



Future Drought Fund Drought Resilience Research and Adoption Program

Drought Resilience Adoption and Innovation Hubs

Grant Opportunity Guidelines

Opening date:	Friday 30 October 2020
Closing date and time:	11.00 PM AEDT on Wednesday 23 December 2020
Commonwealth policy entity:	Department of Agriculture, Water and the Environment
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5.00 PM AEDT on Wednesday 16 December 2020
Date guidelines released:	Friday 30 October 2020
Type of grant opportunity:	Open competitive

Contents

1. Drought Resilience Research and Adoption Program: Drought Resilience Adoption and Innovation Hubs processes	4
2. About the grant program	6
2.1 The Future Drought Fund	6
2.2 The Drought Resilience Research and Adoption Program.....	6
2.3 The Drought Resilience Adoption and Innovation Hubs grant opportunity.....	7
2.3.1 About the Drought Resilience Adoption and Innovation Hubs.....	7
3. Grant amount and grant period	10
3.1 Grants available	10
3.2 Co-contribution requirements	10
3.3 Grant period	11
4. Eligibility criteria	11
4.1 Who is eligible to apply for a grant?.....	11
4.2 Who is not eligible to apply for a grant?.....	12
4.3 Mandatory elements of applications	13
5. What the grant money can be used for	13
5.1 Eligible grant activities	13
5.2 Eligible expenditure.....	15
5.3 What the grant money cannot be used for.....	15
6. The assessment criteria	15
7. How to apply	18
7.1 Attachments to the application.....	19
7.2 Consortium membership.....	19
7.3 Timing of grant opportunity processes.....	20
7.4 Questions during the application process.....	21
8. The grant selection process	21
8.1 Assessment of grant applications	21
8.2 Who will assess applications?	22
8.3 Who will approve grants?	22
9. Notification of application outcomes	22
9.1 Feedback on your application	22
10. Successful grant applications	23
10.1 The grant agreement	23
10.2 Specific legislation, policies and industry standards.....	23
10.3 How we pay the grant	23
10.4 Grants payments and GST	24
10.5 Your responsibilities.....	24
11. Announcement of grants	25

12. How we monitor your grant activity	25
12.1 Keeping us informed	25
12.2 Reporting	26
12.3 Audited financial acquittal report.....	27
12.4 Grant agreement variations	28
12.5 Compliance visits	28
12.6 Record keeping.....	28
12.7 Program evaluation.....	28
12.8 Acknowledgement.....	29
13. Probity.....	29
13.1 Enquiries and feedback	29
13.2 Conflicts of interest	30
13.3 Privacy	30
13.4 Confidential Information	31
13.5 Freedom of information.....	31
14. Glossary.....	33
15. Appendix A: In-kind contributions.....	36

1. Drought Resilience Research and Adoption Program: Drought Resilience Adoption and Innovation Hubs processes

The Drought Resilience Adoption and Innovation Hubs are designed to achieve Australian Government objectives

These grant opportunities are part of the above grant program which contributes to Department of Agriculture, Water and the Environment's Outcome 3:

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 works with stakeholders to plan and design the grant program according to the

[Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines for the Drought Resilience Adoption and Innovation Hubs on [GrantConnect](#) and [Community Grants Hub](#) websites.



You complete and submit a grant application

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



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value for money and compare it to other applications.

We may negotiate elements of the application or ask you to join another applicant to form a Hub.



We may conduct an interview

If you are shortlisted, we may invite you to attend an interview with the Selection Advisory Panel, where they will ask you questions about your responses to the assessment criteria in order to clarify and shape the overall score.



We make grant recommendations

We provide advice, through a Selection Advisory Panel, to the Commonwealth Drought Minister on the merits of each application. The Drought Minister (or delegate) must seek and consider advice from the Regional Investment Corporation (RIC) Board.



Grant decisions are made

The Commonwealth Drought Minister 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

The Department of Agriculture, Water and the Environment will enter into a grant agreement with you if you are successful.

The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. The Department of Agriculture, Water and the Environment will manage the grant by working with you, monitoring your progress and making payments.



Evaluation

We will work with you to evaluate your specific grant activity and the Drought Resilience Research and Adoption 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 relate to Drought Resilience Adoption and Innovation Hubs (Hubs). The Hubs are a component of the broader Future Drought Fund Research and Adoption Program, which in turn is a part of the Future Drought Fund (FDF).

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program and 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 (the department).

2. About the grant program

2.1 The Future Drought Fund

The FDF is a long-term investment fund that provides a sustainable source of funding to help Australian farmers and communities become more prepared for, and resilient to, the impacts of drought. Established under the *Future Drought Fund Act 2019*, the FDF is part of the Australian Government's Drought Response, Resilience and Preparedness Plan.

From July 2020, \$100 million is available each year from the FDF to invest in drought resilience programs. The programs will support farm businesses to be better informed, more productive, profitable and adaptable, and to adopt more resilient land and natural resource management practices. The programs will also build capacity in rural and regional communities to be less vulnerable to the socio-economic impacts of drought. Through grants or other arrangements, the FDF will support a range of initiatives including research and adoption of new and existing knowledge and technology; improved farm business planning and decision-making; improved environmental and natural resource management; and a range of community resilience initiatives.

The *Drought Resilience Funding Plan 2020-2024* (the Funding Plan) sets out a framework for all expenditure from the FDF. All spending must be consistent with the Funding Plan. The Funding Plan has three interconnected strategic priorities:

- economic resilience for an innovative and profitable agricultural sector
- environmental resilience for sustainable and improved functioning of farming landscapes, and
- social resilience for resourceful and adaptable communities.

2.2 The Drought Resilience Research and Adoption Program

The Drought Resilience Research and Adoption Program (the program) is a national four-year program which will invest \$86 million. It is one of eight programs currently underway under the Future Drought Fund.

The objective of the program is to invest into collaborative research, development, extension, adoption and commercialisation (RDEA&C) activities aimed at helping primary producers and rural and regional communities to become more prepared for, and resilient to, future droughts.

The program seeks to achieve this objective by:

- supporting cross-sectoral innovative and transformative RDEA&C
- focusing on the needs of end users, involving them in the co-design and adoption phases of research and development (R&D)
- delivering effective communication of new and existing knowledge and technologies
- facilitating co-investment in national drought resilience RDEA&C priorities with collaboration and co-design between governments, primary producers, community groups, research and training providers.

The program elements are:

- Eight regionally-focused Drought Resilience Adoption and Innovation Hubs (Hubs). Hubs will be established in specified regions that take in major climatic and agricultural zones across Australia. The Hubs will facilitate transformational change through co-design of RDEA&C activities. This will be achieved by bringing together farmers, researchers, local entrepreneurs, Indigenous groups, Natural Resource Management (NRM) practitioners, and industry and community groups. Their different knowledge and expertise will enable user-centred innovation, research and adoption.
- Drought Resilience Innovation Grants (Innovation Grants) for research organisations, the private sector, industry, not-for-profit organisations and community groups. The Innovation Grants will support R&D projects co-designed to deliver targeted solutions to identified drought resilience priorities.
- A Research Investment Plan will be developed through a participatory process to identify the highest national drought RDEA&C priorities.
- A Science to Practice Forum will be held to bring together program participants, synthesise RDEA&C outcomes and inform practice and policy; and to facilitate key stakeholders' discussion on RDEA&C gaps and priorities.

2.3 The Drought Resilience Adoption and Innovation Hubs grant opportunity

The total funding available under this grant opportunity is \$64 million (GST exclusive) to support eight regionally focused Hubs under the program.

2.3.1 About the Drought Resilience Adoption and Innovation Hubs

The Drought Resilience Adoption and Innovation Hubs will be a consortia of research providers and research users, with a regional focus. They will support networks of key stakeholders to work together, including primary producers, grower groups, industry, researchers, entrepreneurs, education institutions and governments, to plan and undertake co-designed and demand driven drought resilience RDEA&C.

Hubs will bring together pre-existing research, translate research and knowledge into impact, and support its effective uptake through extension, adoption, testing and scaling up new solutions, and commercialisation.

Hubs will provide a mechanism for stakeholders such as state government agencies, Rural Research and Development Corporations (RDCs), NRM regional bodies, regional planning groups,

and skills and training providers, to engage on RDEA&C priority setting and activities with a regional focus.

Funding for the Hubs through this grant opportunity is not focused on doing additional fundamental research. However, Hubs are expected to play a role in influencing and informing research investment and effort to ensure it is relevant, useful and used. Hubs and individual Hub members will be able to apply for the program's Innovation Grants to support investment in new research.

Hubs will be expected to play a role in the broader roll-out of the FDF. This, for example, might involve:

- taking into account RDEA&C priorities identified through other FDF programs
- facilitating regionally focused end-user engagement in other FDF programs
- reviewing regional drought resilience plans developed under other FDF programs
- helping connect regional stakeholders to other FDF programs.

Each Hub will:

- develop and implement drought resilience RDEA&C strategies building on identified strengths and innovation potential for the region
- conduct and/or plan co-designed, collaborative and demand driven RDEA&C
- support participating farmers, supply chain small and medium enterprises (SMEs) and community groups to improve their drought resilience capability, increase productivity and create jobs, through the adoption and commercialisation of research and knowledge
- support and strengthen networks and drive collaborative arrangements across their regions
- liaise with other Hubs and the department:
 - about planned activities and RDEA&C outputs, including to collaborate and identify opportunities to synthesise research
 - to provide input into the development of the RDEA&C investment and implementation priorities for the program in future years.
- liaise with the department (and other Hubs) in preparation for the Science to Practice Innovation Forum
- present at the annual Science to Practice Innovation Forum.

It will be a requirement of each Hub to develop a detailed work-plan that is co-designed as its first milestone. This will be reviewed annually.

Hubs are expected to be as inclusive as possible of organisations and other entities with roles to play in drought resilience RDEA&C in each region – both through membership of Hub consortia and broader networks of partners. This bringing-together of research users and providers at regional level is a core objective of the program. Hub proposals that are not inclusive in terms of membership will be less competitive (see assessment criteria, below), and the department reserves the right to not select any application and instead run a subsequent ad-hoc grant process in which only certain applicants are approached to submit a new proposal that modifies or combines previous applications with the objective of inclusivity of membership in mind. Hubs will also be expected to be agile over time, including potentially bringing in new members and capabilities to respond to emerging needs.

Each Hub is expected to broadly cover a particular region (as outlined in section 4.1 of the Grant Opportunity Guidelines), both in terms of geographic area and agricultural industries. Each consortium must have as a member at least one regional university, but a university does not need to be the consortium lead. A metropolitan university that can demonstrate regional connections will

qualify. Hubs are expected to have a presence that is relevant to performance of their functions in the region they service. Hub proposals that have only limited coverage or only weak connections and presence across the region in question will be less competitive (see assessment criteria, below), and the department reserves the right to not select any application and instead run a subsequent ad-hoc grant process in which only certain applicants are approached to submit a new proposal that modifies or combines previous applications with this objective of regional coverage and connection in mind.

Hubs are to be focused on improving drought resilience. However, the Government may, in the future, look to the Hubs to take on a broader role in supporting agricultural innovation (noting that the FDF can only be used to support drought resilience).

Indigenous participation

The department supports Indigenous Australians in their aspirations to maintain, protect and manage their culture, language, land and sea country and heritage. Indigenous Australians play a key role in protecting and managing their heritage and land, and in this regard are foundational partners in the program.

Successful Hubs will be required to:

- incorporate Indigenous RDEA&C needs into their plans
- foster and develop Indigenous capability, skills transfer, knowledge sharing and increased cultural awareness across all parties
- consult appropriately with Indigenous groups who have an active interest in the areas where projects occur and obtain their consent
- ensure appropriate Indigenous participation in all activities.

Knowledge capture

Knowledge capture is essential to the success of the program. The department expects that all research outputs from the program – except those specifically agreed during project design – will be made publicly and freely available:

- on the internet and that researchers deposit research outputs in appropriate national repositories
- under a creative commons licence – specifically the latest version of the Creative Commons Attribution licence.

A commitment to meet this expectation will be included in the grant agreement between the department and the Hubs. Detailed guidance on the department's expectations about data accessibility will be provided to successful grant applicants as part of grant agreement negotiation.

Knowledge brokering

Knowledge brokering activities are essential to the success of the program and Hubs. Knowledge brokers help decision-makers define the questions they need answered by science, then help to translate the science into practice. Knowledge brokers will also facilitate connection between the Hubs and other FDF programs to ensure there is information and capability flow across all FDF programs, identify how Hubs can support these connections and share new knowledge.

Each Hub will appoint a specialist knowledge broker. It is also expected that Hub researchers and experts will play an active role as knowledge brokers.

Communications

Communication management is essential to the success of the program. Each Hub will have a communication strategy that details how the Hub will communicate research outcomes to end-users across government, industry and communities. Hub communication strategies will be brought together by the department to form an overall program strategy that will seek to coordinate, integrate and synthesise all program activities.

Hub leaders must ensure that there is regular coordinated engagement with departmental program managers and media areas – including any proposed campaigns, significant events or high-profile releases.

A commitment to meet this expectation will be included in the grant agreement between the department and the Hub. Detailed guidance on the department's expectations about communication management will be provided to successful grant applicants as part of grant agreement negotiation.

Ethics and research practices

All applications and program funded research should conform to the principles outlined in the following or their successor documents:

- National Health and Medical Research Council (NHMRC)/Australian Research Council (ARC)/Universities Australia (UA) *Australian Code for the Responsible Conduct of Research* (2018)
- as applicable, NHMRC/ARC/UA *National Statement on Ethical Conduct in Human Research* (2007)
- as applicable, Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) *Guidelines for Ethical Research in Australian Indigenous Studies* (2012)
- as applicable, codes on animal research produced by the NHMRC
- if there is any conflict between a successor document and its predecessor, then the successor document prevails to the extent of any inconsistency.

3. Grant amount and grant period

3.1 Grants available

The total funding available under this grant opportunity is \$64 million (GST exclusive) to support eight Hubs and their activities through to June 2024.

Each Hub can receive up to \$2 million per year (GST exclusive).

3.2 Co-contribution requirements

A matching co-contribution is required. The grant amount will be up to 50% of eligible project costs (grant percentage). The remaining 50% of eligible project costs we consider your contribution. Your contribution can be a mix of cash and in-kind support. Appendix A provides additional information regarding what can be considered as in-kind support.

Your co-contribution can come from any source other than the Commonwealth including state, territory and local government, research organisations, industry and other Hubs partners. State and/or territory government participation is encouraged.

3.3 Grant period

The Hubs will receive four years of funding and must complete funded activities by 30 June 2024.

The Hubs may be extended if further funding is approved by the Australian Government and performance meets or exceeds expectations. Eligibility for, and approval of extension funding is at the Minister's discretion.

After the end of 2023–24, the Hubs will be expected to provide monitoring and evaluation reporting to the department for a further 12 months, and ensure that projects and activities managed by the Hubs that go beyond this grant period continue to provide ongoing milestone, monitoring and evaluations reporting to the Commonwealth.

We may approve extensions of the Hubs funding as long as the Hubs provide monitoring and evaluation and key performance indicators that:

- meet the department's requirements
- demonstrate efficient and effective delivery of Hub activities
- demonstrate leadership in identifying investment priorities and options for coordinating activity and co-investment to deliver drought resilience through RDEA&C initiatives and activities.

4. Eligibility criteria

You must meet all the eligibility criteria to be considered for funding.

4.1 Who is eligible to apply for a grant?

Applications are being sought from collaborative, multi-disciplinary and multi-institution/organisation consortia. Single organisations may not apply, as a core objective of the program is to bring relevant organisations together to improve delivery of RDEA&C activities.

The consortium must nominate a lead applicant who will be solely accountable to the department for the delivery of the Hub grant activities. The lead applicant must be an eligible entity. To be eligible you must have an Australian Business Number (ABN) and be one of the following:

- a Company¹
- a co-operative
- an Indigenous corporation
- a local government entity
- incorporated association (for example, an incorporated not for profit organisation)
- an incorporated joint venture between an Australian state/territory government agency and a university or other organisation
- a registered higher education provider for the purposes of the *Tertiary Education Quality and Standards Agency Act 2011* (Cth), that is registered in a provider category that permits the use of the word 'university'.
- A Trust²

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

² 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. Trustees must be an eligible entity type as stated in section 4.1. Both the Trust's and Trustee's details will be collected in the application form.

If you are applying as a not for profit organisation, you must demonstrate your not for profit status through one of the following:

- current Australian Charities and Not-for-profits Commission's (ACNC) registration
- constitutional documents and/or Articles of Association that demonstrate the not for profit character of your organisation.

An eligible lead entity can form a consortium with ineligible entities.

Each consortium must have as a member at least one regional university. The university does not need to be the consortium lead. For the purposes of this requirement, a regional university will be considered to include a university with demonstrated connections to regional communities (for example, a regional campus or other physical presence). Your application should explain how you consider this requirement to be met.

Hubs must have a physical presence in the region to which they relate that is relevant to the services that the Hub will deliver. Note that, in addition to being an eligibility criterion, the strength and breadth of connections to the region will be considered in the context of application assessment (see assessment criteria, below). This, for example, might involve a central 'hub' with 'nodes' of physical presence throughout the region.

You can be a party to multiple applications, including a consortium lead and/or a member of a consortium (for example, as part of applications for different regions).

4.2 Who is not eligible to apply for a grant?

The following organisation/individuals are not eligible to apply as a lead organisation for the Hub grant:

- Non-corporate Commonwealth Entity
- Commonwealth Company
- Unincorporated Association
- Australian state/territory government agency or body (not referred to as being eligible above)
- International Entity
- Sole Trader
- Partnership³
- Person⁴
- any organisation not included in section 4.1.

Organisations that are not eligible to apply as the lead applicant can still be participants in a Hub.

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

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

4.3 Mandatory elements of applications

Specification of region and coverage

Your application must specify which of the following regions your proposed Hub will support:

- Southern NSW
- Southern QLD/Northern NSW
- South-West WA
- Victoria
- Top End NT/WA
- Tropical North Queensland
- South Australia
- Tasmania.

These regional descriptions provided above are intended to be indicative. The intent is to achieve coverage of Australia's key climatic and agricultural zones across the eight Hubs. The specific areas covered by the Hubs will be refined through the process of calling for, and selecting Hubs. There is flexibility to, for example, propose the extension of a particular region, as described above, into an area of another region.

Your application must provide details on the proposed coverage of the Hub in terms of geographic area, and types of agriculture industries.

As well as being an eligibility requirement to specify these things, the proposed coverage of your Hub will be a consideration in the assessment of your application (see assessment criteria, below).

Hub Director

Your application must include provision for a Hub Director.

The Director is expected to provide leadership and have the time and capacity to engage effectively in the activities of the Hub. The Director will be responsible for implementing the strategic direction of the Hub and oversee the reporting structures.

Knowledge Broker

Your application must include provision for a Knowledge Broker.

The knowledge broker will help decision-makers define the questions they need answered by science, then help to translate the science into practice. This role will also be responsible for production of communication products addressing regional knowledge priorities. These products will provide a synthesis of the available knowledge and RDEA&C outputs into easily understood products to assist farmers and community groups to adapt, reorganise and transform.

5. What the grant money can be used for

5.1 Eligible grant activities

You cannot spend grant money on activities that you receive funding for under any other government program unless this funding is an identified co-contribution.

You can only spend the grant on eligible expenditure you have incurred on program activities.

Drought Resilience Adoption and Innovation Hubs

Project activities include:

- support for the operation of the Hub
- to provide a 'shopfront' for research, development, extension, adoption and commercialisation support, enabling farmers, supply chain small and medium enterprises (SMEs) and community groups to share information and resources, and test and access innovative ideas, techniques and technology
- support participating farmers, supply chain SMEs and community groups across the region to work together
- develop and implement a drought resilience innovation strategy
- assisting farmers, supply chain SMEs and community groups improve their capabilities, and create jobs, for example:
 - developing and delivering workshops, training, seminars and other events
 - identifying emerging drought resilience needs to inform and facilitate end-user focused research
 - providing intelligence about drought resilience opportunities and challenges to researchers
 - knowledge brokering to help decision-makers define the questions they need answered by science, then help to translate the science into practice
- communication, knowledge capture and synthesis for regional priorities, extension and adoption
- monitoring and evaluation, including reporting on key indicators and metrics that measure drought resilience trends in their respective region.

Hubs may also consider piloting programs – for example the following activities that are consistent with the Funding Plan (that is, will deliver public good):

- funding competitive post-graduate scholarships to cover project costs for students that have been awarded an Australian Government Research Training Program Stipend Scholarship based on the drought resilience public good benefits and transformational potential of the project
- funding merit-based scholarships to support targeted inquiry by primary producers on innovation and international best practice in drought resilience. The outcomes from these scholarships could include reports, drought resilience champions and sharing good practices with case studies and presentations
- funding drought resilience innovation awards to share good practice through case studies and presentations
- funding commercialisation grants to target the priority themes of the Hub's strategies and the Research and Adoption Program's Investment Plan. The commercialisation grants could improve researcher and entrepreneur's access to education and training and incubator and accelerator services. The Hub could also facilitate researchers and entrepreneur's access to other programs, including the Business Research and Innovation Initiative, by providing information about these opportunities.

Grant funds must only be spent for the purposes of undertaking the Hub and its activities as specified in the grant agreement.

5.2 Eligible expenditure

The Hubs can only spend the grant funds on eligible expenditure you have incurred on agreed activities and projects. Program funding is to be directed primarily to collaboration and communications, and program funds are to be spent in Australia.

Eligible expenditure items for the Hub operations are:

- salaries for Hub staff, and direct on-costs. Key staff as a minimum are the Director and a Knowledge Broker
- direct costs of approved drought resilience projects
- indirect costs of approved drought resilience projects
- capital items such as office equipment necessary for administration, managing extension and adoption projects and communications
- consultancies to inform program design
- domestic travel.

The Hubs must incur the expenditure on their program activities and projects between the start date and end date of their grant agreements for the expenditure to be eligible.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- work that duplicates other research activities
- purchase of land
- major construction and capital expenditure
- purchase of vehicles
- overseas travel
- activities or projects for which other Commonwealth, state, territory or local government bodies have funded, and
- fundamental research.

Grant funds must not be used to pay for staff or other resources committed as in-kind contributions under the grant agreement.

6. The assessment criteria

You must address all of the following assessment criteria in the application. 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.

We will only award a grant to applications that score highly against criterion one (that is, satisfy the criteria to a high standard and the applicant's claims are supported by the information provided).

We reserve the right to not make a grant for a Hub in one or more regions if we are not satisfied that any applications adequately address the criteria. In this situation, we may run a subsequent

ad-hoc grant process in which we approach only selected applicants, and ask them to modify or combine their previous applications.

The application form includes text limits of approximately 1500 words per criteria. You will provide further information in the attachment that outlines the proposed engagement plan of the Hub and the approach to participatory research and adoption.

Criterion 1: Ability to effectively service the RDEA&C needs of the region you are applying for (40%)

You should demonstrate this by identifying:

- the proposed regional coverage of the Hub, and the agricultural industries that the Hub will focus on
- the inclusiveness of key organisations and stakeholders within the region as part of the membership of the Hub and as part of a broader network of partners
- the physical presence Hub members have in the region in question, of relevance to the delivery of Hub services. This includes presence across different areas of the region in question
- your history of RDEA&C and drought resilience leadership across your region
- support from the key organisations and groups across your region, and state and/or territory and local governments
- the leadership group's stakeholder networks of relevance to the Hub scope, and ability to foster a culture that promotes co-design and ongoing partnerships with end-users
- your flexibility, capability and willingness to scale up to address other regional and national priorities as they arise.

Criterion 2: Alignment with the program objectives (25%)

You should demonstrate this by identifying

- how your project aligns with the program outlined in section 2
- how the Hub will benefit agricultural businesses, supply chain SMEs and community groups across the region to improve their drought resilience capability through RDEA&C activities
- how your project will have impact and influence and will generate economic, environmental and social drought resilience benefits for participating farmers, supply chain SMEs and community groups that would not have occurred otherwise
- how you plan to engage with stakeholders across your region to:
 - leverage existing commercial and community strengths
 - engage and provide services to targeted agricultural businesses, supply chain SMEs and community groups
 - identify drought resilience RDEA&C opportunities for participating agricultural businesses, supply chain SMEs and community groups

- build and maintain relationships with state and territory government agencies, research organisations (including RDCs, CSIRO and universities), education and training organisations, and advisors (both private and public)
- leverage and participate in industry and community networks (including those of the department and the other FDF programs through sharing learnings and insights)
- seek alignment with other government initiatives including (but not limited to) the
 - National Agricultural Innovation Agenda, RDCs, CSIRO, Cooperative Research Centres (CRCs), the Entrepreneurs' Programme, agri-business focused SME Export Hubs, the National Landcare Program, Regional Development Australia Committee planning, Building Better Regions Fund initiatives, Regional Growth Fund and Regional Jobs and Investment Packages' initiatives; Austrade, and/or TradeStart; and promote (and potentially facilitate) opportunities for participating farmers, supply chain SMEs and community groups to access these other initiatives and services to supplement their drought resilience capabilities
- how the proposed Hub would address the shared interests of the participant farmers, supply chain SMEs and community groups; and improve the interactions between farmers, supply chain SMEs and community groups, researchers, educators and state and territory government agencies to deliver drought resilience outcomes
- how your proposal aligns with relevant regional economic development strategies, agricultural priorities and advances.

Criterion 3: Capacity, capability and resources to deliver the Hub (25%)

You should demonstrate this by identifying:

- your capacity and capability for managing the project including access to personnel with the right skills and experience
- a clear understanding of the principles of co-design and participatory research, involving end-users and other stakeholders. Examples of previous research, adoption, extension and commercialisation delivered in this way and the outcomes achieved would be highly regarded
- demonstrated knowledge brokering ability
- demonstrated ability to effectively communicate research findings to end-users, and support knowledge sharing networks
- your consortium partner and the consortium's capability as a whole to deliver the proposed Hub activities that support adaption, reorganisation and transformation of agricultural industries and communities for improved drought resilience that are the focus of the Hub
- your access to facilities, capital equipment, technology and other resources (including co-investments from third parties), intellectual property, administrative systems, including record keeping practices, reporting and required regulatory or other approvals
- a sound project plan to manage and monitor the project and risks, including scope, implementation methodology, timeframes, cyber security, and budget
- financial capacity.

Criterion 4: Impact of grant funding on the project (10%)

You should demonstrate this by identifying:

- whether your project will go ahead without the grant. Explain how the grant will impact your project in terms of scale, timing and reach
- your justification for the funding amount requested with respect to the scale of the project, grant period and intended outcomes
- the total investment the grant will leverage.

The amount allocated to administration activities is expected to be consistent with other similar Commonwealth programs. For example, the average spend for administrative activities for the current National Environmental Science Program (NESP) program is at around 6%.

7. How to apply

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

These documents may be found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any alterations and addenda⁵ will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You can submit, and/or be a part of, multiple applications under this program – for example, for different regions. To apply you must:

- Complete the online grant opportunity application form on [GrantConnect](#) or [Community Grants Hub](#).
- Provide all the information requested.
- Address all eligibility criteria and assessment criteria.
- Include all necessary attachments.
- Submit your application to the [Community Grants Hub](#) by 11.00 PM AEDT on Wednesday 23 December 2020.

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

The application form includes help information. You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 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 submitting it, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The Community Grants Hub does not have to accept any additional information, nor requests from you to correct your application after the closing time.

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

⁵ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

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 to acknowledge the receipt of your application.

7.1 Attachments to the application

We require the following mandatory documents to be attached with your application:

- CVs for key personnel (combined as one document)
- high level RDEA&C plan – template provided
- lead organisation's structure and the proposed structure to deliver the Hub
- Business Plan, which should include the following information:
 - overhead and information technology costs
 - salary costs for Hub staff
 - itemised costings for Hub activities
 - ability to leverage the existing administrative capabilities in the region
 - a justification for the funding amount requested with respect to the scale of the project, grant period and intended outcomes
 - cash and in-kind co-investment
 - the financial viability of the lead applicant
- Risk Management Plan – template provided.

The templates have been designed to ensure we receive the information we need to be able to assess your application against the selection criteria. If a template is not used, we will be unable to assess that part of your application against the criterion to which that template relates. This will result in your application receiving a lower rating than it might have if the correct template had been used.

Information included in templates will also directly inform the development and execution of a grant agreement (including schedules) with successful applicants.

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 have not asked for.

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

7.2 Consortium membership

Only the lead organisation can submit the application form and enter into a grant agreement with the department.

The application must identify all other members of the proposed consortium and provide an overview of the following:

- details of the partner organisations
- an overview of how the partner organisations will work with the lead organisation and any other partner organisations in the group to successfully complete the program activity
- an outline of the relevant experience and/or expertise the partner organisations will bring to the group
- the roles/responsibilities of the partner organisations
- any cash and in-kind contributions
- details of a nominated management level contact officer.

After your application is submitted, we will ask you for a letter of support from each of the partner organisations from an authorised officer or board. We will ask that each letter of support detail the arrangements as set out here in section 7.2.

You must have a formal arrangement in place with all parties prior to execution of the agreement that will be established following the engagement of the Hub. This is likely to be in March 2021.

7.3 Timing of grant opportunity processes

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

Late applications

We cannot 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 via support@communitygrants.gov.au.

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.

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

The delegate or their appointed representative will determine whether a late application will be accepted. The decision of the delegate will be final and not 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.

Successful Applicants

If you are successful, we expect you will be able to commence your services around February 2021.

Table 1: Expected timing for Drought Resilience Adoption and Innovation Hubs

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of services	March 2021
End date of grant activity or agreement	30 June 2024

7.4 Questions during the application process

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

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

The question period will close at 5.00 PM AEDT on Wednesday 16 December 2020. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

We review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see section 6 of the Grant Opportunity Guidelines) 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.

A Selection Advisory Panel will consider whether it provides value with relevant money.⁶

⁶ See glossary for an explanation of 'value with money'.

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

- the overall objective(s) to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the application will target primary producers and communities across the specified regions
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the specified outcomes and objectives.

8.2 Who will assess applications?

A Selection Advisory Panel (SAP) established by the department will assess each application on its merits and compare it to other eligible applications before recommending which grant applications should be awarded a grant.

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

If you are shortlisted, we may invite you to attend an interview with the SAP, where they will ask you questions about your responses to the assessment criteria in order to clarify elements of the application and shape the overall score.

The SAP recommends to the Commonwealth Drought Minister which applications to approve for a grant. The Regional Investment Corporation (RIC) Board must provide advice to the Minister about whether an FDF grant should be made.

8.3 Who will approve grants?

The Commonwealth Drought Minister decides which grants to approve taking into account the recommendations of the SAP, the advice of the RIC Board and the availability of grant funds for the purposes of the grant program.

The Commonwealth Drought Minister's decision is final in all matters, including:

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

There is no provision in the *Future Drought Fund Act 2019* for review by the Administrative Appeals Tribunal 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. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations. 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 one month of being advised of the outcome. We will give written feedback within one month of your request.

10. Successful grant applications

10.1 The grant agreement

The Hub must enter into a legally binding grant agreement with the department. The department will offer successful applicants a grant agreement for this grant opportunity.

The agreement will have general terms and conditions that cannot be changed. We will use a schedule to outline the specific grant requirements.

The department must execute a grant agreement with each Hub before it can make any payments. The Commonwealth is not responsible for any expenditure until a grant agreement between the Hubs and the department is executed. The Hubs must not start any grant activities until a grant agreement is executed and agreements are in place.

If the Hubs enter an agreement for this grant, the Hubs cannot receive other grants for the same activities from other Commonwealth, state or territory granting programs unless this has been identified and accepted as a co-contribution.

The Hub's grant agreement may have specific conditions determined by the assessment process or other considerations made by the department and Commonwealth Drought Minister. The department will identify these in the agreement.

The department may recover grant funds if there is a breach of the Hub's grant agreement.

You will have four weeks from the date of a written offer to execute this grant agreement with the department ('execute' means both you and the department have signed the agreement). During this time, the department 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, the department may extend this period. The department will base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, the department will review any required changes to these details to ensure they do not impact the grant as approved by the Commonwealth Drought Minister.

10.2 Specific legislation, policies and industry standards

You are required to be compliant with the *Future Drought Fund Act 2019* and all relevant laws, regulations and policies.

Expenditure from the FDF needs to be consistent with the *Drought Resilience Funding Plan 2020 to 2024* (the Funding Plan).

The Funding Plan serves as a framework for all expenditure from the FDF, and therefore the program. The Funding Plan can be found [here](#).

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid for the operations of Hub.

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

Payments will be made as set out in the Hub's grant agreement. Payments are subject to satisfactory progress on grant activities.

Any additional expenditure incurred by you above the approved amount specified in the Hub's grant agreement, or as otherwise varied by us, is your responsibility. The Commonwealth will not reimburse the Hubs for such costs under any circumstances.

You are responsible for any and all financial and taxation implications associated with receiving funds.

Once the grant agreement is signed by the Commonwealth and as specified in the Hub's grant agreement, payment will be made within 30 days.

Payments

We will make an initial payment on execution of the Hub's grant agreement. We will make payments according to an agreed schedule set out in the Hub's grant agreement. Payments are subject to satisfactory progress on the Hub grant activity.

The agreed schedule may be updated periodically with additional activities agreed by the Commonwealth Drought Minister.

Any ongoing payments will be subject to satisfactory progress on the grant activity.

10.4 Grants payments and GST

Payments will be GST inclusive, unless the recipients are GST exempt. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will 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](#).⁷ We do not provide advice on your particular taxation circumstances.

10.5 Your responsibilities

Governance structure and arrangements

If you are a successful Hub, you must already have appropriate administrative operations before the grant agreement is finalised.

The Hubs may comprise integrated nodes or adopt any other appropriate approach, provided that it meets the objectives and selection criteria and is not contrary to the grant agreement.

The Hubs must implement appropriate governance structures to encourage centrally managed strategic alliances, and collaborations with researchers, industry and stakeholders. The Hubs must also implement appropriate policies consistent with Commonwealth standards including on probity, grantees reporting, conflicts of interest, privacy, and treatment of confidential information. The Hubs will also need to inform its stakeholders that documents and information in the possession of the Australian Government are subject to the [Freedom of Information Act 1982](#) (FOI Act).

Hub Director

You must employ the Hub Director.

The Director is expected to provide leadership and have the time and capacity to engage effectively in the activities of the Hub. The Director will be responsible for implementing the strategic direction of the Hub and oversee the reporting structures.

⁷ <https://www.ato.gov.au/>

If the Director is at any time no longer able to undertake this role for any period greater than two months due to leave, incapacity or other personal circumstances, the Hub may be continued under a replacement Director provided that an approval is obtained by the department before the change takes effect and a replacement Director has similar specialist and leadership abilities as set out in section 6 of the Grant Opportunity Guidelines.

Knowledge broker

You must employ a knowledge broker.

A knowledge broker will help decision-makers define the questions they need answered by science, then help to translate the science into practice. This role will also be responsible for production of communication products addressing regional knowledge priorities. These products will provide a synthesis of the available knowledge and RDEA&C outputs into easily understood products to assist farmers and community groups to adapt, reorganise and transform.

If the knowledge broker is at any time no longer able to undertake this role for any period greater than two months due to leave, incapacity or other personal circumstances, the Hub will need to appoint an alternate knowledge broker provided that an approval is obtained by the department before the change takes effect and a replacement Knowledge Broker has similar specialist abilities as set out in section 6 of the Grant Opportunity Guidelines.

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

The Hubs should let us know if anything is likely to affect your grant activity 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 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 also must notify us of:

- events relating to your grant and provide an opportunity for the Minister or their representative to attend
- any approaches by the media for comment on program related topics/issues within one business day of the approach
- the publication of research findings at least 10 business days prior to their release
- any proposed political engagement within 15 business days of the proposed engagement.

The grant agreement will include other specific media and communication requirements of the FDF.

12.2 Reporting

The Hubs must have systems in place to meet your data and information collection and reporting obligations outlined in the grant agreement.

The Hubs must submit reports in line with their grant agreement.

This information will be used to:

- enable monitoring and evaluation of grant activities to ensure effectiveness and efficiency of program delivery, and alignment with the FDF Funding Plan
- enable validation of initial outcomes and input into the legislated review of the FDF by the Productivity Commission (PC) during the third year of the four-year Funding Plan (due 2022-23). The PC will assess the economic, environmental and social outcomes of the grant
- for collating progress reports on the status of the grant and commissioned activities
- enable periodic National Drought Agreement (NDA) reporting against the relevant NDA reporting categories.

We will provide sample templates for these reports as appendices in the grant agreement. We will expect you to prepare advice on the long-term investment and implementation priorities of the Drought Resilience Research and Adoption Program and report on:

- Progress against agreed activity milestones and outcomes, and performance against program objectives outlined in monitoring, evaluation and learnings plans as outlined in the grant's agreements. If you believe there are significant risks, you may wish to provide a short 'Exception Report' (monthly or three-monthly) that outlines any arising implementation issues or constraints against progress.
- The grants/contracts you administer, including progress against milestones and outcomes, and performance against program objectives outlined in agreed monitoring, evaluation and learnings plans.
- Grant or contract expenditure for operations, administered grants/contracts and agreed activities (as appropriate).

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

We will monitor progress by assessing reports you submit. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

Progress reports

The Hubs' six monthly progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes as set out in the grant agreement
- show the itemised and total eligible expenditure incurred to date, and evidence of that expenditure
- provide an explanation of any delays that have occurred, the actions you propose to take to address the delay and the expected effects (if any) the delay will have on the activity
- include evidence of Drought Resilience, Research and Adoption Program grantees'/contractors' progress towards completion of agreed activities and outcomes. If there are delays, provide an explanation of any delays that have occurred, the actions the grantee/contractor proposes to take to address the delay and the expected effects (if any) the delay will have on the activity
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

Progress reports provide Hubs with an opportunity to update strategic plans, add partners, and seek approval from the department to update grant agreements to, for example, add new activities and projects.

- Progress reports must be completed on the template provided in the grant agreement.
- Grant payments will only be made when satisfactory progress reports have been submitted.
- The Hubs must discuss any reporting delays with the department.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant or the grants you administer. 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 by you and the grants/contracts that you manage
- include the agreed evidence as specified in the grant agreement
- identify the total and itemised eligible expenditure
- identify the total and itemised eligible expenditure of the grants/contracts that you manage
- include information about any ongoing monitoring, evaluations and learning
- be submitted by the due date in the format provided in the grant agreement.

12.3 Audited financial acquittal report

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

We may ask you to provide an independently audited financial acquittal report.

We may ask that your grantees/contractors provide a declaration that their grant/contract money was spent in accordance with the grant/contract agreement, and to report on any underspends of the grant/contracted money.

We may ask that your grantees/contractors provide an independently audited financial acquittal report.

The financial acquittal report template is attached to the sample grant agreement.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress and the progress of any grants/contracts that you administer. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager.

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

12.5 Compliance visits

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

12.6 Record keeping

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

We may contact you up to two years after you finish your grant for more information.

12.7 Program evaluation

The grant agreement will set out the information, data and reporting requirements to evaluate how effective the program was in achieving its outcomes.

A Monitoring, Evaluation and Learning (MEL) plan with key performance indicators (KPIs) and success measures must be developed within three months of signing your agreement, and link to the Future Drought Fund's comprehensive MEL framework.

We will evaluate the grant activity of the Hubs, and also any other program grants, guided by the FDF's comprehensive MEL framework, to measure how well the outcomes and objectives have been achieved.

The department will undertake the MEL for the Hubs and the Innovation Grants in a manner that is consistent with the Future Drought Fund's MEL framework.

Using data and information collected as part of reporting arrangements for each program, we will identify program-specific outputs arising from the grants and compare these against anticipated program outcomes.

The timing of the evaluations will be up to June 2024. The evaluations of any grants you administer will be agreed when those grant agreements are signed.

You will be required to collect data and information during the period of your grant for this purpose and the legislated review of the Fund by the Productivity Commission (PC) during the third year of the four-year Funding Plan (due 2022-23). The PC will assess the economic, environmental and social outcomes of the grant.

We may use information from your application (see section 13.3 of the Grant Opportunity Guidelines) and reports for evaluations purposes. We may also interview you and the grantees, or ask you for more information to help us understand the impact of the grants and to evaluate how effective the program was in achieving its outcomes.

12.8 Acknowledgement

The FDF program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

Future Drought Fund – an Australian Government initiative’.

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 Future Drought Fund [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.

These guidelines may be changed from time-to-time by the department. When this happens, the revised guidelines will be published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

13.1 Enquiries and feedback

Complaints about the selection process

You can contact the complaints service with complaints about the Community Grants Hub’s services or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. You can use the online complaints form on the Department of Social Services website by phone or mail:

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints about Research and Adoption Program

All complaints about the Research and Adoption Program must be lodged in writing to the Department of Agriculture, Water and the Environment. You can send your complaint to droughtresilience@agriculture.gov.au.

Further concerns

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 and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who can influence the application selection process, such as an Australian Government officer or member of an external panel
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department and the Community Grants Hub in writing immediately.

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

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

13.3 Privacy

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* (the Act) and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents, grantees, 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 and the grantees/contractors that you manage 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, grantees 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 Panel, other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

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

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

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

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

By email: foi@dss.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
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.
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.
fundamental research (also called pure research or basic research)	scientific research with the aim of improving scientific theories for better understanding and prediction of natural or other phenomena.

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 money⁸ or other Consolidated Revenue Fund (CRF) money⁹ 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.
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 [entity] Portfolio Budget Statement Program.
Hub	the organisation which has been selected to receive a Hub grant.
Hub grant	means the amount of money the grantee received in accordance with a Hub agreement.
Hub grant activity/activities	refers to the project/tasks/services that the Hub is required to undertake.

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

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

Term	Definition
knowledge brokers/ing	help decision-makers define the questions they need answered by science, then help to translate the science into practice.
multidisciplinary	involves combining or involving several academic disciplines or professional specializations.
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.
regional	those areas outside the greater capital city metropolitan boundaries.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
small and medium enterprises (SMEs)	Small and medium enterprises are Australian businesses employing fewer than 200 people.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>when administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> ▪ the quality of the project proposal and activities ▪ fitness for purpose of the proposal in contributing to government objectives ▪ that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved and ▪ the potential grantee's relevant experience and performance history.

15. Appendix A: In-kind contributions

We treat cash and in-kind contributions equally for determining your matching 50% share of total eligible grant project value.

In-kind contributions are the non-cash contributions. These can include labour contributions and facilities, equipment and services provided by project partners to the project. In order for in-kind contributions to count towards your total eligible grant project value, they must directly relate to eligible activities.

In-kind contributions may include:

- Salaries and on-costs for Australian personnel directly employed for the project activities. Australian Government funds awarded (or contracted) to researchers employed by partners, or to the partners themselves, for specific projects cannot be claimed as eligible expenditure. Labour calculations must reflect peoples' salary packages, and the proportion of paid time spent on the Hub project.
- Facilities, equipment and services provided by a partner to the project from its own resources. We do not prescribe a specific formula to determine the value of these contributions. You need to determine the value of these contributions. They must be realistic, justifiable and valued proportionally to their use on the project. For example, you should calculate the in-kind contribution of a capital item by the running costs and the depreciation of the item.

Examples of in-kind contributions include:

- If a resource has an annual depreciation value of \$100,000 and the project was using 10% of the resource's capacity then the resource could be valued at \$10,000 per year.
- If the fee for usage was \$500 per use and the project was receiving 100 usages per year at no cost, the value of the resource could be valued at \$50,000 per year.
- If your project receives office space as an in-kind contribution from a partner, you should value the contribution at the amount it would otherwise cost to rent equivalent office space.