



# Principals Projects Grant Opportunity Guidelines Round 1

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Opening date: **Wednesday, 19 September 2018**

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Closing date and time: **by email to [projects@appa.asn.au](mailto:projects@appa.asn.au) prior to 5pm AEST on Friday, 26 October 2018**

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Commonwealth policy entity: **Australian Securities and Investments Commission**

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Enquiries: to the **Australian Primary Principals Association Limited** by email to **[projects@appa.asn.au](mailto:projects@appa.asn.au)**

Questions should be sent no later than **5pm AEST on Friday, 12 October 2018**

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Date guidelines released: **Wednesday, 19 September 2018**

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Type of grant opportunity: **Open competitive**

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# Contents

- 1. Grant Program: Grant Opportunity Processes ..... 4**
- 2. About the grant program and grant opportunity ..... 5**
- 3. Grant amount ..... 5**
- 4. Grant eligibility and assessment criteria ..... 6**
  - 4.1 Who is eligible to apply for a grant? .....6
  - 4.2 Who is not eligible to apply for a grant? .....6
  - 4.3 What qualifications or skills are required? .....6
  - 4.4 Assessment criteria for Principals Projects .....6
- 5. Eligible grant activities ..... 7**
  - 5.1 What can the grant money be used for? .....7
  - 5.2 What the grant money cannot be used for .....7
- 6. The grant selection process ..... 8**
- 7. Grant application process ..... 8**
  - 7.1 Overview of application process .....8
  - 7.2 Timing .....8
  - 7.3 Completing the grant application .....9
  - 7.4 Attachments to the application .....9
  - 7.5 Questions during the application process .....9
  - 7.6 Further rounds in this grant opportunity .....9
- 8. Assessment of grant applications ..... 10**
  - 8.1 Who will assess applications? .....10
  - 8.2 Who will approve grants? .....10
- 9. Notification of application outcomes ..... 10**
  - 9.1 Feedback on your application .....10
- 10. Successful grant applications ..... 11**
  - 10.1 Grant awarded .....11
  - 10.2 The grant agreement .....11
  - 10.3 How the grant will be paid .....11
  - 10.4 Variations to or novation of the letter of agreement .....11
- 11. Announcement of grants ..... 12**
- 12. Delivery of grant activities ..... 12**
  - 12.1 Your responsibilities .....12
  - 12.2 ASIC’s responsibilities .....12

12.3 APPA's responsibilities.....	12
12.4 Grant payments and GST.....	13
12.5 Evaluation.....	13
12.6 Acknowledgement.....	13
<b>13. Probity.....</b>	<b>13</b>
13.1 Complaints process .....	13
13.2 Conflict of interest .....	14
13.3 Privacy: confidentiality and protection of personal information .....	14
13.4 Freedom of information .....	15
<b>14. Consultation.....</b>	<b>16</b>
<b>15. Glossary.....</b>	<b>16</b>
<b>Attachment A: APPA-ASIC Principals Project Grant Opportunity Round 1 - under MoneySmart Teaching Program: Application Form for grant funding for 2019 Academic calendar year .....</b>	<b>18</b>

# 1. Grant Program: Grant Opportunity Processes

ASIC's MoneySmart Teaching program provides teachers with professional learning and classroom resources to support delivery of financial literacy education in the classroom.

This grant opportunity is part of the above program that supports better outcomes for students and contribute to the financial wellbeing of broader school communities.

ASIC has worked with APPA and other stakeholders to plan and design this grant opportunity and guidelines consistent with the *Commonwealth Grants Rules and Guidelines*.



## The grant opportunity opens

We publish the grant guidelines and advertise on GrantConnect and on APPA's website.



## You complete and submit a grant application



## ASIC in consultation with APPA assess grant applications

ASIC and APPA assess your application against eligibility criteria. ASIC and APPA then assess your application against the assessment criteria including an overall consideration of achieving value with relevant money and compare it to other applications.



## ASIC in consultation with APPA make recommendations

ASIC and APPA provide advice to the decision maker on the merits of each grant application.



## Approval of grant(s)

The decision maker decides which grant applications are successful.



## APPA notify you of the outcome



## A letter of agreement is received

A letter of agreement setting out the terms and conditions for the grant will be provided by APPA to successful applicants.



## Delivery of grant

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



## Evaluation of the grant opportunity

APPA will evaluate the specific grant activity and grant opportunity as a whole. APPA will base this on information you will provide to them and what they have collected from various sources.

## 2. About the grant program and grant opportunity

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These guidelines contain information for the Principals Projects Grant Opportunity grants.

This grant opportunity is announced as part of ASIC's MoneySmart Teaching program. There will be three rounds for this grant opportunity.

Grants for Round 1 of this grant opportunity will be awarded by ASIC in late November 2018.

ASIC will update these guidelines and republish them on GrantConnect and the APPA website at the relevant point in time for the subsequent rounds of this grant opportunity in 2019 and 2020.

You must read this document before filling out an application.

This grant opportunity is to provide grants to suitable Principals of Primary Schools to carry out grant activities related to their respective Principal Project to build consumer and financial literacy and capabilities of primary school aged children as well as the broader school communities.

The objectives and intended outcomes of this grant opportunity are:

- support better learning outcomes for primary school aged students in respect of their financial abilities
- contribute to the financial wellbeing of school communities, and
- for the composition of grantees in any rounds of this grant opportunity to broadly reflect the diverse range of primary schools in Australia in respect of geographical location and entity types, such as public, catholic or independent.

This document sets out:

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

This grant opportunity will be undertaken in accordance with the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#) (PDF)

## 3. Grant amount

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ASIC has announced a total of \$180,000 (GST inclusive) for this grant opportunity.

The total amount of each grant in any rounds of this grant opportunity will depend on the nature and scope of Principals Project and may range from a minimum of \$3,000 (GST inclusive) to a maximum of \$5,000 (GST inclusive).

It is expected that up to 12 grants will be awarded in each round of this ground opportunity.

## 4. Grant eligibility and assessment criteria

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

To be eligible you must be a natural person who is a principal of a primary school in an Australian State or Territory.

Although under this grant opportunity, a grantee is a principal of a primary school, the ultimate beneficiaries of these grants are the primary school aged students and the broader community of that school. In the event a grantee (i.e. principal) departs a primary school, and there is a replacement or acting principal appointed for that school, then this individual must contact ASIC and APPA for a variation to or novation of the letter of agreement in accordance with section 10.4 of these guidelines to reflect this change of circumstance.

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

To be eligible to receive a grant, you must not be a:

- State or Territory Government
- local government organisation, and
- overseas resident

### 4.3 What qualifications or skills are required?

If you are successful, you will need to ensure that the staff working on the grant activity validly maintain any qualifications, skills, standards or requirements that are imposed on a primary school teacher or principal by the Australian Skills Quality Authority or the relevant State's or Territory's Education Department.

### 4.4 Assessment criteria for Principals Projects

There is a diverse range of Principals Projects that may be suitable or relevant to your primary school. ASIC and APPA are interested in receiving your proposals that you consider to be appropriate or will deliver sustained or maximum results or outcomes for the primary school aged children and your broader school community.

Principals Projects proposals may include one or more of the following (and this is only a non-exhaustive list):

- a student focus on budgeting and planning for the future (create a school garden, prepare for a school camp or excursion, student leadership team fundraising activities)
- a teacher or a parental focus on financial health (professional learning courses, shared reflections, guest speakers about "let's talk about money", parent information workshop and home activity), or
- a curriculum focus in which teachers identify the financial literacy learning for a current unit of school work.

Cross sector and school collaboration for the Principals Projects is encouraged.

You will need to address the following assessment criteria in your application:

1. experience as a principal of a primary school to plan, conduct, implement and evaluate the proposed Principal Project or similar projects to achieve the specified outcome of building

consumer and financial literacy and capabilities of primary school aged students and the broader school community

2. capability to plan, implement, deliver and evaluate the proposed Principal Project
3. capacity to plan, implement, deliver and evaluate the proposed Principal Project, and
4. whether the proposed Principal Project achieves value with relevant money and represents a suitable risk for ASIC from a compliance perspective.

The first, second and third assessment criteria will be scored and are given equal weighting. The fourth assessment criterion about achieving value with relevant money and compliance will not be scored rather it will form part of any due diligence and risk assessment of you, your school or proposed Principal Project.

The amount of detail and supporting evidence you provide in your application should be relative to the Principal Project's size, complexity and the grant amount requested.

Proposed Principals Projects that deliver, support or contribute to long term or sustained outcomes for primary school aged children and the broader school communities will be rated higher than those proposed Principals Projects that only deliver, support or contribute to short term or transient outcomes.

## 5. Eligible grant activities

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### 5.1 What can the grant money be used for?

You must use the grant for the following Principal Project only as set out in the letter of agreement.

You can only spend grant funds on eligible grant activities as related to your Principal Project as set out in the grant details in your grant agreement.

### 5.2 What the grant money cannot be used for

Grants are not provided for:

- purchase of land
- wages, except as otherwise expressly provided for in the letter of agreement, for example, to cover the costs of replacement teachers through the Teacher Relief Scheme to enable existing teaching staff members to be offline and working on the Principal Project.
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel, and
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

We cannot provide a grant if you receive funding from another government source for the same purpose to prevent double dipping.

## 6. The grant selection process

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First, APPA will check your application to ensure that it meets the eligibility criteria. Only eligible applications will move to the next assessment stage. Eligible application will be considered through an open competitive grant process.

APPA and ASIC will then assess eligible application against the assessment criteria set out above and against other applications. Your application will be considered on its merits, based on:

- how well it meets the assessment criteria
- how it compares to other applications, and
- whether it is achieving value with relevant money.

## 7. Grant application process

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### 7.1 Overview of application process

You must read these grant guidelines, the application form, and the draft letter of agreement 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 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.

Receipt of your grant applications will be acknowledged within three working days by APPA.

### 7.2 Timing

Submit your application to APPA by the closing date given below. Late applications will not be accepted.

The expected commencement date for the granting activities for Round 1 of this grant opportunity is the date that the parties sign the letter of agreement or in any event no later than the first day of Term 1 of 2019. The grantee must provide to ASIC and APPA a final report about the Principal Project no later than 31 July 2019.

The expected completion date for Round 1 of this grant opportunity is the day after the APPA National Conference 2019. The grant must be spent by the completion date.

**Table 1: Expected timing for Round 1 of this grant opportunity**

Activity	Timeframe
Application period	Open: 9am AEST on 19 September 2018 Close: 5pm AEST on 26 October 2018
Assessment of applications	3 weeks
Approval of outcomes of selection process	1 week
Negotiations and award of grant agreements	late November 2018



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Notification to unsuccessful applicants	1 week
Completion date	The day after the APPA National Conference 2019

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### 7.3 Completing the grant application

You must submit your grant application by using the application form by email to [projects@appa.asn.au](mailto:projects@appa.asn.au) before the closing date and time for this grant opportunity.

The application form is titled “APPA–ASIC Principals Project Grant Opportunity Round 1 – under MoneySmart Teaching Program: Application Form for grant funding for 2019 Academic calendar year” and is attached to these guidelines at Attachment A.

APPA will not 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 the application form.

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

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

### 7.4 Attachments to the application

The following documents may be included with your application an indicative budget and any other information that you consider to be relevant to your application.

Your supporting documentation should be attached to the application form. There will be instructions provided in the application form to help you.

### 7.5 Questions during the application process

If you have any questions during the application period, please contact APPA, who will respond to emailed questions within three working days.

Answers to questions may be posted on GrantConnect.

### 7.6 Further rounds in this grant opportunity

Any Principals Projects that have not been successful in Round 1 of grant opportunity for granting activities in the 2019 academic year may be considered for subsequent rounds 2 or 3 when the grant opportunity re-opens again for granting activities in the 2020 and 2021 academic years.

Conversely, an applicant that is successful for grant funding in any round of this grant opportunity is likely to be ineligible for grant funding in subsequent round(s) of this grant opportunity, unless that new Principal Project is clearly exceptional or outstanding in meeting the grant opportunity’s intended objectives and outcomes.

At such point in time APPA and ASIC will release further or updated details and requirements about those subsequent rounds 2 or 3 of this grant opportunity.

## 8. Assessment of grant applications

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### 8.1 Who will assess applications?

Your application will be assessed for eligibility by 5pm AEST on Friday, 16 November 2018.

APPA's staff members will act as external advisors and form part of the assessment committee to inform the assessment process. Although they are not Australian Public Servants, they will be treated as ASIC's staff in accordance with Part 1, section 2.8 of the CGRGs for the purposes of assessing applications for and managing this grant opportunity only.

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

The assessment committee may seek information about you or your application. They may do this from within ASIC, APPA or the Commonwealth generally, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

Accordingly, the assessment committee at its absolute and sole discretion may also conduct due diligence on you, your school or proposed Principal Project by using a risk assessment matrix based on the information contained in your application and any other information made available to us by any party.

### 8.2 Who will approve grants?

Following assessment, recommendations will be made to the decision maker, who is the Senior Executive Leader of ASIC's Financial Capability Team.

The decision maker will make the final decision to approve a grant.

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

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

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

## 9. Notification of application outcomes

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You will be advised of the outcomes of your application in writing, following a decision by the decision maker. For successful applicants, details of any specific conditions attached to the grant will be set out in the letter of agreement.

### 9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback from APPA within five working days of being advised of the outcome. APPA in consultation with ASIC will provide written feedback within one month of feedback being requested.

## 10. Successful grant applications

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### 10.1 Grant awarded

If you are successful, you will receive a letter of agreement from ASIC. This letter will confirm you have met the requirement for a grant.

### 10.2 The grant agreement

If you are successful, you must enter into a legally binding letter agreement with the Commonwealth represented by ASIC, which will incorporate the Commonwealth Low-risk Grant Agreement template.

Standard terms and conditions for the letter of 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 letter of agreement offer or during the grant agreement negotiations.

APPA for and on behalf of ASIC may negotiate agreements with successful applicants. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn, and the grant may be awarded to a different applicant.

Where a grantee fails to meet the obligations of the grant agreement, ASIC may terminate or cancel the grant in accordance with the Commonwealth General Grant Conditions at Schedule 1 of the letter of agreement.

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

### 10.3 How the grant will be paid

The Grant will be paid as one lump sum up-front by APPA to successful applicants in accordance with section 12.4 of these guidelines.

### 10.4 Variations to or novation of the letter of agreement

ASIC and APPA recognise that unexpected events may affect the progress of the Principal Project. In these circumstances, you can request a variation to or a novation of the letter of agreement, including:

- changing project milestones
- extending the timeframe for completing the project, and
- a replacement or acting principal in the event of the departure of grantee (i.e. principal) from that primary school.

This grant opportunity does not allow for an increase to the agreed amount of grant funds.

If you want to propose changes to the letter of agreement, you must put them in writing before the completion date set out in the letter of agreement. Contact APPA through [projects@appa.asn.au](mailto:projects@appa.asn.au) for further information. ASIC and APPA will not consider changes after the completion date.

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

- how it affects the outcomes of the grant opportunity

- consistency with the objectives of the grant opportunity and any relevant policies of ASIC or the Commonwealth
- changes to the timing of grant payments, or
- availability of grant funds.

## 11. Announcement of grants

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If successful, your grant will be listed on the GrantConnect website 21 days after the date of effect<sup>1</sup> as required by section 5.3 of the *CGRGs* and on APPA's website.

## 12. Delivery of grant activities

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### 12.1 Your responsibilities

You must submit reports in line with the timeframes in the letter of agreement. APPA will provide sample templates for these reports in the grant agreement. We will expect you to report on

- final report by 31 July of an academic year, and
- project showcasing at the annual APPA Conference

You will be responsible for:

- meeting the terms and conditions of the letter of agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the letter of agreement, and
- participating in a grant program evaluation as specified in the grant agreement

### 12.2 ASIC's responsibilities

ASIC will meet obligations or responsibilities that are imposed on us in the letter of agreement.

### 12.3 APPA's responsibilities

APPA will:

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

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

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<sup>1</sup> See glossary

## 12.4 Grant payments and GST

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

If you are successful, a single payment will be made by APPA to you within 20 working days of when the letter of agreement is signed by the Commonwealth.

Furthermore, if you are successful, APPA may require that you provide:

- evidence that you have achieved the associated milestone or following the completion of the project, task or service, and
- any other conditions of payment (e.g. evidence of purchase of equipment, satisfactory progress report, approvals, and any other documentation).

Should you be successful, please consider seeking guidance from a tax advisor or the Australian Taxation Office at [www.ato.gov.au](http://www.ato.gov.au) about the effect of receiving a grant before you enter into a grant agreement.

## 12.5 Evaluation

APPA will evaluate this grant opportunity to measure how well the outcomes and objectives have been achieved. Your letter of agreement requires you to provide information to help with this evaluation.

## 12.6 Acknowledgement

The MoneySmart logo is designed to be used on all materials related to grants under this grant opportunity. Whenever the logo is used, the publication must also acknowledge ASIC as follows:

‘This activity received grant funding from the Australian Securities and Investments Commission.’

ASIC reserves the right to provide the grantee with reasonable directions about the use of the MoneySmart logo or the form and manner of the acknowledgment to be given to ASIC in relation to the Principal Project and you must comply with these directions.

# 13. Probity

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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.

## 13.1 Complaints process

ASIC’s Complaint Management Policy apply to complaints about this grant opportunity. All complaints about a grant process must be lodged in writing.

This policy can be accessed on the [ASIC website](#).

Any questions you have about grant decisions for this grant opportunity must be in writing and lodged through the online form accessed on the [ASIC website](#).

If you do not agree with the way in which ASIC has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will usually decline to investigate a complaint unless the matter has first been raised directly with ASIC.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 13.2 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 ASIC's staff, any member of a committee or advisor and/or you or any of your personnel:

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

Where 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 APPA and ASIC in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

The chair of the Assessment Committee will be made aware of any conflicts of interest and will handle them in compliance with 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*.

## 13.3 Privacy: confidentiality and protection of personal information

ASIC and APPA will treat your personal information in accordance with the 13 Australian Privacy Principles (APPs) and the *Privacy Act 1988*. This includes letting you know:

- what personal information ASIC or APPA collect
- why ASIC or APPA collect your personal information
- who ASIC or APPA disclose 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 relating to grant applicants and grant recipients under the Program in any other Australian Government business or function, including providing information to the Australian Taxation Office for compliance purposes.

ASIC or APPA may disclose confidential information:

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

ASIC may share the information you give to ASIC or APPA 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 2013*
- *Public Governance, Performance and Accountability Rule 2014*
- *Privacy Act 1988*
- *Crimes Act 1914*, and
- *Criminal Code Act 1995*

ASIC or APPA will treat the information you give us as sensitive and therefore confidential if it meets all of the four conditions below:

1. you clearly identify the information as confidential and explain why ASIC or APPA should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else, and
4. you provide the information with an understanding that it will stay confidential.

The letter of agreement will include any specific requirements about special categories of information collected, created or held under the letter of agreement/grant agreement.

## **13.4 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 email: [FOIrequest@asic.gov.au](mailto:FOIrequest@asic.gov.au)

## 14. Consultation

ASIC has consulted with the Department of Finance, Treasury, Department of Prime Minister and Cabinet and APPA about these guidelines.

## 15. Glossary

<b>APPA</b>	Australian Primary Principals Association Limited, ABN 39 956 608 677 of 51 Fremantle Drive, Stirling, Australian Capital Territory, 2611.
<b>ASIC</b>	Australian Securities and Investments Commission, ABN 86 768 265 615 of Level 5, 100 Market Street, Sydney, New South Wales, 2000.
<b>assessment criteria</b>	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.
<b>date of effect</b>	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.
<b>commencement date</b>	The expected start date for the grant activity.
<b>completion date</b>	The expected date that the grant activity must be completed, and the grant spent by.
<b>decision maker</b>	The person who makes a decision to award a grant.
<b>double dipping</b>	Double dipping occurs where a grant recipient is able to obtain a grant for the same project or activity from more than one source.
<b>eligibility criteria</b>	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.



<b>Commonwealth entity</b>	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.
<b>cost shifting</b>	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.
<b>grant activity</b>	Is the project, tasks or services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
<b>grant agreement</b>	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.
<b>grant opportunity</b>	Principal Projects Grant Opportunity under the ASIC's MoneySmart Teaching program.
<b>grantee</b>	An individual/organisation that has been awarded a grant. (Proposed definition in the grants taxonomy)
<b>letter of agreement</b>	A letter that is signed by ASIC, APPA and the Grantee that set out the mutual obligations relating to the provision of the grant, including the terms and conditions that apply it.
<b>selection process</b>	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.

**Attachment A: APPA-ASIC Principals Project Grant Opportunity Round 1 - under MoneySmart Teaching Program: Application Form for grant funding for 2019 Academic calendar year**

<b>Project Name:</b>	
<b>Principal:</b>	
<b>Contact details</b>	Email: _____ Phone: _____
<b>School:</b>	
<b>State/Territory:</b>	
<b>Key Timing</b>	
Project commencement date: The date the parties sign the letter of agreement or in any event no later than 1 January 2019	
Project final report: No later than 31 July 2019.	
Project completion date: The day after the APPA National Conference 2019.	
<b>Give a brief overview of the proposed Principal Project.</b>	
<b>What are the expected outcomes of your Principal Project?</b> (What will success look like? How will this project build financial literacy and capability of students /staff/parents?)	
<b>How will the Principal Projects' outcomes be shared with others?</b> (for example, at sector level, within your cluster group and wider school community)	
<b>Briefly explain how your school will ensure the Principal Project's outcomes are built on and sustained.</b>	
<b>NOTE:</b> In providing your responses to the above questions, you must ensure to include sufficient information that addresses or describes your experience, capability and capacity as a principal of a primary school to plan, conduct, implement and evaluate such Principal Project.	

<b>Resources</b>
<b>List the teams and/or key individuals and roles</b>
<b>List any other resources that you will contribute to the project.</b>
<b>List budget items (Approx.)</b>

<b>Key Milestones and Actions for the project (list 5 – 8 key milestones / actions)</b>

<b>Consent for Data Collection and Communication</b>
<p>Do you consent for APPA or ASIC to conduct due diligence on you, your school or proposed Principal Project based on the information contained in this application form or any other information that has been made available to APPA or ASIC by any party? Yes / No.</p> <p>Please note that if you do not agree to provide the above consent for data collection, your application may not be further assessed or progressed and thus will be excluded from further consideration for this round of funding in respect of the Principals Projects Grant Opportunity for the MoneySmart Teaching program.</p>
<p>APPA will establish an email project group for the purposes of organising a teleconference during Term 1 of 2019 academic calendar year for successful applications. Please advise if you are happy for APPA to include you in this group and to share your contact details for the purposes of your participation in this grant opportunity? Yes / No.</p>

<b>Key application information</b>	
Opening date:	<b>Wednesday, 19 September 2018</b>
Closing date and time:	<b>by email to <a href="mailto:projects@appa.asn.au">projects@appa.asn.au</a> prior to 5pm AEST on Friday, 26 October 2018</b>
Commonwealth policy entity:	<b><a href="#">Australian Securities and Investments Commission</a></b>
Enquiries:	to the <b><a href="#">Australian Primary Principals Association Limited</a></b> by email to <b><a href="mailto:projects@appa.asn.au">projects@appa.asn.au</a></b>

	Questions should be sent no later than <b>5pm AEST</b> on <b>Friday, 12 October 2018</b>
Date guidelines released:	<b>Wednesday, 19 September 2018</b>
Assessment Criteria:	<b>Principals Project Grant Opportunity Guidelines</b> <b>Section 4.4</b>