



## Supporting Agricultural Shows and Field Days Grant Opportunity Guidelines

<b>Opening date:</b>	<b>18 September 2020</b>
<b>Closing date and time:</b>	11.00PM AEDT on 9 October 2020
<b>Commonwealth policy entity:</b>	Department of Agriculture, Water and the Environment
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5.00PM AEST on 2 October 2020
<b>Date guidelines released:</b>	18 September 2020
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# 1. Supporting Agricultural Shows and Field Days

**The Supporting Agricultural Shows and Field Days Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to the Department of Agriculture, Water and the Environment's Outcome Number 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 works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



**The grant opportunity opens**

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



**You complete and submit a grant application**

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



**We assess all grant applications**

We assess the applications against the eligibility criteria and notify you if you are not eligible.



**We make grant recommendations**

We provide advice to the decision maker.



**Grant decisions are made**

The decision maker (the First Assistant Secretary, Agricultural Policy Division, Department of Agriculture, Water and the Environment) 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.



**Enter into a grant agreement**

We enter into a grant agreement with you if you are successful.



**Delivery of grant**

Payment is made to you in accordance with your grant agreement



**Evaluation of the Supporting Agricultural Shows and Field Days Program**

We evaluate your specific grant activity and the whole Supporting Agricultural Shows and Field Days program. We base this on information you provide to us and on what we collect from various sources.

## 1.1 Introduction

These guidelines contain information for the Supporting Agricultural Shows and Field Days (SASFD) 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 run over one year from 1 July 2020 to 30 June 2021. The program was announced as part of the COVID-19 Relief and Recovery Fund.

### 2.1 About the Supporting Agricultural Shows and Field Days grant opportunity

The purpose of the program is to help agricultural show societies and organisers of Agricultural Field Days deal with cash flow pressures caused by the COVID-19 related cancellations.

The objective of the program is to provide operational support for agricultural show societies and organisers of Agricultural Field Days that cancel their scheduled show or Agricultural Field Days in 2020 because of COVID-19.

The intended outcome of the program is to ensure the sustainability of agricultural show societies, the agricultural shows they conduct and the organisers of Agricultural Field Days and the Agricultural Field Days they conduct.

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

## 3. Grant amount and grant period

The Australian Government has announced a total of \$39.025 million GST exclusive over one year for the SASFD program. These guidelines refer to three streams being funded through the program:

- Capital City Royal Shows
- Local Shows
- Agricultural Field Days.

Please follow the relevant parts of the guidelines that relate to your funding stream.

Note that the total value of grants awarded under this program cannot exceed the amount of available funds. Should the value of eligible expenditure claimed exceed the amount of available funds, then each applicant's claim will be reduced on a pro rata basis to ensure that claims do not exceed the amount of available funds.

### **3.1 Grants available**

Grant applications will open from 18 September 2020 to 9 October 2020. Eligible grantees will then receive their grant payments in the 2020-2021 financial year.

Applicants will initially be able to claim for eligible costs paid in the period from 1 July 2019 to 30 June 2020<sup>1</sup> under this funding round.

If your initial application does not utilise your maximum grant amount, and if the local agricultural shows and field days grants are not fully subscribed, you will be invited to submit a supplementary expense claim in early 2021.

The supplementary expense claim will be for the period 1 July 2019 to 31 December 2020 and can include any additional eligible expenditure you did not include in your initial application.

Supplementary expense claims will be treated similarly to original applications in relation to assessment and decision making. They will be assessed, and results notified before 31 May 2021. Caps on the grant value will continue to apply, based on your grant type (section 3.1, below).

A second funding round may also be made available for new applicants in early 2021, should there be sufficient available funding remaining under the program.

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

#### **For Capital City Royal Shows**

The grant opportunity is available for Capital City Royal Shows that meet the eligibility criteria (see section 4), including having cancelled their scheduled show in 2020 due to COVID-19.

The total grant available to each eligible capital city will be capped. Grants to reimburse eligible expenditure can be up to the maximum grant amount but cannot exceed this amount even if eligible expenditure is greater.

The eligible capital cities and maximum grant available to them are listed in the following table.

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<sup>1</sup> The cost of obtaining an independent statement of financial verification from an auditor for your application will be considered an eligible expenditure item for the purposes of this grant opportunity regardless of when the cost was incurred.

Eligible Capital Cities <sup>2</sup>	Maximum Capped Grant Available
Sydney	\$15,108,989
Melbourne	\$3,256,083
Brisbane	\$3,258,432
Perth	\$1,116,061
Adelaide	\$2,504,175
Hobart	\$505,843
Darwin	\$250,417

### **For Local Shows and Agricultural Field Days**

The grant opportunity is available for agricultural show societies and organisers of Agricultural Field Days that meet the eligibility criteria (see section 4), including having cancelled their scheduled show or field day in 2020 due to COVID-19.

The maximum total grant amount available to you across the life of the program is dependent upon the average total attendance on all days at your local agricultural show or field day, based upon the shows and field days you conducted over the previous three years:

Small shows	up to 1,999 attendees	\$10,000
Medium shows	2,000 to 4,999 attendees	\$15,000
Large shows	5,000 attendees and up	\$70,000

## 4. Eligibility criteria

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

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

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

- Indigenous Corporation
- Company<sup>3</sup>
- Cooperative
- Incorporated Association

Trustee on behalf of a Trust<sup>4</sup>.

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<sup>2</sup> The capital city of Canberra is not eligible as its Royal Show was held earlier in 2020

<sup>3</sup> Company is a company incorporated under the *Corporations Act 2001* (Cth).

<sup>4</sup> Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the Application Form. To submit your application form you will also need to identify if you are an Indigenous Corporation, Company, Cooperative or an Incorporated Association.

## 4.2 Additional eligibility requirements

We can only accept applications from eligible entities that:

- have cancelled their scheduled agricultural show or field day in 2020 because of COVID-19 and
- are members of Agricultural Shows Australia or
- are members of a state and territory agricultural show society that is a member of Agricultural Shows Australia or
- run Australian agricultural field day events that markets principally to the rural sector with at least 70% of the total exhibit area being agricultural exhibitors (those that have products and services focused at the agricultural and horticultural sectors). The focus of these events must be on commercial agricultural enterprises, investment and innovation.

### **For Capital City Royal Shows**

A Capital City Royal Show is a 'royal show' held for an Australian capital city.

The eligible capital cities and maximum grant available to them are listed in section 3.1.

### **For Local Shows and Agricultural Field Days**

Please note the following:

- Local Shows and Agricultural Field Days that are not scheduled in 2020 are not eligible to apply.
- Local Shows and Agricultural Field Days that have been postponed in 2020, but not cancelled, are not eligible to apply.
- If you become ineligible for this grant opportunity after a grant has been paid because you decide to proceed in 2020 with the local show or field day you had previously cancelled, you will be required to repay the grant funds in full.

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

You are not eligible to apply if you are a:

- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government
- International Entity
- Sole Trader
- Statutory Entity
- Partnership
- Unincorporated Association
- Person.

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

### 5.1 Eligible grant activities

To be eligible your grant activity must relate to eligible expenditure paid by the applicant for the organisation of an agricultural show or field day that was scheduled to be held in 2020 and cancelled because of COVID-19.

Eligible expenditure will be available for reimbursement for the period 1 July 2019 to 31 December 2020, with a staged application process as detailed in section 3.1.

### 5.2 Eligible expenditure

Eligible expenditure items are fixed or unrecoverable costs related to:

- rent
- rates
- utilities, including electricity, gas and water
- insurance
- telecommunications
- IT system maintenance and licensing costs
- website costs
- bank fees
- fire alarms and equipment
- cleaning supplies and services
- national and state show body affiliation costs
- audit fees – annual
- audit fees – relating to this grant opportunity<sup>5</sup>
- marketing
- ticketing
- hire of equipment
- contractors
- set-up costs
- security
- other (except for items outlined in section 5.3 of these guidelines).

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

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<sup>5</sup> The cost of obtaining an independent statement of financial verification from an auditor for your application will be considered an eligible expenditure item for the purposes of this grant opportunity regardless of when the cost was incurred.

For your application to be successful, you will be required to verify eligible expenditure that you claim in your application. You must provide a detailed summary of costs claimed against each of the categories of costs (listed above) that you have paid in the eligible period, or paid related to the period if recorded on an accrual accounting basis, and for which you are seeking reimbursement. You must also submit a Financial Declaration certified by your Board, the Chief Executive Officer or one of your officers with authority to do so, verifying that you have spent the funding on the grant activity.

Should you be a Capital City Royal Show, large show or large field day (section 3.1), you must also provide an independent statement of financial verification. This must come from an auditor and include the costs you have paid in the period, or paid related to the period if recorded on an accrual accounting basis, for which you are seeking reimbursement of eligible expenditure. The costs of providing the independent statement of financial verification will be an eligible expenditure item for the purposes of this grant opportunity regardless of when it was incurred. Further details on what you need to attach to your application are set out in section 6.1.

If you are registered for GST, you can claim a credit from the Australian Taxation Office (ATO) for any GST included in the price you pay for things you use in your business. Therefore, payments you made on eligible expenditure items at the time you **were** registered for GST must be claimed and will be reimbursed on a GST exclusive basis. You will need to provide verification of the GST exclusive amount paid in your application.

If you are not registered for GST, you cannot claim a credit from the ATO for any GST included in the price you pay for things you use in your business. Therefore, payments you made on eligible expenditure items at any time you **were not** registered for GST must be claimed and will be reimbursed on a GST inclusive basis. You will need to provide verification of the GST inclusive amount paid in your application.

If you registered for GST or cancelled your GST registration at any time during the eligible period, you must provide the relevant verification appropriate to the time the payment was made.

Not all expenditure on your grant activity may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure. You will need to retain evidence of all eligible expenditure.

### **5.3 What the grant money cannot be used for**

You cannot use the grant for expenditure items not listed in section 5.2, including but not limited to the following:

- purchase of land
- wages and associated costs (including superannuation) and bonuses
- capital expenditure
- construction/capital works
- travel
- food and beverage, including where associated with marketing
- gifts
- conferences and training
- activities for which your landlord has primary responsibility
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility

- activities that are funded on an on-going basis by other Commonwealth, state, territory or local government bodies.

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

## 6. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, and any other relevant documentation provided by the Community Grants Hub.

These documents are found at the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda<sup>6</sup> will be published on [GrantConnect](#). You can register on the [GrantConnect](#) website to be automatically notified of any changes. [GrantConnect](#) is the authoritative source for grants information.

You can only submit one application form for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress.

To apply you must:

- complete the online application form on [GrantConnect](#) or [Community Grants Hub](#) websites
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 11.00PM AEDT on 9 October 2020.

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

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

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](mailto:support@communitygrants.gov.au).

You cannot change your application after the closing date and time. The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application, after the closing time.

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

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

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

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<sup>6</sup> 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.

## 6.1 Attachments to the application

All of the following supporting documents should be attached to your application. Templates provided for your use with the grant opportunity documents are as specified:

- Expenditure Summary and Financial Declaration (section 5.2) – template provided
- Independent statement of financial verification (for Capital City Royal Shows, large shows and large field days, section 5.2)
- Statutory declaration confirming:
  - the size and attendance of your local show or agricultural field day (section 3.1) and
  - that at least 70% of the total exhibit area being agricultural exhibitors (section 4.2, for field days only) – template provided,
- Trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.

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

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

## 6.2 Timing of grant opportunity processes

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

### Late applications

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

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

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

### How to lodge a late application

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

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

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

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

The Delegate or their appointed representative<sup>7</sup> will determine whether a late application will be accepted. The decision of the delegate will be final and will not be subject to a review or appeals process.

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

### Expected timing for this grant opportunity

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	Up to 3 weeks
Approval of outcomes of selection process	Up to 1 week
Negotiations and award of grant agreements	Up to 2 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	1 July 2019
End date of grant activity	31 December 2020

## 6.3 Questions during the application process

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

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

The question period will close at 5:00PM AEST on 2 October 2020. Following this time, only questions about using and/or submitting the application form will be answered.

## 7. The grant selection process

### 7.1 Assessment of grant applications

We will review your application against the eligibility criteria for your selected grant stream.

Only eligible applications will move to the next stage.

### 7.2 Who will assess and select applications?

The Hub will use trained assessors to undertake application assessments on behalf of the Department of Agriculture, Water and the Environment. The Department of Agriculture, Water and the Environment may also be involved in undertaking this assessment. The assessment will inform the decision of the Delegate.

**The Community Grants Hub may seek additional information from the applicant to assist in making its final recommendations.**

Based on the value of the grant round, and in line with the Department of Agriculture, Water and the Environment's Financial Delegations, the First Assistant Secretary, Agricultural Policy Division,

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<sup>7</sup> This may be the Community Grants Hub Delegate or nominated staff member of the Department of Agriculture, Water and the Environment at the EL2 level or above.

Department of Agriculture, Water and the Environment will be the decision maker for this round. The decision maker will decide which grants to approve based on the recommendations of the Community Grants Hub, taking into consideration any further information that may become known, including the availability of grant funds for the purposes of the grant program.

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

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

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

In deciding to approve a grant under this grant opportunity, the decision maker will have regard to the total funding available. The total funding available cannot be exceeded.

Should the program be oversubscribed, the decision maker may restrict the total funds granted to eligible applicants to ensure funds are distributed within the funding limits.

## 8. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you will be provided with a grant agreement that will outline any specific conditions with respect to your grant.

### 8.1 Feedback on your application

Individual feedback will not be provided for this grant opportunity. A Feedback Summary may be published on the [Community Grants Hub](#) website if the decision maker has restricted funding under this funding round and/or providing easy access to information about the selection process, for example eligibility of claimed expenditure.

### 8.2 Further grant opportunities

Refer to section 3.1 about the provision of the opportunity to submit a supplementary expense claim to seek reimbursement of additional eligible expenses paid from 1 July 2019 to 31 December 2020.

In early 2021 a second funding round may also be made available for new applicants under the local agricultural shows and field days streams, should there be sufficient available funding remaining under the program.

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

## 9. Successful grant applications

### 9.1 The grant agreement

Successful applicants must enter into a legally binding grant agreement with the Commonwealth. This will be in the form of a letter of agreement for this grant opportunity.

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

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

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

#### Letter of agreement

We will send you a letter of agreement providing you with an offer. You accept the offer by signing and returning the letter of agreement to us by the date stipulated in the letter of agreement. We consider the agreement to be executed from the date the grant agreement has been signed by both parties. 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.

### 9.2 How we pay the grant

The grant agreement will state the maximum grant amount to be paid. We will not exceed the maximum grant amount under any circumstances.

If you become ineligible for this grant opportunity after the grant has been paid because you decide to proceed in 2020 with the agricultural show or field day you had previously cancelled, you will be required to repay the grant funds in full.

### 9.3 Grant payments and GST

Your grant payment will be your approved eligible expenditure.

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.

## 10. 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](#).

## 11. How we monitor your grant activity

### 11.1 Keeping us informed

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

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

If you have cancelled your scheduled agricultural show or field day in 2020, but subsequently decide to hold it later in 2020 you will no longer be eligible for this grant opportunity and will need to repay the grant funds in full. You must inform us of this decision.

You must also inform us of any changes to your:

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

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

### 11.3 Record keeping

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

### 11.4 Evaluation

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

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

## 12. Probity

The Australian Government will make sure that the grant opportunity process is fair according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the [CGRGs](#).

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

## 12.1 Enquiries and feedback

### Complaints about this grant opportunity

The Department of Agriculture, Water and the Environment's complaints procedure applies to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [SASFD.Program@agriculture.gov.au](mailto:SASFD.Program@agriculture.gov.au).

### Complaints about the selection process

Details of what makes an eligible complaint can be sought from 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](mailto: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 Department of Agriculture, Water and the Environment has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look in to a complaint unless the matter has first been raised directly with the Community Grants Hub or Department of Agriculture, Water and the Environment.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 12.2 Conflicts of interest

Any actual, perceived or potential conflicts of interest could affect the performance of the grant opportunity or program. There may be an actual, perceived or potential conflict of interest if staff from the Department of Agriculture, Water and the Environment and the Community Grants Hub, 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
- relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

You will be asked to declare, as part of your application, that there are no actual, perceived or potential conflicts of interests to the best of your knowledge.

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

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

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

### **12.3 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 give out information about grant applicants and grant recipients under this grant opportunity to 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 such as 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. You declare that you will impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the grant related 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.

### **12.4 Confidential information**

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

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

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

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

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

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

## 12.5 Freedom of information

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

The purpose of the FOI Act is to give people the ability to access information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents of the Australian Government. People may not be able to access these documents if the relevant documents are needed to protect essential public interests and private and business affairs of persons to 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 Team  
Government and Executive Services Branch  
Department of Social Services (DSS)  
GPO Box 9820  
Canberra ACT 2601

By email: [foi@dss.gov.au](mailto:foi@dss.gov.au)

## 13. Consultation

The Department of Agriculture, Water and the Environment consulted with stakeholders with an interest in this program to help inform the development of these Grant Opportunity Guidelines.

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a> .
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.
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.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	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	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> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>8</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>9</sup> is to be paid to a grantee other than the Commonwealth and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
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.
<a href="#">GrantConnect</a>	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.
grantee	the individual/organisation which has been selected to receive a grant.
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 Department of Agriculture, Water and the Environment Portfolio Budget Statement Program.
Portfolio Budget Statement (PBS) Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , 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.

<sup>8</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>9</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
selection process	<p>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 selection criteria.</p>
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> <li>▪ quality of the project proposal and activities</li> <li>▪ fit for purpose of the proposal in contributing to government objectives</li> <li>▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved, and</li> <li>▪ potential grantee's relevant experience and performance history.</li> </ul>