

[Program name]  
[Grant opportunity name]

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<b>Opening date:</b>	[dd mm yyyy]
<b>Closing date and time:</b>	[00.00 AEST] on [dd mm yyyy]
<b>Commonwealth policy entity:</b>	[Commonwealth entity name]
<b>[Co-sponsoring entity]</b>	[Commonwealth entity name]
<b>[Administering entity]</b>	[Commonwealth entity name]
<b>Enquiries:</b>	If you have any questions, contact [officials name, title, phone number, email, and other]  Questions should be sent no later than insert [dd mm yyyy]
<b>Date guidelines released:</b>	[dd mm yyyy]
<b>Type of grant opportunity:</b>	[Open competitive; Open non-competitive; Targeted competitive; Closed non-competitive]

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**Template instructions:** Update this contents page once all amendments to the grant guidelines have been completed. To do this, right click anywhere on the contents and select 'update field', then 'update entire table'. This field relies on the correct use of heading styles, which must be used consistently throughout the guidelines.

## Contents

<b>1</b>	<b>[Program name]: [Grant opportunity name] processes</b>	<b>6</b>
1.1	Introduction	7
<b>2</b>	<b>About the grant program</b>	<b>7</b>
2.1	About the [name of] grant opportunity	9
<b>3</b>	<b>Grant amount and grant period</b>	<b>10</b>
3.1	Grants available	10
3.2	[Grant/Project] period	11
<b>4</b>	<b>Eligibility criteria</b>	<b>11</b>
4.1	Who is eligible to apply for a grant?	12
4.2	Who is not eligible to apply for a grant?	14
4.3	What qualifications, skills or checks are required?	14
<b>5</b>	<b>What the grant money can be used for</b>	<b>15</b>
5.1	Eligible grant activities	15
5.2	Eligible locations	16
5.3	Eligible expenditure	16
5.4	What the grant money cannot be used for	17
<b>6</b>	<b>The assessment criteria</b>	<b>18</b>
<b>7</b>	<b>How to apply</b>	<b>20</b>
7.1	Attachments to the application	21
7.2	Joint (consortia) applications	21
7.3	Timing of grant opportunity processes	22
7.4	Questions during the application process	23
<b>8</b>	<b>The grant selection process</b>	<b>23</b>
8.1	Assessment of grant applications	24
8.2	Who will assess applications?	25
8.3	Who will approve grants?	26
<b>9</b>	<b>Notification of application outcomes</b>	<b>26</b>
9.1	Feedback on your application	26
9.2	Further grant opportunities	26
<b>10</b>	<b>Successful grant applications</b>	<b>26</b>
10.1	The grant agreement	26
10.2	Specific legislation, policies and industry standards	28

10.3	How we pay the grant .....	29
10.4	Grants payments and GST .....	31
<b>11</b>	<b>Announcement of grants .....</b>	<b>31</b>
<b>12</b>	<b>How we monitor your grant activity .....</b>	<b>31</b>
12.1	Keeping us informed .....	32
12.2	Reporting.....	32
12.3	[Financial declaration] [Audited financial acquittal report] .....	33
12.4	Grant agreement variations .....	34
12.5	Compliance visits .....	34
12.6	Record keeping .....	34
12.7	Evaluation .....	34
12.8	Acknowledgement.....	34
<b>13</b>	<b>Probity .....</b>	<b>35</b>
13.1	Enquiries and feedback .....	35
13.2	Conflict of interest .....	36
13.3	Privacy .....	36
13.4	Confidential Information .....	37
13.5	Freedom of information .....	37
<b>14</b>	<b>Consultation .....</b>	<b>38</b>
<b>15</b>	<b>Glossary .....</b>	<b>39</b>
	<b>Appendix A. [insert title] .....</b>	<b>42</b>

**Template instructions:** To promote consistency across government **DO NOT** amend/delete/replace Level 1 Headings. When using this template, delete the shaded instruction boxes and select text in square brackets as appropriate to meet the needs of the grant program/opportunity. The text in square brackets has been drafted with a whole-of-government perspective but can be amended as the circumstances of the grant opportunity dictate. Sections and text prefaced with the words [if applicable] can be deleted.

The Department of Finance must review all Guidelines prior to publication. Grant opportunity guidelines should not be changed after the grant opportunity is closed to applications ([Commonwealth Grants Rules and Principles](#) (CGRPs) paragraph 13.9). Revisions to previously published current grant opportunity guidelines must be reviewed by the Department of Finance prior to issuing an addendum.

Use this template for grants that will be awarded based on an assessment of applications against selection criteria and/or compared to other applications. Use it for grant opportunities undertaken through a single round, invitation or through multiple concurrent rounds.

Competitive, merit-based selection processes should be used to allocate grants unless specifically agreed otherwise by a Minister, accountable authority or delegate (consistent with the key principle of grant administration, Merit based processes, set out in the [CGRPs paragraph 11.5](#)). Other forms of selection processes, such as demand-driven or one-off ad hoc may be more appropriate to use in some cases. Where it is proposed to use a method other than a competitive, merit-based selection process, the rationale for using a different approach should be documented and included in the grant opportunity guidelines (CGRPs paragraph 11.5).

This template may be used for:

- **open competitive grant selection processes** under which applications must be submitted between nominated opening and closing dates, with applications being assessed against the nominated selection criteria (eligibility and assessment criteria) **and against the comparative merits of other applications).**
- **targeted or restricted competitive processes** which are open to a small number of potential grantees based on the specialised requirements of the grant activity under consideration, with applications being assessed against the nominated selection criteria and against the comparative merits of other applications.
- **open non-competitive processes** under which applications may be submitted at any time over the life of the grant opportunity and are assessed individually against the selection criteria, with funding decisions in relation to each application being determined without reference to the comparative merits of other applications.
- **closed non-competitive processes**, for example, where applicants are invited by the entity to submit applications or provide a proposal for a particular grant and the applications or proposals are not assessed against other applicants' submissions but assessed individually against selection criteria.

The grant opportunity guidelines should contain all the information necessary for a potential applicant to understand:

- whether the grant opportunity may apply to them

- how to apply for a grant
- the processes and timeframes involved
- the roles and responsibilities of all relevant stakeholders
- the expectations if their application is successful.

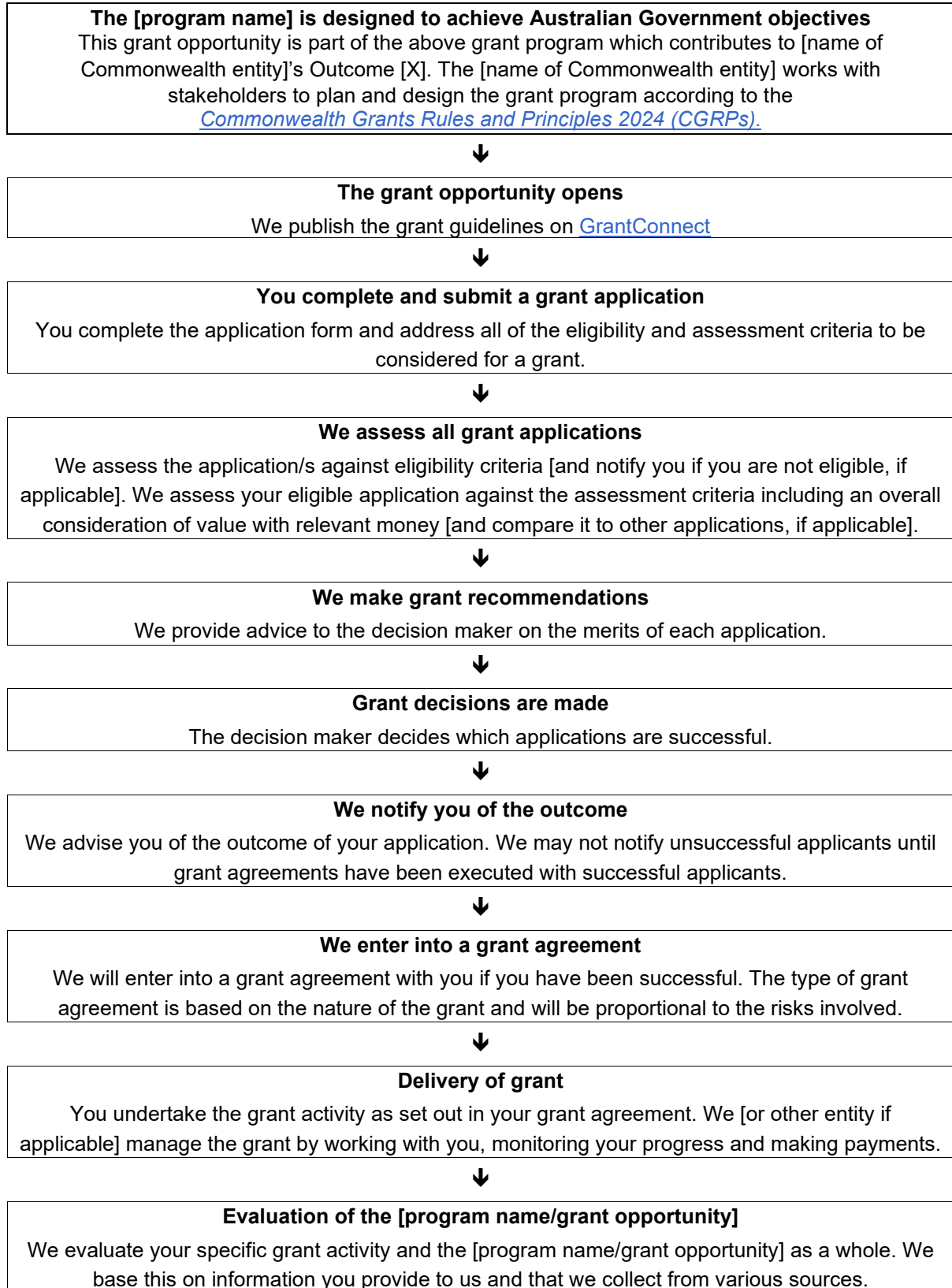
Drafters should prepare the grant opportunity guidelines with the potential grantee as the audience. With this in mind, 'you' refers to potential grantees.

Grant opportunity guidelines should be clear, consistent, fit for purpose and align with the key principles of the CGRPs. The content and complexity of grant opportunity guidelines and related processes should be proportionate to the grant program, grant activity(ies), potential grantees and the available funding.

To ensure potential grantees are not disadvantaged by deviations from the published selection criteria and processes, drafters should ensure that internal processes align with those detailed in the grant opportunity guidelines (consistent with the CGRPs paragraph 13.3 and the key principle of Consistency with Grant Guidelines and Established Processes).

# 1 [Program name]: [Grant opportunity name] processes

**Template instructions:** Modify this Process Flowchart as appropriate.



## 1.1 Introduction

**Template instructions:** If these grant opportunity guidelines are intended to cover multiple grant rounds, the rounds should use the same objectives, eligibility and assessment criteria. For example, this works well for opportunities that cover different regions but otherwise have the same objectives, eligibility and assessment criteria. However, if the grant opportunity guideline is to cover concurrent rounds that have different objectives, eligibility and assessment criteria, it is more straightforward to develop separate grant opportunity guidelines for each opportunity. Use Section 2 to clarify the relationship between rounds in the grant program.

For grant opportunities that contribute to a high-level program, use only the relevant high-level details that provide context to this specific opportunity. If there are linked grant opportunities that are not covered by these grant opportunity guidelines that an applicant should be aware of, include information on those grant opportunities in this section.

These guidelines contain information for the [grant opportunity name] grants.

[insert any additional text to provide context for applicants]

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

[If applicable] This grant opportunity and process will be administered by the [Business /Community] Grants Hub on behalf of the [relevant entity].

We administer the program according to the [Commonwealth Grants Rules and Principles 2024](#) (CGRPs).<sup>1</sup>

## 2 About the grant program

**Template instructions:** All programs are either [Portfolio Budget Statement](#) (PBS) programs or component programs of a PBS program. If the program is a component program of a PBS program, include the PBS program name. **Note:** Information on grants awarded is reported on GrantConnect and linked to the PBS program.

Describe the grant program including whether it consists of a single grant opportunity or multiple grant opportunities. The description of the grant program can include information on:

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<sup>1</sup> [Federal Register of Legislation - Commonwealth Grants Rules and Principles 2024](#)

- the purpose of the grant program
- context, history, or related programs (including PBS program) or grant opportunities
- the scope and timeframe for the program
- the Australian Government's policy objectives for the grant program, including relevant targets, outcomes and deliverables
- key performance indicators and how they will be measured
- other relevant information.

Where the grant program consists of only a single opportunity (for example, the program and the opportunity are the same), delete section 2.1.

If the grant program involves multiple grant opportunities, include information about timing of future opportunities. Please note for future opportunities, developing forecast grant opportunities is encouraged to provide potential grantees an opportunity to plan projects and applications. Forecast grant opportunities must be published on GrantConnect (CGRPs paragraph 5.3).

For a program with multiple grant opportunities, provide high-level summary information at section 2 and provide the opportunity-specific information at section 2.1.

The grant program objective(s) is the purpose that the program has been established to achieve. Objectives should be concise, unambiguous and measurable. They should clearly link to the policy outcomes of the Government and be consistent with the relevant Australian Government entity's strategic plan. Deliverables/outputs/targets/goals contribute to the achievement of the overall program objective. These are often smaller 'building blocks' in the progress towards achieving the high level outcome.

Consistent with the Government's commitments under the [National Agreement on Closing the Gap](#) (CtG), where applicable outline here how this grant opportunity will:

- contribute to one or more of the CtG targets
- contribute to the CtG priority reforms, including prioritising funding of Aboriginal and Torres Strait Islander organisations, particularly Aboriginal Community Controlled Organisations (ACCOs).

The [grant program name] (the program) will run over [xx] years from [yyyy-yy to yyyy-yy]. [If applicable] The program was announced as part of the [enter relevant program/measure or strategy].

[Insert other relevant information e.g. purpose].

The objectives of the program are:

- [objective 1]
- [objective 2]

The intended outcomes of the program are:

- [outcome 1]
- [outcome 2]



[If applicable] This grant will contribute to the following Closing the Gap [targets and/or priority reforms]:

- [CtG target and associated outcome/s or priority reform 1]
- [CtG target and associated outcome/s or priority reform 2]

Refer to the [National Agreement on Closing the Gap](#) for more information on these targets and priority reforms.

[If applicable, include any other relevant information for example, priorities/key elements]

## 2.1 About the [name of] grant opportunity

**Template instructions:** Include this section if the grant program consists of multiple grant opportunities. Where these guidelines outline more than one grant opportunity, repeat this section for each grant opportunity. To add additional grant opportunities to this template, copy and paste section 2.1 (this section) and renumber accordingly.

Ensure the grant opportunity has a unique name, which is used consistently.

If there are multiple grant opportunities within the program, explain how this opportunity fits with other opportunities.

Where there is only one grant opportunity in the program, this information should be included in Section 2 and Section 2.1 may be deleted.

Provide information about the grant opportunity and how it relates to the grant program. Clearly explain the purpose of the grant opportunity and the outcomes required to achieve the grant opportunity's intended objectives. Outline the specific objectives and outcomes that are particular to this grant opportunity.

Outcomes should be concise, unambiguous and measurable and clearly link to the grant program objectives and outcomes set by the Government and detailed in section 2 above. Include key performance indicators.

Clearly state any priorities, for example, specific attributes such as industry sector, regions or business type (for example, university or not for profit organisations) that are key to the grant opportunity.

[If applicable] This grant opportunity was announced as part of the [enter relevant program/measure or strategy].

[include any relevant information on the grant opportunity]

The objectives of the grant opportunity are:

- [objective 1]
- [objective 2].

The intended outcomes of the grant opportunity are:

- [outcome 1]
- [outcome 2].

## 3 Grant amount and grant period

**Template instructions:** This section should clearly outline the grant funding available through the program and opportunity. Provide information on:

- the value of the total grant program and the funding available for this grant opportunity (repeat if there are multiple opportunities)
- the minimum or maximum amount per grant
- any pre-determined amount or formula per grant that applies.

Where grant funding is divided into categories, geographical or otherwise, provide this information. Where a proportion of the grant funding is to be quarantined or prioritised, for example, for Aboriginal and Torres Strait Islander Community Controlled Organisations, indicate what proportion will be prioritised/quarantined. This may be more relevant for non-targeted programs as opposed to targeted programs.

Provide information on whether the grant has an activity period and a separate evaluation or reporting period in this section.

**Indexation:** If indexation linked to a Wage Cost Index has been included in the grant funding decision, this indexation **must** be passed on to grantees.

Indicate here whether indexation is included in the funding arrangement, including:

- amount/percentages (if known)
- when grantees will be advised of the amount to be paid each year, for example, by the end of September, and
- when indexation will be paid, for example, with the next available milestone payment.

### 3.1 Grants available

The Australian Government has announced a total of \$[xxx] over [xx] years for [name of program]. [For this grant opportunity \$[xxx] is available over [xx] years.]

[If applicable] The grant opportunity will run from [date] to [date].]

- The minimum grant amount is \$[minimum grant amount].
- The maximum grant amount is \$[maximum grant amount].
- [or] It is anticipated that most grants will be between \$[XXX]-\$[XXX], depending on the scope of the grant activity and its complexity.
- [or] There is no maximum grant amount but grants cannot exceed the amount of available funds.
- [If applicable: [Indexation has been included in the funding for this program and will be passed on to grantees. Indexation will be paid [insert details eg annually on XXX] [We will advise you formally in writing of the change to the grant agreement [for example through a notice of change] of the amount to be paid [insert timing eg before the end of September each year]].

[If applicable] [You are required to contribute towards the [grant activities or project/services]. The grant amount will be up to [grant percentage] per cent of eligible expenditure [or a specific set

amount].] [You cannot use funding from other Commonwealth, state, territory or local government sources to fund your share of eligible expenditure.]

[If applicable] No more than [usually grant percentage] per cent of your total costs can be funded from [Commonwealth, state or territory, or local] government grants. [You cannot use funding from other Commonwealth, state, territory or local government sources to fund your share of eligible expenditure.]

### 3.2 [Grant/Project] period

**Template instructions:** This section should clearly outline the grant period or the duration of the grant. Provide information on the total length of the grant agreement, including any specific milestones or deadlines.

#### Length of grant agreement and notice periods

Consistent with the [Government's commitment](#) to a stronger, more diverse community sector, officials should consider whether longer term grant agreements are appropriate. Longer term grant agreements may be appropriate, for example, where there is a likelihood that ongoing service delivery will be required, where activities are likely to occur over a number of years, or where there is a pattern of variations to extend the duration of a grant. Longer term grant agreements can reduce administrative costs for both the entity and grantee (providing value with relevant money) and be conducive to improved partnerships.

Officials should also consider providing longer notice periods for renewal or cessation of grants. Longer notification periods, particularly for longer term grants, can assist grantees to manage the impact of renewal/extension or cessation of grants.

[If applicable] The maximum grant period is [maximum grant period] years.

[If applicable] You must complete your grant/project by [insert date]. Following the grant/project period, an evaluation period of [state length] will commence.

[or]

[If applicable] The maximum period of this grant is XX years. After this period, you will be expected to provide reporting on [detail the expected information] for a further XX years.

[If applicable] We may approve a further [maximum extension period] extension provided you [insert details of what is expected]. We will notify you [X months] prior to the grant ceasing whether the grant will be [extended/renewed/will cease].

[if applicable] This grant is for a non-ongoing program and the grant will terminate at the end of the grant period. No further funding will be available.

## 4 Eligibility criteria

**Template instructions:** Include information on any eligibility criteria that must be met for a grant application to be considered.

If relevant, include details about whether eligibility criteria may be waived, including the circumstances in which this could occur, who will decide and on what basis. Document what strategies will be used to mitigate any disadvantage to potential grantees from waiving or

amending criteria. Where eligibility and/or assessment criteria are waived, decisions to approve grants should still be consistent with the policy authority for the grant opportunity and/or the applicable published objectives.

Officials must retain appropriate records about decisions to waive eligibility criteria, consistent with their accountability obligations, and ensure the records are available on request (see CGRPs paragraph 3.15).

If this grant opportunity is in-scope for the commitments under the National Agreement on Closing the Gap to prioritise funding to Aboriginal Community Controlled Organisations (Clause 55a) outline the eligibility criteria, provide clear definitions of eligible organisations and the verification process that will be used. This provides information for potential applicants on the processes being used. The National Indigenous Australian's Agency has developed a Grants Prioritisation Guide which provides entities with suggested approaches to prioritise Aboriginal and Torres Strait Islander organisations during grant design and administration see <https://www.niaa.gov.au/resource-centre/closing-gap-grants-prioritisation-guide>.

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

[or]

[If applicable] The eligibility criteria may be waived or amended if [insert under which circumstances eligibility criteria would be waived or amended].

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

[or]

You can apply for grants under any Commonwealth program, but if your applications are successful, you must choose either the [grant opportunity] grant or the other Commonwealth grant.

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

**Template instructions:** List the types of organisations and/or individuals that are eligible to receive a grant. Add to or delete the examples of eligible entities as appropriate. Officials should ensure they understand each entity type and are clear which ones they wish to include or exclude.

If applicants are only eligible due to their physical location or the nature of the organisation (e.g. an accredited aged care home or university), or must meet any other conditions, this information should be included.

Where it is proposed to use a method other than a competitive, merit-based selection process, the rationale for using a different approach should be documented and included in the grant opportunity guidelines (CGRPs key principle 'Merit-based processes' paragraph 11.5).

If there is a defined list of eligible applicants or a single eligible applicant, list these here (use the table provided if appropriate) and provide the rationale for this decision.

To be eligible you must [delete points which are not required or applicable]:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- be a permanent resident of Australia
- have an account with an Australian financial institution
- be an Aboriginal and Torres Strait Islander Community Controlled Organisation (ACCO)
- be an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)
- [insert other Aboriginal or Torres Strait Islander organisations, for example, an organisation that has at least 51% Aboriginal and/or Torres Strait Islander ownership and/or directorship and/or management]
- be a legal entity with the capacity to enter into a legally binding agreement or contract [if there is a limit on entity type delete this text and list the types of legal entities that can apply]
- [optional text: include any further limiting criteria such as being a not-for-profit or be located in a particular region]

**[If applicable] Closed/non-competitive approaches**

[if applicable] To be eligible you must be one of the organisations listed below. Only listed organisations will be invited to apply or submit a proposal.

<u>Invited organisation/s</u>	<u>ABN</u>	<u>Rationale for invitation</u>
• -	• -	• -
• -	• -	• -

Or

[if applicable] The following list of eligible applicants was determined [insert the reasoning why the organisations listed were selected]:

- [Organisation 1]
- [Organisation 2] etc

You are not eligible to apply for this grant opportunity if you have not received an invitation to apply and are not listed as an eligible invited organisation. No other organisations will be invited/or be eligible to apply.

**Template instructions:** This section is optional. Where applicants must meet other eligibility conditions, include them in this section.

Add or delete from the examples below as required.

[If applicable] We can only accept applications:

- from [insert name of eligible applicant type (e.g. Primary Health Networks)]
- from [insert name of eligible applicant type (e.g. a business employing less than 15 employees)]
- where you can provide evidence from your board (or chief executive officer or equivalent if there is no board) that the [grant activity or project/service] is supported, and that you can complete the [grant activity or project/service] and meet the costs of the [grant activity or project/service] not covered by the grant.

- where you can provide evidence of how you will provide your share of [grant activity or project/service] costs, such as an Accountant Declaration that confirms you can fund your share of the [grant activity or project/service] costs. You must use the Accountant Declaration form provided as part of this grant opportunity.
- [insert relevant details]

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

**Template instructions:** This section is optional. Use this section if there are types of organisations and/or individuals who are ineligible to apply for a grant and section 4.1 does not exclude them sufficiently.

The [National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy](#) makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The Department of Social Services is the responsible entity for questions and advice regarding this policy (see [www.dss.gov.au](http://www.dss.gov.au)).

**Note:** Payments from one non-corporate Commonwealth entity to another non-corporate Commonwealth entity are notional payments (defined in Section 76 of the [Public Governance, Performance and Accountability Act 2013 \(PGPA Act\)](#)) and are not grants.

Delete or add from the examples below.

You are not eligible to apply if you are:

- 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](http://www.nationalredress.gov.au))
- a Commonwealth, state, territory or local government agency or body (including government business enterprises)
- an individual
- unincorporated association
- overseas resident/organisation
- any organisation not included in section 4.1
- [insert any other relevant details]

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

**Template instructions:** This section is optional. Use this section if the organisation or persons involved in the grant activity are required to have specific qualifications, skills, accreditation, registration, or checks.

Where applicants are required to declare compliance with regulations (in Section 10.2), this should be listed here.

Some examples are provided. Add or delete as required.

[If applicable] If you are successful, [all/ relevant] personnel working on the [grant activity or project/services] must have and maintain the following qualifications/ skills/ accreditation/ registration/ checks]:

- Working with Vulnerable People registration
- Working with Children check
- Australian Skills Quality Authority accreditation

[If applicable] Your organisation must have and maintain the following [accreditation/ registration]:

- [insert relevant requirements]

## 5 What the grant money can be used for

### 5.1 Eligible grant activities

**Template Instructions:** List all eligible grant activities that the grant can be used for, as well as any costs that may be paid with the grant, for example, projects/tasks/services etc.

If the grant is for a specific type of eligible grant activity, include the relevant details here. Wherever possible, include examples, particularly if there is any ambiguity regarding items on the list.

If there is a grant opportunity that requires the type(s) of project to be listed, separate to the grant activities, add this information here.

[Select if applicable] To be eligible your [grant activity or projects/services] must:

- [list or describe eligible grant activities or project/service delivery requirements]
- have at least [minimum \$] in eligible expenditure
- Eligible activities must directly relate to the project and can include:
  - a. [list eligible project activities here]

## 5.2 Eligible locations

**Template Instructions:** This section is optional. Include a paragraph listing any location restrictions that apply to the grant program. An example is below.

[Your grant can include activities at different locations, as long as they are all in [region].

[or]

[If applicable] Your [grant activities or project/services] must be delivered in the following locations:

- [list service area 1]
- [list service area 2]

## 5.3 Eligible expenditure

**Template Instructions:** This section is optional. Include a paragraph listing examples of the types of expenditure that may be funded under the grant opportunity.

[if applicable] If operational costs are considered eligible outline what types of costs are eligible. For example, this could include overheads (rent, electricity, water, etc), vehicle leasing, printing or stationery costs, where these costs are directly related to the delivery of the activity being provided for under the agreement.

Not all grants will include costs such as operational or wage costs.

Add or delete as required, the following are a set of examples only.

You can only spend the grant on eligible expenditure you have incurred [on eligible grant activities or agreed project activities].

Eligible expenditure items are:

- [Eligible expenditure item 1 [for example, operational costs directly related to delivering the services under the agreement, such as rent, vehicle leasing, printing and stationery etc.]]
- [Eligible expenditure item 2 [for example, Wages of employees or contractors that directly deliver the services provided under the grant agreement, including superannuation costs]]
- [Eligible expenditure item 3 [for example capital costs, utilities, etc.]]
- [Etc].

[or]

- For guidance on eligible expenditure, see Appendix A.
- We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version of the guidelines in place when you submitted your application applies to your [grant activity, project/services].
- [If applicable] [If your application is successful, we may ask you to verify costs that you provided in your application. You may need to provide evidence such as quotes for major costs.]
- Not all expenditure on your [grant activity, project/services] 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.



You must incur the expenditure on your [grant activities or project/services] between the start date and end or completion date for your [grant activity/grant agreement] for it to be eligible.

[include any other relevant information]

## 5.4 What the grant money cannot be used for

**Template instructions:** List any ineligible activities, as well as any costs that cannot be paid from the grant. Wherever possible, include examples. Ensure that the list of ineligible activities does not conflict with the lists of eligible activities and expenditure, above.

Ineligible activities may include: proposed granting activities outside of Australia; marketing campaigns by the applicant; activities that are already funded on an ongoing basis by other Australian, state or territory, or local government programs; or activities that commenced prior to the grant agreement being finalised, such as capital costs.

Add or delete as required. The following are examples only.

You cannot use the grant for the following activities:

- purchase of land
- wages [or clarify what wage costs are not included, e.g redundancies, etc]
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- major construction/capital works
- overseas travel, and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

**Template Instructions:** This section is optional, delete if not relevant.

The following text is only needed where the applicant is required to make a funding contribution towards the grant activity and where we outline eligible and ineligible expenditure in appendices.

[Insert any additional context]

[If applicable] Expenditure items that are not eligible are:

- [Ineligible expenditure item 1]
- [Ineligible expenditure item 2]

[or]

- For guidance on ineligible expenditure, see Appendix B.

## 6 The assessment criteria

**Template instructions:** Assessment criteria are in addition to eligibility criteria. If applications are only to be considered against eligibility criteria, use the demand-driven grant opportunity guidelines template.

Assessment criteria are the specified principles or standards against which applications will be judged. These criteria are used to assess the merits of proposal/s and, in the case of a competitive grant opportunity, to compare the relative merits of proposals against each other.

Assessment criteria should clearly link to the grant program and grant opportunity objectives.

The PGPA Act and the CGRPs require all commitments of public resources to be efficient, effective, economical and ethical. For a grant, this includes assessing the merits of the application relative to the grant opportunity guidelines and the key principle of achieving value with relevant money.

Detail all assessment criteria in this section. Where some criteria are relevant to only some applications, include this information. If relevant, note any word limits provided in the application form.

The assessment criteria should:

- be unambiguous to enable applicants to understand the basis on which their applications will be assessed and what they need to provide to verify their responses.
- allow for consideration of value with relevant money in assessing the ability of the application to meet the policy objectives of the grant program or grant opportunity (a grant should add value by achieving something worthwhile that would not occur without the grant).
- be structured in a way to provide the assessors with objective guidance in how to assess each criteria.
- provide information on whether further prioritisation criteria will apply in the event of oversubscription, i.e. location, policy priority or target groups.

Be specific about the required information sought for each criterion. This will help applicants to better target their applications and assist assessors. The amount of detail and supporting evidence required should be proportionate to the size, complexity and grant amount requested.

State the weighting of each criterion in the assessment process. If the selection process occurs in two-stages, (for example, an expression of interest followed by a full application) this should be noted here and the criteria should express what applicants are required to do in each of the stages. For example, at the first stage applicants may only need to provide a broad proposal for their grant activity and how it will address a particular need or policy outcome.

Consider whether grant applicant and grant activity risk should be included in the assessment criteria.

Where applicants are required to demonstrate compliance with specific laws or regulations (for example, have a Work Health & Safety (WH&S) plan (see section 10.2)) this should be included as an assessment criteria.

If funding will support Aboriginal and Torres Strait Islander peoples, outline here any specific assessment criteria applicants are required to address. The National Indigenous Australians Agency has developed a Grants Prioritisation Guide which provides entities with suggested approaches to prioritise Aboriginal and Torres Strait Islander organisations during grant design and administration, see <https://www.niaa.gov.au/resource-centre/closing-gap-grants-prioritisation-guide>.

You must address [all/some] of the following assessment criteria in the application.

[We will assess your application based on the weighting given to each criterion.] or [All criterion have equal weighting.]

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

[If applicable] The application form includes text limits [indicate limits].

[If applicable] We will only award funding to applications that score highly against all assessment criteria.

[Insert any other relevant information]

### **Criterion 1**

[Insert Criterion 1] [include weight of criterion e.g. xx points]

You [must/should] demonstrate this through identifying:

- [indicator 1a]
- [indicator 1b]
- [indicator 1c]

### **Criterion 2**

[insert Criterion 2] [include weight of criterion e.g. xx points]

You [must/should] demonstrate this through identifying:

- [indicator 2a]
- [indicator 2b]
- [indicator 2c]

### **Criterion 3**

[Insert Criterion 3] [include weight of criterion e.g. xx points]

You [must/should] demonstrate this through identifying:

- [indicator 3a]
- [indicator 3b]
- [indicator 3c]

[Insert additional criteria as required or outline any additional or other factors and how these will be applied. Indicate if applicants are able to address these other factors]

## 7 How to apply

**Template Instructions:** Outline the application process. Include all steps and links to important documentation and any forms the potential applicant must complete.

If an applicant may submit a proposal without using a specific application form, please provide information on this process.

There should be no information in the application form that is not in the grant opportunity guidelines.

State how many applications an applicant may submit (e.g. 'one application per applicant per region will be assessed. If an applicant submits more than one application for the same activity, only the latest application will be considered').

Before applying, you must read and understand these guidelines, [and as applicable the sample application form and the sample grant agreement.]

These documents may be found at [GrantConnect](#). GrantConnect is the authoritative source for grants information. Any alterations and addenda<sup>2</sup> will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes to these guidelines.

To apply you must:

- [complete the online [grant opportunity] application form on [insert website name and link] or [complete the attached application form]
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- [list any application restrictions specific to the program]
- submit your application/s to [insert details] by [insert the closing date and time].

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995 \(Cth\)](#). We will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately on [insert number/contact details]. [If applicable] We do not have to accept any additional information, or requests from you to correct your application after the closing time.

[If applicable] You cannot change your application after the closing date and time.

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

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

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<sup>2</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

We will acknowledge that we have received your application within [two/three etc.] working days. [If applicable] If you need further guidance about the application process or if you are unable to submit an application online contact us at [insert website name and link] or by calling [insert number].

## 7.1 Attachments to the application

**Template instructions:** Include information about allowable or required attachments.

Only request attachments that will be used in the selection process, such as those that help to determine eligibility of an applicant or assist in assessing the application. To reduce the burden and minimise red-tape, do not seek information from potential applicants that is collected by other parts of the entity or other Commonwealth entities and which is available for use by officials.

The application form should not include detail or request documents that are not listed here.

The following are some examples. Add or delete as required.

We require you to submit the following documents with your application:

- a business case
- an indicative budget
- a project management plan
- a risk management plan
- evidence of funding strategy, e.g. financial statements, loan agreements, cash flow documents
- evidence of support from your organisation's board, CEO or equivalent (sample letter provided on [insert website name and link, use GrantConnect if this is a required template rather than an optional sample])
- trust deed
- accountant declaration (sample template provided on [insert website name and link, use GrantConnect if this is a required template rather than an optional sample])
- [insert details].

[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 Joint (consortia) applications

**Template instructions:** This section is optional; delete if not relevant.

If joint applications are eligible, ensure this is consistently noted in both this section and the section on 'eligibility'. Clarify if all partners in a joint application must meet all the eligibility criteria or only the lead applicant.

When asking for details of joint applicants and letters of support, the evidence required should be proportionate to the size and scale of the grant activities.

The application form should not include detail or request evidence that is not listed here.

We recognise that some organisations may want to join together as a group to deliver [a grant activity or project/services].

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group [and include a letter of support from each of the partners].

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the [grant activity or project/services].
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they 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 processes

**Template instructions:** Provide information on the expected timeframes. Include all relevant information about application timing, including:

- expected timing for application assessment
- expected timing for notification of application outcome
- an indicative date that the grant is expected to take effect.

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

[or] We will only accept a late application where [give details and explain the circumstances under which a late application will be considered].

[or] You can submit an application at any time over the duration of the grant opportunity. [If applicable] The grant opportunity will run from [date] to [date].

If you are successful, we expect you will be able to commence your [grant activity or project/services] around [month] [year].

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks [OR include quarter or a specific date]

Activity	Timeframe
Approval of outcomes of selection process	4 weeks [OR include specific dates]
Negotiations and award of grant agreements	1-3 weeks [OR include specific dates]
Notification to unsuccessful applicants	2 weeks [OR include specific dates]
Earliest start date of [grant activity or project/services]	MM/YYYY
End date of grant activity or agreement	DD/MM/YYYY

[Alternatively, you can delete the table and include text detailing the likely timeframes for assessing applications, negotiating grant agreements, notifying unsuccessful grant applicants etc.].

## 7.4 Questions during the application process

**Template Instructions:** Set out any processes for receiving or responding to questions during the application period.

[If applicable] If you have any questions during the application period, contact [add relevant Commonwealth entity/Hub] or by calling [insert number].

The [relevant Commonwealth entity/Hub] will respond to emailed questions within [two/three] working days. [If applicable] [Answers to questions will be posted on [GrantConnect](#)].

## 8 The grant selection process

**Template instructions:** Provide information on how grant applications will be selected (for example, if they will be shortlisted, benchmarked, or peer reviewed; if financial or compliance checks are undertaken; which assessment methodology will be used, etc.). This may involve:

- eligibility checks of applications against the eligibility criteria, and
- assessment of applications:
  - - against the assessment criteria, or
  - - against both the assessment criteria and a comparative assessment against other applications.

For non-competitive opportunities, if applications are assessed and awarded in the order in which the applications are received, include information on this process.

**NOTE:** Use the demand-driven template for non-competitive opportunities, where grants are given based on eligibility only.

If a staged selection process will be undertaken, this information should be included here. An example of this would be a two-stage process, which includes an expression of interest process followed by successful applicants at the second stage being invited to complete a full application.

The PGPA Act and the CGRPs require all commitments of public resources to be efficient, effective, economical and ethical. For a grant, this includes assessing the merits of the application relative to the grant opportunity guidelines and the prime consideration of achieving value with relevant money.

Grant opportunity guidelines should include clear assessment criteria, including considerations, prioritisations or other factors that may be considered and how these will be assessed and applied (CGRPs paragraph 13.3). Other factors used to determine value with relevant money or suitability for funding should ideally form part of the assessment criteria and be set out in section 6 above, with applicants provided the opportunity to address these factors/criteria. Where factors that do not form part of the assessment criteria are to be considered by decision makers, such as consideration of broader Government policies or outcomes, these should be set out here.

If prioritising specific organisations or sectors, such as Aboriginal and Torres Strait Islander organisations, outline any additional factors beyond eligibility and assessment criteria that will be considered.

## 8.1 Assessment of grant applications

We [first] review your application against the eligibility criteria.

[or] [Only eligible applications will move to the next stage]. We consider eligible applications through an [open competitive] [targeted or restricted competitive] [a non-competitive, open] [a closed non-competitive] grant process.

[Include details of the selection process]

[Competitive process] If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.<sup>3</sup>

[or]

[Non-competitive process] We will then assess your application against the assessment criteria (see Section 6). We consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money.

**Template instructions:** Include details of the specific matters that will be considered to determine value with relevant money for this grant opportunity.

The following are examples. Add or delete as appropriate.

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<sup>3</sup> See glossary for an explanation of 'value with money'.



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

- the overall objective/s to be achieved in providing the grant.
- the relative value of the grant sought.
- the extent to which the geographic location of the application matches identified priorities.
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.
- how the grant activities will target groups or individuals.

[Insert any further details]

## 8.2 Who will assess applications?

**Template instructions:** Clearly define the roles and responsibilities of all parties involved.

Provide information on who will assess the grant applications and how that process will occur. For example, where an assessment committee or an expert panel [which is taken to comprise of/ include non-government members] is to be used, indicate who will be on the committee or panel and how they will be utilised, particularly if independent panels or state office assessments are used. If external expert assessors will be involved in this process, provide sufficient detail to allow the applicants to meaningfully declare any conflicts of interest.

Discuss the entity's role.

If the assessment of applications involves a staged approach, outline who will be involved in each stage.

Provide details on the planned assessment methodology and include the rating scale.

An [assessment committee] [expert panel] will assess each application on its merit [and compare it to other eligible applications before recommending/providing advice on which grant applications should be awarded a grant]. The assessment committee will be made up of [insert details including the position of the Chairperson if known].

[If applicable] [We may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRPs]. [Include relevant details of experts/advisors if possible]

[If applicable] [The assessment committee may seek additional information about you, your application, project partners, related bodies corporate, related entities and associated entities (as defined in the Corporations Act) and related personnel from third party sources, including other Commonwealth entities. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.]

The assessment committee [or expert panel] recommends to the [Program Delegate/Minister] which applications to approve for a grant.

[Insert any further details]

### 8.3 Who will approve grants?

**Template Instructions:** Clearly outline who will be the decision maker, for example, the relevant Minister or a program delegate or accountable authority. If the decision maker is a delegate, include their title, for example, Assistant Secretary of XXX Branch.

The [insert decision maker details] decides which grants to approve taking into account the recommendations of the [assessment committee/expert panel] and the availability of grant funds for the purposes of the grant program.

The [Program Delegate's/Minister's] decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- [If applicable] the terms and conditions of the grant.

[If applicable] There is no appeal mechanism for decisions to approve or not approve a grant.

## 9 Notification of application outcomes

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

[If applicable] If you are unsuccessful, we will give you an opportunity to discuss the outcome.

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

### 9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within [include timeframe] of being advised of the outcome. We will give written feedback within [one month] of your request.

### 9.2 Further grant opportunities

**Template instructions:** This section is optional, delete if not relevant.

Outline how the Commonwealth entity will seek to fill any gaps or meet policy objectives if this grant program or grant opportunity does not receive enough suitable applications. This might be addressed through delivering subsequent grant opportunities as competitive, targeted or closed non-competitive processes.

[If applicable] If there are not enough suitable applications to meet the program's objectives, we will [insert details].

## 10 Successful grant applications

### 10.1 The grant agreement

**Template instructions:** Change as required to ensure that this section correctly refers to either the letter of agreement, simple or standard grant agreement. Should more than one

type of grant agreement be used, state this and give information on the circumstances in which the different types of grant agreement are applicable.

Delete this section if the grants will not require a grant agreement.

Include information on any additional requirements. This information might be in a summary form or detailed, depending on the particulars of the grant opportunity. Requirements might include:

- specific service standards
- meeting targets, milestones or timelines
- collecting and supplying data
- submitting reports and/or acquittals
- participating in an evaluation
- undertaking risk management
- facilitating site visits by the Commonwealth.

**Note:** In determining which grant agreement is the most appropriate, officials should consider a range of factors such as value, duration of grant, experience of the grantee etc. Monetary thresholds should **NOT** be the primary determinant of the type of agreement used.

#### **Longer term grant agreements and notification periods.**

Officials should consider whether longer term grant agreements are appropriate. Longer term grant agreements may be appropriate, for example, where there is a likelihood that ongoing service delivery will be required, where activities are likely to occur over a number of years, or where there is a pattern of variations to extend the duration of a grant. Longer term grant agreements can reduce administrative costs for both the entity and grantee (providing value with relevant money) and be conducive to improved partnerships.

This section should indicate if the grantee will be notified before a grant agreement ends; whether the grant agreement is likely to be extended or varied; whether a new grant opportunity will be provided; or whether the agreement will cease. Longer notification periods, particularly for longer term grants, can assist grantees to manage the impact of renewal/extension and cessation of grants.

You must enter into a legally binding grant agreement with the Commonwealth. [We use the [simple/standard/exchange of letters/letter of agreement] grant agreement in this program.]

[or] [We use two types of grant agreements in this program. Our selection will depend on the size and complexity of your [grant activities] [project/services].

Each grant agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on [GrantConnect]. [A sample grant agreement is available on [insert website name and link]. [We will use a schedule to outline the specific grant requirements].

[If applicable] We must execute a grant agreement with you before we can make any payments. [We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your [grant activities] [project] before you have an executed grant agreement, you

do so at your own risk.] [You must not start any [program name] activities until a grant agreement is executed.]

[If applicable] Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the [Program Delegate/Minister]. We will identify these in the agreement.

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

[If applicable] We will notify you [XX] months before your grant agreement is due to cease [whether your agreement will be extended] [whether a new grant opportunity will be made available] [whether your grant agreement will cease].

**Template Instructions:** Where the program uses more than one type of grant agreement, provide sub-headings and describe the arrangements for the different types of agreements separately. Where the program uses only one type of grant agreement, sub-headings are not necessary and the language may change slightly. Delete as appropriate.

### Letter of Agreement

This grant agreement comprises [if applicable - your completed application form and] the letter of agreement we send advising that your application has been successful. We consider the agreement to be executed (take effect) from the date of our letter of agreement.

[or]

We will send you a letter of agreement advising that your application has been successful and providing you with an offer. You accept the offer by signing and returning the letter of agreement to us. We consider the agreement to be executed (take effect) from the date you sign the letter.

[insert any other relevant details]

### Simple Grant Agreement and/or Standard Grant Agreement

We will use a [simple grant agreement and/or standard grant agreement].

[If applicable] 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.

[If applicable] You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the [Minister/Program Delegate].

[Insert any other relevant details]

## 10.2 Specific legislation, policies and industry standards

**Template Instructions:** This section is optional. Delete if not required.

It is not necessary to restate requirements that already exist in law. This section should be used where grantees will be required to demonstrate or declare that they comply with

specific requirements, for example, an industry standard, the [National Construction Code](#) or [Work, Health and Safety](#) laws.

If compliance with specific legislation or policies such as the child protection or multicultural access and equity policies, or industry standards are used to determine a potential grant applicant's eligibility this should be outlined in section 4. Where a grantee will be required to maintain compliance through the life of the grant agreement, this should be outlined here.

[If applicable] While you are required to comply with all relevant laws and regulations, you [may/will] be asked to demonstrate compliance with the following legislation/policies/industry standards to maintain your eligibility for the grant:

- [list requirements and how compliance can be demonstrated]

[If applicable] To be eligible for a grant, you must declare in your application that you comply with these requirements. You [may/will] need to declare you can continue to meet these requirements in your grant agreement with the Commonwealth.

[add other specific regulatory requirements]

[insert any other relevant details].

### 10.3 How we pay the grant

**Template Instructions:** This section is required for all grants that have a grant agreement. It should outline how we pay the grant.

The grant agreement should at a minimum, define grant activity deliverables, schedule payments (according to progress), specify reporting requirements and acquittal procedures (if required) which are proportional to the risks involved. We should ensure that grant agreements are supported by ongoing communication, active grants management and performance monitoring requirements that are proportional to the risks involved.

Where a grant agreement is not required, for example, for rebate payments, state the arrangements that will apply.

The grant agreement will state the [add or delete as required]:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party
- [any other requirements]

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

[insert relevant arrangements where a grant agreement is not required].

**Template Instructions:** Select the appropriate section if applicable and delete all others.

**Note:** In the case of single up-front payments, where payments are made in advance, there should be a net benefit in doing so. A documented risk assessment and cost benefit analysis will assist in establishing whether payment in advance of need is warranted and, if so, the proportion of the grant that should reasonably be paid.

[Single Upfront Payment]

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the [grant activity or project/services].

[Single payment at completion]

We will pay 100 per cent of the grant on completion of the [grant activities or project/services]. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the [grant activity or project/services].

[Advance payments]

We will make an initial payment on execution of the grant agreement. We will make subsequent payments [quarterly, six monthly, annually, as you achieve agreed milestones etc.] in advance, based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress.

We set aside [retention amount] 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. We may need to adjust your progress payments to align with available grant program funds across financial years and/or to ensure we retain a minimum [retention amount] per cent of grant funding for the final payment.

[Initial advance payment followed by payments in arrears]

We will make an initial payment on execution of the grant agreement. We will make subsequent payments in arrears, [quarterly, six monthly, annually, based on your progress against milestones etc.] and based on your actual eligible expenditure. Payments are subject to satisfactory progress.

We set aside [retention amount] 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. We may need to adjust your progress payments to align with available grant program funds across financial years and/or to ensure we retain a minimum [retention amount] per cent of grant funding for the final payment.

[Progress payments]

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the [grant activity or project/services].

[Payments in arrears]

We will make payments [quarterly, six monthly, annually, based on your progress against milestones etc.] in arrears, based on your actual eligible expenditure. Payments are subject to satisfactory progress on the [grant activity or project/services].

We set aside [retention amount] 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. We may need to adjust your progress payments to align with available grant program

funds across financial years and/or to ensure we retain a minimum [retention amount] per cent of grant funding for the final payment.

[If applicable] Indexation is a component of the grant payments and the grant agreement will outline how and when indexation will be paid.

## 10.4 Grants payments and GST

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

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).<sup>4</sup> We do not provide advice on your particular taxation circumstances.

## 11 Announcement of grants

**Template instructions:** Change as required. Document any circumstances where information on grants awarded may not be provided, consistent with the CGRPs and reference the decision maker. For example:

- decisions to report grants to individuals in an aggregated summary format to address privacy concerns.

If successful, your grant will be listed on the GrantConnect website no later than twenty-one calendar days after the date of effect as required by Section 5.4 of the [CGRPs](#).

[or] [insert details on what information will or will not be published and the reasons for this decision].

## 12 How we monitor your grant activity

**Template instructions:** Clearly outline the responsibilities of the grantee, the Commonwealth entity and any other relevant parties. Insert a summary of any likely requirements that the grantee will need to comply with. This section may be very brief for grants established using a letter of agreement.

Only request information or impose requirements that will be used to facilitate the administration of grant payments and maintain accountability, as well as monitor and evaluate the grant. Requesting gratuitous information creates red tape for grantees.

The suggested dot points below are optional, please change and delete as required.

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<sup>4</sup> <https://www.ato.gov.au/>

## 12.1 Keeping us informed

You should let us know if anything is likely to affect your [grant activity or project/services] or organisation.

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

[If applicable] You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details
- business structure

[if applicable] If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

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

[insert any other requirements]

## 12.2 Reporting

**Template Instructions:** Delete the sections that are not relevant to the grant opportunity.

There are no mandatory reporting requirements for grantees in the CGRPs. Apply the proportionality principle when determining the reporting and acquittal requirements for grants and have regard to information collected by Australian Government regulators that is available. Determine the volume, detail and frequency of reporting requirements, proportionate to the risks involved and policy outcomes being sought.

Inappropriately or inflexibly applied entity standards and accountability frameworks could deter potential grantees. For example, requiring small businesses or not-for-profit entities to report in the same manner as large corporate organisations may not be appropriate. Similarly, poorly formulated reporting requirements, which focus on outputs rather than outcomes, can be overly burdensome, whilst stifling innovation by grantees.

Not all grants require progress reports or ad hoc reports.

You must submit reports in line with the grant agreement. [If applicable] We will provide sample templates for these reports as appendices in the grant agreement. [If applicable] You will also be able to download them from [insert website name and link]. [If applicable] We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed [grant activity] milestones and outcomes
- [if appropriate] contributions of participants directly related to the [grant activity or project/services]
- expenditure of the grant.
- [insert any further details]



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

[If applicable] We will monitor progress by assessing reports you submit and may conduct site visits or request records 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.

#### **Progress reports [If applicable]**

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- 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 activities).

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

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

#### **Ad-hoc reports [If applicable]**

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

#### **Final report [If applicable]**

When you complete the [grant activity or project/services], you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within [XX days] of completion in the format provided in the grant agreement.

### **12.3 [Financial declaration] [Audited financial acquittal report]**

**Template Instructions:** The stringency of acquittal procedures should be balanced against the level of risk, based on consideration of the risks involved with the grant activity, the grantee and the costs of compliance.

There are no mandatory acquittal requirements for grantees in the CGRPs.

Delete this section if declarations or audits are not required for the grants.

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

[or] [We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement. The financial acquittal report template is attached to the sample grant agreement.

[insert any relevant details]

## 12.4 Grant agreement variations

**Template Instructions:** This section is optional, delete if not relevant. Use this section where variations to the grant agreement are allowed. The details will be included in the draft grant agreement that applicants may read.

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by [insert details].

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

## 12.5 Compliance visits

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

## 12.6 Record keeping

[If applicable] We may also inspect the records you are required to keep under the grant agreement.

[insert any relevant details]

## 12.7 Evaluation

**Template instructions:** The PGPA Act and the CGRPs require appropriate performance and evaluation mechanisms to be developed as part of any government financial activity. If successful applicants are required to provide information following acquittal to assist in the evaluation, this information and the relevant details should be provided in this section. Provide examples of the types of additional information that would be sought.

We will evaluate the grant [program][opportunity] to measure how well the outcomes and objectives have been achieved. We may use information from your application and 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.

[If applicable] We may contact you up to [one] year after you finish your grant for more information to assist with this evaluation.

## 12.8 Acknowledgement

**Template instructions:** This section is optional, delete if not relevant.

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

[program name] – an Australian Government initiative’.

[or]

If you make a public statement about a [grant activity or project/services] funded under the program, we require you to acknowledge the grant by using the following:

'This [name of grant activity or project/services] received grant funding from the Australian Government.'

## 13 Probity

Grants administration by officials and grantees incorporates appropriate safeguards against fraud, corruption, unlawful activities and other inappropriate behaviour.

Outline here what will be required of grantees in relation to monitoring, managing and reporting fraud, corruption and unlawful activities.

**NOTE:** Accountable authorities must ensure that entity fraud and corruption procedures and practices comply with section 10 of the PGPA Rule including as it relates to grants administration.

### **[National Anti-Corruption Commission Act 2022 \(NACC Act\)](#)**

The NACC Act came into effect on 1 July 2023. The NACC enhances integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving commonwealth public officials. Grantees will generally be considered 'contracted service providers' under the NACC Act and may be investigated by the NACC for corrupt conduct.

Officials and grantees should be aware of their obligations under the NACC Act.

The Australian Government will make sure that the grant opportunity process is fair, is conducted according to the published grant opportunity guidelines, incorporates appropriate safeguards against fraud and corruption, unlawful activities and other inappropriate conduct and is consistent with the CGRPs.

[If applicable] These guidelines may be changed from time-to-time by [insert relevant Commonwealth entity's name]. When this happens, the revised grant opportunity guidelines will be published on [GrantConnect](#). By registering on this website, you will be automatically notified of any changes to these guidelines.

You should be aware of your obligations under the [National Anti-Corruption Commission Act 2022](#), noting that under the Act grantees will generally be considered 'contracted service providers' [see <https://www.nacc.gov.au/resource-centre/nacc-fact-sheets>].

### 13.1 Enquiries and feedback

The [relevant Commonwealth entity's] [insert Complaints Procedures NAME and URL] apply to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [insert relevant email address].

If you do not agree with the way the [relevant Commonwealth entity] has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually consider

a complaint unless the matter has first been raised directly with the [relevant Commonwealth entity].

The Commonwealth Ombudsman can be contacted on:

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

## 13.2 Conflict of interest

Any conflicts of interest, or perceived conflicts of interest can affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if [relevant Commonwealth entity's] staff, any member of a committee or advisor and/or you or any of your personnel, including sub-contractors:

- have a professional, commercial or personal relationship with a party who can influence the application selection process, such as an Australian Government officer [or member of an external panel]
- have 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
- have 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.

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the [relevant Commonwealth entity] in writing immediately.

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

We publish our conflict of interest policy on the [relevant Commonwealth entity] website [insert link].

## 13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

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

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

### **13.4 Confidential Information**

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

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

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

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

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

- the [committee] and other Commonwealth employees and contractors to help us manage the program effectively, including for an integrity purpose
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman, Privacy Commissioner or National Anti-Corruption Commissioner, or staff of their agencies
- the responsible Minister or Parliamentary Secretary, or
- a House or a Committee of the Australian Parliament.

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

### **13.5 Freedom of information**

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

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek

access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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

By mail: Freedom of Information Coordinator  
[Address details]

By email: [insert URL]

## 14 Consultation

**Template instructions:** Delete if not applicable.

Provide any relevant information relating to stakeholder consultation here, such as consultation undertaken to develop and/or design the grant program or grant opportunity or applicant information sessions.

[Insert details]

## 15 Glossary

**Template instructions:** The Glossary terms can be deleted or added to in line with the requirements of your application template. Do not amend the listed terms or their definitions that are in the table below – these must remain consistent with the definitions in the CGRPs.

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
contracted service provider	A contracted service provider is a person who is a party to a Commonwealth contract or is a party to a subcontract with a contracted service provider and is responsible for the provision of goods or services under contract, either directly or indirectly.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Eligibility criteria should be developed to enable objective validation and are either 'met' or 'not met'. Assessment criteria may apply in addition to eligibility criteria.

Term	Definition
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
<a href="#">Commonwealth Grants Rules and Principles 2024 (CGRPs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
grant	for the purposes of the CGRPs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> <li>a. under which relevant money<sup>5</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>6</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement and specifies the details of the grant.
<a href="#">GrantConnect</a>	is the Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a ‘program’ carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant.

<sup>5</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>6</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.



Term	Definition
National Anti-Corruption Commission (NACC)	The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency. It detects, investigates and reports on serious or systemic corruption in the Commonwealth public sector. The Commission operates under the <a href="#">National Anti-Corruption Commission Act 2022</a> .
PBS Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>

## Appendix A. [insert title]

Use this only if required. Try to present all relevant information in a readable format within the body of the template unless it is so long it makes the document unreadable. Ensure it is referenced correctly.

Text