



Australian Government  
Department of Industry,  
Innovation and Science  
Department of Home Affairs

**Business**

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Guidelines

# Safer Communities Fund: Round 3 – Early Intervention Grants

<b>Opening date:</b>	28 August 2018
<b>Closing date and time:</b>	17.00 AEST on 25 September 2018
<b>Commonwealth policy entity:</b>	Department of Home Affairs
<b>Administering entity</b>	Department of Industry, Innovation and Science
<b>Enquiries:</b>	If you have any questions, contact us at <a href="http://business.gov.au">business.gov.au</a> .
<b>Date guidelines released:</b>	14 August 2018
<b>Type of grant opportunity:</b>	Restricted competitive

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## 1. Safer Communities Fund: Round 3 – Early Intervention Grants processes

### **The Safer Communities Fund is designed to achieve Australian Government objectives**

This grant opportunity is part of the above Grant Program which contributes to Department of Home Affairs' Outcome 1. The Department of Home Affairs 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](http://business.gov.au) and GrantConnect.



### **You complete and submit a grant application**



### **We assess all grant applications**

We assess the applications against eligibility criteria.  
We then assess eligible applications against the merit 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 Safer Communities Fund**

We evaluate the specific grant activity and the Safer Communities Fund 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 Safer Communities Fund (the program) will run over three years from 2017-18 to 2019-20.

The Safer Communities Fund supports the Australian Government's commitment to deliver safer communities by:

- boosting the efforts of local councils and community organisations to address crime and anti-social behaviour by funding crime prevention initiatives that benefit the wider community or community organisations (such as fixed and mobile CCTV and lighting)
- protecting community organisations that may be facing security risks associated with racial and/or religious intolerance.

The intended outcomes of the program are to:

- contribute to the enhancement of community safety, improve security and reduce street crime and violence through local security infrastructure that benefits the community
- contribute to greater community resilience and wellbeing by addressing crime, anti-social behaviour and other security risks
- help to reduce fear of crime and increase feelings of safety in the Australian community and contribute to greater community resilience
- contribute to the safety of communities that may be at risk of racial and/or religious intolerance.

Up to \$30 million is available for Round 3 which is split across two grant opportunities:

- approximately \$18 million is available for Infrastructure Grants
- approximately \$12 million is available for Early Intervention Grants as outlined in these guidelines.

The Minister for Home Affairs may support additional projects that align with the objectives and outcomes of the program using the funds allocated for Round 3.

We administer the program according to the Commonwealth Grants Rules and Guidelines (CGRGs)<sup>1</sup>.

### 2.1. About the Safer Communities Fund: Round 3 – Early Intervention Grants opportunity

These guidelines contain information for the Safer Communities Fund Round 3 Early Intervention Grants.

The objectives of the grant opportunity are to:

- contribute to the preservation of the safety of Australians through funding local crime prevention activities that address anti-social behaviour and/or racial or religious intolerance by at-risk youth
- help at risk marginalised young people aged 12 – 25 to develop life skills to prevent them from becoming entrenched in the criminal justice system and to promote inclusion and build community resilience.

The intended outcomes of the grant opportunity are:

- improved engagement of at-risk youth in education, work ready programs and the community more generally

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<sup>1</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

- decreased anti-social behaviour or engagement in criminal activity by at risk youth

This document sets out:

- the eligibility and merit criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Innovation and Science (the department) is responsible for administering the grant opportunity on behalf of the Department of Home Affairs.

We have defined key terms used in these guidelines in appendix A.

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

## 2.2. Grant amount and grant period

The Australian Government has announced a total of \$70 million over three years for the program. For this grant opportunity approximately \$12 million is available over two years.

## 3. Grants available

The grant amount will be up to 100 per cent of eligible project costs.

- The minimum grant amount is \$200,000.
- The maximum grant amount is \$2,000,000.

### 3.1. Project duration

You must complete your project by 31 March 2020.

## 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:

- a state or territory peak Police Citizens' Youth Club
- a state or territory peak Bluelight organisation
- Youth Off the Streets Limited

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.3.

### 4.2. Additional eligibility requirements

In order to be eligible you must:

- have met relevant state or territory legislation obligations related to working with children, and ensure that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

We cannot waive the eligibility criteria under any circumstances.

### 4.3. Who is not eligible?

You are not eligible to apply if you are a:

- *local* Police Citizens' Youth Club
- *local* Bluelight organisation.

## 5. Eligible grant activities

### 5.1. Eligible projects

To be eligible your project must:

- include one or more youth engagement activities which may occur at multiple locations
- include eligible activities and eligible expenditure
- have at least \$200,000 in eligible expenditure.

We cannot fund your project if the same activities receive funding from another government grant. You can fund the costs of activities not funded by the Safer Communities Fund Grant from any other source including State, Territory and local government.

### 5.2. Eligible activities

Eligible activities must directly relate to the project and involve youth engagement activities aimed at crime prevention. Eligible activities can include the following:

- the delivery of youth engagement activities including but not limited to:
  - services to youths who are, or are at risk of becoming, involved with the criminal justice system and/or
  - programs that increase the levels of engagement youths have with their local communities, by building resilience, cultural connections and skills such as:
    - programs that assist young people prepare for the workforce
    - programs that facilitate activities directly related to crime prevention such as transition from detention
    - programs that provide opportunities for community involvement
    - assistance with vocational skills development, including support to address language and literacy issues, undertaking specific job training, as well as practical skills development such as gaining a driver's licence
    - programs to improve foundation skills such as the ability to work in a team, communication skills, motivation and reliability.

We may also approve other activities.

### 5.3. Eligible expenditure

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

- For guidelines on eligible expenditure, see appendix B.
- For guidelines on ineligible expenditure, see appendix C.

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

## 6. The merit criteria you need to address

To be competitive, you will need to address all merit criteria in your application. We will assess your application against each merit criterion using the weighting indicated.

The application form asks questions that relate to the merit criteria below. You should answer every question. 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 award funding to applications that score at least 50 per cent against each merit criterion, as these represent best value for money.

### 6.1. Merit criterion 1

**The extent that your project will contribute to improved social cohesion and outcomes for at risk youth (50 points).**

You should demonstrate this by describing:

- a. how your project will help at risk marginalised young people to develop life skills to prevent them becoming entrenched in the criminal justice system and to promote inclusion and build resilience. Include information on how many young people will benefit from your project, and how you will identify and encourage them to participate. **(25 points)**
- b. the extent that crime and/or anti-social behaviour (including that which is driven by racial or religious intolerance) is an issue in the communities targeted by your project. **(25 points)**

You should provide evidence to support your claims that is specific to each community's location and may include:

- crime statistics
- letters of support from the local police
- police reports
- letters of support from the community or other organisations
- media articles
- photographs of recent criminal damage/vandalism
- a broader crime prevention strategy.



## 6.2. Merit criterion 2

### **The impact of grant funding on your project (30 points).**

Demonstrate how the grant funding will assist your organisation by:

- a. describing the likelihood the project would proceed without the grant and explain how the grant will benefit the size and timing of your project. If you have already received Commonwealth funding for improving community safety, explain why you need additional funding **(10 points)**
- b. justifying the cost of your project with respect to its scale and intended benefits. You should attach evidence such as quotes to validate the costs of your project **(20 points)**.

## 6.3. Merit criterion 3

### **Your capacity, capability and resources to deliver the project (20 points)**

You should demonstrate this by describing:

- a. your plan to manage the project and key risks. Include detail on the key personnel who will manage the delivery of the project **(6 points)**
- b. your track record managing similar projects **(6 points)**
- c. how you will measure the success of the project **(8 points)**.

## 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.

You can only submit an application during a funding round.

To apply, you must:

- complete the online [program application form](#) on business.gov.au
- provide all the information requested
- address all eligibility and merit criteria
- include all necessary attachments.

When you submit your online application, we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your complete application. You must retain a copy of your application as it will form part of your grant agreement.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (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

We will only accept the following documents with your application:

- evidence to support your claims under merit criterion one that crime and/or anti-social behaviour is an issue in the communities targeted by your project
- evidence to validate the costs of your project under merit criterion two
- letter of support from project partner organisations if 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. 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 be able to commence your project around January 2019.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	6 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	30 days
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	January 2019
End date of grant commitment	31 March 2020

## 7.3. Joint applications

We recognise that some organisations may not meet all eligibility requirements and may require an eligible partner as outlined in 4.1 to undertake the project on their behalf. If you are submitting an application on behalf of an organisation, you will be the lead organisation.

The lead organisation must complete the application form and identify the organisation they are submitting on behalf of as their partner. Only the lead organisation can enter into the grant agreement with the Commonwealth.

The application should also include a letter of support from the partner organisation including:

- details of the lead organisation and the partner organisation
- an overview of how the partner organisation will work with the lead organisation to successfully complete the grant project, including roles and responsibilities.
- details of a nominated management level contact officer.

## 8. The selection process

We first assess your application against the eligibility criteria and then against the merit criteria. Only eligible applications will proceed to the merit assessment stage.

To recommend an application for funding it must score at least 50 per cent against each merit criterion. While we assess all applications against the same merit criteria, we will score your application relative to the project size, complexity and grant amount requested. The evidence you provide to support your application should be proportional to the size and complexity of your project.

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. Final decision

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

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

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of 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

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses identified in your previous application. If a new application is substantially the same as a previous unsuccessful application, we may refuse to consider it for merit assessment.

## 10. If your application is successful

### 10.1. Grant agreement

You must enter into a grant agreement with the Commonwealth. A sample [grant agreement](#) is available on [business.gov.au](http://business.gov.au).

We must execute a grant agreement with you before we can make any payments. You must not start any Safer Communities Fund 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 funding.

If you enter an agreement under the Safer Communities Fund, you cannot receive other grants for the same activities from other Commonwealth, State or Territory granting programs.

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

### 10.2. Simple grant agreement

We will use a simple grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

### 10.3. How we pay the grant

The grant agreement will state the maximum grant amount we will pay.

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments quarterly in advance, based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

We set aside 5 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years or to ensure we retain a minimum 5 per cent of grant funding for the final payment.

### 10.4. How we monitor your project

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from [business.gov.au](http://business.gov.au). 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.

### 10.5. 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.

## 10.6. Final report

When you complete the project, you must submit a final report.

Final reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

## 10.7. Ad-hoc report

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.

## 10.8. Independent audit report

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 attached to the sample grant agreement.

## 10.9. 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.

## 10.10. 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 provided that the project is completed by 30 March 2020.

Note 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 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.

### 10.11. 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.

### 10.12. Evaluation

We will evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. 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. We may contact you up to one year after you finish your project for more information to assist with this evaluation.

### 10.13. Tax obligations

If you are registered for the Goods and Services Tax (GST), we will add GST to your grant payment where applicable 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.

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.

### 10.14. Working with children checks

Under State and Territory legislation, it is a requirement for people in roles that have direct, unsupervised contact with children to undertake a working with children check.

You are responsible for ensuring that you have met relevant State or Territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

We do not provide advice on working with children legislation, and you are responsible for seeking your own advice from the authority in your relevant State or Territory.

In addition, you will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You will also need to establish a training and compliance regime to ensure staff are

aware of, and comply with, the risk assessment requirements as well as relevant legislation. You will be required to provide an annual statement of compliance with these requirements.

### 10.1. Grant acknowledgement

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

‘This project received grant funding from the Australian Government.’

## 11. Conflicts of interest

### 11.1. Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

We will ask you to declare and describe, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

### 11.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts and others delivering the program between:

- their program duties, roles and responsibilities, and
- their private interests.

We manage our conflicts of interest according to the APS Code of Conduct (section 13(7) of the *Public Service Act 1999* (Cth)). We publish our [conflict of interest policy<sup>2</sup>](#) on the department's website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

## 12. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.1, or
- personal information as per 12.3,

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<https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>

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.

### 12.1. 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.

### 12.2. When we may disclose confidential information

We may disclose confidential information:

- to 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.

### 12.3. 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 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](#)<sup>3</sup> 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.

#### 12.4. Public announcement

We will publish non-sensitive details of successful projects on [GrantConnect](#), the [department's website](#)<sup>4</sup> and [business.gov.au](#). We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)<sup>5</sup>, unless otherwise prohibited by law. 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.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

#### 12.5. 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.

## 13. 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.

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<sup>3</sup> <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

<sup>4</sup> <http://www.industry.gov.au/Pages/default.aspx>

<sup>5</sup> <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

Our [Customer Service Charter](#) is available at [business.gov.au](http://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:

Head of Division  
AusIndustry - Support for Business  
Department of Industry, Innovation and Science  
GPO Box 2013  
CANBERRA ACT 2601

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

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<sup>6</sup> <http://www.ombudsman.gov.au/>

## Appendix A. Definitions of key terms

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.2.
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 5.3.
Eligible expenditure guidelines	The guidelines that are at Appendix B.
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.
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.
Minister	The Commonwealth Assistant Minister for Home Affairs.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: <ul style="list-style-type: none"> <li>Information or an opinion about an identified individual, or an individual who is reasonably identifiable: <ul style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ul> </li> </ul>
Program Delegate	An AusIndustry general 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.

## Appendix B. Eligible expenditure

This section provides guidelines on the eligibility of expenditure. We may update these guidelines from time to time, so you should make sure you have the current version from the [business.gov.au](http://business.gov.au) website before preparing your application.

The Program Delegate 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 incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities
- meet the eligible expenditure guidelines.

### How we verify eligible expenditure

If your application is successful, we may ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you may be required to provide an independent financial audit of all eligible expenditure from the project.

### Eligible expenditure items

Eligible expenditure items can include:

- labour costs as outlined below
- contractor costs as outlined below
- travel costs as outlined below
- participant costs as outlined below
- education and training materials
- rental costs for buildings or facilities primarily used for project activities
- costs of running workshops, camps and events
- sports equipment
- lease of motor vehicles
- work experience costs including clothing and equipment
- other specific expenditure items may be eligible as determined by the Program Delegate.

## Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the agreed 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.

We consider costs for project management activities eligible labour expenditure. However, we limit project management costs, for direct employees and/or contractors, to 10 per cent of the total amount of eligible expenditure claimed.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the Australian Taxation Office (ATO). We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim as eligible expenditure through the grant is \$150,000 per financial year (plus the 30 per cent administrative overhead below).

For periods of the project that do not make a full financial year, the maximum salary amount you can claim will be reduced in proportion to the amount of time in the part financial year the project was taking place.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period. Eligible salary costs may include where an employee is undertaking project evaluation activities directly related to the project such as: the development of outcomes measures, data-collection, data-management and monitoring, evaluation of the program outcomes and the impact on participants.

## Labour on-costs and administrative overhead

Eligible salary costs can be increased by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax and workers compensation insurance, and overheads such as office rent and the provision of computers and tablets.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot base labour costs on an estimation of the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

We will only consider salaries paid to principals and/or their relatives as eligible labour expenditure when the ATO has assessed tax payable on the salary.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

## Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We may require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

## Travel expenditure

Eligible travel expenditure may include

- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia

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.

Overseas travel costs are not eligible expenditure.

## Participant expenditure

Eligible participant expenditure is the cost of subsidising, in part or full, expenses of youths participating in project activities. Eligible participant expenditure may include:

- reasonable travel expenses including accommodation, meals, ground transport and airfares for youths and chaperons where needed who are participating in project activities
- registration costs for events if applicable.

## Other eligible expenditure

Other eligible expenditures for the project may include:

- staff training that directly supports the achievement of project outcomes
- 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 specific expenditures may be eligible as determined by the Program Delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

## Appendix C. Ineligible expenditure

This section provides guidelines on what we consider ineligible expenditure. We may update these guidelines from time to time, so you should make sure you have the current version from the [business.gov.au](http://business.gov.au) website before preparing your application.

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:

- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to having a grant agreement executed
- any in-kind contributions
- financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers
- construction, renovation or extension of buildings
- large-scale capital equipment and capital works
- costs of purchasing, leasing, depreciation of, or development of land
- 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
- 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
- overseas costs
- fund raising or sponsorship costs
- contingency costs

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.