



Australian Government

Department of Infrastructure, Transport, Regional Development and Communications

COVID-19 Regional Airlines Funding Assistance Guidelines

Opening date:	1 April 2020
Closing date and time:	17.00 AEST on 31 December 2020
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity	Department of Infrastructure, Transport, Regional Development and Communications
Enquiries:	If you have any questions, contact Section Head, COVID Regional Support on COVIDrafa@infrastructure.gov.au Questions should be sent no later than 5pm AEST 4 December 2020
Date guidelines released:	1 April 2020
Type of grant opportunity:	Non-competitive, closed

Contents

1. COVID-19 Regional Airlines Funding Assistance processes	4
2. About the grant program	5
3. Grant amount and grant period.....	6
3.1 Grants available	6
3.2 Grant period	6
4. Eligibility criteria.....	6
4.1 Who is eligible to apply for a grant?	6
4.2 Who is not eligible to apply for a grant?	7
5. What the grant money can be used for.....	7
5.1 Eligible grant activities	7
5.2 Eligible expenditure	7
5.3 What the grant money cannot be used for	7
6. The assessment criteria	8
7. How to apply	8
7.1 Attachments to the application.....	9
7.2 Timing of grant opportunity processes	9
7.3 Questions during the application process.....	9
8. The grant selection process.....	9
8.1 Assessment of grant applications	9
8.2 Who will assess applications?	10
8.3 Who will approve grants?	10
9. Notification of application outcomes.....	10
9.1 Feedback on your application.....	11
10. Successful grant applications.....	11
10.1 The grant agreement.....	11
10.2 How we pay the grant.....	11
10.3 Grants Payments and GST.....	12
11. Announcement of grants.....	12
12. How we monitor your grant activity	12
12.1 Keeping us informed.....	12
12.2 Reporting	12
12.3 Audited financial acquittal report	13
12.4 Grant agreement variations	13
12.5 Compliance visits	13
12.6 Record keeping	13
12.7 Evaluation	13
12.8 Acknowledgement.....	13
13. Probity.....	14

13.1	Enquiries and feedback	14
13.2	Conflicts of interest.....	14
13.3	Privacy.....	15
13.4	Confidential Information.....	15
13.5	Freedom of information	16
14.	Glossary.....	17
Appendix A.	20

1. COVID-19 Regional Airlines Funding Assistance processes

The Regional Airlines Funding Assistance is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Infrastructure, Transport, Regional Development and Communications' Outcome 2. The Department of Infrastructure, Transport, Regional Development and Communications works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#)



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

We assess the applications against eligibility criteria. We assess your eligible application against the assessment criteria including an overall consideration of value with money.



We make grant recommendations

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



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

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



Evaluation of the Regional Airlines Funding Assistance

We evaluate your specific grant activity and the 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 Regional Airlines Funding Assistance grants.

This grant opportunity was announced as part of the Government's response to the economic impact of COVID-19.

The objective of this Grant Opportunity is to assist:

- domestic commercial airlines operating Regular Public Transport services to regional and remote locations, and
- a range of air operators providing essential services,

with cash flow to assist them maintain essential air links during the COVID-19 period, subject to eligibility and analysis of the organisation's financial situation. The funding is seen as a 'last resort' option when a range of other strategies to manage a regional airline or air operator's position have been undertaken. Assessment of the level of support will also take into account alternative support mechanisms being provided or available to you, including through other Commonwealth or State Government programs.

You must read this document before applying for a grant.

This document sets out:

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

2. About the grant program

The Regional Airlines Funding Assistance (the Program) will run over 9 months from 1 April 2020 to 31 December 2020. The program was announced as part of the Australian Government's response to the economic impact of COVID-19 and in response to its unprecedented and likely sustained impact on the domestic air operators.

The objective of the program is to assist airlines and air operators supplying essential services to regional and remote locations to continue to provide essential air links by providing financial cash flow assistance where required according to the criteria. The funding is seen as a 'last resort' option when a range of other strategies to manage an organisation's position have been undertaken. The extent of these options will depend on the air operator's circumstance.

Air operators apply to be considered for financial assistance during the period of the program. If approved, a grant agreement is entered into with the Department for the period up to 31 December 2020 at the latest. Details on the application process are at section 4 (eligibility) and section 7 (the application process). The air operator then considers if or when it submits a claim under the agreement. It is anticipated this would be no more frequently than monthly, with flexibility given the changing environment, and would not occur every month.

Details on the range of information to be provided with a claim is at section 10. We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)¹](#).

3. Grant amount and grant period

The Australian Government has announced a total of \$100 million across 2019-20 and 2020-21 for the Program. This grant opportunity will open on 1 April 2020, with funding available until 31 December 2020 or earlier if funding is exhausted.

3.1 Grants available

The amount of the grant will be the subject of negotiation with the air operator based on financial information provided with the application. This amount may be varied over the course of the agreement. The grant amounts will vary depending on the complexity of the organisation's operations and financial and cash flow position.

3.2 Grant period

The grant agreement is for the period of execution of a grant agreement under the program up to 31 December 2020.

Following the grant/project period, we may conduct an evaluation of the program.

4. Eligibility criteria

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

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- have an account with an Australian financial institution
- be one of the following entity types:
 - a company incorporated in Australia
 - a company incorporated by guarantee
 - an incorporated trustee on behalf of a trust
 - a partnership
 - a registered charity or not-for-profit organisation
 - an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)
- be compliant with all relevant statutory and legislative requirements

1.1 [1 https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf](https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf)

AND satisfy the following eligible air service activities criteria:

you must either:

- have an Regular Public Transport RPT Air Operator's Certificate (RPTAOC) and operate public commercial air services to/from regional and/or remote location(s) in accordance with your RPTAOC; or
- be a contracted essential service provider to/from regional and/or remote location(s), including but not limited to, contracted aeromedical services.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- a Commonwealth, state, territory or local government agency or body (including government business enterprises)
- an individual
- a joint application
- unincorporated association
- overseas resident
- any organisation not included in section 4.1, and/or
- any organisation that does not satisfy the eligible air service activities criteria at 4.1.

5. What the grant money can be used for

5.1 Eligible grant activities

The grant funds must be used to support the continuing operation of your air operator organisation for eligible air service activities as defined under 4.1, and in accordance with the grant agreement at the time of each successful claim.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have agreed with the Department under the grant agreement with the Department at the time of each claim.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your grant.

5.3 What the grant money cannot be used for

You cannot use the grant for any activity outside the scope agreed with the Department, as set out in the grant agreement and in each successful claim, which will relate to the eligible air services described at section 4.1.

Grant money cannot be used to meet expenses that can be recovered from alternative Commonwealth or State Government programs, for example meeting staffing costs that can be supported under the Commonwealth JobKeeper Payment.

6. The assessment criteria

You must address all of the following assessment criteria in the application. We will assess your application based on each criterion with equal weight.

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

Criteria are of equal weight.

Criterion 1

The contribution the air operator makes to communities and to supporting the regional air service network. This includes the extent to which the air operator's activities support the government's other aviation assistance measures during the COVID-19 period such as continuing to provide essential regional air links.

You should demonstrate this through highlighting:

- The extent to which communities you service rely on the air links, including usage and range of clients, for example over the last 12 months.
- The services you will be able to continue if you receive the funding and their value to communities.

Criterion 2

Need for the funding.

You should demonstrate this through identifying:

- 2a. your current financial position by supplying the information required in the attached application form and working with us on the analysis of this information.
- 2b. the measures you have taken, or are taking, to improve your organisation's cash flow and financial sustainability in the current environment.
- 2c. the impact of the funding on your forward sustainability and cash flow.

7. How to apply

Before applying, you must read and understand these guidelines.

These documents may be found at [GrantConnect](#). Any alterations and addenda² will be published on GrantConnect and by registering on this website you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the attached application form
- provide all the information requested
- meet all eligibility criteria
- include all necessary attachments
- submit your application/s to Section Head, COVID Regional Support at COVIDrafa@infrastructure.gov.au by 1 December 2020.

² Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

You are responsible for ensuring that 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.

If you find an error in your application after submitting it, you should call us immediately or email COVIDrafa@infrastructure.gov.au.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application.

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

Applications will be assessed in the order in which they are received. We will acknowledge that we have received your application within 2 business days.

7.1 Attachments to the application

We require the following with your application:

- Information to support your application, including:
- a copy of your Air Operator's Certificate relating to the flights for which you will claim.
- a copy of schedules or contracts under which you operate the RPT and/or contracted aeromedical services.
- any other information you feel is relevant to us understanding the situation your business is in and steps you have or will be taking to ensure its sustainability.

7.2 Timing of grant opportunity processes

You can submit an application at any time over the duration of the grant opportunity up to 1 December 2020.

Your application will be assessed for eligibility within one week. You will be notified of the outcome of your application within a further three business days and, if successful, provided with a draft grant agreement. Claims can be lodged once a grant agreement has been executed. You should not rely on any funding being approved until:

- A grant agreement is in place; and
- You are advised of the success of a subsequent claim you lodge under the grant agreement.

7.3 Questions during the application process

If you have any questions during the application period, please contact Section Head, COVID Regional Support, COVIDrafa@infrastructure.gov.au.

The Department will respond to emailed questions within one working day.

You must ensure you receive an acknowledgement of your question to ensure your email has been received.

8. The grant selection process

8.1 Assessment of grant applications

We firstly review your application against the eligible air service activities criteria.

We consider eligible applications through a closed non-competitive grant process.

We will then assess your application against the assessment criteria (see section 6). We consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money.

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

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to of the impact the grant will have on the organisation's financial position
- the extent of other measures undertaken or underway to improve the organisation's position
- the organisation's longer term sustainability
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.

8.2 Who will assess applications?

We will assess each application on its merit before recommending which grant applications should be awarded a grant.

We may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs, will be sourced through procurement and will be subjected to strict confidentiality provisions. This advice will assist us in providing timely assessment processes.

We will provide funding recommendations to the Program Delegate.

8.3 Who will approve grants?

The First Assistant Secretary, COVID Aviation Response Programs, decides which grants to approve taking into account the recommendations of the Department, as informed by financial advisers, including external experts/advisors as required, and the availability of grant funds for the purposes of the grant program.

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

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

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

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome.

You can submit a new application for the same grant at any time. However, 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

If you are unsuccessful, you may ask for feedback within one week of being advised of the outcome. We will give written feedback within one month of your request.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the standard grant agreement in this program.

Each agreement has general terms and conditions that cannot be changed. A sample grant agreement is available on request. 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. If you rely on grant funding before you have an executed grant agreement, and before any individual claim under the grant agreement has been assessed, you do so at your own risk.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the agreement.

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

Standard Grant Agreement

We will use a standard grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties 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.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Program Delegate.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount that may be paid, subject to assessment of subsequent claims, and
- any other terms that apply specifically to your grant.

Claims

Any time from the date of execution of the agreement to 4 December 2020, where your grant agreement period is to 31 December 2020, you may submit a claim under the grant agreement.

Claims should be submitted no more than monthly, and would not need to be submitted every month, unless otherwise specified in the grant agreement.

Each claim must provide detailed up to date financial information about your organisation, including:

- the financial template provided with the claim form,
- details of any changes to your organisation's financial position,

- details of measures you have put in place to improve your organisation's cash flow and financial position,
- the amount of funding sought,
- the reason for the funding claim at this time,
- the impact the funding will have on your organisation, and
- your organisation's current financial and cash flow outlook.

The claim will be assessed against the criteria outlined at section 6, taking into account any changes to circumstances or operations since your application.

The maximum amount of the grant may be varied according to the assessment of your claim.

Claims will be assessed in order of receipt up to the value of funding available.

10.3 Grants Payments

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](#).³ 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](#).

Confidential information will be treated in accordance with section 13.4 of these guidelines.

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your provision of services or organisation as a whole.

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

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

12.2 Reporting

You must submit reports in line with the grant agreement. Where applicable, we will provide sample templates for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed grant activity and outcomes
- expenditure of the grant, and
- the impact of grant expenditure on your business.

³ <https://www.ato.gov.au/>

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

You will be required to report on the impact of any claim payment within one week of receipt.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on the status of your organisation and the impact of any grant payment made to you. You will be required to report on the financial status of your organisation when asked for an ad hoc report.

12.3 Audited financial acquittal report

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.

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

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. You can request a variation by writing to the program manager.

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 measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or 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

The program logo should be used on all materials related to the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as agreed with the Department.

If you make a public statement about funding provided under the program, we require you to acknowledge the grant.

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.

We may change these guidelines from time-to-time. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

The Department's Complaints Procedures apply to complaints about this grant opportunity. All complaints about a grant process must be provided in writing to:

Attention: Assistant Director, Governance Section

Email: clientservice@infrastructure.gov.au

Any questions you have about grant decisions for this grant opportunity should be sent to

Attention: Assistant Director, Governance Section

Email: clientservice@infrastructure.gov.au

If you do not agree with the way the Department 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 Department.

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 Department of Infrastructure, Transport, Regional Development and Communications, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with 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 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 identify an actual, apparent, or perceived conflict of interest, you must inform the Department of Infrastructure, Transport, Regional Development and Communications 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.

13.3 Privacy

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 disclose 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.

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

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

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

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

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

- other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery

- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

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

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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

By mail: Freedom of Information Coordinator
 Governance Section
 Australian Government Department of Infrastructure, Transport, Regional
 Development and Communications
 GPO Box 594
 Canberra ACT 2601By email: clientservice@infrastructure.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.
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
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.
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 (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.

Term	Definition
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 money⁴ or other Consolidated Revenue Fund (CRF) money⁵ 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
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.

⁴ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁵ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Regional or remote locations	as defined using the 2016 Australian Statistical Geographic Standard (ASGS) Remoteness Area. the Australian Bureau of Statistics. A map of the remoteness area can be found at http://stat.abs.gov.au/itt/r.jsp?ABSMaps and selecting 2016 Remoteness Area from the dropdown menu.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</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:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and • the potential grantee’s relevant experience and performance history.

Appendix A.

Reserved