



## Grant Opportunity Guidelines

# National Radioactive Waste Management Facility New Community Benefit Program 2019-22

<b>Opening date:</b>	05 May 2020
<b>Closing date and time:</b>	5.00pm AEST on 11 August 2020
<b>Commonwealth policy entity:</b>	Department of Industry, Science, Energy and Resources
<b>Administering entity</b>	Department of Industry, Science, Energy and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
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<b>Type of grant opportunity:</b>	Open competitive

# Contents

<b>1. National Radioactive Waste Management Facility New Community Benefit Program: 2019-22 process .....</b>	<b>4</b>
<b>2. About the grant program.....</b>	<b>5</b>
2.1. About the National Radioactive Waste Management Facility New Community Benefit Program 2019-22 grant opportunity.....	5
<b>3. Grant amount and grant period .....</b>	<b>6</b>
3.1. Grants available .....	6
3.2. Project period.....	6
<b>4. Eligibility criteria .....</b>	<b>6</b>
4.1. Who is eligible?.....	6
4.2. Who is not eligible?.....	7
<b>5. What the grant money can be used for .....</b>	<b>7</b>
5.1. Eligible activities.....	7
5.2. Eligible locations .....	7
5.3. Eligible expenditure.....	8
<b>6. The assessment criteria.....</b>	<b>8</b>
6.1. Assessment criterion 1.....	8
6.2. Assessment criterion 2.....	8
6.3. Assessment criterion 3.....	9
<b>7. How to apply.....</b>	<b>9</b>
7.1. Attachments to the application.....	10
7.2. Joint applications .....	10
7.3. Timing of grant opportunity .....	10
<b>8. The grant selection process .....</b>	<b>11</b>
8.1. Who will approve grants? .....	11
<b>9. Notification of application outcomes.....</b>	<b>12</b>
<b>10. Successful grant applications .....</b>	<b>12</b>
10.1. Grant agreement.....	12
10.2. Simple grant agreement.....	12
10.3. Project specific legislation, policies and industry standards.....	12
10.3.1. Child Safety Requirements .....	13
10.4. How we pay the grant .....	13
10.5. Tax obligations.....	13
<b>11. Announcement of grants .....</b>	<b>13</b>
<b>12. How we monitor your grant activity.....</b>	<b>14</b>
12.1. Keeping us informed.....	14
12.2. Reporting .....	14
12.2.1. Progress reports.....	14
12.2.2. End of project report .....	15

12.2.3. Ad-hoc report .....	15
12.3. Independent audits .....	15
12.4. Compliance visits .....	15
12.5. Grant agreement variations .....	15
12.6. Evaluation .....	16
12.7. Grant acknowledgement.....	16
<b>13. Probity.....</b>	<b>16</b>
13.1. Conflicts of interest .....	16
13.2. How we use your information .....	17
13.2.1. How we handle your confidential information .....	17
13.2.2. When we may disclose confidential information .....	17
13.2.3. How we use your personal information.....	18
13.2.4. Freedom of information.....	18
13.3. Enquiries and feedback .....	18
<b>14. Glossary.....</b>	<b>19</b>
<b>Appendix A. Eligible expenditure.....</b>	<b>21</b>
How we verify eligible expenditure .....	21
Plant and equipment expenditure .....	21
Labour expenditure .....	22
Labour on-costs and administrative overhead.....	23
Contract expenditure.....	23
Other eligible expenditure .....	24
<b>Appendix B. Ineligible expenditure.....</b>	<b>25</b>

# 1. National Radioactive Waste Management Facility New Community Benefit Program: 2019-22 process

**The National Radioactive Waste Management Facility New Community Benefit Program 2019-22 is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program, which contributes to Department of Industry, Science, Energy and Resources' Outcome 1. The department plans and designs the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



**The grant opportunity opens**

We publish the grant guidelines on [business.gov.au](http://business.gov.au) and [GrantConnect](#).



**You complete and submit a grant application**

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



**We assess all grant applications**

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money, the views of the Local Consultative Committee and Economic Working Group and compare it to other eligible applications.



**We make grant recommendations**

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



**Grant decisions are made**

The decision maker decides which 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 successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



**Delivery of grant**

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



**Evaluation of the National Radioactive Waste Management Facility New Community Benefit Program**

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

## 2. About the grant program

The National Radioactive Waste Management Facility New Community Benefit Program (the program) will run over three years from 2019-20 to 2021-22.

The Australian Government is seeking to identify a site for a National Radioactive Waste Management Facility. This facility will provide for the disposal of Australia's low level waste and temporary storage of Australia's intermediate level waste.

The government is committed to provide financial support to the shortlisted communities throughout the site selection process. On 8 October 2019, Senator the Hon Matthew Canavan, the former Minister for Resources and Northern Australia, [announced a new \\$4 million funding program](#) for the communities being considered for the site of the National Radioactive Waste Management Facility.

Following the announcement of the new Community Benefit Program, a period of targeted consultation via discussions with Local Consultative Committee and Economic Working Group members took place to identify their current economic and socio-economic needs and deliver projects and initiatives that can further diversify the local economies.

This new program is in direct response to identified community needs in the context of the final stages of the site selection process for the facility. It builds upon the support previously delivered through the Community Benefit Program, with around \$5.7 million invested across 57 projects and initiatives in these communities since consultation on the proposed facility began in 2016. More detail on the site identification process is available on [industry.gov.au](http://industry.gov.au).

The objectives of the program are to:

- support local communities throughout the site selection process
- mitigate and manage any potential social cohesion impacts on communities located near sites that are under consideration as a site for the facility by diversifying their economies
- contribute to the siting and establishment of a National Radioactive Waste Management Facility.

The intended outcomes of the program are:

- reduced social cohesion impacts on communities located near sites under consideration
- increased economic diversity and opportunities in affected communities.

The Department of Industry, Science, Energy and Resources (the department/we) administers the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>1</sup>.

### 2.1. About the National Radioactive Waste Management Facility New Community Benefit Program 2019-22 grant opportunity

These guidelines contain information for the National Radioactive Waste Management Facility New Community Benefit Program 2019-22 grants.

We will provide up to \$2 million per community (totalling \$4 million) for projects in communities in and around Kimba and Hawker (Wallerberdina Station) in South Australia.

This grant opportunity will focus on a number of priorities, including:

- health, particularly mental health

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<sup>1</sup> <https://www.finance.gov.au/sites/default/files/2019-11/commonwealth-grants-rules-and-guidelines.pdf>

- community infrastructure
- economic development
- expanding education and training
- youth engagement
- indigenous business opportunities
- tourism.

You can apply for a grant to undertake a project that will provide a social and/or economic benefit to the communities of the shortlisted sites.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The department is responsible for administering this grant opportunity.

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

### **3. Grant amount and grant period**

The Australian Government has announced a total of \$4 million over three years for this program.

#### **3.1. Grants available**

- A total of \$2 million is available for this grant opportunity to each community over the three year period
- The grant amount will be up to 100 per cent of eligible project costs (grant percentage)
- The minimum grant amount is \$5,000
- The maximum grant amount is \$1 million.

#### **3.2. Project period**

The maximum project period is up to two years. You must complete your project by 31 May 2022.

### **4. Eligibility criteria**

We cannot consider your application if you do not satisfy all eligibility criteria.

#### **4.1. Who is eligible?**

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- a company, incorporated in Australia
- an incorporated trustee on behalf of a trust

- a not-for-profit organisation, including community groups with voting and/or financial membership of at least five individuals
- an Aboriginal and/or Torres Strait Islander organisation, council or incorporated association
- the Flinders Ranges Council
- the Outback Communities Authority
- the District Council of Kimba.

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.2.

#### 4.2. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- partnership
- any organisation not included in section 4.1
- trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth or state government agency or body (including government business enterprises), other than the Outback Communities Authority.

## 5. What the grant money can be used for

### 5.1. Eligible activities

To be eligible your project must:

- be aimed at the objectives outlined in section 2
- have at least \$5,000 in eligible expenditure
- include activities that mitigate potential impacts to the community by strengthening social and/or economic outcomes. Examples based on community feedback, may include but are not limited to:
  - creation of buildings, facilities or infrastructure
  - support to improve businesses
  - investment in tourism
  - feasibility studies.

We may also approve other activities.

If you applied under the previous program (National Radioactive Waste Management Facility Community Benefit Programme) and were unsuccessful, you can submit a new application for the same project (or similar project) in this new grant program. In order to be more competitive, you should include new or more information to address the weaknesses identified in your previous application. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to accept it.

### 5.2. Eligible locations

Your project must be delivered in the following locations:

- within 50km radius of Hawker (Wallerberdina Station), South Australia, plus the remainder of the Local Government Area of The Flinders Ranges Council. You can find a map of the areas on [business.gov.au](http://business.gov.au) and GrantConnect OR
- within the Local Government Area of the District Council of Kimba. You can find a map of the area on [business.gov.au](http://business.gov.au) and GrantConnect.

### 5.3. Eligible expenditure

- For guidance on eligible expenditure, see appendix A.
- For guidance on ineligible expenditure, see appendix B.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You must not commence your project until you execute a grant agreement with the Commonwealth.

## 6. The assessment criteria

You must address all assessment criteria in your application.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only award funding to applications that score highly (at least 50%) against all assessment criteria, as these represent best value for money.

### 6.1. Assessment criterion 1

#### **Capacity and capability to carry out the project (40 points)**

You should demonstrate this by describing:

- a. your access to the skills and expertise necessary to manage and undertake the project
- b. your plan to manage the project, including timelines and project budget.

### 6.2. Assessment criterion 2

#### **The benefit to the community the project will achieve (40 points)**

You should demonstrate this by describing:

- a. the community your project is intended to benefit and the proximity of that community to the nominated site
- b. how your project aims to strengthen community outcomes and assist your community in adapting to potential impacts. Preference will be given to projects that focus on the priorities identified in section 2.1

- c. the level of community support for your project. You should provide evidence of community support relative to your project size. If your project is over \$250,000 you must provide strong evidence of community support
- d. how your project will continue to benefit the community once it is completed
- e. how your project may use local contractors and suppliers.

### 6.3. Assessment criterion 3

#### Impact of grant funding on your project (20 Points)

You should demonstrate this by describing:

- a. how the project cost is consistent with proposed activities
- b. your level of commitment to the project, including level of in-kind and/or cash contributions.

## 7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on [business.gov.au](#) and [GrantConnect](#).

You can only submit an application during a funding round.

Where possible the department will endeavour to make staff available locally to assist you with your application, particularly if you are having difficulty in accessing any of the online material about the program.

To apply, you must:

- complete the National Radioactive Waste Management Facility New Community Benefit Program application form
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

The application form is available:

- online on [business.gov.au](#) or
- in hard copy, if that is your preferred option, by ringing the contact centre on 13 28 46.

You can submit your application form:

- online on [business.gov.au](#)
- by email to [CBP@industry.gov.au](mailto:CBP@industry.gov.au)
- by mail to AusIndustry, GPO 2013, Canberra ACT 2601.

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 Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

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. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at [business.gov.au](http://business.gov.au) or by calling 13 28 46.

### 7.1. Attachments to the application

You must provide the following documents with your application:

- letters of support for joint applications (where applicable)
- trust deed (where applicable).

You may also provide the following documents to support your claims against assessment criteria:

- project plan
- project budget
- supporting letters from the community and end users

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

### 7.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

### 7.3. Timing of grant opportunity

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

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	10 weeks
Approval of outcomes of selection process	4 weeks
Notification to unsuccessful applicants	2 weeks
Negotiations and award of grant agreements	4 weeks
Earliest start date of project	November 2020
End date of grant commitment	31 May 2022

## 8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We will refer your application to the existing Local Consultative Committee and Economic Working Group in the region. These groups are made up of community representatives with local knowledge of each area. Membership was drawn from the local community after a call for nominations and selected to provide broad community views of the projects. We will provide a summary of your proposed project and ask for their views about the likely benefits and impacts on the community. The response of the committee will contribute to assessment of Assessment Criterion 2.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money
- whether it has demonstrated broad community support.

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

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives, with regard to the relative value of the grant sought
- the community representatives' views of the level of community benefit and support for each project.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

### 8.1. Who will approve grants?

The Program Delegate (who is an AusIndustry manager within the department with responsibility for the program) decides which grants to approve taking into account the application assessment and the availability of grant funds.

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

- the grant approval
- the grant funding to be awarded

- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Program Delegate will not approve funding if there is insufficient program funds available across relevant financial years for the program.

## 9. Notification of application outcomes

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

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

## 10. Successful grant applications

### 10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample grant agreement is available on [business.gov.au](http://business.gov.au) and [GrantConnect](#).

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed. You must not start any project activities until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of grant funding.

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

### 10.2. Simple grant agreement

We will use a simple grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. 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. We will review any required changes to these details to ensure they do not impact the project as approved by the Program Delegate.

### 10.3. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children.

### 10.3.1. Child Safety Requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the National Principles for Child Safe Organisations endorsed by the Commonwealth and available at: <https://www.humanrights.gov.au/national-principles-child-safe-organisations>.

If requested, you will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

If requested, you will be required to provide an annual statement of compliance with these requirements in relation to working with children.

### 10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or 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 make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

### 10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>2</sup>.

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 tax.

## 11. Announcement of grants

We will publish non-sensitive details of successful projects on [GrantConnect](#). We are required to do this by the *Commonwealth Grants Rules and Guidelines* unless otherwise prohibited by law. We may also publish this information on [business.gov.au](https://business.gov.au). This information may include:

- name of your organisation
- title of the project

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<sup>2</sup> See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](https://ato.gov.au)

- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

## 12. How we monitor your grant activity

### 12.1. Keeping us informed

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

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

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 terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project 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 provide the requirements 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 project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

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

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

#### 12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- 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 project activities).

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

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

### 12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

### 12.2.3. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

## 12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on [business.gov.au](https://www.business.gov.au) and [GrantConnect](#).

## 12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

## 12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum year period outlined in section 3.2
- changing project activities.

The program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

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

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

## 12.6. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project 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 two years after you finish your project for more information to assist with this evaluation.

## 12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

# 13. Probity

We 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.

## 13.1. 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 our 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
- 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.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm 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 us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)<sup>3</sup> of the [Public Service Act 1999 \(Cth\)](#)<sup>4</sup>. 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 department's [website](#)<sup>5</sup>.

## 13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

### 13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

### 13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the committee and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

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<sup>3</sup> [https://www.legislation.gov.au/Details/C2017C00270/Html/Text#\\_Toc491767030](https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030)

<sup>4</sup> <https://www.legislation.gov.au/Details/C2017C00270>

<sup>5</sup> <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

### 13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

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

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)<sup>6</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

### 13.2.4. 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* (Cth) (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.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

## 13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on [business.gov.au](#).

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at [business.gov.au](#). We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

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<sup>6</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

Head of Division  
 AusIndustry – Support for Business  
 Department of Industry, Science, Energy and Resources  
 GPO Box 2013  
 CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](http://www.ombudsman.gov.au/)<sup>7</sup> with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

## 14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Science, Energy and Resources.
Economic Working Group	The body established by the department
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in Appendix A.
Eligible expenditure guidance	The guidance that is provided at Appendix A.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.

<sup>7</sup> <http://www.ombudsman.gov.au/>

Term	Definition
Local Consultative Committee	The body established by the department.
Minister	The Commonwealth Minister for Resources, Water and Northern Australia.
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Program Delegate	An AusIndustry manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.

## Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities
- meet the eligible expenditure guidelines.

### How we verify eligible expenditure

If your application is successful, we will ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs such as labour, plant and equipment commissioning.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

### Plant and equipment expenditure

We consider costs of acquiring, or construction of, plant and equipment, as well as any related commissioning costs as eligible expenditure. You must list commissioning costs as a separate item within the project budget in the application form, and on reports of expenditure during project milestones.

We cannot consider any expenditure paid before the project start date as eligible expenditure. Commissioning and installation costs of plant and equipment paid for before the start date is not eligible expenditure even if these costs are paid after the project start date.

You may purchase, lease (finance lease or operating lease under certain conditions) or build plant and equipment. In claiming the purchase price of capital items, you must take out any costs related to financing, including interest. You can claim related freight and installation costs on capital expenditure.

Eligible costs for plant and equipment will normally need to be on your balance sheet.

We will only consider costs for plant and equipment not on your balance sheet under certain circumstances. We will only consider project costs with an operating lease to be eligible if:

- you integrate the plant or equipment into your manufacturing process; and
- you cannot transfer the plant or equipment and the lease period is at least 4 years.

Where you need to pay in instalments to purchase capital items (for example deposits, payment on installation, or payment on commissioning), you can claim the grant amount for the items

progressively across multiple progress reports up to the end of the project period. Alternatively, you can choose to claim the full amount in a single report, when you pay for the capital item.

For leased items, you will need to show an executed copy of the lease identifying the capital cost of the item and the lease period. We can pay you the full grant entitlement when:

- you have received the capital item
- you have entered into a formal lease agreement, and
- you make the initial payment.

You may show expenditure on plant and equipment by providing evidence of

- purchase price
- payments (e.g. tax invoices and receipts from suppliers confirming payment)
- commitment to pay for the capital item (e.g. supplier contract, purchase order or executed lease agreement)
- receipt of capital items (e.g. supplier or freight documents)
- associated costs such as freight and installation (e.g. supplier documents)
- the capital item on your premises (e.g. date stamped photographic evidence).

If you claim expenditure for the construction of plant and equipment, we limit this to

- the costs of materials
- direct construction labour salary costs
- contractor costs
- freight and establishment costs.

Evidence for construction expenditure may include purchase orders, invoices, payment documentation, photographic evidence (date stamped) of the capital item in your premises and details of labour costs.

Grant payments for capital items may affect your tax obligations. We recommend that you seek independent professional advice on tax related matters.

## Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We consider costs for technical, but not administrative, project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is \$175,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

### Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30% allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

### Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements

- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

### Other eligible expenditure

Other eligible expenditures for the project may include:

- commissioning
- building modifications where you own the modified asset and the modification is required to undertake the project, for example installing a clean room. Modifications to leased buildings may be eligible. You must use the leased building for activities related to your manufacturing process.
- staff training that directly supports the achievement of project outcomes
- costs of acquiring intellectual property and technology
- financial auditing of project expenditure
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- budgeted contingency costs up to a maximum of 10% of the eligible project costs, identified in your application and included in the grant agreement. Note that we make payments based on actual costs incurred.

Other specific expenditures may be eligible as determined by the Program Delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

## Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- costs incurred prior to us notifying you that the application is successful
- financing costs, including interest
- non-project-related staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- depreciation
- maintenance costs
- routine operational expenses, including rental, utilities, communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.