



Australia–China Agricultural Cooperation Agreement (ACACA) 2020 Grant Opportunity Guidelines

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Closing date and time:	11.00PM AEDT on 12 February 2020
Commonwealth policy entity:	Department of Agriculture
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5.00PM AEDT on 5 February 2020
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1. Australia-China Agricultural Cooperation Agreement (ACACA) 2020 processes

The Australia–China Agricultural Cooperation Agreement (ACACA) is designed to achieve Australian Government and the Government of the People’s Republic of China’s mutual objectives.

This grant opportunity is part of the above grant program which contributes to Department of Agriculture’s Outcome 1, Program 1.13, International Agricultural Cooperation. The Department of Agriculture works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#) and [Community Grants Hub](#) websites.



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

The Community Grants Hub will assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, the Community Grants Hub will then progress your application to the Department of Agriculture where we then assess your eligible application against the assessment criteria, including an overall consideration of value with money, and compare it to other applications.



We make grant recommendations

We consult externally and internally to shortlist applications. We provide advice, through the department’s Assessment Panel to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is 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 program

We evaluate your specific grant activity and the Australia-China Agricultural Cooperation Agreement 2020 program as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Australia-China Agricultural Cooperation Agreement 2020 grants.

You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Agriculture.

2. About the grant program

The Department of Agriculture (the department) purpose is to work with national and international governments and industry partners to grow the value of agricultural trade and reduce risk to the agricultural sector.

The department works to ensure Australia's trading interests are represented and we negotiate on market access measures that benefit Australian producers, industries and consumers.

The Australia-China Agricultural Cooperation Agreement (ACACA) 2020 (the program) is a treaty-level agreement between the Australian and Chinese governments. The agreement was signed in 1984 to enhance cooperation across agricultural industries, develop the trading relationship and provide a forum for the mutual exchange of scientific information between the two countries. The program operates under this agreement, it is ongoing and advertises a grant opportunity (funding round) every calendar year, or twice in a calendar year where funding permits. There are two funding streams available; **Stream 1** must be for an eligible **project** activity undertaken in Australia and/or China. **Stream 2** must be for a **trade mission** to China only. For more details on eligible stream activities, see section 5 of this document. The beneficiaries of the ACACA grant opportunity are Australian agriculture, fisheries, meat, forestry, regulatory, biosecurity and food safety industries, organisations, businesses and individuals, including their respective industry or sectors, who are seeking to enhance cooperation between Australia and China.

The department and the Ministry of Agriculture and Rural Affairs of the People's Republic of China (MARA) agree to the ACACA funding priorities every two years. However, they may review and alter the priorities annually by mutual agreement.

The objectives of the ACACA program are to:

- promote bilateral cooperation and collaboration in agricultural fisheries, meat and forestry and regulatory, biosecurity and food safety cooperation between Australia and China

- develop, improve and augment trading relationships and linkages between Australia and China
- exchange scientific and emerging technology information between Australia and China.

The intended outcomes of the program are:

- provide flow-on benefits for the proposed project and or trade missions' broader industry or sector in both Australia and China
- support the program objectives
- align with one or more of the agreed funding priorities.

The current funding priorities are:

- food safety, regulatory, biosecurity, trade and investment and service and technology cooperation
- post-harvest storage and waste
- advanced and sustainable agriculture technologies
- commodity production research
- agricultural product processing
- exploration of niche markets
- water in agriculture
- sanitary and phytosanitary training
- animal husbandry
- eCommerce innovation.

The Community Grants Hub administers the program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

3. Grant amount and grant period

3.1 Grants available

The ACACA program is an ongoing program. The 2020 grant opportunity has a total value of \$222,000 (GST Exclusive) available in the 2019-20 financial year.

The proposed activity (project and/or trade mission) may include funding contributions from the applicant or from third parties.

Stream 1 Projects funding: There is no minimum amount for this activity; applicants can apply for a maximum of \$50,000 (GST exclusive) for this activity.

Stream 2 Trade missions funding: There is no minimum amount for this activity; applicants can apply for a maximum of \$15,000 (GST exclusive) for this activity.

Applicants may apply for funding for one or both streams in their application.

All applications are assessed using an open competitive, merit-based process.

All funded activities under both streams must meet the ACACA program objectives and align with at least one of the funding priorities for this grant opportunity.

Funds are limited under this program, so meeting eligibility or merit criteria does not guarantee funding. Funding will be paid on achievement of milestones set in the funding agreement.

3.2 Grant period

The maximum grant period is twelve months.

The proposed activities should be self-contained, and not last longer than twelve months.

4. Eligibility criteria

The decision maker can choose to waive the eligibility criteria, however they must be made aware of the risks.

4.1 Who is eligible to apply for a grant?

To be eligible you must be one of the following entity types:

- Indigenous Corporation
- Company¹
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government²
- Cooperative
- Incorporated Association
- International Entity registered for business with the Australian Securities and Investment Commission
- Sole Trader
- Statutory Entity
- Partnership³
- Person⁴
- Trustee on behalf of a Trust⁵
- Unincorporated Association.

¹ Company is a company incorporated under the *Corporations Act 2001* (Cth).

² Includes New South Wales local governments created as Body Politics.

³ Partnership – the individual partners will enter into the agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested.

⁴ A person is a natural person, an individual, a human being.

⁵ Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form.

4.2 Additional eligibility requirements

We can only accept applications from applicants who:

- have a current Australian Business Number (ABN) or be willing to obtain one
- are registered for the purposes of GST, or be willing to become registered
- have an account with an Australian financial institution.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are a/an:

- Non-Corporate Commonwealth Entity
- International entity not registered for business in Australia.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activity for:

- **Stream 1** must be for an eligible **project** activity undertaken in Australia and/or China.
- **Stream 2** must be for a **trade mission** to China only.

Stream 1 eligible activities must directly relate to the **project** and can include but are not limited to:

- collaborative research
- technical exchange
- forums
- exchange programs
- attendance at conferences
- working groups
- training programs
- workshops
- research and development
- information exchanges
- feasibility studies
- master classes.

Stream 2 eligible activities must directly relate to the **trade mission**. Trade missions must be limited to:

- a maximum of two (2) trade mission visits in 2020
- a maximum of four (4) members per trade mission.

In some circumstances, the department and MARA (and/or other relevant Chinese government counterpart agencies/organisations) may request to approve the final agendas, programs, itineraries of each grant funded activity. China, with support of the department, may provide assistance with in-country arrangements.

Eligible travel costs for both stream activities will be paid in accordance with the grant agreement. Funding for Stream 2 should be for a trade mission to China only.

Applicants will be responsible for making their own travel arrangements to China or within Australia, and where appropriate working with the relevant in-country agencies to settle the trade mission's itinerary. The department will support this engagement and may request to be copied into all relevant correspondence.

5.2 Eligible expenditure

For projects and trade missions selected for a grant, you will enter into a grant agreement that specifies your eligible expenditure and reporting obligations. You can only spend the grant on eligible expenditure.

Stream 1 Project funding can be used for activities and items relating to the approved project as set out in the relevant grant agreement.

Stream 2 Trade mission funding can be used for (but is not limited to):

- international airfares
- Australian domestic (economy) airfares (as required)
- accommodation
- translation services in advance of and during the trade mission
- single-entry visas into China
- travel insurance
- small daily allowances (at the Australian government allowance rate) for discretionary items (for example, tips, newspapers or personal items)
- conference fees.

Where a project or trade mission involves air travel (either internationally and/or domestic) the department expects that the lowest possible airfare will be selected.

We may update these guidelines from time to time, including for the purpose of amending the detail regarding eligible and ineligible expenditure. If your application is successful, the version in place when you submitted your application applies to your activity.

- If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.
- Not all expenditure on your project may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure.

You must incur the expenditure on your activity between the start date and end date of your grant agreement for it to be eligible.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities under **Stream 1 Projects**:

- retrospective project-related activities and activities undertaken before a grant agreement is signed
- purchase of land
- purchase of infrastructure unrelated to the project
- purchase of assets or capital expenditure (e.g. computer software)
- projects that duplicate (in whole or in part) activities funded under any other Commonwealth program or funded by any other source
- costs incurred by the applicant in making an application
- consultancy and salary costs that do not directly contribute to project milestones
- any of the activities listed below under 'Stream 2 Trade missions'.

You cannot use the grant for the following activities under **Stream 2 Trade missions**:

- passports
- personal telephone calls
- internet charges
- commissions/charges associated with processing travellers cheques
- medical/dental costs (including vaccinations)
- laundry costs
- excess luggage charges
- gifts and souvenirs
- costs incurred by the applicant in making an application
- consultancy and salary costs that **do not directly** contribute to trade mission milestones.

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

6. The assessment criteria

You must address all of the following assessment criteria in the application. We will assess your application based on the descriptive classification rating scale given to each criterion detailed below, for each stream activity you have provided a response, and will evaluate their overall value for money if applicable.

The application form includes character limits for each criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

When addressing the criteria below you are required to provide evidence to support your answers as requested in the application. The evidence you provide should be proportional to the size and complexity of the activity proposed in your application. Should any requirements need to be imposed as a condition of funding, special conditions will be included in the grant agreement.

The criteria are equally weighted however for your application to progress through the assessment process it **must** score at least **Suitable** or **Suitable with conditions** against criterion 1.

Criterion 1

Alignment with ACACA objectives, funding priorities and broader benefits

Detail in approx. 900 words (6000 character limit) or less (collectively for 1a, 1b, 1c and 1d) how the proposed project or trade mission:

- **1a.** aligns with the ACACA program objectives and at least one or more funding priorities as specified in these guidelines
- **1b.** supports flow-on benefits (including commercial outcomes), for your industry/entity and or sector and Australian industry, including Australian industry links and broader industry/entity representation
- **1c.** benefits China and its industry; and
- **1d.** supports market access and trade with China priorities for your industry/entity.

Criterion 2

Suitability of the applicant to achieve stated goals of the project or trade mission

Detail in approx. 525 words (3500 character limit) or less (collectively for 2a, 2b and 2c):

- **2a.** your existing linkages with China and its industry
- **2b.** how the grant activity outcomes will benefit and be shared with wider industry
- **2c.** your experience, skills and capacity to undertake the grant activity.

Criterion 3

Robustness of the proposed project or trade mission.

Detail in approx. 525 words (3500 character limit) or less (collectively for 3a and 3b):

- **3a.** how the success of the grant activity will be measured and evaluated
- **3b.** any background preparation and research undertaken to support the need for the grant activity
- **3c.** Using the supplied templates provide a:
 - project plan, including justification for the level of funding requested and if the grant activity is date or time sensitive
 - budget plan (include any co-contributions that you or a third party will be providing)
 - risk assessment and treatment plan for the grant activity.

The project and budget plan should align with the outcomes answered in criterion 1.

6.1 Scoring methodology - Descriptive Classification Rating Scale

The following descriptive classification scoring matrix will be used for this grant opportunity.

Descriptive classification scoring rating	Rank
<p>High quality – To achieve this rating your response addresses all or most sub-criteria to a high standard.</p> <ul style="list-style-type: none">• Strongly demonstrates alignment with the program’s outcomes and objectives.	Highly suitable

<ul style="list-style-type: none"> • Demonstrates strongly most or all of the considerations under value for money with minimal identified risk. 	
<p>Good quality – To achieve this rating your response meets most sub-criteria.</p> <ul style="list-style-type: none"> • Demonstrates suitable alignment with the program’s outcomes and objectives. • Demonstrates potential for more than half of the considerations under value for money with an acceptable level of risk. 	Suitable / Suitable with conditions
<p>Poor quality – To achieve this rating your response has poor claims against the sub criterion and only meets some or none of the sub-criteria.</p> <ul style="list-style-type: none"> • Lack of relevance to the program’s outcomes and objectives. • Responses and attachments irrelevant or lacking in detail. Poses a higher than acceptable risk and limited or no value for money. 	Not suitable

7. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement, and questions and answers.

These documents are found on the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda⁶ will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You may submit more than one application form for each grant activity. A separate application form may be submitted for each grant activity. If more than one application is submitted for the same activity the latest accepted application form will progress.

To apply you must:

- complete the online application form on the [GrantConnect](#) or [Community Grants Hub](#) websites
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 11.00PM AEDT on 12 February 2020.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

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

⁶ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The Community Grants Hub do not have to accept any additional information, or requests from you to correct your application after the closing time.

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

If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

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

You will receive an automated notification acknowledging the receipt of your application.

7.1 Attachments to the application

The following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided for your use with the grant opportunity documents as specified:

- Project Plan – mandatory template provided
- Budget Plan – mandatory template provided
- Risk Plan – mandatory template provided.

The following documents are optional for attachment to your application. Templates are provided for your use with the grant opportunity documents as specified:

- background preparation and or research – optional - no template provided
- evidence to support existing linkages with China (for example; invitation to attend, Memorandum of Understanding, etc) – optional - no template provided
- trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.

If a mandatory template is not used your application will be considered non-compliant and will not proceed to assessment.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for.

The attachments you provide should be proportional to the size and complexity of the proposed grant activity.

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

7.2 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control

- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The late application request form and instructions for how to submit it can be found on the [Community Grants Hub website](#).

Written requests to lodge a late application will only be accepted within three days after the grant opportunity has closed.

The Delegate or their appointed representative⁷ will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around June 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	When grant agreement executed
End date of grant activity	30 June 2021 or as detailed in the grant activity work plan.

7.3 Questions during the application process

If you have any questions during the application period contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within five working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

⁷ This may be the Community Grants Hub Delegate or nominated staff member of the Department of Agriculture at the EL2 level or above.

The question period will close at 5:00PM AEDT on 5 February 2020. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

Applications will be assessed against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

Funds are limited under this program, so meeting eligibility or assessment criteria does not guarantee funding.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications before shortlisting applications. A minimum of suitable or suitable with conditions for criterion one (1) is required for an application to be further assessed.

We will consider your application on its merits, based on:

- how well it meets the assessment criteria
- how it compares to other applications.

The Assessment Panel will consider whether it provides value with relevant money.⁸

When assessing the extent to which the application represents value with relevant money, the Assessment Panel will have regard to:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the application matches identified priorities
- whether the mix of projects or trade missions achieve a balance for industries, regions and delivery mechanisms and support wider industry benefits
- how the grant activities will target groups or individuals.

8.2 Who will assess and select applications?

Assessors from the Department of Agriculture (the Assessment Panel) will assess each eligible and compliant application on its merit and compare it to other eligible applications. Assessors are Commonwealth staff, who will undertake training to ensure consistent assessment of all applications.

Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs. These expert/advisors may include the Australian Centre for International Agricultural Research (ACIAR), the Department of Foreign Affairs and Trade (DFAT), the Australian Trade Commission and Department of Agriculture representatives from the Australian Embassy in Beijing.

The Assessment Panel may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. They may also consider information about you or your application that is available through the normal course of business.

⁸ See glossary for an explanation of 'value with money'.

The Assessment Panel recommends to the decision maker which applications to approve for a grant.

All approved grants will be submitted to the Ministry of Agriculture and Rural Affairs of the People's Republic of China (or other relevant Chinese Government agencies) for endorsement.

8.3 Who will approve grants?

The Minister for Agriculture (or their delegate), the decision maker, decides which grants to approve taking into account the recommendations of the Assessment Panel and the availability of grant funds for the purposes of the grant program.

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

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

Approval of an application is at the Minister's (or their delegate's) discretion. There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy to access information about the grant selection process and the main strengths and areas for improving applications.

9.2 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, the Department of Agriculture will address this through delivering subsequent grant opportunities as competitive, targeted or closed non-competitive processes.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Simple Grant Agreement for this grant opportunity.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on GrantConnect and Community Grants Hub websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

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

Commonwealth Simple Grant Agreement

We will use a Commonwealth Simple Grant Agreement.

You will have twenty (20) business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement.

The offer may lapse if you do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

You may request changes to the grant agreement (other than changes to the general/standard grant conditions). However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will pay 100 percent of the grant on execution of the grant agreement. However, this will be negotiated and reflected in the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity.

Alternatively, we will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

10.3 Grant payments and GST

Payments will be Goods and Services Tax (GST) Inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

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

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activities or organisation.

We need to know of any changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due because of these changes.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of the terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes
- expenditure of the grant
- an assessment of whether project or trade mission objectives were achieved, having regard to the project plan
- feedback on the effectiveness and operation of the ACACA program (optional).

The amount of detail you provide in your reports should be relative to the size and complexity of the grant and the grant amount. The grant agreement may require additional reporting depending on any identified risks for a particular project or trade mission.

We will monitor progress by assessing reports you submit and may request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, ask for more information or request an independent audit of claims and payments.

Progress reports

Progress reports must:

- include evidence of your progress toward completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make grant payments when we receive satisfactory progress reports.

You must tell us of any reporting delays with us as soon as you become aware of them.

Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

12.3 Financial declaration

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

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement (or activity work plan). You can request a variation by contacting the Department of Agriculture in writing via acaca@agriculture.gov.au.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

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

12.6 Record keeping

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

12.7 Evaluation

We will evaluate the grant opportunity to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

12.8 Acknowledgement

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

'This project activity was funded by the Australian Government as part of its Australia–China Agricultural Cooperation Agreement (ACACA) grant program.'

13. Probity

The Australian government will make sure that the grant opportunity 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.

These guidelines may be changed by the Department of Agriculture. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

13.1 Enquiries and feedback

Complaints about this grant opportunity

All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to ACACA Administrator, acaca@agriculture.gov.au.

Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service(s) or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the [online complaints form](#) on the [Department of Social Services](#) (DSS) website, or contact the DSS Complaints line.

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the Department of Agriculture has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the Department of Agriculture.

The Commonwealth Ombudsman can be contacted on:

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

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Department of Agriculture's and the Community Grants Hub 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 or member of an external panel
- 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

- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

If you later think there is an actual, apparent, or perceived conflict of interest, you must inform the Department of Agriculture and the Community Grants Hub in writing immediately.

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

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

13.3 Privacy

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

Sensitive information is a subset of personal information and includes any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

By completing the application form, you consent to the collection of all personal information, including sensitive information contained in the application form.

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and give out information about grant applicants and grant recipients under this grant opportunity in any other Australian government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

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

We may disclose your personal information to relevant Chinese agencies (including the Ministry of Agriculture and Rural Affairs of the People's Republic of China) and Australian Government agencies, persons or organisations where necessary, provided the disclosure is consistent with the Privacy Act 1988 and other relevant laws.

We have not taken steps to ensure that relevant Chinese agencies do not breach the Australian Privacy Principles. This means that:

- the relevant Chinese agencies will not be accountable under the Privacy Act
- you will not be able to seek redress under the Privacy Act

- you may not be able to seek redress in the overseas jurisdiction.

The relevant Chinese agencies may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

By submitting an application for funding under this grant program, the applicant consents to the disclosure of personal information as provided above.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department of Agriculture would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential information

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- 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.

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

13.5 Freedom of information

All documents that the Australian government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian government and its organisations. Under the FOI Act, people can ask for documents the Australian government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Team
 Government and Executive Services Branch
 Department of Social Services (DSS)
 GPO Box 9820
 Canberra ACT 2601

By email: foi@dss.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
Assessment Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
commencement date	the expected start date for the grant activity.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines 2017 (CGRGs) .	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.

Term	Definition
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money⁹ or other Consolidated Revenue Fund (CRF) money¹⁰ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
GrantConnect	is the Australian government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant.
phytosanitary	Relating to the health of plants or plant products, especially with respect to the requirements of international trade.

⁹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹⁰ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Portfolio Budget Statement (PBS) Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant Programs. A PBS Program may have more than one grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> ▪ quality of the project proposal and activities ▪ fit for purpose of the proposal in contributing to government objectives ▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved ▪ potential grantee's relevant experience and performance history.

