



Australian Government



International Relations Grants Program Council on Australia Latin America Relations 2025-2026 Guidelines

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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 coalar@dfat.gov.au . Questions should be sent no later than 3 September 2025 12:00 AEST
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1 International Relations Grants Program: Council on Australia Latin America Relations (COALAR) – 2025-2026 processes

This grant opportunity is part of the above Grant Program which contributes to the Department of Foreign Affairs and Trade's (DFAT) Outcome 1¹ in the Portfolio Budget Statements. DFAT's Council on Australia Latin America Relations (COALAR) works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles 2024 \(CGRPs\)](#).



The grant opportunity opens

We publish the grant guidelines on dfat.gov.au and [GrantConnect](#)



Stage One - Expression of Interest (EOI)

You complete and submit an EOI

You complete the online EOI form, addressing all Stage One eligibility and assessment criteria required for your application to be considered.



We assess all EOIs

We assess all EOIs against the eligibility criteria. An Assessment Committee, comprised of COALAR Board members and DFAT officials, will assess all eligible applications against the Stage One EOI assessment criteria and recommend to COALAR's Financial Delegate which EOIs should be invited to submit a Stage Two grant application. COALAR's Financial Delegate then makes a decision on which applicants will be invited to progress to Stage Two and submit a full application (see below).



We notify you of the outcome

We advise you of the outcome of your EOI, including any feedback from the Panel on applications invited to progress to Stage Two (applicants not shortlisted for Stage Two will not receive feedback).



Stage Two – Full grant application

Successful applicants from Stage One are invited to complete and submit a grant application

You complete the application form, addressing all Stage Two eligibility and assessment criteria in more detail.



We assess all grant applications

We assess all Stage Two applications against the assessment criteria, including an overall consideration of value with relevant money and rate it against other Stage Two applications.



We make grant recommendations

We provide advice to COALAR's Financial Delegate on the merits of each application.



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 priorities.

Grant decisions are made

COALAR's Financial Delegate 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 your application has been successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

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



**Evaluation of the International Relations Grants Program Council on Australia Latin America Relations
2025-2026**

We evaluate the progress and outcomes of your specific grant activity. We base this on the 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 2025-26 (the COALAR Grants Program).

You must read these guidelines before filling out an application.

This document sets out:

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

We administer the program according to the [Commonwealth Grants Rules and Principles 2024](#) (CGRPs).²

2 About the grant program

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

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

The expected outcomes are:

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

Further information on the Program, including descriptions of previous grant projects, is available at [Foundations, councils and institutes | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#).

Information on all grant opportunities, and grants awarded, is provided through [GrantConnect](#).

DFAT reserves the right to cease selection processes for Grant Opportunities under the Program. If this were to occur, all applicants will be contacted directly by DFAT at the first available opportunity and information would be provided on the DFAT website.

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

2.1 About COALAR and its grants program

The COALAR Grants Program is part of the International Relations Grants Program.

COALAR's objectives are to enhance economic, political and social relations between Australia and Latin America.

The COALAR Grants Program's objectives are aligned with **COALAR's strategic goals** which are:

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

The **strategic priority areas** of COALAR and the 2025-26 COALAR Grants Program 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** – fostering collaboration in education and research of value to both Australia and Latin America by, for example, developing bilateral education initiatives, leveraging alumni networks, facilitating dialogue and information sharing on education policies and practices, promoting Australia's international education sector, and thereby strengthening and expanding people to people, academic, institutional and education networks.
- **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 the trade and resource sectors, and sustainable practices.
- **Mining, Mining Equipment, Technology and Services (METS), 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 strategic goals** and in **one or more strategic priority areas**. If your project is in the Education and Research Priority Area, it must also link to at least one other strategic priority area and one or more strategic goals.

Applications will be prioritised for projects taking place in the following countries: Argentina, Australia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, México, Panamá, Perú and Uruguay.

3 Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$300,000 for the COALAR Grants Program 2025-26 round.

- The minimum grant amount is \$10,000
- The maximum grant amount is \$50,000

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.

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 2026-27, subject to funding availability, which would provide another opportunity for potential applicants to apply.

3.2 Grant project period

The grant period is for a maximum of 12 months.

Grant projects must commence prior to 30 June 2026. 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

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

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**; and
- 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 organisation³
 - an Australian registered charity or not-for-profit organisation
 - an Australian local government body
 - an Australian State/Territory government body

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 'Grant Applications from Consortia'

- 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, 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, and your application will therefore not be considered, if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- not an entity type as listed in Appendix B.
- a representative of a government or government ministry in Argentina, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, México, Panamá, Perú or Uruguay
- an unincorporated association
- a previous applicant who has failed to provide a full and proper acquittal of an earlier International Relations Grant Program grant.

5 What the grant money can be used for

5.1 Eligible grant activities

Grant funds can only be spent on eligible grant activities, which will be defined in the grant details of your grant agreement.

In addition, applications are required to align with one or more of COALAR's strategic goals and one or more strategic priority areas, as outlined in Section 2.1.

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 for further information, including on the *Defence Trade Controls Amendment Act 2024* (Cth). You should also refer to guidelines to counter foreign interference in the Australian university sector (<https://www.education.gov.au/guidelines-counter-foreign-interference-australian-university-sector/resources/guidelines-counter-foreign-interference-australian-university-sector>).

5.2 Eligible locations

Your grant activities must be delivered in at least one of the following locations: Australia, Argentina, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, México, Panamá, Perú and Uruguay.

5.3 Eligible expenditure

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

Travel

- 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'. *Note: your application will be non-competitive if travel and accommodation expenses associated with your grant activities should exceed 50% of the total COALAR grant funds requested. This 50% is not calculated on the sum total of any cash/in-kind contributions & the COALAR grant requested.*
- Travel and accommodation for attendance at conferences or meetings, participation in fieldwork, or sporting or other events, will not be considered eligible unless it is directly related to achieving the grant project outcomes described by you. Such activities are scrutinised by the COALAR Board and must be of direct relevance to COALAR's objectives.
- Conference or meeting attendance will only be considered when a substantial program of your proposed grant activity exists in the sidelines or around the conference, and attendance will significantly contribute to the proposed grant project. A strong argument for the selection of applicant(s) to attend the conference or meeting needs to be provided.

Other

- Advertising and promotion, graphic design, photography, social media, video and printed material related to the grant project.
- Production costs, including freight, artists' and support staff wages and/or fees directly related to the grant project (business-as-usual wages or fees will not be supported).
- Employee labour costs related to delivering the core elements of the grant project (business-as-usual labour costs will not be supported).
- One principal speaker on the subject of the grant project which is of direct relevance to the grant opportunity.
- venue hire and catering.
- Costs related to studies, research or surveys aligned to grant project outcomes.
- 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.

You can only spend grant funds on eligible grant activities and within the start and end dates, as defined in the grant details set out 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 grant project takes place, due to fluctuations in the exchange rate. Bank remittance fees are to be covered by the grantee.

5.4 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 (for example, promotion of the applicant's own business, funding of competitive intelligence, business development or service delivery activities for profit generation),
- crowd funding, seed funding, investment or early-stage business establishment,
- 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 or agencies have primary responsibility, including:
 - academic research funded by entities such as the [Australian Research Council](#), or other grants available for academic research on [Grant Connect](#)
 - assistance to businesses that is available and funded by [Austrade](#), or other grants available for business on [Grant Connect](#)
 - development assistance/aid related projects and activities (these are funded by the DFAT's [Direct Aid Program](#) and other agencies)
- 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.

6 The assessment criteria

6.1 Expression of Interest (EOI) - Stage One

The selection process will occur in two stages. In **Stage One** applicants must submit a **600-word Expression of Interest (EOI)** and answer a series of questions in the [SmartyGrants](#) portal. Expressions of Interest will be assessed by a Panel and shortlisted applicants will be invited to submit a full application for assessment against the full selection criteria in the funding guidelines.

In detail

Your EOI must respond to the assessment criteria described in section 6.2, which includes providing a concise project outline with expected outcome and impact. Each assessment criterion is weighted.

The application form includes text limits and character limits for responses.

We will only invite applications that score highly against **all** Stage One assessment criteria to submit an application under Stage Two.

If you are invited to submit an application under Stage Two you will be asked to provide more detailed responses and provide evidence to support your application.

6.2 Grant Application Stage One

Stage One Assessment Criterion 1: Currency and relevance (40%)

In 200 words, provide an overview of how your proposed grant project:

- will address a current or emerging issue in Latin America
- relates to one or more of COALAR's Strategic Goals and one or more of COALAR's Strategic Priority Areas (refer to 2.1).

*Note: if your proposed grant project is in the **Education and Research Strategic Priority Area**, it **must also link to at least one other Strategic Priority Area** and one of more of COALAR's Strategic Goals.*

Stage One Assessment Criterion 2: Impact on Australia-Latin America relations (30%)

In 200 words, provide an overview of:

- the type of activities to be undertaken and how they will increase awareness of the value and importance of Australia-Latin America relations within and beyond the life of the project
- your approach to evaluating the outcomes of your proposed grant project in the short as well as the longer term.

Stage One Assessment Criterion 3: Capacity and resources (30%)

In 200 words, provide an overview of your capability and capacity to deliver the proposed grant project, for example:

- the experience, skills and resources your organisation and any known partners bring to the proposed grant project to ensure successful delivery of outcomes
- how your proposal will provide good value with money, noting that in the Application Form you will be required to provide an overall indicative project budget and (if relevant) other potential sources of income/in-kind contributions.

6.3 Grant application Stage Two

Applications for **Stage Two** are by invitation only. Only applicants shortlisted by the Panel in Stage One will be able to submit a Stage Two application.

If invited to submit an application under **Stage Two**, your grant application must address the assessment criteria outlined below. These are slightly different from the criteria for the EOI in **Stage One** and will require more detail than previously provided. For example, you will be required to provide evidence to support some of your claims. Your application should also address any feedback received through the EOI process.

We will assess your application based on the weighting given to each criterion outlined below and rank it against other applications.

The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity, and grant amount requested. The application form displays word limits for answers, which provides an indication of the level of detail required.

Stage Two Assessment Criterion 1: Currency and relevance (40%)

400 words

In providing a response to this criterion, you should provide detail with reference to your attached documentation. See Section 7.1 – Attached Documentation.

Provide an overview of how your proposed grant project:

- will address a current or emerging issue in Latin America
- relates to one or more of COALAR's Strategic Goals **and** one or more of COALAR's Strategic Priority Areas (refer to 2.1).

*Note: if your proposed grant project is in the **Education and Research Strategic Priority Area**, it **must also relate to at least one other Strategic Priority Area**.*

Stage Two Assessment Criterion 2: Impact on Australia-Latin America relations (30%)

400 words

In providing a response to this criterion, you should provide detail, with reference to your attached documentation. See Section 7.1 – Attached Documentation.

Provide an overview of:

- the type of activities to be undertaken and how they will increase awareness of the value and importance of Australia-Latin America relations within and beyond the life of the project
- your approach to evaluating the outcomes of your proposed grant project in the short as well as the longer term
- how these expected outcomes will be disseminated to a wider audience (including, for example, the public and/or decision makers) during and at the end of the proposed grant project, for example including a media engagement plan.

Stage Two Assessment Criterion 3: Capacity and resources (30%)

400 words

In providing a response to this criterion, you should provide detail, with reference to your attached documentation. See Section 7.1 – Attached Documentation.

Provide an overview of your capability and capacity to deliver the proposed grant project, for example:

- the experience, skills and resources you/your organisation and any partners (if relevant) bring to the proposed grant project, to support successful delivery of outcomes
- how your proposal will provide good value with money (in the application form you will be required to complete a detailed budget)
- your ability and/or your team's experience in building and utilising connections across relevant sector organisations, institutions, businesses or other entities in Australia and/or Latin America to deliver your project outcomes
- if any partners are included in the application, a description of how you have worked and delivered on projects previously, or an outline of how you will work together
- your plan for managing the proposed grant project, including any associated risks and proposed mitigation strategies (you can also provide a Risk Management Plan as at Section 7.1 - Attached Documentation).

6.4 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 proposed grant project
- include a realistic budget, and
- address the three selection criteria.

For applicants invited to submit an application for Stage Two, the assessment committee will also strongly consider the value with money that your proposed grant project offers for the investment of Commonwealth of Australia funds. You should consider including the following to strengthen your application:

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

These documents may be found at [GrantConnect](#). GrantConnect is the authoritative source for grants information. Any alterations and addenda⁴ will be published on GrantConnect and registering on this website means you will be automatically notified of any changes to these guidelines.

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

To apply, you must:

- complete the online **Stage One** EOI form on the [SmartyGrants](#) portal
- submit your **Stage One** EOI application via the [SmartyGrants](#) portal by 17:00 (5pm) Australian Eastern Standard Time on 4 September 2025
- be invited the week of 1 October 2025 to submit a **Stage Two** application
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments
- respond to feedback received through the **Stage One** EOI process
- submit your **Stage Two** application through the [SmartyGrants](#) portal by 17:00 (5pm) Australian Eastern Daylight Time on 3 November 2025.

You can view and print a copy of your submitted application on the portal, for your own records.

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

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. However, we can refuse to accept any additional information that would change your submission after the application closing time. The acceptance of any additional information provided after the submission of your application is at the discretion of COALAR's Financial Delegate.

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

7.1 Attachments for Stage Two applications

For Stage Two applications only, you must provide the following documents and information with your Stage Two application:

- a project plan, including the scope of the proposed grant project and a timeline of activities [this information you will need to provide in the Application Form]
- a project budget [this is the information you will need to provide in the Application Form] which accounts for both cash and in-kind contributions, and which identifies sources of funding (grantee contribution, Commonwealth funding, etc.)
- a risk management plan [an attachment] and any supporting documentation, describing how you propose to monitor, manage and report identified risks, including risks that may arise during your proposed grant project.
- Capability and Capacity: the following documents must be attached to your Stage Two application:
 - two independent references that address you/your organisation and the proposal
 - 1-page capability statement of you/your organisation (not mandatory)
 - if the proposed grant project includes project partners - a one-page CV per partner, if relevant, and evidence of commitment to the project (for example, a letter of support)
 - if you are applying on behalf of a university, a letter of support from your Research Office.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. The total of all attachments cannot exceed 20MB and must be in English. We will not accept documents in Spanish. We will not consider information in attachments that we do not request.

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

7.2 Joint (consortia) applications

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

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

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

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

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, you should plan to commence your grant activity towards the end of 2025.

Activity	Timeframe
Stage One EOI application period	Open: 8 August 2025 8:00 (AEST) Close: 4 September 2025 17:00 (AEST)
Assessment of EOI (Stage One) applications	4 weeks
Outcomes of Stage One	1 week
Notification of Stage One outcome	2 days
Preparation and submission of grant applications (Stage Two)	4 weeks
Assessment of applications (Stage Two)	4 weeks
Approval of outcomes of selection process	2 weeks

Activity	Timeframe
Notification to applicants (Stage Two)	1 week
Negotiations and award of grant agreements	4 weeks
Earliest start date of Grant Projects	February 2026

7.4 Questions during the application period

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. DFAT undertakes to respond to emailed questions within five working days.

Questions should be sent **no later than 12:00 AEST 3 September 2025**.

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

Aboriginal or Torres Strait Islander applicants may wish to access assistance to submit their application if 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

Stage One: Expressions of Interest (EOI)

The COALAR Grants Program is an open, competitive grants process. All applications received under the Stage One EOI process are first reviewed against the eligibility criteria. Only eligible applications will proceed to assessment.

If eligible, we will then assess your application against the assessment criteria (see Section 6.2 – Grant Application Stage One). We will consider your application on its merits, based on:

- how well it meets the assessment criteria
- how it compares to other applications
- value with relevant money considerations.

We will then make a recommendation to COALAR's Financial Delegate about which projects should be invited to apply for a grant through the Stage Two process. COALAR's Financial Delegate decides which EOIs will proceed to Stage Two. The decision of the COALAR Financial Delegate is final.

Stage Two: Grant Application

We will assess your Stage Two application against the assessment criteria (see Section 6.3 – Grant application Stage Two). We will consider your application on its merits, based on:

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

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

When assessing whether the application represents value with money, we will have regard to:

- the relative value of the grant sought
- how the proposed grant project will target groups or individuals, such as leveraging existing processes and technologies, or demonstrating innovative approaches
- whether the application outlines effective risk management processes to minimise potential waste of money
- whether the application includes mechanisms for ongoing monitoring and management of grant activities
- the extent to which the proposed grant project leverages additional funding (this includes cash and in-kind contributions).

Other factors we will have regard to include:

- the overall objectives of the proposed grant project
- the evidence provided to demonstrate how your proposed grant project contributes to meeting those objectives
- whether the application aligns with identified geographic priorities for the COALAR Grant Program.

If the assessment process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alterations or additions to your application.

As part of the assessment process, we also consider any national interest, financial, legal/regulatory, governance or other issues or risks that we identify during any due diligence process we may conduct in respect of the applicant. This includes issues or risks related to an organisation's directors, officers, senior managers, key personnel, its related bodies corporate (as defined in the *Corporations Act 2001* (Cth)) or its application, that could bring the Australian Government into disrepute if it were to fund the applicant. Such issues and risks include where we consider that funding the application under this grant opportunity is likely to directly conflict with Australian Government policy.

Where possible, we will provide you with an opportunity to comment on any material risks identified during this due diligence process prior to our determining the extent (if any) to which those issues or risks affect our assessment of the application and, if so, whether they are sufficient to warrant the exclusion of your application from the assessment process.

8.2 Who will assess applications?

Eligible Stage One (EOI) and Stage Two applications will be assessed by a committee comprised of members of the [COALAR Board](#) and DFAT officials.

Board members are treated as Commonwealth officials due to their role in the assessment process, in accordance with Part 1, section 2.10 of the *Commonwealth Grants Rules and Principles 2024* and the *Public Governance, Performance and Accountability Act 2013*.

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

The committee will assess your application against the assessment criteria and compare it to other eligible applications before making a recommendation to the COALAR Financial Delegate about which proposed grant projects to fund. The committee will be required to perform their duties in accordance with the CGRPs.

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 these agencies are not nominated by you as referees.

8.3 Who will decide which grants to approve?

The assessment committee will make recommendations to COALAR's Financial Delegate (the First Assistant Secretary, Trade Resilience Indo-Pacific Economic and Latin America Division) who will then decide 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 Financial Delegate's decision is final in all matters, including:

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

The Financial Delegate will not approve funding if the application does not represent value with relevant 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

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.

9.1 Feedback on your application

COALAR may provide feedback to applicants on their EOI if they are successful at stage 1, otherwise individual feedback will not be provided.

10 Successful grant applications

10.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by DFAT. The COALAR Grants Program uses a Simple Grant Agreement. Grant agreements will include a number of standard terms and conditions which cannot be changed. Any additional conditions applicable to the grant will be identified in the grant offer or during the grant agreement negotiations. These additional conditions, if any, will be outlined in a schedule to the grant agreement.

You may request changes to the grant agreement, outside of the standard terms and conditions. However, we will review any requested changes to ensure they do not impact the grant as approved by the Financial Delegate.

A sample grant agreement is available on the [DFAT website \(COALAR\)](#)

As part of the grant agreement, you will be required to:

- provide 3-monthly progress reports (or at shorter intervals if the grant project is shorter than 12 months)

- provide a final report, including financial acquittals, within 60 days of grant project completion (using the online template)
- provide a copy of any papers presented by project participants, if conference or meeting participation of a principal speaker is funded as part of the grant activities.

DFAT will negotiate agreements with successful applicants from December 2025 to February 2026. 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. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

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

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

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

10.2 How we pay the grant

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, as GST is not paid on government grants)
- 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 contributions 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.

10.3 Grant payments and GST

The grant payment will be GST exclusive.

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

⁶ <https://www.ato.gov.au/>

11 Announcement of grant round outcomes

If successful, your grant will be listed on the GrantConnect website no later than twenty-one calendar days after the date the grant agreement comes into effect, as required by Section 5.4 of the [CGRPs](#).

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 project 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 project, 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
- business structure.

12.2 Reporting

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

- progress against your communications plan, actively deepening international relationships and promoting your grant project and COALAR;
- progress against agreed project milestones;
- participant contributions which are directly related to the grant project;
- eligible expenditure of grant funds; and
- results against key performance indicators and the project-specific outputs detailed in your grant agreement.

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 grant project including visa and travel arrangements, visa charges, airport taxes and ground transport; travel and health insurance for project participants' medical and hospital insurance cover (both overseas and in Australia for visitors not covered by Medicare), including evacuation and death cover; and any necessary insurance for equipment, and accommodation costs and arrangements;
- other insurances, including workers' compensation, as required by law, and professional indemnity, public health and liability insurance, as required by the grant project; and

- complying with all applicable domestic and international laws.

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
- outline communication activities and impact
- be submitted within 60 days of completion in the format provided in the grant agreement.

12.3 DFAT's responsibilities

DFAT will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- evaluate the grantee's performance.

Funding under the COALAR Grants Program does not imply that DFAT endorses the views of participants involved in any funded activity.

12.4 Financial declaration

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

12.5 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You 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.

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

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

12.6 Compliance visits

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

12.7 Record-keeping

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

12.8 Evaluation

We will evaluate the 2025-26 COALAR Grant Program to measure how well the outcomes and objectives have been achieved. We may use information from your application and/or reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you, as well as to evaluate how effective the program was in achieving its outcomes.

12.9 Acknowledgement

The COALAR logo and/or 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 for board members and/or DFAT officers to attend events or activities related to the grant project, as representatives of Australian Government support for the grant project, are highly desirable.

13 Probity

The Australian Government will make sure that the grant opportunity process:

- is fair
- is conducted according to the published grant opportunity guidelines
- incorporates appropriate safeguards against fraud and corruption, unlawful activities and other inappropriate conduct
- is consistent with the CGRPs.

DFAT may change these guidelines from time-to-time. When this happens, the revised grant opportunity guidelines will be published on [GrantConnect](#). By registering on this website, you will be automatically notified of any changes to these guidelines.

You should be aware of your obligations under the [National Anti-Corruption Commission Act 2022](#), noting that, under the Act, grantees will generally be considered 'contracted service providers' (see <https://www.nacc.gov.au/resource-centre/nacc-fact-sheets>).

13.1 Enquiries and feedback

The COALAR Secretariat at DFAT manages complaints related to the COALAR Grants Program. All complaints about a grant process must be provided in writing to coalar@dfat.gov.au.

Any questions you have about grant decisions under the COALAR Grants Program should be sent to coalar@dfat.gov.au.

If you do not agree with the way DFAT has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually consider a complaint unless the matter has first been raised directly with DFAT.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflict of interest

Any actual or perceived conflicts of interest could affect the delivery of grant projects or the outcomes of the grant program. There may be a conflict of interest, or perceived conflict of interest, where, for example:

- the applicant or any of the applicant's personnel has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as a DFAT or Australian Government officer, or member of the COALAR Board; or
- an applicant has a direct or indirect interest, which may influence the selection of the applicant's proposed grant activity during the application process.

Conflicts of interest may arise at any stage during the selection process or while the grant activity is being undertaken. As part of your application, you will be asked to declare any perceived or existing conflicts of interest or that, to the best of your knowledge, there is no conflict of interest.

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

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

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

13.3 Privacy

DFAT manages the COALAR Grants Program with the support of the COALAR Board and contractors it engages to deliver the COALAR Grants Program. DFAT, the COALAR Board and its contractors are bound by the provisions of the Privacy Act 1988 (**Privacy Act**), including the Australian Privacy Principles (**APPs**) which regulate how personal information can be handled.

Why might personal information be collected?

If your organisation applies for funding through the COALAR Grants Program, all personal information you provide in your application, including the personal information of your staff and other individuals associated with your grant application, will be collected by DFAT and its contractors for the purpose of managing, promoting and evaluating the COALAR Grants Program.

If your application is successful, you may be required to provide further personal information of your staff and other individuals connected with your grant application to DFAT and its contractors for the purpose of managing, promoting and evaluating the NCP. Their personal information may also be used for research purposes or in media releases, publications and in public relations activities, including on the internet, to promote the COALAR Grants Program and other Australian Government programs or activities.

Their personal information may also be used to contact them after the completion of the COALAR Grants Program, to follow up on their experiences and achievements and how their participation in the COALAR Grants Program may have contributed to this.

What types of personal information and sensitive information will need to be collected?

Below are examples of the personal information (and sensitive information) DFAT or its contractors may collect about your staff and other individuals connected with your grant application:

- name and contact details;
- gender;
- date of birth;
- diversity information; and
- the personal information (including sensitive information) set out in any grant application form.

What happens if we do not collect this personal information?

If DFAT or its contractors requests any of the information above (including through an application form), unless you provide it we may not be able to:

- assess your application/s for the COALAR Grants Program;
- undertake administration and performance monitoring and evaluation of the COALAR Grants Program;
- promote the COALAR Grants Program, including in promotional material, information and publications in hardcopy and/or the internet; and
- invite COALAR Grants Program participants and former participants to relevant functions and events held in Australia and overseas.

Who will DFAT and its contractors disclose personal information to?

During the COALAR Grants Program, DFAT and its contractors may disclose any personal information you provide to third parties for the purpose of managing, promoting or evaluating the COALAR Grants Program. For example, personal information you provide may be disclosed to:

- other Australian Government departments and agencies, including the Australian Taxation Office for tax compliance purposes
- State and Territory Governments
- Australian Parliamentary members and committees of the Parliament of the Commonwealth of Australia
- contractors and agents of DFAT, including GrantConnect
- COALAR Board members
- foreign Governments or organisations
- media representatives, including foreign media representative.

Where applicants provide the personal information of any individual, the applicants must ensure that the individual is aware of this privacy notice and provides their express consent for their personal information to be handled as set out in this notice, including being disclosed to overseas recipients listed above – that is, individuals or entities who are not in Australia – for the purpose of managing, promoting or evaluating the COALAR Grants Program. This includes ensuring individuals are aware that if they provide their consent, they acknowledge and agree that APP 8.1 will not apply to the disclosure and that they understand DFAT will not take any steps to ensure that an overseas recipient does not breach an Australian Privacy Principle under the Privacy Act.

As part of your application, you must declare your ability to comply with the Privacy Act and the APPs and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to implement the grant project, in respect of personal information you collect, use, store, or disclose in connection with the COALAR Grants Program. Accordingly, you must not do anything which, if done by DFAT, would breach an APP as defined in the Act.

DFAT's [Privacy Policy](#) contains information about DFAT's collection, use, disclosure and storage of personal information, including sensitive information, and how individuals may:

- a) access and correct personal information that we hold; or
- b) complain about how DFAT has handled their personal information, and how DFAT will deal with such a complaint.

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 confidentiality if the information is disclosed to:

- the COALAR Secretariat 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 the COALAR Grants Program, 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 Section
 Public Interest Law Branch
 Department of Foreign Affairs and Trade
 R.G. Casey Building, John McEwen Crescent
 BARTON ACT 0221

By email: foi@dfat.gov.au

Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment 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
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 Principles 2024 (CGRPs)	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.
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.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Eligibility criteria should be developed to enable objective validation and are either 'met' or 'not met'. Assessment criteria may apply in addition to eligibility criteria.
Financial Delegate	the person who makes the decision to award a grant

Term	Definition
grant	<p>for the purposes of the CGRPs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <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 a. 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 CGRPs.
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.
National Anti-Corruption Commission (NACC)	The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency. It detects, investigates and reports on serious or systemic corruption in the Commonwealth public sector. The Commission operates under the National Anti-Corruption Commission Act 2022 .

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 a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations. This includes:</p> <ul style="list-style-type: none"> • the relative value of the grant sought • how the proposed grant project will target groups or individuals, such as leveraging existing processes and technologies, or demonstrating innovative approaches • whether the application outlines effective risk management processes to minimise potential waste of money • whether the application includes mechanisms for ongoing monitoring and management of grant activities • the extent to which the proposed grant project leverages additional funding (this includes cash and in-kind contributions).

Appendix A. Acronyms

Acronyms used in these guidelines, online and within application forms

Acronym	Definition
ABN	Australian Business Number
ACN	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
ICN	Indigenous Corporation Number
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

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			
• 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, Perú or 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 grant project and is eligible as per the list above			
<i>If the grant is to be administered by a university:</i>			
• your university should be the applicant			
2) Be willing to develop and provide child protection guidelines for your grant project, if it involves people under the age of 18 years			
3) Have completed any previous IRGP grant acquittals			
4) Propose a grant project that is aligned with one or more of COALAR's Strategic Goals and one or more Strategic Priority Areas			
5) Propose a grant project of one year's duration from the time of grant agreement signing. The project acquittal will be due within 60 days of the end of the grant project			
6) Propose a grant funding amount between \$10,000 and \$50,000			
7) Submit a complete application in English, with supporting documentation in English			
In addition to the above, Stage Two Applications must also:			
8) Include two independent references in English that address you/your organisation and the proposal			