

Families and Communities Program Strong and Resilient Communities Activity National Research Grants Guidelines

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Commonwealth policy entity:	Department of Social Services.
Enquiries:	If you have any questions, please contact: Phone: 1800 020 283 Email: support@communitygrants.gov.au
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1. Strong and Resilient Communities - National Research Grants Processes

The Strong and Resilient Communities Activity is designed to achieve Australian Government objectives

This grant opportunity is part of the above Grant Program which contributes to the Department of Social Services Outcome 2. The Department of Social Services works with stakeholders to plan and design the grant program according to the Commonwealth Grants Rules and Guidelines.



The grant opportunity opens

We publish the grant guidelines and advertise on GrantConnect.



You complete and submit a grant application



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. We then assess your application against the assessment criteria including an overall consideration of value for money and compare it to other applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant Decisions are made

The decision maker decides which grant 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 or a letter of agreement

We will enter into a grant agreement or letter of agreement with successful applicants. The type of grant agreement is based on the nature of the grant and 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 National Research Grants

We evaluate the specific grant activity and National Research Grants as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Role of the Community Grants Hub

This grant opportunity will be administered by the Community Grants Hub on behalf of the Department of Social Services under a Whole of Australian Government initiative to streamline grant processes across agencies.

1.2 About the Strong and Resilient Communities Activity

The Strong and Resilient Communities Activity is an element of the **Families and Communities Program**. The Families and Communities Program aims to strengthen relationships, improve well-being of children and young people, reduce the cost of family breakdown, strengthen family and community functioning and facilitate the settlement of migrants and humanitarian entrants in the community.

The **Strong and Resilient Communities Activity** aims to build strong, resilient, cohesive and harmonious communities to ensure that individuals, families and communities have the opportunity to thrive, be free from intolerance and discrimination, and have the capacity to respond to emerging needs and challenges.

The Strong and Resilient Communities Activity will help to ensure that individuals, families and communities have the opportunity to obtain:

<i>A sense of belonging</i>	<i>Through a greater sense of connection to and pride in their community, with shared values and trust, and a sense of pride in the Australian way of life and culture.</i>
<i>A sense of social inclusion</i>	<i>By providing community members with equitable access to resources, such as education, employment and housing.</i>
<i>Plenty of opportunities to participate</i>	<i>By ensuring that there are opportunities to obtain voluntary work or gainful employment, as well as cooperative involvement in events that cross boundaries of race and culture.</i>
<i>Acceptance from the broader community</i>	<i>With mutual respect, low levels of discrimination, positive attitudes towards minorities and newcomers, and a resilience to accept different points of view.</i>
<i>Self-worth</i>	<i>With good life satisfaction, positive indications of happiness and wellbeing, with reasonable expectations for the future.</i>

The Strong and Resilient Communities Activity will adopt a new approach to address emerging issues within communities. It will focus on strengthening the capacity of communities experiencing disadvantage to become more resilient and inclusive through greater community engagement, participation and belonging in the local community. Disadvantaged communities will be empowered to identify and address issues in their local community.

Grants will be available to eligible community organisations to build and sustain social cohesion and community resilience, whether through employment, education or broader community life. Funded projects will provide individuals with a sense of belonging and communities with the building blocks for community harmony.

The Strong and Resilient Communities Activity will comprise three grant opportunities: Community Resilience, Inclusive Communities and National Research.

The Strong and Resilient Communities Activity will fund a diverse range of service types. Due to the size and complexity of the Strong and Resilient Communities Activity, access to funding will be available through a variety of means and at various times throughout the funding period.

The Strong and Resilient Communities Activity will be undertaken according to the *Commonwealth Grants Rules and Guidelines (CGRGs)*.

These guidelines contain information for the administration of **National Research Grants**.

1.3 About the National Research Grants

This document sets out:

- the purpose of the National Research Grants
- the eligibility and assessment criteria
- how grant applications are monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

National Research Grants will help to build the Government's understanding of existing and emerging issues and increase the evidence base to inform Commonwealth Government policies and programs.

The aim of the National Research Grants is to ensure Government will have up to date advice and information to respond to issues that impact on the ability of individuals, families and communities to thrive, and to be free from intolerance and discrimination.

Funding will be available for one-off time-limited research and advice projects that impact on community resilience and social cohesion in Australia and reflect current Government priorities, address emerging issues and/or provide innovative solutions to issues of national significance.

1.4 What types of projects will be funded?

The types of projects that will be funded are strictly limited to research and advice projects and should relate to the objectives of the Strong and Resilient Communities Activity set out on page 5. Projects could include, for example:

- increasing the understanding of factors that impact on social cohesion in Australian communities
- factors and strategies for successful integration and harmony in communities, in particular practical ways to engage marginalised or at risk children and youth
- empowerment of culturally and linguistically diverse women, in particular humanitarian entrants and women experiencing domestic violence or isolation
- place-based approaches to build capacity of disadvantaged communities and increase self-reliance
- the efficiency of funding in a particular sector, community or target group.

Funding recipients will be required to comply with reporting requirements and provide the results of their research to the Government.

2. Grant amount

The Australian Government has allocated \$12.3 million a year for the Strong and Resilient Communities Activity. This funding will be allocated flexibly among the three SARC grant programs.

For National Research Grants, funding of a minimum of \$20,000 up to a maximum of \$150,000 a year will be available depending on the scope of the research project and its complexity.

The funding will be available from 1 April 2018 to 30 June 2021. Research projects funded under National Research Grants will be for a minimum of one year and a maximum of three and a quarter years. A research project may commence at any point within this timeframe but must cease on or before 30 June 2021.

The total allocation for National Research Grants will depend on the number and quality of applications received and the funding allocated through the other Strong and Resilient Communities Activity grant programs.

To maximise funding opportunities we will support a range of research projects of varying amounts of funding and timeframes.

3. Grant eligibility criteria

We cannot consider your application if it does not satisfy all the eligibility criteria.

3.1 Who is eligible to apply for a grant?

Only the organisations shown in the Invitee List below are invited to apply. To be eligible to apply for a National Research Grant your organisation must:

- be one of the following entity types:
 - a company incorporated in Australia
 - a trustee on behalf of a trust
 - an incorporated association
 - a partnership or consortium with a lead organisation
 - a registered charity or not-for-profit organisation
 - a publicly funded research organisation
 - an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (*Aboriginal and /or Torres Strait Islander*) Act 2006.

To be eligible to receive a grant you must:

- be a legal entity, able to enter into a legally binding agreement
- be registered for the purposes of GST (if applicable)
- be a permanent resident of Australia
- be located in Australia
- have an Australian bank account

Applications from consortia are acceptable, provided you have a lead applicant who is:

- the main driver of the project
- is an invited organisation and
- is eligible as per the list above.

The following organisations are invited to apply for a National Research Grant:

- Midnight Basketball Australia
- Women’s Health and Family Services
- Bravehearts Foundation
- Community Hubs Australia
- Migrant Resource Centre Tasmania
- Friends for Good
- Study of the Economic Impact of Religion on Society (SEIROS).
- School of Justice, Queensland University of Technology
- College of Business, Government and Law, Flinders University
- Multicultural and Migration Research Centre, Department of Sociology and Social Policy – University of Sydney School of Social and Political Sciences
- Centre for Multicultural Youth – The Knowledge Hub
- Centre for Participation
- Centre for Global Research, RMIT University
- Cultural and Indigenous Research Centre Australia
- All Together Now
- Public Law and Policy Research Unit
- School of Law
- University of Adelaide

Each of these organisations has the expertise and capability to conduct a research and advice project to inform Government about issues that impact on community resilience and social cohesion in Australia and reflect current Government priorities, address emerging issues and/or providing innovative solutions to issues of national significance.

A range of criteria were considered in the selection of the organisations invited to apply for this round, including specialist expertise, the ability to influence and partner with service providers nationally or a targeted area, and proven ability to deliver national research projects for government.

These organisations have been identified as suitable to be invited to apply based on their experience, knowledge and capability to conduct a research project and inform Government about issues that impact on community resilience and social cohesion in Australia and reflect current Government priorities, address emerging issues, and/or provide innovative solutions to issues of national significance. In addition, candidates are required to have specialist expertise in, and knowledge of the unique issues facing disadvantaged individuals and/or disadvantaged communities across Australia.

The shortlisted organisations are known to have exceptional networks and influence within the specialised service sector. This reflects that the success of this project relies on the ability of the successful candidate to engage and influence the existing Commonwealth, state and territory service provider footprint.

No further organisations will be invited to apply.

3.2 Who is not eligible to apply for a grant?

You are not eligible to apply for this grant opportunity if you have not been approached through an invitation to apply.

You are not eligible to apply if you are:

- State or Territory Government
- an individual
- unincorporated association
- overseas resident.

4. Eligible grant activities

4.1 What can the grant money be used for?

You must use the grant for the following activity:

- to conduct research and provide advice or innovative solutions to Government on an issue which impacts on community resilience and social cohesion in Australia.

You can use the grant to pay for:

- staff salaries and on-costs that can be directly attributed to the provision of the grant program areas as per the grant agreement
- employee training for paid and unpaid staff including Committee and Board members, that is relevant, appropriate and in line with the grant program
- operating and administration expenses directly related to the project as per the grant agreement, such as:
 - telephones
 - rent and outgoings
 - computer/ IT/website/software
 - insurance
 - utilities
 - postage
 - stationery and printing
 - accounting and auditing
 - travel/accommodation costs
- assets as defined in the Terms and Conditions that can be reasonably attributed to meeting agreement deliverables.

You can only spend the grant on eligible grant activities as defined in your grant agreement.

We may update the guidelines on eligible expenditure from time to time. If your application is successful, the version in place when your grant agreement takes effect will be the version that applies to your project.

4.2 What the grant money cannot be used for?

You cannot use the grant for the following activities:

- projects that have already commenced or are completed
- purchase of land
- major capital expenditure

- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- costs to attend and travel to conferences and training sessions
- overseas travel
- the covering of retrospective costs
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

Please note the grant cannot be used for the costs incurred in the preparation of your grant application or related documentation.

5. The grant selection process

For **National Research Grants**, we are inviting applications through a restricted competitive selection process.

Under a restricted competitive selection process, we will invite organisations to submit an application. Applications from non-invited organisations will not be accepted

Once we receive your application, we will assess your application against the eligibility criteria. Only eligible applications will move to the next stage. If more than one application is submitted, only the last application will be considered.

We will then assess your application against the assessment criteria set out below. Your application will be considered on its merits, based on:

- how well it meets the criteria; and
- whether it provides value for money.

In assessing the extent to which the application represents value for money, the Department of Social Services will have regard to the following:

- the relative merit of each application
- the overall objective/s to be achieved in providing the funding
- the relative cost of the proposal, or of elements of the proposal
- the extent to which the applicant has demonstrated a capacity to fund the proposal taking into consideration all possible sources of finance, including debt finance
- the geographic location of the proposal, and
- the extent to which the evidence in the application demonstrates that the proposal will be located in a community with one or more of the following features:
 - the community is identified as a priority community by DSS
 - the community has high levels of the target population or of a special needs group
- the community has high population growth in the target population or has anticipated high population growth in the target population.

6. The assessment criteria

You will need to address all of the following assessment criteria in your application. We will judge your application based on the weighting given to each criterion. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested.

Criterion 1: Demonstrate the need for your national research proposal and how it relates to the objectives of the strong and resilient communities activity

A response must include:

- demonstrate the specific need for the research project, and show how the problem relates to the objectives of the Strong and Resilient Communities Activity
- provide information about how the project addresses a genuine gap in research and is not duplicative in nature
- describe how the project will leverage off the existing evidence base.

Criterion 2: Demonstrate your organisation's capability and experience to successfully deliver the National Research project.

A response must include:

- describe your organisation's prior experience in delivering a research project within the proposed timeframe provide details about the relevant qualifications, experience and the role of staff who will be involved in delivering the research project
- demonstrate your organisation's capability to meet the reporting and performance requirements.

All assessment criteria are given equal weighting.

Your responses to each assessment criterion should be limited to 900 words per criteria.

7. The grant application process

7.1 Overview of application process

You must read these grant guidelines, the application form, the questions and answers document, and the grant agreement terms and condition before you submit an application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

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

Please keep a copy of your application and any supporting papers.

Once you have completed the application form, you must submit it electronically by using the submission section at the end of the form. Following electronic submission, a message with your Submission Reference ID will appear on your screen. An email will be sent to the main email contact provided in the application form. A PDF version of your application form is also included in this email.

7.2 Application process timing

We will be inviting applications for National Research projects through a restricted competitive process.

The start date for the grant activity is from 1 April 2018 and the expected end date is on or before 30 June 2021.

The expected timing for this grant opportunity is shown in the table below. These dates are indicative only and may be subject to change depending on the number of applications received and any unforeseen circumstances.

Table 1: Expected timing for this grant opportunity

National Research Grants	Time
Application period	Open for 4 weeks as required
Assessment of applications	7 weeks
Approval of outcomes of selection process	13 days
Negotiations and award of grant agreements	30 days
Notification to unsuccessful applicants	5 days
Activity commences	1 April 2018
End date	30 June 2021

7.3 Completing the grant application

You must submit your grant application using the application form, which is available on the [GrantConnect website](#). [The Application Form can only be accessed](#) by invitees for this grant opportunity. The application form includes help information.

This is a smart application form that you can submit electronically. If you have any technical difficulties please contact us on 1800 020 283 or email support@communitygrants.gov.au.

The Community Grants Hub will not provide application forms or accept applications for this grant opportunity by fax or mail.

You must make sure that your application is complete and accurate and submitted in accordance with these Guidelines and application form.

If you find a mistake in your application after it has been submitted, you should contact us straight away. The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

7.4 Late Applications

Information about the late application process is available on the [Community Grants website](#).

7.5 Attachments to the application

The following documents must be included with your application:

- your National Research Project Proposal (template provided)

Your National Research Project Proposal must be attached to the application form. There will be instructions in the application form to help you. If you do not use the template provided your application will be deemed non-compliant and will not be assessed.

Only attach the document you have been asked to include.

Please note: There is a 2mb limit for the attachment.

7.6 Applications from consortia

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

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. The lead applicant must be an organisation invited to apply as shown at Section 3.1 of these guidelines. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the application form and identify all other members of the proposed consortium in the application.

If your application is successful we will seek confirmation of your consortium's arrangement through a Memorandum of Understanding which will include:

- an overview of how the consortium will work together to complete the grant activity
- an outline of the relevant experience and/or expertise of the consortium members
- the roles/responsibilities of consortium members and the resources they will contribute (if any)
- details of a nominated management level contact officer.

7.7 Questions during the application process

Only invited applicants' questions will be responded to during the application period. Please call the Community Grants Hub on 1800 020 283 or email to support@communitygrants.gov.au. The Community Grants Hub will respond to emailed questions within five working days.

The question and answer period will close at 5.00pm on Thursday 19 October 2017. Following this time, only questions relating to using and/or submitting the application form will be answered. The Community Grants Hub will respond to emailed questions within five working days. Answers to questions will be posted on GrantConnect and only accessible by invited applicants.

8. Assessment of grant applications

8.1 Who will assess applications?

An assessment team will assess each application on its merit. The assessment team will be made up of departmental staff. The assessment team will undertake training to ensure consistent assessment of all applications. The assessment team will be bound by the APS Code of Conduct and the Department's Secretary's Instructions.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

An expert panel comprised of National and State Office staff will then review all ranked applications to ensure consistency and accuracy and to inform the final recommendations for funding.

8.2 Who will approve grants?

The assessment team will make recommendations to the policy delegate. The policy delegate will be the Branch Manager of Multicultural and Communities Branch at the Australian Government Department of Social Services. The policy delegate will make the final decision to approve a grant.

The policy delegate's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

The policy delegate will not approve funding if they reasonably consider the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

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

8.3 Notification of application outcomes

You will be advised of the outcomes of your application in writing, following a decision by the policy delegate. If you are successful, you will also be advised about any specific conditions attached to the grant.

8.4 Feedback on your application

We do not generally provide any feedback for a restricted competitive selection process.

8.5 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Social Services. The Department of Social Services will use the [Commonwealth Grant Agreement](#). Standard terms and conditions for the grant agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

The Department of Social Services will negotiate an agreement with a successful applicant. 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.

You will be required to:

- **Deliver the project and meet the performance reporting and financial acquittal requirements outlined in your grant agreement.**

Where a grantee fails to meet the obligations of the grant agreement, the **Department of Social Services** may terminate the agreement.

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

8.6 How the grant will be paid

The grant agreement will state the:

- activity requirements
- maximum grant amount to be paid
- the payment amount and milestones
- performance indicators
- reporting milestones
- financial acquittal requirements.

We will make an initial payment on the date shown in your grant agreement, when the grant agreement has been executed. We will then make six monthly payments on the dates shown in your grant agreement.

If you incur extra expenditure in delivering the activity, you must pay it yourself.

8.7 Grant agreement variations

We recognise that unexpected events may affect the progress of a project. In these circumstances, you can request a project variation, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum [time period allowed in program guidelines] year period.

The program does not allow for an increase to the agreed amount of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. Contact Grant Agreement Manager, as shown in your grant agreement, for further information. We will not consider changes after the grant agreement end date.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

9. Announcement of grants

If successful, your grant will be listed on GrantConnect and the Department of Social Services websites [21 calendar days] after the date of effect as required by Section 5.3 of the CGRGs.

10. Delivery of grant activities

10.1 Your responsibilities

If successful you must carry out the grant activities in accordance with these guidelines and the grant agreement, which includes the standard terms and conditions and any supplementary conditions. The grant agreement will outline the specific grant requirements.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- meeting milestones and other timeframes specified in the grant agreement
- complying with record keeping, reporting and acquittal requirements in accordance with the grant agreement
- participating in grant program evaluation as necessary for the period specified in the grant agreement
- ensuring that the grant activity outputs and outcomes are in accordance with the grant agreement.

10.2 Reporting

You will be required to submit an Activity Work Plan, on a template provided by us, within eight weeks of the execution of the grant agreement.

Your Activity Work Plan will tell us about the scope of your project, what you will be doing, the proposed timeframes for delivery and completion, and how you will measure or evaluate your performance. The Activity Work Plan can be adapted over time or in circumstances where Government priorities change.

10.3 Department of Social Services responsibilities

The Department of Social Services will:

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

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

10.4 Grant payments and GST

Payments will be made as set out in the grant agreement. Payments will be GST Inclusive.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the Australian Taxation Office website for more information.

10.5 Evaluation

The Department of Social Services will evaluate the National Research Grants to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

The Department will evaluate a range of issues, including but not limited to, performance of the program, including efficiency of implementation and effectiveness of the program meeting policy outcomes.

The Department of Social Services, in undertaking an evaluation of the program, will engage with the following tools:

- Post-implementation review – a review that asks and answers questions of whether an initiative was implemented in the manner envisaged, on time and within budget;
- Program Performance Review – a review of whether a program is performing at the optimal level to deliver defined outputs and whether there is scope to improve efficiency and cost effectiveness; and
- Impact Evaluation – an assessment of the extent to which the program is achieving the defined policy outcomes.

Your performance against the Grant Agreement will be monitored on an on-going basis by the Grant Agreement Manager assigned by the Department. The Grant Agreement Manager will ensure all milestones shown in your Grant Agreement are met.

10.6 Acknowledgement

All publications related to grants under the Program must acknowledge the Commonwealth as follows:

‘This activity received grant funding from the Australian Government.’

11. Probity

The Australian Government will make sure that the program process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

Note: These guidelines may be changed from time-to-time by the Department of Social Services. When this happens the revised guidelines will be published on the [Community Grants Hub](#) and [GrantConnect](#) websites.

11.1 Complaints process

The Department of Social Services [Complaints Process](#) apply to complaints about the program. All complaints about a grant process must be lodged in writing.

Applicants can contact the Complaints Service with complaints about Community Grants Hub’s service(s) or the application process.

Details of what constitutes an eligible complaint can be provided upon request by the Community Grants Hub. Applicants can lodge complaints through the following channels:

Telephone: 1800 634 035

Fax: (02) 6204 4587

Mail: Community Grants Hub Complaints
PO Box 9820
CANBERRA ACT 2601

A complaints form is available on the [Department of Social Services](#) website.

If an applicant is at any time dissatisfied with the Department of Social Services or the Community Grant Hub's handling of a complaint, they can contact the Commonwealth Ombudsman on:

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

Mail: Commonwealth Ombudsman
GPO Box 442
CANBERRA ACT 2601

Further information can found on the [Commonwealth Ombudsman's](#) website.

11.2 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a [conflict of interest](#), or perceived conflict of interest, if Department of Social Services staff, any member of a committee or advisor and/or you or any of your personnel:

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

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform the Department of Social Services in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

The chair of the Assessment Team will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. 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*. We publish our conflict of interest policy available on the Department of Social Services website.

11.3 Privacy: confidentiality and protection of personal information

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under the Program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

We may share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- Public Service Act 1999
- Public Service Regulations 1999
- Public Governance, Performance and Accountability Act
- Privacy Act 1988
- Crimes Act 1914
- Criminal Code Act 1995

11.4 Freedom of information

All documents in the possession of the Australian Government, including those about the 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: Freedom of Information Coordinator
The Department of Social Services
Public Law Branch
GPO Box 9820
Canberra ACT 2601

By email: foi@dss.gov.au

12. Consultation

In early 2017, the Department of Social Services circulated a paper on the redesign of the Strengthening Communities grants programs to those organisations that were funded under the existing grants programs at that time.

In February and March 2017, Departmental staff conducted face to face or teleconference information sessions across Australia regarding the new Strong and Resilient Communities grants programs.

All organisations who received the paper and/or attended consultation sessions were given an opportunity to provide input via a dedicated phone line and email box.

All feedback provided has been considered and used to inform these grant opportunity guidelines.

13. Glossary

Term	Definition
assessment criteria	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 granting activity, to determine applicant rankings. (as defined in the CGRGs)
commencement date	The expected start date for the grant activity.
completion date	The expected date that the grant activity must be completed and the grant spent by.
date of effect	This will depend on the particular grant. It can be the date in 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. CGRGs
decision maker	The person who makes a decision to award a grant.
double dipping	Double dipping occurs where a grant recipient is able to obtain a grant for the same project or activity from more than one source. CGRGs
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria. (CGRGs)
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.
cost shifting	Involves 'substitution of effort' by the Commonwealth for activities of another organisation or level of government. For example, cost shifting occurs where the Commonwealth provides a grant for an activity that would usually be paid for by a state, territory, or local government, such as municipal services. (CGRGs)
grant	<p>a grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <p>a) under which relevant money or other CRF money, is to be paid to a recipient other than the Commonwealth; and</p>

Term	Definition
	<p>b) which is intended to assist the recipient achieve its goals; and</p> <p>c) which is intended to help address one or more of the Australian Government's policy objectives; and</p> <p>under which the recipient may be required to act in accordance with specified terms or conditions.</p> <p>CGRGs section 2.3</p>
grant activity	Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement. (Proposed definition in the grants taxonomy)
grant agreement	Grant agreement means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth. (CGRGs)
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants. (Proposed definition in the grants taxonomy)
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities
grantee	An individual/organisation that has been awarded a grant. (Proposed definition in the grants taxonomy)
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. (CGRGs)
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. (CGRGs)

