



Australian Government
**Department of Agriculture,
Water and the Environment**

**Community
Grants Hub**
Improving your grant experience



Forestry Recovery Development Fund Program Grant Opportunity Guidelines

Opening date:	1 September 2020
Closing date and time:	11.00PM AEDT on 13 October 2020
Commonwealth policy entity:	Department of Agriculture, Water and the Environment
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5.00PM AEDT on 6 October 2020
Date guidelines released:	1 September 2020
Type of grant opportunity:	Restricted competitive

Contents

1. Forestry Recovery Development Fund program: processes	4
2. About the grant program.....	5
3. Grant amount and grant period	5
3.1 Grants available	5
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	8
5.3 What the grant money cannot be used for	8
6. The assessment criteria	8
7. How to apply	9
7.1 Attachments to the application	10
7.2 Joint (consortia) applications	10
7.3 Timing of grant opportunity processes	11
7.4 Questions during the application process	11
8. The grant selection process	12
8.1 Assessment of grant applications	12
8.2 Who will assess applications?	12
8.3 Who will approve grants?.....	13
9. Notification of application outcomes	13
9.1 Feedback on your application	13
10. Successful grant applications	13
10.1 The grant agreement	13
10.2 How we pay the grant.....	14
10.3 Grants payments and GST	14
11. Announcement of grants.....	14
12. How we monitor your grant activity	14
12.1 Keeping us informed	14
12.2 Reporting.....	15
12.3 Financial declaration.....	16
12.4 Grant agreement variations.....	16
12.5 Compliance visits.....	16
12.6 Record keeping	16

12.7	Evaluation.....	16
12.8	Acknowledgement.....	16
13.	Probity	16
13.1	Enquiries and feedback	16
13.2	Conflicts of interest	17
13.3	Privacy.....	18
13.4	Confidential information	18
13.5	Freedom of information	19
14.	Glossary	20

1. Forestry Recovery Development Fund program: processes

The Forestry Recovery Development Fund program is designed to achieve Australian Government objectives.

This grant program contributes to Department of Agriculture, Water and the Environment's Outcome 3 *More sustainable, productive, internationally competitive and profitable Australian agricultural, food and fibre industries through policies and initiatives that promote better resource management practices, innovation, self-reliance and improved access to international markets.*

The Department of Agriculture, Water and the Environment planned and designed the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens on 1 September 2020

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



You complete and submit a grant application by 13 October 2020

You must read these grant guidelines before you submit your 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 over a 6 week period

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



We make grant recommendations

We provide advice to the decision maker or 'Delegate' (who will be a delegate of the Assistant Minister for Forestry and Fisheries) on the merits of each application.



Grant decisions are made

The Delegate decides which grant applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

We will enter into a grant agreement with successful applicants.



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 Forestry Recovery Development Fund program

We evaluate your specific grant activity and the Forestry Recovery Development Fund 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 Forestry Recovery Development Fund grant program (the program).

You must read these guidelines before filling out an application.

This document sets out:

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

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

2. About the grant program

The program will be open for applications in 2020-21, for projects to be delivered within three years from 2020-21 to 2022-23.

The objectives of the program are:

- deliver funding to privately owned wood processing facilities that have been directly or indirectly impacted by the 2019-20 bushfires
- enable wood processing facilities to develop new processing lines for their business, including upgrades to existing facilities and technologies, and new facilities that complement existing activities.

The intended outcomes of the program are:

- support industry to adopt smarter, more efficient practices in product processing and forestry operations
- provide for regional jobs and support regional communities.

The program will be administered according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).

Grant agreements will only be entered into once there is legislative authority in place for the program.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$40 million over three years for the Forestry Recovery Development Fund grant program.

The grant opportunity will run from 1 September 2020 to 13 October 2020.

- The minimum grant amount is \$1 million.
- The maximum grant amount is \$5 million.

Applicants can only submit one application for a project (noting this may cover multiple activities).

Applicant contribution:

- You are required to contribute 50 per cent towards the grant activities.
- You cannot use funding from other Commonwealth, state, territory or local government sources to fund your share of eligible expenditure.
- We will allow for in-kind contributions¹ to comprise up to 20 per cent of your 50 per cent contribution, this figure will be assessed as part of your application.

Commonwealth contribution:

- The grant amount from the Commonwealth will be up to 50 per cent of eligible expenditure.
- State and territory governments may co-contribute to this grant amount.
- Grant payments will be delivered across multiple years.

3.2 Grant period

The maximum grant period is three years concluding on 30 June 2023.

4. Eligibility criteria

We cannot consider your application if you do 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
- be a permanent resident of Australia
- have an account with an Australian financial institution
- be financially viable
- have the demonstrated skills and capacity to deliver the project

and be one of the following entity types:

- a company incorporated in Australia
- an incorporated association
- a partnership
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)

We can only accept applications:

- from privately owned wood processing facilities that:
 - are not owned by State, and
 - do not form part of a State, and
 - are not a statutory authority established under a law of a State.

¹ <https://www.thegrantshub.com.au/grant-resources/articles/in-kind-support>

- where you can demonstrate:
 - the impact the 2019-20 bushfires have had on your business, either directly or indirectly (for instance through demonstrating impact on future wood supply)
 - that your business is viable in the long term (noting your business may have been impacted by the bushfires in the short-term)
 - how the proposal will future proof your business and the broader industry
 - that there is a strong need for the proposal
 - the jobs that the proposal would create or secure
 - that the proposal is not being funded through another Australian Government recovery package
 - that you can provide a funding contribution of at least 50 per cent to the proposal
 - that the grant will be used to develop new wood products, or secure your capacity to deliver existing products, that you intend to sell solely or mainly into interstate and/or international markets
 - a clear and detailed description of how the proposal will be implemented, including evidence of how the proposal will achieve value for relevant money such as the link between proposed outcomes or projected deliverables, benefit to the community, and the amount of funding sought.

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
- unincorporated association
- overseas resident/organisation
- any applicant/entity not included in section 4.1
- already receiving funding for your project activities– whether it be by insurance, state government grants or other sources.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activity must:

- be used to develop new wood products, or secure your capacity to deliver existing products, that you intend to sell solely or mainly into interstate and/or international markets
- have at least \$2 million in eligible expenditure.

Examples of eligible activities may include:

- upgrades or adaptation of existing plant and equipment
- development of new manufacturing processes
- investments in new technology, including to diversify product lines.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure and on eligible grant activities or agreed project activities.

Eligible expenditure items include capital and other costs (e.g. upgrades in technology) related to the delivery of the activity.

- We may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.
- Not all activities in your project may be eligible for grant funding. The Delegate (who will be a delegate of the Assistant Minister for Forestry and Fisheries) makes the final decision on what is approved expenditure and may give additional guidance on eligible expenditure if required.

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

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- ongoing wages and staff costs
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- costs of general ongoing administration of an organisation such as electricity, phone and rent
- repayment of existing debts or budget deficits
- administrative, operational and maintenance costs not related to the activity
- costs that require ongoing funding from the Commonwealth
- travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The assessment criteria

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

Text limits apply and are included in the application form.

Criterion 1

Demonstrated capacity and capability to deliver the proposal (40%)

You must demonstrate this through identifying:

- Evidence of experience in delivering projects similar in scope and scale to the proposal.
- Detailed project scope, including information about how the proposal will be implemented.
- How you will meet the eligibility criteria in section 4.1 of the guidelines.

Criterion 2

Demonstrate the impact the 2019-20 bushfires have had on your business and how this project will better equip your business for future events such as bushfires and other natural disasters (20%).

Criterion 3

Demonstrate how the proposal will support your business to adopt smarter, more efficient practices in product processing (20%).

You should demonstrate this through identifying:

- How the project will contribute to developing new wood products that you intend to sell solely or mainly into interstate and/or internationally.

Or

- How the project will contribute to securing your capacity to continue to deliver existing products that you intend to sell solely or mainly into interstate and/or internationally.

Criterion 4

Demonstrate how the proposal will provide for regional jobs and the economic future of regional communities (20%).

You should demonstrate this through identifying:

- How the project will benefit the community.
- How many jobs will be created or retained, and how it will support building a skilled workforce.

7. How to apply

Before applying, you must read and understand these guidelines, the sample application form and the sample grant agreement.

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

To apply you must:

- complete the online grant opportunity application form on the GrantConnect and Community Grants Hub websites
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- list any application restrictions specific to the program
- submit your application/s to the Community Grants Hub by 11.00PM AEDT, 13 October 2020.

² Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

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 need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

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

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.

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

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

If you need further guidance around the application process or if you are unable to submit an application online contact us at Community Grants Hub.

Phone: 1800 020 283 (option 1) or Email: support@communitygrants.gov.au

7.1 Attachments to the application

We require the following documents with your application:

- an indicative budget (template provided on the GrantConnect and Community Grants Hub websites)
- a project management plan
- a risk management plan (template provided on the GrantConnect and Community Grants Hub websites)
- evidence of ability to meet funding contribution, e.g. financial statements, loan agreements, cash flow documents.

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. Each attachment cannot exceed 2 MBs in size, and only five attachments are allowed per application.

7.2 Joint (consortia) applications

We recognise that some applicants may want to join together as a group to deliver a grant activity.

In these circumstances, you must appoint a 'lead entity/applicant'. Only the lead entity can submit the application form and enter into a grant agreement with the Commonwealth. All entities involved in the grant activity as a consortium must be an eligible entity type as outlined in section 4.1.

The application must identify all other members of the proposed group and include a letter of support from each of the partners. This must be scanned into one document and must not exceed 2 MBs in size.

Each letter of support should include:

- details of the partner entity
- an overview of how the partner entity will work with the lead entity/applicant and any other partner entities in the group to successfully complete the grant activity.
- an outline of the relevant experience and/or expertise the partner entity will bring to the group
- the roles/responsibilities of the partner entity and the resources they will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.3 Timing of grant opportunity processes

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

We will only accept a late application where it is determined that there were exceptional circumstances beyond the applicant's control that meant they could not meet the deadline. Examples of exceptional circumstances could include, but may not be limited to:

- Community Grants Hub infrastructure failures
- future natural disasters
- power outages affecting the ability of the applicant to submit their application by the deadline
- death or disability of key personnel.

Any other exceptional circumstances will be considered on their merits.

If you are successful, we expect you will be able to commence your grant activity within the timeframes specified in your project plan.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	6 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity or project	Commencement date stated in grant agreement
End date of grant activity or agreement	30/06/2023

7.4 Questions during the application process

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

The Community Grants Hub will respond to emailed questions within five working days.

8. The grant selection process

8.1 Assessment of grant applications

We consider eligible applications through a restricted competitive process.

If eligible, we will then assess your application against the assessment criteria (see section 6) and against other applications. 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.³

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
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- How the grant activities will target groups or individuals.

8.2 Who will assess applications?

An expert panel will be established to assess each application on its merit and compare it to other eligible applications before recommending which grant applications should be awarded a grant. The panel recommendations will include consideration of appropriateness, ability to deliver and market need.

The expert panel will be made up of selected industry experts and departmental staff. Any member of the expert panel, who is not a Commonwealth Official, will be required to perform their duties in accordance with the CGRGs.

The expert panel will have regard to:

- the purpose and objectives of the program
- conformance with eligibility criteria
- performance against assessment criteria
- the relative merit of an application compared to other applications
- overall objectives for the program
- how the services and/or project will be delivered
- value with relevant money
- possible duplication with other Commonwealth/state/territory government programs/service delivery.

The expert panel may seek additional information about you or your application from within government, including the viability of your business. They may do this from within government, even if the sources are not nominated by you as referees. The panel may also consider information about you or your application that is available through the normal course of business.

³ See glossary for an explanation of 'value with money'.

Based on the outcomes of the expert panel, the Department of Agriculture, Water and the Environment will make recommendations to the Delegate (who will be a delegate of the Assistant Minister for Forestry and Fisheries) about grants suitable to be approved.

8.3 Who will approve grants?

The Delegate decides which grants to approve taking into account the recommendations of the Department of Agriculture, Water and the Environment and the availability of grant funds for the purposes of the grant program.

The 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, following a decision by the Delegate. If you are successful, we will advise you of any specific conditions attached to the grant.

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within four weeks of being advised of the outcome. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

10. Successful grant applications

10.1 The grant agreement

If you are successful and you choose to accept a grant offer, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Agriculture, Water and the Environment.

Grant agreements will only be entered into once there is legislative authority in place for the program.

The department will use the Commonwealth Standard Grant Agreement. Simple terms and conditions for the grant agreement will apply and cannot be changed. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

Each agreement has general terms and conditions that cannot be changed. Sample grant_agreements are available on GrantConnect.

We must execute a grant agreement with you before we can make any payments. If you choose to start your grant activities before you have an executed grant agreement, 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 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 Delegate.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party.

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

Progress payments

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.3 Grants payments and GST

Payments will be GST Inclusive. We will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

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

11. Announcement of grants

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

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or entity.

We need to know of any key changes to your entity or its business activities, particularly if they affect your ability to complete your grant, 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 grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes
- expenditure of the grant.

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

We will monitor progress by assessing reports you submit and may conduct site visits or request records 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.

Progress reports

Progress reports must:

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

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

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

Ad-hoc reports

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

Final report

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

Final reports must:

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

12.3 Financial declaration

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

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager, at the Community Grants Hub.

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 program 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 five years after you finish your grant for more information to assist with this evaluation.

12.8 Acknowledgement

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

‘This [name of grant activity or project/services] received grant funding from the Australian Government.’

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.

13.1 Enquiries and feedback

Complaints about the selection process and grant decisions

Complaints about this grant opportunity, including the selection process and grant decisions, must be made in writing and sent to forestry.enquiries@awe.gov.au

The department’s Client Service Charter includes general information about feedback and complaints.

Complaints about the Community Grants Hub's services

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

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

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints

GPO Box 9820

Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the department.

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 Agriculture, Water and the Environment 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 entity/grant recipient, 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 entity/grant recipient from which they will receive personal gain because the entity 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 Agriculture, Water and the Environment 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.

For more information, please refer to the Conflict of Interest page on the [Community Grants Hub](#) website.

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 of Agriculture, Water and the Environment 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:

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

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

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 Officer
 Department of Agriculture, Water and the Environment
 GPO Box 858
 Canberra ACT 2601

By email: foi@agriculture.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
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.
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 or 'Delegate'	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.

Term	Definition
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> <ol 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
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 ▪ the potential grantee’s relevant experience and performance history.