



Australian Government
Organ and Tissue Authority



Organ and Tissue Authority

Community Awareness Grants Program

Application Guidelines 2018

Applications close at 10.00 am AEST Tuesday 3 April 2018.

The Organ and Tissue Authority’s Community Awareness Grants program provides funding for community-based awareness and education activities that contribute to increasing public understanding of and support for organ and tissue donation for transplantation.

The Organ and Tissue Authority recommends that all applicants read these guidelines in full prior to filling out the Community Awareness Grants Application Form.

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1. About the Organ and Tissue Authority

The Organ and Tissue Authority (the OTA) was established on 1 January 2009. The OTA was established under the *Australian Organ and Tissue Donation and Transplantation Authority Act 2008* (the Act), as part of the Australian Government's national reform program to increase organ and tissue donation for transplantation.

The OTA is an independent statutory body within the Australian Government Health portfolio.

The aim of the Australian Government's national reform program is to implement a nationally coordinated world's best practice approach to organ and tissue donation for transplantation in collaboration with the states and territories, clinicians and the community sector. The twin objectives of our national reform program are:

1. To increase the capability and capacity within the health system to maximise donation rates, and
2. To build community awareness and stakeholder engagement across Australia to promote organ and tissue donation.

2. Community Awareness Grants Program Overview

Objective

The Community Awareness Grants Program (the Program) assists organisations with projects or activities that contribute to improving awareness and engagement of the Australian community, the non-government sector, donor families and others involved in increasing organ and tissue donation.

The Program is part of the national DonateLife Community Awareness and Education Program which is aimed at empowering Australians to discover the facts about organ and tissue donation and transplantation, to decide and register on the Australian Organ Donor Register (AODR), and for all Australian families to discuss and know each other's donation decisions.

The guidelines are designed to assist applicants in assessing the appropriateness of their proposed project against the suitability criteria for a grant under the Program. These guidelines also outline the considerations that will be relevant to the assessment of all applications. Before submitting an application, applicants should read these guidelines carefully.

Important Points to Note:

- applicants should be aware that grants made under the Program are for the specified period only,
- if an organisation successfully obtains a grant, it should not be assumed that the organisation will receive funding in subsequent years,
- organisations need to re-apply for funding in each grant round,
- an invitation from the OTA to make an application for funding should not be taken as an assurance that funding will be provided,
- applicants are encouraged to read the *Overview of the National DonateLife Community Awareness and Education Program* which is available at <http://www.donatelife.gov.au/tenders-and-grants>, and
- applicants must read and understand the OTA's *Community Awareness Grant Acknowledgement Guidelines (Appendix 1)*. Compliance with the grant acknowledgement guidelines is a requirement for all successful applicants.

The *Commonwealth Grants Rules and Guidelines* (CGRGs) establish the Australian Government's policy framework under which non-corporate Commonwealth entities undertake their own grants administration activities. The CGRGs articulate the government's expectations for both government and non-government stakeholders involved in grants administration.

As part of the CGRGs, Australian Government entities are required to publish all Grant Opportunities and Grant Awards on [GrantConnect](#).

This grant round complies with the CGRGs.

3. Focus of 2018 Grants Program

Applications for the 2018 Community Awareness Grants are now invited from eligible organisations.

The project period for all Community Awareness Grants is from the date of execution of the Grant Agreement (expected to be 16 May 2018) to 14 September 2018 for projects during DonateLife Week and 30 June 2019 for projects outside of DonateLife Week.

Funding amount

Total funding available in 2018 is up to \$430,000 (GST exclusive).

There is no minimum or maximum amount that will be funded for each project. The funding allocation to successful applications will be dependent on the merit of each application and the number of applications recommended for funding following the assessment process.

Focus of project activities

The OTA invites applications under the following two categories:

1. **Community engagement based events and activities** during DonateLife Week 2018 (29 July – 5 August), with a focus on promoting family discussion and encouraging online registration on the Australian Organ Donor Register (AODR) at donatelife.gov.au,

and/or
2. **Targeted awareness or education projects** outside of DonateLife Week, which increase Australians' knowledge of the benefits of donation and transplantation and encourage family discussion and registration on the AODR, and which are consistent with the National Community Awareness and Education Program.

Note:

- applications received for more than one category will be assessed side by side,
- applicants should consider which category best suits their proposed project. If appropriate applicants should consider submitting two applications. The [Application Template](#) requires applicants to clearly nominate one category under which their project proposal is being submitted for consideration,
- separate application forms are required for projects under different categories,
- if an organisation wishes to submit an application for more than one project, a new application should be completed for each project, unless it is clearly demonstrated that the projects are part of one overall program of activities, this includes a program of events that include activities related to DonateLife Week,
- applicants are encouraged to partner with other organisations that have expertise or capacity to extend the reach and scope of proposed activities, and

- for projects targeting culturally and linguistically diverse and Aboriginal and Torres Strait Islander groups, applications must be culturally appropriate. Projects should involve the direct participation of key community and/or faith leaders to ensure their support for the project.

General Information for applications

Applicants are invited to seek funding for community awareness and education events and activities that are aligned to the OTA's National Community Awareness and Education Program. Additional information is available under the 'For the Community' section on the DonateLife website. This includes activities to support DonateLife Week 2018 (29 July – 5 August 2018).

1. For DonateLife Week project activities:

- one in three Australians aged over 16 years have joined the AODR. Registration matters – in nine out of ten cases families agree to donation if the deceased was a registered donor,
- DonateLife Week, Australia's national awareness week to promote organ and tissue donation in Australia, is coordinated by the OTA, during which national registration drives will be undertaken, with a strong emphasis on promoting family discussion and online donor registration via donatelife.gov.au,
- proposed events and registration drive activities must be held during the week of DonateLife Week (29 July – 5 August 2018),
- successful applicants will be required to incorporate the campaign theme and key messages in all project communications and activities, which will be provided to all successful applicants, and which will focus on registration and discussion of donation decisions,
- project proposals must include a target for the number of new registrations to be achieved during the project period, and
- applicants must clearly define the target audience(s) of their proposed activities. At a minimum activities should have either:
 - **Broad appeal across the general community** – organ and tissue donation is a topic that is relevant to all Australians and everyone should be encouraged to register their donation decision and discuss and know the donation decisions of their loved ones,
 - **Specific appeal to priority demographics** - applicants are encouraged to develop activities that target those that are under-represented on the AODR which are young adults (18-29 years) and males across all age groups above 18 years old),
 - **Specific appeal to cultural and linguistically diverse or Aboriginal and Torres Strait Islander Australians** – culturally and linguistically diverse groups can experience cultural, linguistic or religious barriers to decision making and discussion about donation wishes including but not exclusive to Jewish, Hindu, Buddhist, Islamic, Catholic, Orthodox, faith groups and Aboriginal and Torres Strait Islander people. Projects targeting these communities are strongly encouraged to utilise the existing resources available at <http://www.donatelife.gov.au/for-the-community/multicultural-resources> or <http://www.donatelife.gov.au/aboriginal-and-torres-strait-islander-resources>, and

- applicants should demonstrate how their proposed activities will contribute to increasing new registrations on the AODR and family discussion and knowledge of donation decisions.

2. For targeted awareness or education projects outside of DonateLife Week:

- applicants are invited to seek funding for targeted awareness or education projects which increase Australians' knowledge of the benefits of donation and transplantation, and encourage family discussion and online registrations on the AODR, and which are consistent with the National Community Awareness and Education Program,
- the scope of project activities may include education and other support services and activities targeting transplant recipients and people waiting for transplants in demonstrated areas of high need such as rural or remote communities, including Aboriginal and Torres Strait Islander people and paediatric or adolescent populations,
- events, activities or support programs are to end by 30 June 2019,
- successful applicants will be required to incorporate nationally consistent key messages for in all project communications and activities, which will be provided to all successful applicants,
- applicants must clearly define the target audience(s) of their proposed activities. At a minimum activities should have either:
 - a. Specific appeal to priority demographics** - applicants are encouraged to develop activities that target those that are under-represented on the AODR which are young adults (18-29 years), males across all age groups above 18 years old) and people from culturally and linguistically diverse communities including but not exclusive to Jewish, Hindu, Buddhist, Islamic, Catholic and Orthodox faith groups and Aboriginal and Torres Strait Islander Communities. Projects targeting culturally or linguistically diverse communities are strongly encouraged to utilise the existing resources available at <http://www.donatelife.gov.au/for-the-community/multicultural-resources>, and
 - b. Specific appeal to those in the transplant community** - applicants are encouraged to develop education or support programs or services targeted at transplant recipients and people waiting for transplants in demonstrated areas of high need such as rural or remote communities, including Aboriginal and Torres Strait Islander people and paediatric or adolescent populations.

Resources available for all projects

The OTA has extensive resources available to successful applicants for use as part of their project activities.

Applicants are encouraged to demonstrate how they will effectively use existing DonateLife resources in their project activities. These resources include:

- DonateLife Week Supporter Kits,
- DonateLife multimedia resources including video stories and online banners,
- printed DonateLife materials such as fact sheets, brochures and posters, and
- DonateLife merchandise (e.g., water bottles, pens). Please note that stocks are limited so quantities will need to be negotiated with the OTA. The OTA will also consider proposed costs for production of new merchandise as a component of your application.

Resources available for culturally and linguistically diverse community engagement:

These resources include:

- The DonateLife - AODR brochure is also available in 18 languages Arabic, Chinese (traditional), Greek, Hindi, Italian, Spanish, Turkish, Vietnamese, Chinese (simplified), Korean, Dinka, Somali, Dari, Punjabi, Indonesian (Bahasa), Macedonian, Serbian and Croatian,
- faith rulings in support of organ donation. The OTA has conducted an extensive consultation process with religious and community leaders from the priority communities to develop an understanding of their position on organ and tissue donation and the information requirements of their communities. Rulings are available for those of Hindu, Catholic, Turkish Islamic, Jewish, Buddhist and Greek Orthodox faith,
- a suite of the ‘DonateLife...the greatest gift’ multicultural community education resources. These resources were developed by the OTA in close consultation with faith and cultural leaders and include brochures, posters in 8 languages and videos for 6 faith communities,
- ‘How to have the discussion about organ and tissue donation’ fact sheets in English, Arabic, Chinese (traditional) and Vietnamese, and
- case studies of people who have had experience with organ and tissue donation and transplantation.

These resources are available at <http://www.donatelife.gov.au/for-the-community/multicultural-resources>

Projects should consider consultation with project partners, communities and/or community leaders in the development of the project’s design.

Key dates of grants process

Thursday 8 March 2018	Opening date for applications
10:00am Tuesday 3 April 2018	Closing date for applications
Tuesday 3 April – Monday 30 April 2018	Assessment period
Monday 30 April 2018	Anticipated date that successful organisations notified
Wednesday 9 May 2018	Anticipated date that funding agreements sent to successful organisations
Wednesday 16 May 2018	Anticipated date funding agreements executed
Monday 21 May 2018	Project period commences
Friday 14 September 2018	Project period ends for all projects specific to DonateLife Week projects 2018 events
Friday 30 November 2018	Acquittal documentation including final report due for all project events and activities specific to DonateLife Week 2018 events
Friday 29 June 2019	Project period ends for all projects with targeted awareness or education projects
Tuesday 31 July 2019	Acquittal documentation including final report due for all non-DonateLife Week 2018 projects

Further information

Applicants are expected to visit www.donatelife.gov.au to develop an understanding of organ and tissue donation in Australia.

Applicants are also encouraged to check the website regularly prior to closing of the grants round for updates and addendums to the Community Awareness Grant Program Application Guidelines.

Applicants may contact the OTA or alternatively the DonateLife agency in their state or territory to discuss how to best align their proposed activity with DonateLife Week 2018, and/or broader DonateLife activities at the national and local level.

Please note that technical assistance with completing applications cannot be provided and consultation with the OTA or DonateLife agencies should not be interpreted as a guarantee that the application will be successful. Contact details of DonateLife agencies are available at <http://www.donatelife.gov.au/about-us/donatelife-network>.

4. Requirements and Eligibility

Additional information about the Program can be found at www.donatelife.gov.au. Grants will be announced through Grant Connect, the Australian Governments grant information system, the OTA's website, social media, and a media release.

The OTA may contact particular organisations and suggest that they make an application for funding. It is for each organisation to determine whether or not the project they propose meets the merit criteria for Community Awareness Grants Program funding. An invitation from the OTA to make an application for funding should not be taken as an assurance that funding will be provided. All applications will be assessed and ranked on their individual merits.

Application Form

Applicants are required to use the Community Awareness Grant Program Application Form. The OTA will not consider applications that do not use the Application Form provided.

Application Forms are available at the Organ and Tissue Authority's website www.donatelife.gov.au or by emailing grants@donatelife.gov.au or phoning 02 6198 9800.

Applicants are required to complete all sections of the Application Form and provide attachments where relevant.

Who can apply for funding?

Grant recipients should be non-government organisations (i.e. not funded solely through Commonwealth monies). To be eligible for funding, projects should have a not for profit focus and/or organisations should be a not for profit organisation, a community organisation or a local government association or agency.

Grants must be paid to an organisation and not to any officer personally. Where possible, grants to peak bodies should be funded through one payment to the head office with an expectation that those funds be distributed appropriately (this requirement can be covered in the funding agreement).

Eligibility

Applicants that do not satisfy the eligibility criteria, will not be considered. To be eligible to receive a grant you must:

- be a legal entity, able to enter into a legally binding agreement,
- have an Australian Business Number,
- be registered for the purposes of GST, and
- have an Australian bank account.

Applications will not be accepted from:

- individuals,
- political organisations,
- Australian Government agencies, or
- commercial organisations proposing activities that are for profit.

Organisations which have not fulfilled previous OTA grant requirements, including acquittal reports and evaluations, or organisations or projects previously de-funded by state/territory or Australian Government agencies for performance and/or integrity reasons are not suitable for funding, (organisations are asked to provide this information on their Application Form). If the OTA identifies an applicant has not fulfilled previous requirements during the assessment process, they will be excluded from consideration.

Please note that if the following criteria are not met then your application will not be assessed:

- the OTA's Grants Application Form must be used. Applications that do not use the Application Form will not be assessed;
- any applications received after the closing date and time will not be accepted and will be returned to the applicant, except where it can be identified that the OTA is at fault in causing a delay in receipt. This means any applications received at or after 10.01am AEST (Canberra Time) on Tuesday 3 April 2018 will not be accepted unless it is identified that the delay is the fault of the OTA,
- proposals that do not include sufficient information in the Application Form to support all merit criteria (outlined below),
- applications which have not completed each section of the Application Form, including the signed declaration,
- organisations must be financially viable to participate,
- requests for extensions will not be granted, and
- applications are to be written in English.

Insurance requirements

Organisations wishing to apply for funding must ensure that they have sufficient insurances to successfully carry out their proposed activity(ies). This may include:

- workers' compensation insurance,
- public Liability insurance, or
- professional Indemnity insurance.

Ineligible expenditure for grants

There are particular projects and activities that are generally not suitable to receive funding from the Program:

1. **Similarity to project already provided for by the Commonwealth** – applicants are required to declare in the application form any other funding they have received or applied for. Funding will not usually be provided for projects or activities which are already funded by the Commonwealth. If there is a possibility of applicants receiving

funding from multiple areas for the same project, then this should be identified in the application.

2. **Capital equipment, capital works and tangible assets** – funding will not be provided for the purchase of large scale capital equipment or capital works or assets, including the purchase or lease of land and the purchase, construction or maintenance of buildings, vehicles or equipment such as video cameras.
3. **Other activities** – funding will not be provided for individual scholarships, projects that provide personal protection for specific individuals, projects that duplicate existing projects in the same community or food/beverage expenses.
4. **Production of new resources**- due to the range of DonateLife resources funding for the production of new resources will not be considered as eligible, unless it is demonstrated as critical to the project. If it is critical this should be clearly identified in the application.
5. **Administrative expenses** – funding will not be provided for an organisation’s ongoing operation or running costs, including activities which are supporting normal operational expenses, for example, funding for general operation, secretariat expenses or support for a research officer.

5. Assessment Process

To be eligible to receive funding under the Program, organisations must demonstrate that their proposed project or activity contributes to improving awareness and engagement of the Australian community, the non-government sector, donor families and others involved in increasing organ and tissue donation. Funding is available for a range of projects and activities.

Funding under the Program is only available for the nominated period. As such, funding for the program will be assessed and approved for this period only. Funding should be requested for projects to be undertaken in the nominated period and are not to be undertaken with a retrospective or prospective effect. Where the proposed project is intended to continue beyond the current year, organisations should indicate how they intend to fund the program after the grant period has ended.

The Program will consider all compliant applications received by 10.00 am AEST **Tuesday 3 April 2018**. Funding decisions are made at the discretion of the OTA.

If any part of the application is not compliant then the application may be determined to be ineligible under the Program’s Application guidelines and may not be assessed.

The Application Form may require additional documentation. If this additional information is not provided then the application may be determined to be non-compliant under the Program and may not be assessed.

If there are any reports and studies which are relevant, this information should be summarised and analysed within the relevant area of the Application Form. If relevant, the assessment panel may request additional information at a later date.

If an application contains information that is considered false or misleading, it will be excluded from any further consideration for funding.

On receipt of applications:

- the OTA will acknowledge receipt of all applications,
- the OTA will conduct compliance and eligibility assessments,
- the OTA will seek written advice from the relevant DonateLife Agencies, which will be considered by the OTA Assessment Panel as part of the assessment of individual applications,
- the OTA Assessment Panel, consisting of OTA, the Department of Health and one jurisdictional representative will review and assess all compliant applications against the merit criteria. The OTA will contact applicants directly if any clarification in respect to an application is required,
- the OTA Assessment Panel will then make final recommendations to the OTA's delegate, which is the Chief Executive Officer, for approval, and
- it is anticipated that the OTA will notify successful applicants by Monday 30 April 2018.

Important notice

A checklist is provided on the last page of the Application Form. You should complete this checklist and ensure all information and documentation has been provided.

If you do not provide all of this information, your application may be determined to be non-compliant under the Program and may not be assessed.

Please Note:

- All proposals received will be acknowledged in writing shortly after the closing date.
- Information provided by applicants will be treated as "Commercial-in-Confidence".
- All applications become the property of the Commonwealth on lodgement.
- Applications will be provided to DonateLife Agencies for comment.

Merit Criteria

Applications will be considered against the following criteria. The objective of this process is to select those projects that will deliver both policy outcomes and value for money.

1) Value for Money:

The applicant must demonstrate how the proposal delivers value for money. To support this, organisations should provide information showing how the proposed project activities are realistic and achievable within the timeframe and budget in the proposal. This must be supported by a clear rationale for the proposed project approach and identified need.

Applicants should consider:

- Does the funding amount requested represent value for money?
- What outcomes are being achieved?
- Has the applicant quantified the reach of activity/project (where possible quantify numbers)?
- What is the lasting impact of the activity/project?
- What the expected target is for registration drive activity?

2) Nationally consistent community awareness and/or education:

The applicant must demonstrate a clear and convincing project proposal that delivers defined and achievable outcomes that are aligned with the OTA's national community awareness and education program. The organisation must demonstrate a clear and convincing need for the project with the proposed target group(s), how the project will address this need and how this will be measured and evaluated.

Applicants should consider and identify the:

- key deliverables and outcomes and how they align to the aims of the funding category for which you are applying,

- audience your project seeks to engage (general community, young adults aged 18-29 years, males, or a specific community or cultural group),
- how the proposal aligns with the OTA's aims and objectives for the funding round, and
- how the proposal will be measured to determine success?

3) Promotional and educational opportunities

The applicant must demonstrate how the proposed project provides achievable and appropriate promotional and educational opportunities in support of the work of the OTA and specifically in support of the defined focus of the round of the Program. The organisation must also demonstrate how the project is contributing to enhanced community education and understanding about organ and tissue donation.

Applicants should consider:

- what activities you plan to undertake and how these support the aims and objectives of the funding round you are applying for,
- appropriateness and achievability of the promotional and educational opportunities,
- the level of engagement of the proposed audience, and
- why should the activity be a priority for the OTA?

4) Capacity of the organisation

The organisation must demonstrate that they have the capacity to successfully manage the project and to fully comply with the *Acknowledgement Guidelines*. Organisations must outline proposed project team's expertise, personnel and experience in successfully managing government or other similar projects.

Applicants should consider whether they have:

- any previous experience in managing grants and activities similar to the ones that are being proposed,
- the skills and expertise needed to facilitate the project or activities and how they will be accessed,
- the ability to identify key resources including personnel,
- the ability to establish and meet a proposed timeframes / implementation schedule,
- to identify if they need and have the support of project partners, and
- identified the key risks and a proposed plan to manage them.

Scoring and weighting applied to the merit criteria

In assessing each application, a score out of 10 will be applied to each of the merit criteria. Criteria 1, 2 and 3 will be weighted to provide a score out of 30. The total score provided for an application will be a score out of 100. The table below demonstrates:

Criterion	Weighting
Value for Money	30%
Nationally consistent community awareness and/or education	30%
Promotional and educational opportunities	30%
Capacity of the organisation	10%

Should an application be assessed in any one criteria with a score of less than 5 before any weighting is applied it will be deemed as unsuitable for funding.

Other sources of funding

Applications must provide information on Commonwealth and other sources of funding as well as any other funding applications for the proposed project. Applications must also indicate whether the activity will proceed without grant funding. Applications that have already received funding from other funding programs for a particular project are not normally

considered for funding under this program. However, funding may be considered for a new direction or enhancement of an existing project, or to ensure a project's continued viability.

Applicant organisations will be required to provide a budget for the proposed project and information about the duration and nature of funding required.

DonateLife Agencies

DonateLife Agencies will be provided copies of applications relevant to their jurisdiction and asked to provide relevant comments to assist the OTA to assess applications against the merit criteria above.

6. Grant Approval and Payments

Grant Publication Requirements

If an organisation is successful in obtaining a grant, the OTA is required to publish, on its website, information about the grant no later than 14 working days after the relevant funding agreement takes effect.

Notification of Grants

The OTA will write to organisations advising if they have been successful in obtaining funding. Successful organisations will be required to enter into a funding agreement before the grant is paid. Further details on the conditions that may apply to a grant are outlined below.

As a result of a grant being awarded by an Australian Government entity, the grant will be reported on GrantConnect within 21 days of the agreement taking effect.

There will be public announcements of successful applications. These announcements may include details on an individual basis, of the applicant, the value of the grant, the purpose of the grant and details of project partners.

Funding Agreement

The successful applicant organisations will be required to enter into a legally binding funding agreement. A funding agreement is a document signed by the funding provider, the OTA, and a grant recipient setting out the terms, conditions and arrangements under which a grant is to be provided, received, managed and acquitted.

Funding agreements provide an opportunity to clearly document the expectations of both parties in the delivery of the proposed activity. A funding agreement protects the Commonwealth's interests by defining project deliverables and timelines, scheduling payments, specifying progress reporting and ensuring that public money is used for the intended purpose. It also covers the return of unused funds and possible sanctions against organisations for non-compliance. Applicants should ensure they are familiar with and, where necessary, seek legal advice on, the terms and conditions of the proposed funding agreement to ensure that their organisation is capable of meeting the Commonwealth's requirements of funding recipients.

The drafting of particular sections of the funding agreement may involve negotiations with the applicant organisation. A draft of the proposed funding agreement is available on the [OTA website](#).

A letter of offer and two copies of the proposed funding agreement will be sent to successful organisations once funding has been approved by the appropriate Commonwealth delegate. When the signed funding agreement has been returned to the OTA by the successful

organisation, the agreement will be executed on behalf of the Australian Government. Once the agreement has been executed by the OTA, one original copy will be returned to the recipient organisation.

Payment

Payments will not be made before the funding agreement has been formally executed by both parties. Payments will only be made to organisation named in the funding agreement.

All funding agreements will be executed prior to 30 June 2018.

In accordance with the Terms and Conditions of the funding agreement, an invoice for payment from a funded organisation should be provided to the OTA within two weeks of the specified date(s) as agreed in the executed funding agreement.

Impact of GST on grant payments

It is the responsibility of the organisation to advise whether or not GST is payable in relation to a grant. When a grant is paid to an organisation with binding conditions, it is generally the case that GST is payable if the recipient is registered for GST. The funded organisation is required to provide a valid tax invoice to the OTA.

For some general guidance on the taxation treatment of grants and funding from the Commonwealth, applicants may wish to refer to the Australian Tax Office website at www.ato.gov.au. However, you are advised to seek independent advice from a taxation professional on how funding paid to you (or any entity you propose to establish to receive funding) under the Program would be treated for tax purposes.

7. Management of Grant Outcomes

Monitoring Frameworks

The monitoring of grant payments and progress are an integral part of good governance and risk management and provide a measure of assurance that public funds allocated to grant recipients have been spent for their intended purpose.

Recipient organisations should advise the OTA as soon as possible should they become aware of:

- 1) the use of grant funds for a purpose contrary to the terms and conditions of the grant,
- 2) changes in the status and/or competence of the recipient that could adversely affect their ability to complete the proposed project, and
- 3) unapproved variations to projects during the period of the grant.

Acquittal

Reliable, timely and adequate evidence is required to demonstrate that grant funds have been expended in accordance with the terms of the funding agreement. Funding agreements will include details about what evidence of acquittal is required from the organisation. Timeframes for these processes will be set out in the funding agreement.

Evaluation

To ensure accountability for grant expenditure a final report must be submitted on completion of the project. Details will be outlined in the funding agreement and will vary based on the individual project/activities. However generally this will include:

- a summary of the projects activities planning and issues that arose,
- a summary of outcomes of events and activities,

- a summary of learnings and recommendations from the activity,
- photographs,
- a statement of expenditure, and
- a declaration by an appropriate officer that the report is a true and accurate account of the project/activities.

Variation of funding agreements

During the course of the funding agreement, a variation to the agreement may become necessary. For example, the OTA and the recipient may agree to vary the agreement to reflect changed circumstances or the OTA may unilaterally apply a variation if the organisation breaches the funding agreement.

Any variation must be put in writing and signed by the parties' authorised representatives.

Conflict of Interest

A conflict of interest arises where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations. A conflict of interest could arise where decision makers or officials involved in grants administration have a direct or indirect interest in the selection of a particular project or activity for funding. Actual and perceived conflicts of interest can be potentially damaging to government, the OTA and the granting activity.

A direct interest arises whenever there is a potential for a staff member to directly gain financially from the results of OTA's discussions or decision making processes to which the staff member contributes.

An indirect interest arises from a staff member's employment or professional interests or their personal relationships. This is exemplified in an application for a grant by a staff member's partner or relative, a close friend or a close professional colleague.

Applicant organisations should provide the details of any actual or potential conflict of interest in their Application Form.

The OTA requires all staff and external advisors to provide various undertakings in relation to conflict of interest and confidentiality.

Recovery Action

When performance and financial requirements under the agreement are not being met, consideration may be given to suspending further funding until they are complied with, or ceasing funding where the breaches are serious. Any suspension of payments would be carried out in accordance with appropriate delegations of authority, and would involve considerable communication with the recipient.

The funding agreement will require recipients of grant funding to repay any funds that remain unspent or have not been committed at the end of the funding agreement.

Feedback for Applicants

Applicants are entitled to feedback on their applications if unsuccessful. Feedback will not be provided until the round is completed and funding agreements have been executed with the successful organisations. Should you wish to seek feedback please email grants@donatelife.gov.au to arrange.

Applicant organisations may also obtain details about freedom of information from the website of the Office of the Australian Information Commissioner at www.oaic.gov.au.

Lodging Complaints

Should an organisation or individual wish to lodge a dispute or complaint about this funding process they should do so by advising in writing to the OTA Contact Officer for this process. The complainant should provide details of the basis upon which the dispute or complaint is being lodged, including:

- a clear statement as to what the complainant considers was defective in the funding process,
- copies of, or references to, evidence of information to support the complaint, and
- a statement as to what the complainant wishes to achieve from the complaint process.

The Contact Officer or his/her manager will acknowledge receipt of the complaint in writing within 10 working days of receiving the complaint. If further correspondence or information is required, the complainant will be given no less than 15 working days to respond to any communication from the OTA unless the matter is urgent.

The OTA Contact Officer and his or her manager will attempt to resolve the matter.

The OTA will advise the complainant of the decision in writing within a reasonable timeframe, which will usually be within 15 working days of receiving all written correspondence relating to a complaint.

If the complainant is not satisfied with the OTA's response then the complainant may seek an independent internal review of the complaint. This will be undertaken by the Department of Health, the process for review complaints is document at <http://www.health.gov.au/internet/main/publishing.nsf/Content/pfps-complaintsprocedures>.

Where the complainant is not satisfied with the response, they may lodge a complaint with the Commonwealth Ombudsman (<http://www.ombudsman.gov.au/>).

8. Roles and Responsibilities

Role of applicants during the application process

Applicants submitting proposals must ensure all questions in the Application Form are answered and ensure the accuracy of all information provided as part of the application process. Applicants receiving funding are also responsible for carrying out any discussions with potential project partners.

Role of the Organ and Tissue Authority during the application process

The OTA will be responsible for assessing all eligible applications. Contact details for any queries in relation to the application process and for resolving any uncertainties that may arise in relation to application requirements can be found on the following page of these Guidelines.

Role of the DonateLife Agencies during the application process

DonateLife Agencies will be responsible for provide comments on each application from their region (including any applications which cross jurisdictions). DonateLife Agencies may also answer queries in relation to aligning applicants proposed activities with the DonateLife Week 2017 and/or broader DonateLife activities at the national and local level.

Role of the Funded Organisation

The funded organisation is responsible for ensuring that the terms and conditions of the funding agreement are met.

The funded organisation is responsible for:

- ensuring project activities are achieved,
- maintaining contact with the OTA,
- providing copies of documents to the OTA as requested (as specified in the funding agreement),
- reporting on activities and milestones as specified in the Schedule to the funding agreement, and
- submitting an evaluation report on project completion.

Role of the Organ and Tissue Authority in Managing Funded Projects

The OTA is responsible for negotiating, developing, and administering funding agreements with successful applicants.

9. How to submit your application

It remains the responsibility of the potential applicant to submit the correct application BY 10.00 am AEST Tuesday 3 April 2018.

When submitting your application:

- Ensure that all sections of the Application Form template have been completed and required supporting documents are attached. Use the checklist provided to ensure your application is complete before submission.
- Faxed applications will **NOT** be accepted.
- Please email grants@donatelifegov.au attaching:
 - electronic copy of your application in MS Word version, and
 - an electronic copy of the whole application including the signed declaration in PDF format.

Applications may be submitted by email or post:

By email: grants@donatelifegov.au

By post to: Community Awareness Grants
Organ and Tissue Authority
GPO Box 295
CIVIC SQUARE, ACT 2608

Contact Information

Please direct any questions to grants@donatelifegov.au telephone (02) 6198 9800 or visit the website at www.donatelifegov.au