.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing and promoting the activity efficiently and effectively;
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement;
- all administrative arrangements associated with your project including visa and travel arrangements, visa charges, airport taxes, ground transport, travel and health insurance for project participant's medical and hospital insurance cover both overseas and in Australia for visitors not covered by Medicare (including evacuation and death cover), and necessary insurance for equipment and accommodation costs and arrangements;

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<sup>5</sup> See glossary

- other insurances, including workers' compensation, as required by law, and professional indemnity, public health and liability insurance, as required by the project; and
- complying with all applicable domestic and international laws.

## 12.2 Reporting

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

- progress against agreed grant activity milestones and outcomes
- contributions of participants directly related to the grant activity
- expenditure of the grant.

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

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

### **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 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 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.

An extension must be requested in writing, in accordance with the grant agreement and confirmed in writing through a grant variation approved by the financial delegate before the original expiration date of the grant agreement. The grant variation will be published on GrantConnect.

Grant extensions of no more than one year from the original grant end date may be considered in exceptional circumstances (subject to performance).

## 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

The Department of Foreign Affairs and Trade will evaluate COALAR 2024-2025 activities to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

## 12.8 Acknowledgement

The COALAR 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 Council on Australia Latin America Relations of the Department of Foreign Affairs and Trade.'

Invitations to board members and/or officers of the Department of Foreign Affairs and Trade to represent the Australian Government support for the project are highly desirable.

## 13. Probity

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.

The Foreign Influence Transparency Scheme provides the public with visibility of the nature, level and extent of foreign influence on Australia's government and politics. It is recommended that you review obligations and responsibilities under the scheme at [Foreign Influence Transparency Scheme | Attorney-General's Department \(ag.gov.au\)](https://www.ag.gov.au/foreign-influence-transparency-scheme) before establishing project partners.

### 13.1 Enquiries and feedback

All complaints about a grant process must be lodged in writing with the COALAR Secretariat. Any questions you have about grant decisions for the Program should be sent to [coalar@dfat.gov.au](mailto:coalar@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, COALAR Board member, 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 [relevant Commonwealth entity] 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 criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
<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.

Term	Definition
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.
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.

<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
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>

## 15. Appendix A. Acronyms

Acronyms used in these guidelines, online and within application forms

<b>Acronym</b>	<b>Definition</b>
ABN	Australian Business Number
CAN	Australian Company Number
AEDT	Australian Eastern Daylight Time
AEST	Australian Eastern Standard Time
ASEAN	Association of Southeast Asian Nations
CGRGs	Commonwealth Grants Rules and Guidelines
COALAR	Council on Australia Latin America Relations
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

## 16. Appendix B. Grant Eligibility Checklist

### Grant Eligibility Checklist:

Please review this checklist before completing the online application form.

To be eligible you must:	Yes	No	N/A
1) 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			
• 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			
• a citizen or organisation from one of the following countries in Latin America; Argentina, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, México, Panamá, Paraguay, Perú and Uruguay			
• a well-established organisation in a Latin American country with a business purpose to advocate for Australian business, education and/or cultural interests			
<i>For applications from consortia, you must:</i>			
• have a lead applicant who is the main driver of the project and is eligible as per the list above			
<i>Individuals who intend the grant to be administered by a university:</i>			
• your university should be the applicant			
2) Be willing to provide a develop child protection guidelines for your project if it involves people under the age of 18 years			
3) Have completed all previous IRGP grant acquittals			
4) Propose a project that is aligned with one or more of COALAR's Goals and one or more Priority Areas			
5) Propose a project of one year's duration, or multi-year duration, from the time of contract signing the project acquittal will be due within 60 days of the end of the project			
6) Propose a project between \$10,000 to \$50,000, single or multi-year			
7) Submit a complete application in English with supporting documentation in English			
8) Submit two independent references in English that address you/your organisation and the proposal			