



# Multicultural Affairs and Citizenship Program: Fostering Integration Grants (FIGs) Grant Opportunity Guidelines

<b>Opening date:</b>	3 May 2022
<b>Closing date and time:</b>	9:00 pm AEST on 14 June 2022
<b>Commonwealth policy entity:</b>	Department of Home Affairs
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5:00 pm AEST on 6 June 2022
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<b>Type of grant opportunity:</b>	Open competitive

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# 1. Multicultural Affairs and Citizenship Program: Fostering Integration Grants (FIGs) processes

**The Multicultural Affairs and Citizenship Program is designed to achieve Australian government objectives.**

This grant opportunity is part of the above grant program funded in the 2021–22 Mid-Year Economic and Financial Outlook, which contributes to the Department of Home Affairs' Outcome 2, Program 2.5 Multicultural Affairs and Citizenship Program. The Department of Home Affairs 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 the [GrantConnect](#) website.



**You complete and submit a grant application**

You must 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 with money and compare it to other applications.



**We make grant recommendations**

We provide advice, through the Selection Advisory Panel to the decision maker on the merits of each application.



**Grant decisions are made**

The decision maker, the Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs, decides which applications are successful.



**We notify you of the outcome**

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



**We enter into a grant agreement**

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



**Delivery of grant**

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



**Evaluation of the Fostering Integration Grants (FIGs)**

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

## 1.1 Introduction

These guidelines contain information for the Fostering Integration Grants grant opportunity.

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 Home Affairs (the department).

## 2. About the grant program

Fostering Integration Grants (FIGs) is being provided by the department and is part of Program 2.5 Multicultural Affairs and Citizenship Program, within Outcome 2.

Outcome 2: Support a prosperous and united Australia through effective coordination and delivery of immigration and social cohesion policies and programs.

Program 2.5: Multicultural Affairs and Citizenship: To support a prosperous and inclusive society through the promotion, delivery and effective management of the Australian multicultural and citizenship programs.

FIGs will open in 2021–22 and will further strengthen social cohesion as part of the Australian Government's national COVID-19 recovery efforts.

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

### 2.1 Response to COVID-19 (coronavirus)

At the time of publication, there are a range of public health and other measures in place as part of Australia's response to COVID-19.

COVID-19 represents a significant challenge both in Australia and internationally. Some members of the community may be particularly vulnerable to COVID-19. For this reason, applicants should carefully consider their projects and activities, to ensure they can be safely delivered, including adhering to COVID-19 social distancing or other public health measures and alternate delivery options.

Successful projects will need to comply with the relevant social distancing or other public health measures in place at the time they are delivered (this includes national, state and/or local government requirements). Australian Government information and advice for limiting the spread of COVID-19 is available on the [Department of Health website](#).

## 2.2 About the Fostering Integration Grants opportunity

This grant opportunity is for the Fostering Integration Grants (FIGs). The underlying principles of the FIGs are to:

- assist migrants to integrate into Australian social, economic and civic life
- support small culturally diverse community organisations and groups in Australia that provide cultural activities, and community programs and events
- build upon Australia's multicultural success with a particular focus on building social cohesion.

Australia is a multicultural society. Almost half of our current population were either, born overseas or has at least one parent born overseas. We have flourished in part thanks to our multicultural and multi-faith diversity, underpinned by our inclusive national identity and shared Australian values. We do not take our unity and prosperity for granted. Communities and community organisations play a critical role in supporting and building our social cohesion and keeping communities strong, cohesive and prosperous.

The objective of the grant opportunity is to facilitate the participation, integration and social cohesion of both newly arrived migrants and multicultural communities in Australia by:

- encouraging the social and economic participation of migrants by developing skills and cultural competencies to integrate into Australian social, economic and civic life, and build community resilience
- promoting and encouraging the uptake of Australian values and liberal democracy and amplifying the value of Australian citizenship
- promoting a greater understanding and acceptance of Australia's inclusive national identity and multicultural and multi-faith diversity
- addressing issues within Australian communities that show potential for, or early signs of, low social integration.

The intended outcome of the grant opportunity is to contribute to an integrated and cohesive multicultural Australia where migrants:

- actively participate in Australian society through work, school, sport or other community activities
- embrace Australian values and abide by Australian laws
- have capacity to communicate in English, the national language of Australia
- are gainfully employed
- are resilient in times of crisis
- have social networks that cross ethnic and religious groups
- are welcomed and supported by the broader Australian community.

Activities can include all Australian citizens and residents who contribute to maintaining social cohesion and defining our national identity.

## 3. Grant amount and grant period

### 3.1 Grants available

The Australian Government has allocated up to a total of \$7.5 million GST exclusive for the 2021–22 financial year for FIGs.

The total allocation for FIGs will be decided on completion of the selection process. This will depend on the number and quality of applications received.

Activity	Minimum funding amount	Maximum funding amount	Total funding available
Project 1	\$15,000	\$100,000	\$5 million
Project 2	\$20,000	\$100,000	\$2.5 million

Due to the competitive nature of the grant opportunity, the department may negotiate with successful applicants to reduce the project scope and offer an amount that is less than which they applied.

### 3.2 Grant period

You must complete your grant activity within 12 months of the date the grant agreement is signed and executed.

## 4. Eligibility criteria

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

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

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

To be eligible you must be a not-for-profit organisation, which is legally registered in Australia and be one of the following entity types:

- Company
- Indigenous Corporation
- Cooperative
- Incorporated Association.

If you are applying as a Trustee on behalf of a Trust<sup>1</sup>, the Trustee must have an eligible entity type as listed above.

Applications from consortia are acceptable – see section 7.1 for further information. The lead organisation may consider forming a partnership or consortium with other organisations who have relevant expertise.

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<sup>1</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.

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

You are not eligible to apply if you are a/an:

- organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government<sup>2</sup>
- International Entity
- Statutory Entity
- Sole Trader
- Partnership
- Person<sup>3</sup>
- Unincorporated Association.

In addition to the above, funding will not be provided to organisations that:

- have failed to comply with the terms and conditions of previously awarded Commonwealth grants
- have been implicated in illegal actions such as providing any kind of support, including financial, to terrorist organisations, advocating the use of violence for political means and other unlawful activities.

## 4.3 Unincorporated Associations

Non-legal entities such as an Unincorporated Association may be able to receive funding where a legal parent organisation, or a legal entity connected to the Unincorporated Association, can enter into a legally binding agreement on its behalf. Alternatively, a person representing the Unincorporated Association can enter into the agreement and assume the legal liability.

## 4.4 What qualifications, skills or checks are required?

If you are successful, all personnel working on the grant activity must maintain the following registration/checks:

- Working with Vulnerable People registration
- Working with Children check
- [National Police check](#).

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<sup>2</sup> Includes New South Wales local governments created as Body Politics.

<sup>3</sup> A person is a natural person, an individual, a human being.

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

### 5.1 Eligible grant activities

To be eligible your grant activities must directly relate to the objectives of the grant opportunity as detailed in section 2.2. Your grant activity must fall into one of 2 of the following categories:

You must submit a separate application for each project or development proposal.

**Project 1** – Support the integration or capacity building of recently-arrived migrants and multicultural communities, including through projects in the following categories:

- festivals, multicultural events, and community functions
- sporting events
- increasing understanding of our inclusive national identity, Australian values, citizenship, and the rule of law
- encouraging integration and cooperation between emerging and established communities
- employment training and work experience for migrants
- increasing youth leadership capacity
- supporting women and young people
- arts projects
- developing multicultural community organisations and networks
- projects utilising digital and online technology to promote social cohesion and integration
- another project which meets the Project 1 description.

**Project 2** – A project that supports the minor fit out, extension or upgrade of existing community spaces and amenities, through projects in the following categories:

Buildings:

- upgrade existing amenities, including improved access (for example, ramps and access doors)
- provision of external shade areas (for example, covered play areas)
- lighting/security/fencing
- environmentally friendly additions (for example, solar panelling)
- barbeque and picnic facilities.

Mobile amenities:

- mobile catering facilities such as a food van
- mobile stages
- sound and lighting equipment.

Online amenities:

- video conferencing facilities
- websites and other online presence.

Other:

To be eligible for funding under Project 2 you must have all relevant approvals in place to undertake minor works. These may be requested as part of the assessment process.

## **5.2 Eligible expenditure**

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

Eligible expenditure items are:

- staff salaries and on-costs that can be directly attributed to the provision of the funded grant activity
- employee training for paid and unpaid staff including Committee and Board members which is relevant, appropriate and in line with the grant activity
- venue hire, insurance, catering, marketing and promotion for events, seminars and workshops
- up to 15% of the grant can be used for operating and administration expenses that can be directly attributed to the provision of the funded grant activity such as telephones, computer, website, software, utilities, postage, stationery and printing, accounting and auditing, domestic travel and accommodation costs, as well as the costs related to project planning, consultation, and monitoring
- costs related to obtaining required building permissions as long as initial building approvals have been granted prior to the application submission
- costs of suppliers, consultants, specialists/experts and contracted labour undertaking eligible project activities
- up to 10% of the grant can be used for evaluation of the funded project and/or to develop options for ongoing sustainability and viability of the funded project.

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

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

You cannot use the grant for the following activities:

- activities that replicate services provided by other Commonwealth grant programs in the project location, including the Adult Migrant Education Program (AMEP) and the Humanitarian Settlement Program
- cross-subsidisation of existing programs or initiatives run by your organisation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent not directly attributed to the activity being delivered as part of the grant agreement
- existing activities that may be considered the day-to-day corporate activities of your organisation (for example, updating your website)
- activities or programs that cannot be completed before the activity end date of the grant agreement
- purchase of land, major capital expenditure or major construction/capital works
- projects that have commercially oriented objectives

- projects that do not meet Australian standards
- projects that include building or upgrade of specific licenced and/or gaming areas
- cover of retrospective costs before the commencement of the grant agreement
- costs incurred in the preparation of a grant application or related documentation
- overseas travel or activities or programs that will be completed outside of Australia
- costs to attend and travel to conferences
- activities or programs that are likely to contribute to racial, religious or cultural intolerance or that are otherwise contrary to the views of the Australian Government.

## 6. The assessment criteria

You must address all of the following assessment criteria in the application. All criteria are equally weighted.

The application form includes character limits – up to 2,000 characters (approximately 300 words) per criterion response. The application form will not accept characters beyond this limit.

**Please note:** spaces are included in the character limit.

### Criterion 1 – Project need in location/s

Demonstrate a strong need for a fostering integration project within your target community/communities.

In demonstrating the need you must answer the following questions:

- What community/communities does your project seek to target? Describe their characteristics including ethnic, cultural or religious background, age range, gender, visa subclass/citizenship status and so on.
- What is the main geographic region for your project? Describe urban/remote, socio-economic status, cultural diversity and so on.
- Why does your target community require assistance? Describe and provide examples of the current and emerging issues facing your target community/communities that you are seeking to address.

### Criterion 2 – Project delivery and objectives

Describe the project in detail including how it will be delivered and how it will address the grant objectives.

In describing the project you must answer the following questions:

- What activities will you undertake and how many people do you expect will participate in or benefit directly from, each activity?
- How will the activities address the particular needs of the target community/communities?
- What outcomes do you expect to achieve for individuals and for the community from your project and how do these relate to the program objectives and outcomes in section 2 of these guidelines?
- How will the project and/or outcomes continue after the grant period?

### Criterion 3 – Organisation expertise and experience

Describe your organisation's expertise and experience working with and delivering projects to your community.

In describing your organisation's expertise and experience you must answer the following questions:

- Has the target group been consulted with or involved in the design of this project? Provide information regarding their role in, or support for, the project.
- What is your relationship with the target community? How will you work with the community to ensure the successful implementation of the project?
- What is your organisation's expertise and experience with managing a similar project?
- Please specify if you have received FIGs funding in the past to provide this project.

## 7. How to apply

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

These documents are found on [GrantConnect](#). Any changes to grant documentation and addenda<sup>4</sup> 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 only submit one application form per project for this grant opportunity. If more than one application per project is submitted, the latest accepted application form will progress.

To apply you must:

- complete the online application form on [GrantConnect](#).
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 9:00 pm AEST on 14 June 2022.

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 making sure 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 help with 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). The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

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

If we find an error or something missing, we may ask you for clarification or additional information.

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<sup>4</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents

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

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

## **7.1 Joint (consortia) applications**

We recognise that some organisations may want to work together as a group to deliver a grant activity.

For example:

- A well established service provider may wish to deliver a project to a target community it has not worked with previously. The organisation is encouraged to enter into a consortium arrangement with a culturally diverse community-specific organisation representing this target community to effectively deliver the project.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group. Organisations included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' will not be eligible to be members of a consortium arrangement.

Lead organisations should ensure they have written agreement from member organisations to collaborate on the project. These may be requested as part of the assessment process.

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

## **7.2 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](#).

Requests for a late application must be made within 3 days of the grant opportunity closing, unless otherwise specified in the Grant Opportunity Guidelines.

The Decision maker or their appointed representative<sup>5</sup> will determine whether a late application will be accepted. The decision of the decision maker will be final and 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**

If you are successful, you will be expected to start your grant activity around December 2022.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	June to October 2022
Approval of outcomes of selection process	October 2022
Negotiations and award of grant agreements	October to November 2022
Notification to unsuccessful applicants	October 2022
Earliest start date of grant activity	6 January 2023
End date of grant activity	12 months after execution of the agreement.

### **7.3 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 5 working days. Answers to questions are posted on the [GrantConnect](#) website.

The question period will close at 5:00 pm AEST on 6 June 2022. Following this time, only questions about using and/or submitting the application form will be answered.

### **7.4 Support to develop your application**

Information about developing and submitting your application can be found on the [Community Grants Hub website](#).

The Commonwealth will not prepare the content or discuss your project's content with you if you do seek writing assistance.

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<sup>5</sup> This may be the Community Grants Hub decision maker or nominated staff member of the client agency at the EL2 level or above.

## 8. The grant selection process

### 8.1 Assessment of grant applications

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines. We will assess all applications for eligibility and compliance against the requirements of the application process. Eligible applications will then be considered through an open competitive grant process.

### 8.2 Who will assess and select applications?

The Hub will use trained assessors to undertake a preliminary assessment against the selection criteria on behalf of the department. The department may also be involved in undertaking this preliminary assessment. The preliminary assessment will provide an initial ranking of applications to inform the deliberations of the Selection Advisory Panel.

The Selection Advisory Panel will be established by the Hub and may include a mix of employees of the department, experts from the sector, and other Commonwealth officers with relevant specialist expertise.

Any expert/advisor who is not a Commonwealth official will be required/expected to perform their duties in accordance with the CGRGs.

The Hub may provide secretariat support to the Selection Advisory Panel, but will not participate in deliberations or decision-making. The Hub's independent probity advisor attends all Selection Advisory Panel meetings.

The Selection Advisory Panel will assess whether the application represents value with money and will make final recommendations to the decision maker by taking into account the following factors:

- the initial preliminary score against the assessment criteria
- the overall objective/s to be achieved in providing the grant
- whether the proposed project is in scope
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the FIGs program
- the extent to which the applicant demonstrates a commitment to the FIGs program
- how the grant activities will target groups or individuals
- the risks, financial, fraud and other, that the applicant or project poses for the department
- the risks that the applicant or project poses for the Commonwealth.

**The Selection Advisory Panel may seek additional information from the applicant to assist in making its final recommendations.**

### 8.3 Who will approve the grants?

Based on the value of the grant round, and in line with the department's Financial Delegations, the Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs will be the decision maker for this round.

The decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel, 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
- grant funding amount to be awarded
- terms and conditions of the grant.

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

## **8.4 The caretaker period**

The caretaker period begins at the time the House of Representatives is dissolved and continues until an election result is clear or, if there is a change of government, until a new Ministry is appointed.

During caretaker periods, the Government operates in accordance with the [Guidance on Caretaker Conventions](#) produced by the Department of the Prime Minister and Cabinet. The Caretaker Conventions include that the Government should avoid making major policy decisions, entering into major contracts or making significant appointments during a caretaker period.

## **9. Notification of application outcomes**

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

The decision maker may also inform local Members of Parliament about successful applications in their electorate.

### **9.1 Feedback on your application**

A feedback summary will be published on the Community Grants Hub website to provide all organisations with easy to access information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will not be provided for this grant opportunity.

### **9.2 Further grant opportunities**

If there are not enough suitable applications to meet the program's objectives, the department may approach organisations directly and invite them to apply through a relevant targeted competitive or closed non-competitive selection process.

## **10. Successful grant applications**

### **10.1 The grant agreement**

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Standard Grant Agreement for this grant opportunity.

Each agreement has standard grant conditions that cannot be changed. Sample grant agreements are available on the GrantConnect website as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any FIGs activities until a grant agreement is executed.

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.

We may manage the grant agreement through our Grant Recipient Portal. Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

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

### **Commonwealth Standard Grant Agreement**

We will use a Commonwealth Standard Grant Agreement.

You will have 20 business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

## **10.2 Commonwealth Child Safe Framework**

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause will be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement, you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

### **10.3 Multicultural Access and Equity**

Under the Australian Government's *Multicultural Access and Equity Policy* Australian government agencies ensure their policies, programs and services – including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications. To assist with identifying these costs, see the Translating and Interpreting Services costing tool in the grant opportunity documents.

### **10.4 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 incur extra costs, you must meet them yourself.

We will pay 100% of the grant on commencement of the Activity. You will be required to report how you spent the grant funds at the completion of the grant activity.

### **10.5 Grant payments and GST**

If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

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

## **11. Announcement of grants**

If successful, your grant will be listed on the GrantConnect website no later than 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#).

Details relating to your grant, including a brief description of the activity being supported, may also be provided to Parliamentarians and other Commonwealth, State and Territory government bodies.

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or 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 on business and pay debts due because of these changes.

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

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

You will also be responsible for:

- ensuring that anyone working directly with vulnerable people has the appropriate qualifications under relevant state and territory legislation
- providing copies of National Police Checks for all office holders
- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- ensuring staff working on the activity have the appropriate skills and knowledge
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement
- engaging with the department 's Community Liaison Officer Network as part of informal progress reporting.

### 12.2 Reporting

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

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

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

We will monitor progress by assessing reports you submit and may request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, ask for more information or request an independent audit of claims and payments.

## **Progress reports**

Progress reports must:

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

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

## **Final report**

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

Final reports must:

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

### **12.3 Non-audited financial acquittal**

We will ask you to provide a non-audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement and declare unspent funds.

### **12.4 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager. We will not consider changes after the grant agreement end date.

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**

The department may conduct physical or virtual site visits and invite you to attend recipient conferences during or at the completion of your grant activity. The aim of our engagement will be to review and support 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, or instruct a third part to inspect records on our behalf.

### **12.7 Evaluation**

We will evaluate the FIGs 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 you finish your grant for more information to assist with this evaluation.

## 12.8 Acknowledgement

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

'This project is funded/part-funded (select which ever applies) by the Australian Government's FIGs program. The grants support new initiatives by not-for-profit organisations that will help migrants better integrate into Australian life through employment and community participation.'

## 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 by the department. When this happens, the revised guidelines are published on [GrantConnect](#).

### 13.1 Enquiries and feedback

#### Complaints about this grant opportunity

The department's Complaints Procedures apply 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 lodged in writing via the online form.

#### Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service/s or the selection process.

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

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)

## 13.2 Conflicts of interest

Any conflict 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 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, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later think there is 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 give out information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

## 13.4 Confidential information

Other than information available in the public domain, you agree not to 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 3 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 purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

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

## 13.5 Freedom of information

All documents 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 gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

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)

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a> (PGPA Act).
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.
<a href="#">Commonwealth Grants Rules and Guidelines</a> (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when 2 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.

Term	Definition
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.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
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"> <li>a. under which relevant money<sup>6</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>7</sup> is to be paid to a grantee other than the Commonwealth</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> </ol>
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.
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.
<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.
National Redress legislation	means the <a href="#">National Redress Scheme for Institutional Child Sexual Abuse Act 2018</a> .

<sup>6</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>7</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
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.
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</li> <li>▪ potential grantee's relevant experience and performance history.</li> </ul>