Grant Opportunity Guidelines

Building Resilient Regional Leaders Initiative (Pilot)

Opening date:	24 September 2021
Closing date and time:	5:00pm Australian Eastern Daylight Time on 5 November 2021
	Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	10 September 2021
Type of grant opportunity:	Open competitive

Contents

1. Building Resilient Regional Leaders Initiative processes

The Building Resilient Regional Leaders Initiative is designed to achieve Australian Government objectives

This grant program contributes to the Department of Infrastructure, Transport, Regional Development and Communications' (DITRDC) Outcome 3: Strengthening the sustainability, capacity and diversity of our cities and regional economies including through facilitating local partnerships between all levels of government and local communities; through reforms that stimulate economic growth; and providing grants and financial assistance. The DITRDC works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines.*

⬇

The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.

⬇

You complete and submit a grant application

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

⬇

We assess all grant applications

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

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

⬇

We make grant recommendations

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

⬇

Grant decisions are made

The decision maker decides which applications are successful.

⬇

We notify you of the outcome

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

⬇

We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.

⬇

Delivery of grant

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

⬇

Evaluation of the Building Resilient Regional Leaders Initiative

We evaluate the specific grant activity and Building Resilient Regional Leaders Initiative as a whole. We base this on information you provide to us and that we collect from various sources.

2.   About the grant program

The Building Resilient Regional Leaders Initiative (Pilot) (the program) will run over two years from 2021-22 to 2022-23. The program was announced as part of the 2020-21 Budget.

The program is place-based and intended to meet local needs. The purpose of the program is to support current and emerging regional leaders to further develop their leadership and resilience skills, enabling them to become strong local voices who can help sustain regional Australia's recovery from COVID-19, bushfires and other crises, and contribute to their region's long-term resilience. Local leaders have a significant role to play in boosting the resilience and vibrancy of their communities.

The objectives of the program are to:

- deliver place based leadership training to support current and emerging regional leaders to develop leadership and resilience skills

- facilitate the development of networks between current and emerging regional leaders, mentors and other experts where appropriate to help maximise the impacts of the training over the long-term

- provide participants with opportunities and techniques to develop deeper connections within their regions.

The intended outcomes of the program for participants and communities are:

- improved capacity and capability among participants to support their regions' economic and social wellbeing, especially through future challenges

- enhanced community and business engagement, particularly with issues of resilience

- increased resilience and adaptability of communities.

We administer the program according to the _Commonwealth Grants Rules and Guidelines_ (CGRGs)[1].

This document sets out:

- the eligibility and assessment criteria

- how we consider and assess grant applications

- how we notify applicants and enter into grant agreements with grantees

- how we monitor and evaluate grantees' performance

- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department) is responsible for administering this grant opportunity on behalf of the Department of Infrastructure, Transport, Regional Development and Communications (DITRDC).

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

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

2.1. Public consultation to identify potential regions

DITRDC will provide an online noticeboard tool to allow representatives from regions to express their interest in being involved in the program. Applicants will have access to this information to assist in determining where there is a need for the program. Information on the online noticeboard

---

[1] https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines

tool is available through a link at business.gov.au. There is no guarantee a region will be included in applications submitted.

2.2. Project locations

You may propose one or more project locations up to a maximum of 10. You will need to demonstrate in your response to the assessment criteria (section 6.1) why the chosen region(s) would benefit from the intended project. Linking your application to an identified region's expression of interest is not mandatory.

3. Grant amount and grant period

The Australian Government has announced a total of $5 million over two years for the program.

3.1. Grants available

The grant amount will be up to 100 per cent of eligible project expenditure (grant percentage).

- The minimum grant amount is $250,000.
- The maximum grant amount is $5 million.

Cash or in-kind contributions to your project are not required but are encouraged noting that in-kind contributions do not constitute eligible expenditure. Other funding can come from any source excluding other Commonwealth government grants. Where you receive a cash contribution from another source (e.g. state government), you must provide formal documentation confirming the cash contribution and attach it to your application.

Your contribution can also come from the Aboriginal Benefits Account, Financial Assistance Grants to local government, and repayable loans from organisations such as Indigenous Business Australia and the Northern Australia Infrastructure Facility. You should check the individual agreements to ensure you can use the funds for your proposed project.

We cannot fund your project if it receives funding from another Commonwealth government grant. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the Building Resilient Regional Leaders Initiative grant or the other Commonwealth grant.

3.2. Project period

The maximum project period is up to 15 months.

You must complete your project by 31 May 2023.

4. Eligibility criteria

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

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- an entity incorporated in Australia
- a company limited by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- an incorporated not for profit organisation

- a publicly funded research organisation (PFRO) as defined in section 14
- an Indigenous Corporation (under the Corporation (Aboriginal and Torres Strait Islander) Act 2006 (Cth)).

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

4.2. Who is not eligible?

You are not eligible to apply if you are:

- any organisation not included in section 4.1
- 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' (www.nationalredress.gov.au)
- an employer of 100 or more employees that has not complied with the *Workplace Gender Equality Act (2012).*
- an individual
- a partnership
- an unincorporated association
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth, State, Territory or local government body (including government business enterprises)
- a non-corporate Commonwealth entity.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must have at least $250,000 in eligible expenditure and should:

- develop tailored, place based leadership training that is co-designed with participants to support current and emerging leaders in developing their knowledge and resilience skills to best support their unique region
- deliver leadership training to current and emerging leaders in groups of approximately 25 participants per cohort in up to 10 locations (refer to section 2.1) and include participants who are:
  - volunteers and employees of local government, community organisations and businesses
  - drawn from diverse groups, including women, young people, people from culturally and linguistically diverse backgrounds, and Indigenous Australians
  - involved in their local community's recovery from COVID-19, natural disaster or other crisis through volunteering or their employment or business activities
  - motivated to build on skills for future challenges, interested in widening their networks, and willing and able to commit the time and effort to the course requirements
  - aged 18 years or over
- include the participation of local experts (e.g. academics or psychologists) to facilitate a regional development approach to masterclasses and to facilitate leadership aptitude awareness sessions
- develop strong and enduring local and regional networks and connections between course participants within each region (past and present), mentors, and community organisations and businesses by:

- hosting networking events
- running a mentoring program between participants and prominent local leaders
- encouraging the participation of local community and business groups to facilitate workshops
- establishing an alumni network and delivering projects that rely on and deepen regional networks as part of the learning activity

5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

We encourage the engagement of Indigenous organisations and businesses in your project and supply chains. This includes access to expertise, employment of Aboriginal and Torres Strait Islander peoples and procurement of services and materials.

Eligible expenditure items are:

- direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions
- up to 30% labour on costs to cover employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers for staff directly working on the project
- contract expenditure (i.e. the cost of any agreed project activities that you contract to others
- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project activities in Australia
- staff training that directly supports the achievement of project outcomes
- marketing related costs to identify and enrol participants
- materials development costs, including creative development
- the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure
- other eligible expenditure as approved by the Program Delegate.

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the grantee will require evidence showing what an economy air fare costs at the time of travel.

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

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is a manager within the department with responsibility for the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

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

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

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

5.3. Ineligible expenditure

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

Examples of ineligible expenditure include:

- research not directly supporting eligible activities
- any in-kind contributions
- financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as rental, renovations and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- costs of purchasing, leasing, depreciation of, or development of land
- infrastructure development costs, including development of road, rail, port or fuel delivery networks beyond the manufacturing site
- opportunity costs relating to any production losses due to allocating resources to the agreed grant project
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- travel or overseas costs that exceed 10% of total project costs except where otherwise approved by the Program Delegate.

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

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

6.   The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

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

We will only consider funding applications that score at least 50 per cent against each assessment criterion, as these represent best value for money.

6.1. Assessment criterion 1

Project alignment with policy intent (program objectives/outcomes) (50 points)

You should demonstrate your organisation's expertise in leadership development and how it will contribute to regional community resilience by identifying:

a. how your project will improve the capacity and capability of participants to support their regions through current and future crises or challenges

b. how your project will deliver leadership training tailored to meet local needs to support current and emerging regional leaders to incorporate learning through doing and further develop their leadership and resilience skills

c. how your project will facilitate the development of professional networks between current and emerging regional leaders, local mentors and other experts as appropriate, including the establishment of an alumni network, to help maximise the impacts of the training over the long-term

d. why you chose your nominated region and identify:

   ▪ how the nominated region has been significantly impacted by COVID-19 or natural disasters in the past two years

   ▪ the capability and capacity of the local community to engage with and leverage this program, including existing networks

   ▪ if there are existing programs running in this region that would be duplicated by the Building Resilient Regional Leaders program

   ▪ what future needs of the community will be addressed by participation in this program.

6.2. Assessment criterion 2

Capability, capacity and resources to deliver your project (30 points)

You should demonstrate your organisation's ability to lead and coordinate the delivery of this program by describing:

a. your track record in managing similar projects including training and access to personnel and external experts with the right skills and experience

b. how you will market the program to identify and enrol a participant cohort that:

   ▪ has an appropriate number of participants enrolled in the training

   ▪ including volunteers and employees of local government, community organisations and businesses

   ▪ is drawn from diverse groups of local leaders, including women, young people, people from culturally and linguistically diverse backgrounds, and Indigenous Australians

   ▪ has played a role in their local community's recovery from COVID-19, natural disaster or other crisis, for example through volunteering or their employment or business activities, and are interested in building on their leadership skills for future challenges

c. how the training will be delivered, including:

- the co-design phase with participants and/or existing local leaders who are engaged and support the program to ensure training will meet local needs (current and future)

- the length and format of the training

- the minimum number of people you will train for the amount of funding requested

- your online capability and reach for participants with consideration for the impact of external events such as COVID-19 or natural disasters such as bushfires on face-to-face training

d. your plan to manage the project, addressing scope, implementation, timeframes, budget and risk and the role of each project partner and how collaboration will be managed to deliver project outcomes.

You must submit a project plan including a project budget to support your delivery approach.

6.3. Assessment criterion 3

Evaluating the benefits of your project (20 points)

You should demonstrate your organisation's ability to provide high quality monitoring and evaluation deliverables throughout the project by identifying:

a. your track record in monitoring and evaluating your activities

b. how your monitoring and evaluation activities have led to improvements in your activities

You will be required to provide a monitoring and evaluation strategy as part of your project milestone reporting considering participant feedback, lessons learnt, and levels of success and effectiveness. For further information, refer to section 12.2.

7. How to apply

Before applying you should read and understand these guidelines, the sample application form and the sample grant agreement published on business.gov.au and GrantConnect. You may also wish to review any regions identified through the noticeboard tool in Section 2.1.

You can only submit an application during a funding round.

To apply, you must:

- complete the online application form via business.gov.au

- provide all the information requested

- address all eligibility and assessment criteria

- include all necessary attachments

You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

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

If you need further guidance around the application process, or if you are unable to submit an application online, contact us at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

You must provide the following documents with your application:

- project plan including project budget
- formal documentation confirming the cash contribution from another source (e.g. state government) (where applicable)
- trust deed (where applicable)
- project partner letters of support (where applicable).

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

7.2. Joint applications

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

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

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

7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful we expect you will commence your project around March 2022.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Committee recommendations	3 weeks
Approval of outcomes of selection process	6 weeks
Negotiations and award of grant agreements	5 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	March 2022
End date of grant commitment	30 June 2023

8.   The grant selection process

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

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

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

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

We will establish a committee comprised of staff from the Department of Infrastructure, Transport Regional Development and Communications and the Department of Industry, Science, Energy and Resources to assess applications. The committee may also seek additional advice from independent technical experts.

The committee will assess your application against the assessment criteria, including in relation to the location/s you have proposed and compare it to other eligible applications before recommending which projects to fund.

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

8.1. Who will approve grants?

The Minister decides which grants to approve taking into account the application assessment, the recommendations of the committee and the availability of grant funds.

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

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

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

9. Notification of application outcomes

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

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

10. Successful grant applications

10.1. Grant agreement

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

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

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

If you enter an agreement under the Building Resilient Regional Leaders Initiative, you cannot receive other grants for this project from other Commonwealth granting programs.

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

We will use a standard grant agreement for medium or larger projects where we consider your project to be more complex.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.2. Project specific legislation, policies and industry standards

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

In particular, you will be required to comply with:

▪ State/Territory legislation in relation to working with children

10.3. How we pay the grant

The grant agreement will state:

▪ the maximum grant amount we will pay
▪ any financial contribution provided by you or a third party.

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

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

10.4. Tax obligations

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

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

11. Announcement of grants

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

▪ name of your organisation

▪ title of the project

▪ description of the project and its aims

▪ amount of grant funding awarded

▪ Australian Business Number

▪ business location

▪ your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

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

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

You must also inform us of any changes to your:

▪ name

▪ addresses

▪ nominated contact details

▪ bank account details.

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

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

12.2. Milestone expectations

If successful, you will be required to deliver the following milestones during the first three months of your project:

▪ an updated project plan outlining details of the proposed training and demonstrating how the training will be delivered to meet program objectives and outcomes

---

[2] See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- a monitoring and evaluation strategy
- probity and risk management plans
- a communications strategy.

12.3. Reporting

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

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds

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

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

12.3.1. Progress reports

Progress reports must:

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

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

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

12.3.2. End of project report

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

End of project reports must:

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

12.3.3. Ad-hoc reports

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

12.4. Independent audits

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

12.5.   Compliance visits

We may visit you during the project period to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6.   Grant agreement variations

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

- changing project milestones
- extending the timeframe for completing the project
- changing project activities.

The program does not allow for:

- an increase of grant funds.

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

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

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

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

12.7.   Evaluation

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

The DITRDC may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.8.   Grant acknowledgement

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

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

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1.　Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

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

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian Public Service Code of Conduct (Section 13(7))[3] of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy[4] on the department's website.

13.2.　How we use your information

Unless the information you provide to us is:

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

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

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

13.2.1. How we handle your confidential information

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

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

---

[3] https://www.legislation.gov.au/Details/C2019C00057

[4] https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

13.2.2. When we may disclose confidential information

We may disclose confidential information:

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

We may also disclose confidential information if

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

13.2.3. How we use your personal information

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

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

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

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

We, or the Minister, may:

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

You may read our [Privacy Policy](https://www.industry.gov.au/data-and-publications/privacy-policy)[5] on the department's website for more information on:

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

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act)*.*

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

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

---

[5] https://www.industry.gov.au/data-and-publications/privacy-policy

13.3. Enquiries and feedback

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

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

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

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

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

Chief Financial Officer
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the Commonwealth Ombudsman[6] with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

---

[6] http://www.ombudsman.gov.au/

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Department	The Department of Industry, Science, Energy and Resources.
Committee	The body established by the Minister to consider and assess eligible applications and make recommendations to the Minister for funding under the program.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Masterclass	A session offered as part of the course where participants have access to an expert in a particular relevant subject field. The masterclass should be interactive and designed to have participants working on real world examples with experts guiding the process. Topics could include issues such as leading through crises, resilience building, digital literacy, communications, and strategic planning for regional economic recovery and growth.
Minister	The Commonwealth Minister for Infrastructure, Transport and Regional Development.

Term	Definition
Personal information	Has the same meaning as in the *Privacy Act 1988* (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: a) whether the information or opinion is true or not; and b) whether the information or opinion is recorded in a material form or not.
Place based	A place-based approach encourages a local community to address problems specific to their location through collaboration across sectors. Place-based solutions aim to empower communities through engagement and capacity building.
Program Delegate	A manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the *Higher Education Support Act 2003* (Cth) [and corporate Commonwealth entities, and State and Territory business enterprises which undertake publicly funded research.
Regional area	A regional area is any location that is outside the Urban Centre and Locality (UCL) cities with a population of over 1 million people as defined by the Australian Bureau of Statistics' Australian Statistical Geography Standard (Sydney, Melbourne, Brisbane, Perth, Adelaide). Regional areas do not include the Australian Capital Territory. Regional areas include Hobart and Darwin.