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Australian Government
Department of Finance

2023-26 Australian Political Parties for Democracy. Grant Program (APPDP)

Application Form

This APPDP grant will span three financial years (tranches) from 2023-24 – 2025-26.

Its main objective is to assist with the development of democratic political party systems in other countries and its aims are to:

- encourage representative, accountable, inclusive and transparent democratic political parties;
- support effective, responsive and sustainable democratic party processes;
- promote shared learning about democratic practices and integrity in party processes; and
- encourage international cooperation between democratic political parties.

Further information is available in the APPDP Grants Guidelines (the Guidelines).

Completion of this application form is necessary to apply for the grant.

Please complete all sections as described and submit with any additional or supporting information to appdp@finance.gov.au by the due dates shown within.

Please keep a copy of the application for your records.

Eligibility criteria¹

Please select your party from the eligible options below:

- The Australian Labor Party (ABN 38 318 251 221)
- The Liberal Party of Australia (ABN 15 217 882 958, including on behalf of The Nationals (ABN 68 075 415 882))
- The Australian Greens (ABN 98 738 022 715)

Maximum funding is available for eligible parties per financial year as shown (figures are GST exclusive):

Financial Year	Australian Labor Party	Liberal Party	Australian Greens	Totals
2023-24 (tranche 1)	\$1,000,000.00	\$1,000,000.00	\$200,000.00	\$2,200,000.00
2024-25 (tranche 2)	\$1,000,000.00	\$1,000,000.00	\$200,000.00	\$2,200,000.00
2025-26 (tranche 3)	\$1,000,000.00	\$1,000,000.00	\$200,000.00	\$2,200,000.00
Totals	\$3,000,000.00	\$3,000,000.00	\$600,000.00	\$6,600,000.00

Please select the financial year funding option for which you are applying:

- 1 July 2023 to 30 June 2024 (application due 31 August 2023)
- 1 July 2024 to 30 June 2025 (application due 1 June 2024)
- 1 July 2025 to 30 June 2026 (application due 1 June 2025)

Although this grant spans three years (tranches), you are not able to submit one single application to cover, or apply to, all three tranches.

A separate application is required for each tranche. This application form may be used each time, noting the due dates as shown.

¹ Eligibility criteria and activities are shown in more detail in the Guidelines

Assessment Criteria

Examples of eligible grant activities are described in the Guidelines, and applications will be assessed with equal weight given to assessment criteria, as well as providing 'value with relevant money'².

When assessing value with relevant money, Finance will give regard to the relative value of the grant sought and the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.

For each activity proposed in your application, please address information at Part 1 and Part 2 below. **It is expected that sufficient detail be included to appropriately explain the activity and justify the amount claimed.**

Part 1 – Activity Details

Please include the following information:

- the name and estimated timing of the activity;
- the organisation/country to be assisted/visited and their expected input into the activity including the number and position of individuals involved;
- set out the specific tasks and estimated costs of each activity (split into project, administrative and/or other expenses).

Describe here or attach separately

Part 2 – Assessment Criteria

Criterion 1 – Why has the activity been chosen, why is it important and how does it fit within the objective and aims of the Program?

(for example, within the context of the APPDP describe the importance of particular political events, demands and/or needs of the country/organisation and why the activity was chosen; provide information on research and/or discussions that prompted the particular choice of activity; and/or communicate other factors including but not limited to social matters like inclusiveness or otherwise).

Describe here or attach separately

Criterion 2 – What will the activity achieve and how will any outcomes (short and long term) be measured?

(for example, describe in some detail what the activity's achievements will look like once implemented, demonstrate how the activity will benefit the country/organisation and its people, and define how any outcomes/results will be measured through improvements in services, governance, administration or otherwise).

Describe here or attach separately

² Further information on value with relevant money is described in the Guidelines' Glossary.



Checklist and Declaration

Please check each box and sign the declaration below.

Check Box	Acknowledgement and Declaration
<input checked="" type="checkbox"/>	I have read and understood the Guidelines and I am eligible to apply for this grant.
<input type="checkbox"/>	I understand that this grant spans three years (tranches), and a separate application like this is required for each tranche, to be submitted by the due date in each case.
<input checked="" type="checkbox"/>	I understand that, should there be a change to the Guidelines, Finance will publish the revised Guidelines and advise me accordingly.
<input checked="" type="checkbox"/>	I understand the Government determined the eligibility and funding available for this grant.
<input checked="" type="checkbox"/>	I understand that my grant application will be assessed in accordance with the Guidelines' Assessment Criteria explained in this application and that funding will only be provided as grants for substantiated expenditure that meets the eligibility requirements.
<input checked="" type="checkbox"/>	I understand that assessment of my grant application may include an external expert/adviser to inform the process if necessary, in accordance with the Guidelines.
<input checked="" type="checkbox"/>	I understand that any relevant supplementary documentation attached to this grant application will be considered with it, and that Finance may refuse to accept any additional information that would change my submission after the application closing time.
<input checked="" type="checkbox"/>	I understand that grant funds cannot be pooled or carried across financial years, nor is it possible to draw upon other financial years' allocations to fund activities from within the financial year for which they are claimed.
<input checked="" type="checkbox"/>	I understand that grant funds cannot be used for financial contributions to other countries' political parties, or candidates, or for any activities determined reasonably to be contrary to Australia's interests.
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that I need to keep proper and detailed accounts and records in accordance with the Guidelines.
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that expenditure must be incurred between the start date, and end or completion date, for my grant activity for it to be eligible.

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Department of Finance
APPDP Application Form

Check Box	Acknowledgement and Declaration
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that payment arrangements are made up to the maximum amount payable for the corresponding financial year, subject to receipt of a valid tax invoice for the corresponding time period.
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that I must enter into a legally binding grant agreement with the Commonwealth (represented by Finance), and I will be issued with a 'Letter of Agreement' explaining as such.
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that I need to report on its findings in accordance with the Guidelines. This includes the submission of Expenditure Progress Reports, Audit Statements, Activity Completion Reports, and Acquittal Statements and if necessary, ad-hoc reports throughout the process if requested by Finance.
<input checked="" type="checkbox"/>	To the best of my knowledge, there are no perceived or existing conflicts of interests with regards to this grant application. I understand that if I identify an actual, apparent, or perceived conflict of interest, I must inform Finance in writing immediately which, after a possible investigation of the circumstances, could affect the eligibility of my application.
<input checked="" type="checkbox"/>	I am aware of the Privacy, Confidential Information and Freedom of Information details disclosed in the Guidelines.
I declare that, to the best of my knowledge, the information supplied in this application is complete and accurate, and I will advise Finance immediately of any changes to circumstances that that may affect this grant, if they arise.	
Signature: s22 	Name: s22  Position in party: International Development Coordinator Date: 8/30/2023

[The following text is extremely faint and largely illegible. It appears to be a multi-paragraph document, possibly a report or a letter, with several lines of text visible but not readable.]

Australian Political Parties for Democracy Program

2023-2024 Activity Proposals for the Australian Greens

Activity Proposal 1 Part 1

<p>Name of activity</p>	<p>Training and Networking for Asia-Pacific Green parties</p>
<p>Estimated timing of Activity</p>	<p>Activities spanning July 2023- June 2024 financial year</p>
<p>Country of organisation to be assisted</p>	<p>The Asia Pacific Greens Federation (APGF), of which the Australian Greens is a founding member party, is the Federation of Green political parties in the Asia, Pacific, and Middle East region. It is one of four Federations that make up the Global Greens which is composed of around 105 Green parties. During the course of the next year, the Federation is expanding particularly in the Pacific region.</p> <p>Current Asia Pacific Greens Federation (APGF) member and associate parties are:</p> <ul style="list-style-type: none"> ● Australia: Australian Greens ● Bangladesh: Bangladesh Green Party ● Indonesia Atjeh: Atjeh Green Party ● Indonesia: Parti Hijau Indonesia ● Indonesia: Saraket Hijau Indonesia ● India: India Greens Party ● India (Northern): UttarakhandParivartan Party (UKPP) ● Iraq: Green Party of Iraq ● Japan: Midori no Mirai/Greens Japan ● Jordan: Jordanian Nature Party ● Lebanon: Green Party of Lebanon ● Pakistan: Pakistan Greens ● Palestine: Palestinian Green Party

	<ul style="list-style-type: none"> ● Philippines: Green Party of the Philippines ● Mongolia; Mongolian Green Party ● Nepal: Nepali Greens ● New Zealand: Green Party Aotearoa New Zealand ● PNG: Papua New Guinea Greens ● Solomon Islands: Green Party Solomon Islands ● South Korea: Green Party of Korea ● Taiwan: Green Party Taiwan ● Vanuatu: KOKOI Vanuatu Greens’s Women’s Party (emerging member party) ● Pacific Network including emerging parties from the Federated State of Micronesia, Fiji, Vanuatu, Kiribati, Tokoleau and Niue and the Pacific member parties listed above <p>The program will benefit all of the parties above in non-OECD countries. International cooperation will be encouraged between parties in OECD countries and overall through the APGF Women’s and Youth Networks.</p>
<p>Outline of Activity</p>	<p>The Australian Greens will offer online and where appropriate limited face-to-face training initiatives to emerging and key Green parties’ representatives. Many of the initiatives below have been adapted to be online following covid outbreaks and also cost savings.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Pacific Women’s Network Gender Equity - Train the Trainer training National Gender Equity trainings have been held in the Pacific previously and now we will hold the first Pacific Greens train the trainer initiative in Fiji in early 2024 coinciding with a meeting of regional Pacific Green parties. The Pacific is the most under-represented globally for women parliamentarians. The women trained will be enabled to then undertake national training in their own parties. 2. National Gender Equity trainings (GET) The first pilot GET was undertaken in India in November 2019, six further trainings have taken place and a national online training is to be held this financial year. In India and in Pakistan the program has been developed online for further participants. In Pakistan, a second GET is planned for later in the year. 3 . Women and Young Women’s Mentoring program The mentoring program now, in its sixth year, for women from emerging parties who are mentored by more experienced women from the Australian Greens and other Green parties from across the globe will have two annual intakes in November 2023 and April 2024. The program is supported by three annual online training initiatives: two for mentees/trainees; and another for mentors. We will

	<p>also continue to build the alumni of women from the mentoring program to offer peer support. A number of women mentored have since become mentors in countries such as Mongolia, Nepal, India, as well as Korea. https://www.asiapacificgreens.org/mentorship-project</p> <p>The online Gender Equity toolkit and webinars are also a resource for the above programs. https://www.asiapacificgreens.org/get/gender-equity-toolkit</p> <p>3. Pacific Green Parties Training and Meeting The unprecedented growth of Green parties in the Pacific including Micronesia, Melanesia, and Polynesia highlights the need for regional training and networking between parties. The more established Green parties in the Pacific can also assist the emerging parties in countries such as the Federated State of Micronesia (FSM), Tokelau, Niue, Kiribati, and Fiji. This would be the first such meeting and training for the Pacific Green parties on issues relating to democracy in the region and capacity building. Where the parties are very small a regional network will assist in supporting their development on issues such as membership outreach and policy initiatives. This project will assist with funding a number of delegates to the meeting to be held in Fiji near Nandi in early 2024.</p> <p>A two-day meeting is to be preceded by an additional two-day face-to-face Gender Equity Train the Trainers outlined above.</p>
<p>Estimated cost (split into project and administrative expenses)</p>	<p>Total cost: \$90,000 Project and coordination costs: \$65,000 Administrative costs: \$25,000</p>

Assessment Criteria Project 1 Part 2

Criterion 1 - Why has the activity been chosen, why is it important and how does it fit within the objective and aims of the Program?

A detailed selection procedure for all Australian Greens APPDP proposals is undertaken. First through a call out to APGF party members for written concept proposals. These are peer-reviewed by a panel from APGF parties who have not submitted proposals and the Australian Greens International Development Coordinator. Recommendations are then made to the Australian Greens International Development Committee for approval which in 2023 was an extended online meeting in April. Project teams comprising the recipient party or network, IDC members, the International

Development Coordinator, and two to three other APGF party representatives as part of an exchange and training experience. The project team develops a detailed operational proposal to be approved at a monthly online IDC meeting. Project teams meet regularly at key intervals through the project's implementation, hold a mid-term project review, and then a final review of the project at its conclusion which is submitted to the IDC for approval.

A set of agreed criteria are used to select the projects proposed including to abide by APPDP objectives and guidelines. Other key criteria include assisting the party in the lead-up to local government, regional, or national elections or to significantly assist party development; such as to assist the setting up of party branches required for party registration. All of the above contribute to learning democratic practices and to improving management procedures.

Inclusivity of women, young women and youth remains a key priority for the region. This project includes skill development, mentoring and coaching, and utilising online resources and meetings across APGF.

Since many of the parties in the region are new or emerging there is an increasing need for party development and setting up of systems. Skills will be enhanced through the experience of the Australian Greens members of parliament, staffers, and members as well as by newer APGF member parties working alongside more experienced Green Parties over the next year an emphasis is on the Pacific for this task.

Criterion 2 – What will the activity achieve and how will any outcomes (short and long-term) be measured?

Newer parties will democratically elect party executives and candidates for election with clear procedures. They will then stand candidates for election at local government, regional, and national levels. Parties will have a better understanding of organisational procedures, registration requirements, policy and election platforms, and understanding of democratic procedures.

Through project work with the APGF Women's Network training initiatives, we will continue to effectively assist with the increased representation of women within the APGF parties in executives and as candidates at election - often in countries where this is not the practice. Internet-based training will be undertaken in November and April for the two mentoring program intakes of ten women who are mentored by more senior representatives in APGF parties. On the APGF Council, the representation of women is currently at over 60%, the highest it has ever been. A number of trainees from the mentoring and Gender Equity program have taken up their national party role on the Council or hold key roles in their own parties on their executive or in APGF for example Nepali Greens party Secretary, APGF Deputy Convenor (Pakistan Greens Party), AGFWN Co-Convenors, Atjeh Indonesia Greens Treasurer. Parti Hijau Indonesia Co-Convenor, and many more.

A full review of the mentoring program was undertaken in early 2021 and the recommendations have been adopted. The success of the program is measured by the number of women undertaking the mentoring for a ten-month period and graduating from the course. An online graduation ceremony is now conducted as part of the mentoring program online training.

The project will be measured through well-attended and well-run courses on Gender Equity which includes debriefings by the organising core team, pre-questionnaires, feedback forms as well as minutes and reports for each training which are submitted to the IDC. The review is measured against the objectives set for each training.. A roadmap is drawn up as part of each training for a 2-3 year period, its implementation is a key target of the training.

The Pacific parties' meeting and training will include road mapping for the development of parties in the region as a key outcome of the meeting in Fiji in 2024. It is intended that representatives from all Pacific parties will attend the meeting which will be well organised. The two-day Train the Trainer Gender Equity training will be the third Train the Trainer program implemented with the IDC and the APGFVN. The focus on the Pacific is galvanised by the poor representation of women in most national parliaments in the region. For example, Vanuatu has one female MP and PNG two. Prior to their 2022 elections, both countries were one of five in the world with no women parliamentarians.

All IDC operational proposals contain specific review questions for each project activity which are to be completed by the relevant project team at the conclusion of the project. This includes sections on risk mitigation and project monitoring.

The above initiatives continue the sustainable links between the Australian Greens and other Greens parties in the Asia Pacific region. Parties will benefit from enhanced organising skills and inclusivity of both women and youth as parties further their democratic practices and understanding of them. In many national situations setting up new or small parties meets many hurdles in terms of democratic procedures and finances required to register parties. Much of this work assists in expanding the democratic space and leadership development in these political parties.

Understanding the development and organisational of party structures is necessary for the survival of the parties in the longer term. A training program for Pacific parties across the region will also address this as well as promote party development and democracy. The Global Greens Charter framework, to which all Green parties adhere, is utilised in their own policy development.

Activity Proposal 2 Part 1

<p>Name of activity</p>	<p>Capacity building of the Asia-Pacific Greens Federation (APGF) and Secretariat</p> <p>July 2023 to June 2024</p>
<p>Outline of activity</p>	<p>The project will support the continued development of the APGF Secretariat which in turn supports the development and international communications to all of the parties in the region.</p> <p>Objective:</p> <ol style="list-style-type: none"> 1. To assist APGF members and emerging member parties through the development of effective APGF systems, accountable processes, policy and development initiatives. 2. Administrative support for APGF Secretariat processes and implementation. <p>Through ongoing work and liaison with the IDC, the Australian Greens International Development Coordinator, and the Asia Pacific Greens Federation Secretariat we give ongoing support for the work and network of APGF member and associate member parties. The APGF Secretariat is composed of two Co-Convenors from Green parties in Indonesia and Nepal; a Deputy Convenor from the Pakistan Greens; a Treasurer from the Australian Greens all of which are voluntary roles. The part-time General Secretary is from Niue.</p> <p>The Asian Pacific Greens Federation (APGF) is experiencing significant growth following interest in the region and the Global Greens Congress, a four- day meeting of over 105 Green parties, held in Korea in June 2023. It is proposed to assist the growth and development of the APGF Secretariat to support a previous intern for the Green Party of Nepal (supported by the IDC) to assist part-time in the administration of APGF and its sub-committees to further efficiency as a network spanning parties across Asia, the Pacific and the Middle East. This is one of only two part-time positions in APGF. It is hoped this will also assist with future leadership development in the Green Party of Nepal.</p>

<p>Organisation to be benefited</p>	<p>All Asia Pacific Greens Federation member parties in non-OECD countries, associated working groups, regional women's, and youth Networks. In particular Green parties in the Pacific, Nepal, Indonesia, and Pakistan.</p>
	<p>Volunteer Office Bearers and Councillors are drawn from all member parties, who provide time throughout the year to participate in monthly online meetings to implement the agreed activities including giving input to the content of projects related to the broader development of APGF. They will also assist by actively participating in project teams to assist countries in organisational development.</p> <p>Australian Greens members, and members of State or Federal Parliament with suitable expertise and experience will provide mentoring, advice, and other assistance to APGF individuals and organisations responsible for implementing all activities. The Australian Greens have representation on the APGF Council with two elected members who share the Councillor role.</p>
<p>Estimated cost (split into project and administrative expenses)</p>	<p>Total cost \$30,000 Project and coordination costs: \$21,000 Administrative costs: \$9,000</p>

Assessment Criteria Project 2 Part 2

Criterion 1 - Why has the activity been chosen, why is it important and how does it fit within the objective and aims of the Program?

APGF as a Federation acts as an umbrella body, and as such provides capacity building to member parties. Supporting APGF magnifies the impact of the small amount of funding available to the program to be dispersed over 23 parties in the Asia Pacific and Middle East regions. Online Council meetings and women's network and youth network meetings are organised monthly. The Australian Greens have representation on the APGF Council. The Secretariat assists with the associated training initiatives and logistics around this.

This project will help the development of a sustainable APGF Secretariat to increase the capacity of member parties and the growing number of potential member parties. The Secretariat provides leadership, enacts a vital communications network, undertakes strategic planning, and monitors organisational quality within the Federation. The Secretariat has been producing annual reports since 2018. The 2021 annual report is available at: <https://www.asiapacificgreens.org/news/apgfs-2020-annual-report-now-available>

The APGF General Secretary and the Australian Greens International Development Coordinator meet every two weeks to discuss program developments, monitoring of IDC projects, and capacity-building initiatives. The APGF contribution to the Global Greens Congress in Korea in June 2023 as the host Federation, enabled the Congress of over 800 participants from every continent to take place. The opening and closing sessions of the Global Greens Congress were co-hosted by the APGF General Secretary Pefi Kingi and the Australian Greens International Development Coordinator Michelle Sheather.

Criterion 2 – What will the activity achieve and how will any outcomes (short and long term) be measured?

The APGF and Global Greens networking will develop the capacity of APGF as the Asia Pacific Greens regional umbrella body through learnings and work between the parties. The participating Greens parties/organisations will strengthen working relationships with other Green parties in the region to promote international cooperation. This project assists in implementing tools for democratic processes and procedures.

The Secretariat will support the implementation of the IDC projects over the next financial year. The growth of the Secretariat can be measured by the effectiveness of the APGF sub-committees, by meetings running on schedule and being well attended. The implementation of the strategic plan drawn up the last financial year is also at an important stage of development. The growth and likely expansion of the parties in the Pacific increases the expansion of the networking of APGF and its effectiveness can be enhanced by strengthening its administration and systems.

Activity Proposal 3 Part 1

<p>Name of activity</p>	<p>Assist the development and consolidation of emerging Green parties in the Asia Pacific Region</p>
<p>Estimated timing of activity</p>	<p>July 2023 – June 2024</p>
<p>Organisations to be assisted</p>	<p>Emerging Greens party organisations in the Asia-Pacific region, include:</p> <ul style="list-style-type: none"> ● Green Party of the Philippines ● Green Party of Papua New Guinea ● Green Party of the Solomon Islands
<p>Outline of activities</p>	<p>Funding support will be used to assist in key activities that are relevant to each of the parties at their stage of development. Each will include membership development, assistance in building transparent and effective governance structures and increasing the participation of women and youth in party roles.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. To assist new and emerging parties with organisational development to be able to register their party and contest elections. 2. To assist in-country development of emerging Green parties in the region on issues such as party structure and procedures, party registration, setting up of branches and membership outreach, national conventions, women candidates and gender balance, and youth outreach. 3. To support key emerging parties and assist in developing a roadmap for their party’s development. <p>The three specific party projects for 2023-24 will directly benefit over 2,000 persons through online and in-person training, conventions, and online support. A larger audience will indirectly benefit in particular if candidates are elected.</p>

Estimated cost (split into project and administrative expenses)	Total cost \$ 80,000 Project and coordination costs: \$70,000 Administrative costs: \$10,000
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Assessment Criteria Project 3 Part 2

Criterion 1 - Why has the activity been chosen, why is it important and how does it fit within the objective and aims of the Program?

This activity provides capacity building on project and campaign management through direct support and mentoring to key Green parties at a critical time in their development.

Those that have not yet formalised their party status will be assisted to do so and to develop specific plans towards electoral campaign strategies at a local and/or national level.

This activity promotes program objectives by assisting Green parties to participate in the democratic processes within their own country. This project work will upskill office bearers; hold sub-regional meetings to build party branches; build membership outreach; consolidate party structures and procedures such as national conventions; and promote women's and youth inclusivity initiatives.

Regular online meetings will be conducted by members of the Australian Greens International Development Committee (IDC) and APGF to gain a detailed understanding of democratic processes in key countries, carry out their needs analyses, and monitor the projects.

The Green Party of the Philippines, Kalikasan Muna, is on a pathway to party registration ahead of the 2025 Senate list and local government elections. The requirements across a majority plus one, 42 provinces are required in total, and a presence in their country prior to registration by the National Electoral Commission.

The Green Party of PNG will work in two by-elections to assist their party development as well as stand candidates for the national parliament, They currently have one sitting national MP. They will also look at party development in western PNG in the West Sepik area and assist with the Green Party chapter in West Papua sharing experiences in the Green Party of PNG.

The Green Party of the Solomon Islands is preparing to stand candidates for their national elections, for the second time, in April 2024. The project will assist with a national convention and training and building party membership and active supporters.

All of the above activities will build capacity and participation in democratic practices in their own countries and be an example for other Green parties in the region.

Criterion 2 – What will the activity achieve and how will any outcomes (short and long-term) be measured?

The key outcome is the development and strengthening of party structures, procedures, and policies. This will be followed where possible by the parties standing candidates for election in PNG and the Solomon Islands and assist the Green Party of the Philippines in party registration.

Ongoing and formal communications and reports will be maintained with the parties supported through project teams involving representatives of the projects, the Australian Greens, and APGF. The following specific activities will be undertaken:

- Philippines Green party - set up district branches and outreach for new members in a further 9 districts to attain party registration in the next two years. Participate in local elections where possible and the 2025 Senate list elections.

The measured outcome is having a presence/ office bearer in 24 further districts, they are currently in 18 provinces across the Philippines, 42 are required in total. This will lead to the party being able to be registered through the detailed electoral system for regional and national elections as well as building party membership.

- Green Party of Papua New Guinea - assist with training including for youth and women in the lead-up to two by-elections in 2023 and regional training in the two electorates. Build up the membership in western PNG in West Sepik and assist the West Papuan Greens chapter with cross-party support.

The measured outcome is the active involvement of over 150 people directly in the two by-elections and campaigns. The regional training is to meet their objectives, be run on schedule and be well attended. Membership recruitment will be organised in western PNG.

- Green Party of Solomon Islands - assist with training of candidates, planning and procedures building up to the April 2024 national elections.

The measured outcome is the party running candidates in the next national election that is well planned and has clear outreach and membership goals implemented. The project will assist with recruitment of members including outreach to women members, and mentor the party to stand candidates in elections.

The measured outcome is a well-run and attended national convention and the standing of candidates in the April 2024 national election.

The longer-term outcomes for the above Green party projects are stronger formal organisations that actively participate in elections and other democratic processes in Asia, the Pacific and the Middle East. Projects have been selected against the agreed criteria and reflect a diversity of projects and countries selected. There are a higher number of projects in the Pacific than in previous years which reflects the growth of parties in that region.

All costs are kept to a minimum, including basic economy including travel, and basic accommodation or billeting so more parties can be assisted, and more activities can be undertaken and assessed.



Australian Greens (The Greens) Inc.

ABN: 98 738 022 715
GPO Box 1108
CANBERRRA ACT 2601
Ph: 1800 017 011

finance@greens.org.au
www.greens.org.au

INVOICE TO:
Department of Finance One Canberra Avenue FORREST ACT 2603

TAX INVOICE

NO.	DATE
s22	21/09/2023

DESCRIPTION	QTY	RATE	AMOUNT
Australian Political Parties for Democracy Program - 2023 to 2024 Tranche 1			
Activity 1 - Networking and Training		90,000.00	90,000.00
Activity 2 - Capacity building of the Asia-Pacific Greens Federation		30,000.00	30,000.00
Activity 3 - Projects for Emerging Green Parties in the Asia-Pacific		80,000.00	80,000.00

We appreciate your prompt payment.

Please make your cheque payable to Australian Greens or EFT to:
s22

Political donations of up to \$1500 in any one year can be claimed as allowable deductions for income tax purposes.

Total excl. GST	\$200,000.00
GST	\$20,000.00
Total incl GST	\$220,000.00



Australian Government
Department of Finance

s22

International Development Coordinator
Australian Greens
GPO Box 1108
CANBERRA ACT 2601

Dear s22

**Letter of Agreement – Australian Political Parties for Democracy
Grant Program (APPDP)**

In accordance with item 10 of the APPDP Grant Guidelines (the Guidelines), I am notifying you that I, as delegate, have approved the Australian Greens' (ABN 98 738 022 715) APPDP grant application for up to \$200,000 (GST exclusive), for the period 1 July 2023 to 30 June 2024 (tranche 1).

I consider that this letter and its Schedule 1 (attached), executed from the signed date, combined with your approved application, forms a legally binding agreement between the Commonwealth, represented by the Department of Finance (Finance), and the Australian Greens.

Payment will be made to the Australian Greens following receipt of a valid tax invoice(s) for approved items, activities and/or services corresponding to your application. Payment is contingent upon adherence to the terms and conditions of the Guidelines and this letter, particularly the provision of relevant statements and periodic reports detailing evidence of satisfactory progress against milestones and/or implemented initiatives (refer Schedule 1 and Item 12 of the Guidelines).

Finance will not meet any costs that exceed the amount shown above, irrespective of their connection to this grant's activities. Any unspent funds should be returned to Finance and I ask that you provide immediate notification of any factors that may affect the Australian Greens' ability to satisfy this grant. This includes if you become aware of any conflicts or breaches of the described terms and conditions. Non-compliance with the requirements detailed in the Guidelines and this letter may result in cost recovery action.

While the APPDP grant is in place until 30 June 2026, a separate application for tranche 2 is required by the relevant due date. Future approval and notification arrangements should follow a similar format to this letter and if there are any changes, you will be advised as a priority.

Should you have any questions, please direct them via email to appdp@finance.gov.au.

Yours sincerely

s22

A large black rectangular redaction box covers the signature area, obscuring the name and any handwritten notes.

Mr Ian Nicholas
Assistant Secretary
COMCAR and Programs Branch
Department of Finance
21 September 2023

Commonwealth Letter of Agreement Conditions – Schedule 1

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest that could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the Grantee must pay any relevant taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

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The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- a) has breached this Agreement; or
- b) has provided false or misleading statements in their application for the Grant; or
- c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party. 15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Relevant clauses on spending, repayment, record keeping, and Grant Activity material survive the expiry or termination of this Agreement.

16. Reporting requirements

As described in the Guidelines, an Expenditure Progress Report is required for each tranche at the appropriate time. An Activity Completion Report and an independently audited Acquittal Statement are both required within 60 days of completion of each tranche's approved activities.

16.1 The Expenditure Progress Report must demonstrate that 80% of the Grant funds received for a tranche have been expended in accordance with the terms of this Agreement.

16.2 The Activity Completion Report must detail a summary of implementation progress on activities and achievements towards the overall approved program objectives, including a strategy that highlights any lessons learned.

16.3 The Acquittal Statement is a financial acquittal report verifying that the Grant was spent in accordance with this Agreement. The Acquittal Statement must:

- d) reconcile the Activity against actual spending;
- e) include details of any interest earned on the Grant;
- f) be prepared in accordance with the internal and external auditing procedures laid down in the rules and regulations applicable to the Grantee;
- g) separate the overall reasonable administrative costs from program costs;
- h) be independently audited and certified (the cost of this audit may be paid from the Grant);
- i) be signed by the senior financial officer or the head of the Grantee, certifying that the Grant funds have been spent in accordance with the terms of this Agreement.

Finance will provide written confirmation to the Grantee of its acceptance or non-acceptance of the Activity Completion Report (including its attachments) and Acquittal Statement within thirty (30) days of receipt. If Finance does not accept an Activity Completion Report or Acquittal Statement from the Grantee it must give reasons why and allow the Grantee thirty (30) days to re-submit.



2023-26 Australian Political Parties for Democracy Grant Program (APPDP)

Application Form

This APPDP grant will span three financial years (tranches) from 2023-24 – 2025-26.

Its main objective is to assist with the development of democratic political party systems in other countries and its aims are to:

- encourage representative, accountable, inclusive and transparent democratic political parties;
- support effective, responsive and sustainable democratic party processes;
- promote shared learning about democratic practices and integrity in party processes; and
- encourage international cooperation between democratic political parties.

Further information is available in the APPDP Grants Guidelines (the Guidelines).

Completion of this application form is necessary to apply for the grant.

Please complete all sections as described and submit with any additional or supporting information to appdp@finance.gov.au by the due dates shown within.

Please keep a copy of the application for your records.

Eligibility criteria¹

Please select your party from the eligible options below:

- The Australian Labor Party (ABN 38 318 251 221)
- The Liberal Party of Australia (ABN 15 217 882 958, including on behalf of
The Nationals (ABN 68 075 415 882))
- The Australian Greens (ABN 98 738 022 715)

Maximum funding is available for eligible parties per financial year as shown (figures are GST exclusive):

Financial Year	Australian Labor Party	Liberal Party	Australian Greens	Totals
2023-24 (tranche 1)	\$1,000,000.00	\$1,000,000.00	\$200,000.00	\$2,200,000.00
2024-25 (tranche 2)	\$1,000,000.00	\$1,000,000.00	\$200,000.00	\$2,200,000.00
2025-26 (tranche 3)	\$1,000,000.00	\$1,000,000.00	\$200,000.00	\$2,200,000.00
Totals	\$3,000,000.00	\$3,000,000.00	\$600,000.00	\$6,600,000.00

Please select the financial year funding option for which you are applying:

- 1 July 2023 to 30 June 2024 (application due 31 August 2023)
- 1 July 2024 to 30 June 2025 (application due 1 June 2024)
- 1 July 2025 to 30 June 2026 (application due 1 June 2025)

Although this grant spans three years (tranches), you are not able to submit one single application to cover, or apply to, all three tranches.

A separate application is required for each tranche. This application form may be used each time, noting the due dates as shown.

¹ Eligibility criteria and activities are shown in more detail in the Guidelines

Assessment Criteria

Examples of eligible grant activities are described in the Guidelines, and applications will be assessed with equal weight given to assessment criteria, as well as providing 'value with relevant money'².

When assessing value with relevant money, Finance will give regard to the relative value of the grant sought and the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.

For each activity proposed in your application, please address information at Part 1 and Part 2 below. **It is expected that sufficient detail be included to appropriately explain the activity and justify the amount claimed.**

Part 1 – Activity Details

Please include the following information:

- the name and estimated timing of the activity;
- the organisation/country to be assisted/visited and their expected input into the activity including the number and position of individuals involved;
- set out the specific tasks and estimated costs of each activity (split into project, administrative and/or other expenses).

See attached.

Part 2 – Assessment Criteria

Criterion 1 – Why has the activity been chosen, why is it important and how does it fit within the objective and aims of the Program?

(for example, within the context of the APPDP describe the importance of particular political events, demands and/or needs of the country/organisation and why the activity was chosen; provide information on research and/or discussions that prompted the particular choice of activity; and/or communicate other factors including but not limited to social matters like inclusiveness or otherwise).

See attached.

Criterion 2 – What will the activity achieve and how will any outcomes (short and long term) be measured?

(for example, describe in some detail what the activity's achievements will look like once implemented, demonstrate how the activity will benefit the country/organisation and its people, and define how any outcomes/results will be measured through improvements in services, governance, administration or otherwise).

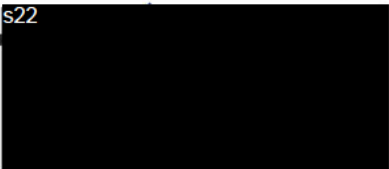
See attached.

² Further information on value with relevant money is described in the Guidelines' Glossary.

Checklist and Declaration

Please check each box and sign the declaration below.

Check Box	Acknowledgement and Declaration
<input checked="" type="checkbox"/>	I have read and understood the Guidelines and I am eligible to apply for this grant.
<input checked="" type="checkbox"/>	I understand that this grant spans three years (tranches), and a separate application like this is required for each tranche, to be submitted by the due date in each case.
<input checked="" type="checkbox"/>	I understand that, should there be a change to the Guidelines, Finance will publish the revised Guidelines and advise me accordingly.
<input checked="" type="checkbox"/>	I understand the Government determined the eligibility and funding available for this grant.
<input checked="" type="checkbox"/>	I understand that my grant application will be assessed in accordance with the Guidelines' Assessment Criteria explained in this application and that funding will only be provided as grants for substantiated expenditure that meets the eligibility requirements.
<input checked="" type="checkbox"/>	I understand that assessment of my grant application may include an external expert/adviser to inform the process if necessary, in accordance with the Guidelines.
<input checked="" type="checkbox"/>	I understand that any relevant supplementary documentation attached to this grant application will be considered with it, and that Finance may refuse to accept any additional information that would change my submission after the application closing time.
<input checked="" type="checkbox"/>	I understand that grant funds cannot be pooled or carried across financial years, nor is it possible to draw upon other financial years' allocations to fund activities from within the financial year for which they are claimed.
<input checked="" type="checkbox"/>	I understand that grant funds cannot be used for financial contributions to other countries' political parties, or candidates, or for any activities determined reasonably to be contrary to Australia's interests.
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that I need to keep proper and detailed accounts and records in accordance with the Guidelines.
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that expenditure must be incurred between the start date, and end or completion date, for my grant activity for it to be eligible.

Check Box	Acknowledgement and Declaration
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that payment arrangements are made up to the maximum amount payable for the corresponding financial year, subject to receipt of a valid tax invoice for the corresponding time period.
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that I must enter into a legally binding grant agreement with the Commonwealth (represented by Finance), and I will be issued with a 'Letter of Agreement' explaining as such.
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that I need to report on its findings in accordance with the Guidelines. This includes the submission of Expenditure Progress Reports, Audit Statements, Activity Completion Reports, and Acquittal Statements and if necessary, ad-hoc reports throughout the process if requested by Finance.
<input checked="" type="checkbox"/>	To the best of my knowledge, there are no perceived or existing conflicts of interests with regards to this grant application. I understand that if I identify an actual, apparent, or perceived conflict of interest, I must inform Finance in writing immediately which, after a possible investigation of the circumstances, could affect the eligibility of my application.
<input checked="" type="checkbox"/>	I am aware of the Privacy, Confidential Information and Freedom of Information details disclosed in the Guidelines.
I declare that, to the best of my knowledge, the information supplied in this application is complete and accurate, and I will advise Finance immediately of any changes to circumstances that that may affect this grant, if they arise.	
Sig ^{s22} 	Name: ANDREW HIRST Position in party: FEDERAL DIRECTOR Date: 13 JULY 2023

LIBERAL PARTY OF AUSTRALIA
NATIONAL PARTY OF AUSTRALIA

Australian Political Parties for Democracy 2023-24 Application

Introduction

This application is made on behalf of the Liberal Party of Australia (ABN 15 217 882 958) and the National Party of Australia (ABN 68 075 415 882).

For 2023-24, the Liberal and National Parties intend on continuing to conduct numerous programs under three specific activities – the Democracy Building Program, International Party Relationships and Administration.

The Liberal Party is pleased to hold senior office bearer positions in the International Democracy Union, the International Young Democrat Union and in the International Women's Democrat Union. This is in addition to the party's stewardship of the Asia-Pacific Democrat Union.

Following the COVID-related international restrictions, in 2022-23 the Party dramatically expanded its activities. This year's application covers the continued implementation of those expanded activities.

Contact Officer:

s22

Assistant Federal Director
Liberal Party of Australia

Phone:

s22

Mobile:

s22

Email:

s22

@liberal.org.au

Activity 1 – Democracy Building Program

Timing

The Activity operates from 1 July 2023 to 30 June 2024.

The dates of specific activities within the 2023-24 year will be determined in conjunction with our international partners, reflecting dates that are workable for them and that accommodate the dates fixed for election campaigns, Liberal and National Party conferences and other relevant events within Australia.

Countries and organisations to be assisted/visited

The countries and organisations to be supported through this activity will include a range of political parties from Papua New Guinea, Timor Leste, the Solomon Islands, Fiji, Indonesia, Bangladesh, Sri Lanka, India, Nepal, the Maldives, Mongolia and Malaysia (and from other countries if opportunity arises). Other organisations we will work with will include the PNG Registrar of Political Parties, the International Republican Institute, the Konrad Adenauer Foundation, the Leadership Institute, and the Asia Pacific Democrat Union. This activity may also be used from time to time to meet costs from our engagement with the Australian Political Exchange Council.

Expected Inputs

The financial input of APPDP funding will be used to cover all the financial costs, for staff time, travel costs, venue hire and any other costs needing to be incurred. In addition is the input of the time of the trainers who travel abroad to lead training programs when that time is provided voluntarily.

Staff time will be utilised to provide all necessary planning and leadership needed for effective implementation of the programs under this Activity. This will include all necessary liaison with the parties and organisations involved in the programs, including the organisations listed in the previous paragraph and also federal and state electoral commissions and various Party units at federal and state level.

Training in overseas countries, observation of election campaigning and Liberal Party conferences in Australia and the organising of a campaign seminar for the Asia Pacific Democrat Union will be among the programs to be organised by the Parties.

Estimated Costs

The amount budgeted for the Activity is \$400,000. This includes \$300,000 for program implementation and travel and \$100,000 for program-related administrative cost.

Assessment Criteria

The various programs to be implemented under this Activity will meet the APPDP aims by providing training and other experiences to participants.

These experiences equip participants with improved skills for carrying out the various functions of their party, improving in particular their skills in electoral campaigning by participation in seminars and observation of election campaigns in Australia.

The skills development training and observation will also extend to the communication of parties and parliamentarians with constituents and communities, and the organisation of significant party conferences. The Liberal and National Parties will participate in the observation of elections in other countries as opportunity arises where international observers can provide scrutiny for democratic processes.

The benefit of the Activity will be seen in the enhancing of the skills of participating parties in their political and electoral work, and in the level of participation in our programs that they wish to sustain.

Feedback from individual participants and their parties will assist in our assessment of the worth of particular programs and provide guidance for future program planning and development.

International Training

The numbers of people who participate in individual activities vary. For each activity where we send a trainer abroad to provide training of officials and elected representatives, we do so in conjunction with sister-organisations that have representatives on the ground to facilitate the sessions. Sister organisations that we have worked with in the past in this regard include the Asia Pacific Democrat Union, the Papua New Guinea Registrar of Political Parties, the United Nations Development Program, the Konrad Adenauer Foundation, and the International Republican Institute.

Visits and Observation in Australia

For those activities where the Liberal Party invites representatives of political parties and other political organisations to visit Australia, the Liberal Party facilitates and hosts the representatives in Australia. This includes the costs and expenses of meetings, flights and accommodation.

The parties sending representatives carry out whatever selection processes necessary to identify the most appropriate representatives to attend. Those representatives are generally politicians or senior party officials from the regional or national levels of their parties.

While the number of participants varies from event to event, in recent times the average group size was between 8 and 20 people from a number of countries.

Activity 2 – International Party Relationships

Timing

The Activity operates from 1 July 2023 to 30 June 2024.

The dates of specific activities within the 2023-24 year will be determined in conjunction with our international partners. Consideration of specific dates will include accommodating overseas and Liberal Party conference dates, the timing of elections abroad and other relevant events both overseas and within Australia.

Countries and organisations to be assisted/visited

The organisations and parties to be visited may include, but will not be limited to, the following:

- International Democracy Union
- International Young Democrat Union
- International Women Democrat Union
- Asia Pacific Democrat Union
- Konrad Adenauer Foundation
- International Republican Institute
- The Leadership Institute
- UK Conservative Party
- New Zealand National Party
- US Republican Party
- Conservative Party of Canada
- Other International Democrat Union member country parties

Expected Inputs

The financial input of APPDP funding will be used to cover all the financial costs, for staff time, travel costs, venue hire and any other costs incurred.

Additionally, the input of the time of Liberal Party officebearers and members who travel abroad representing the Liberal and National Parties at events covered by the Activity when that time is provided voluntarily.

Staff time will be utilised to provide all necessary planning and leadership needed for effective implementation of the programs under this Activity. This will include all necessary liaison with the parties and organisations involved in the programs.

Estimated Costs

The amount budgeted for the Activity is \$500,000 This includes \$350,000 for program implementation and travel and \$150,000 for administrative costs that are program-related.

Assessment Criteria

The various programs to be implemented under this Activity will meet the APPDP aims by supporting international cooperation between democratic parties and the sharing of information on party processes and operations. The Liberal Party has a substantial level of involvement in the international organisations of centre-right parties, in particular the International Democracy Union.

The exchanges extend to interchanges of information in the key area of election campaigning.

The Liberal and National Parties benefit from the continued operation of these international organisations, and in the increased understanding of current organisational and campaigning development in like-minded parties. Opportunities are also taken to interact with the democracy foundations linked with our sister parties, which can assist in enhancing the way programs under Activity 1 operate.

For our activities relating to international party relationships, the Liberal Party does all work needed to support the travel and arrangements of Liberal Party representatives who attend events on our behalf abroad, while the host party or organisation organises the meetings and events.

Under this activity, representatives from the Liberal and National parties participate in a range of meetings including – but not limited to – conferences and board meetings of the International Democracy Union Executive, the annual conferences of the UK Conservative Party, the Canadian Conservative Party and the NZ National Party. For each, we send between three and five representatives, who are invariably senior people from the Party's officebearers and professional staff.

Further, the party also seeks to increase international party relationships through both bilateral and multilateral engagement. This includes engagement through the International Democracy Union and its associated organisations, as well as the building of bilateral relationships with sister parties.

Feedback from the delegates and individuals involved in representing the Liberal Party at the meetings and activities that sustain these relationships will inform the Party's views of the worth of these international relationships. Following each program, senior Liberal Party staff meet with participants to ensure any feedback can be incorporated into future programs.

These valuable experiences support both the individuals involved who strengthen their own political capabilities, and to the Liberal and National Parties as a whole. As a leading voice within the International Democracy Union, and its associated bodies, strengthening the party's relationships ensures we can continue to advocate for our interests, and those of our region, at the IDU.

Activity 3 - Administration

Timing, Countries Assisted & Inputs

The Activity operates from 1 July 2023 to 30 June 2024.

Supplementary to Activities 1 and 2, this provision is made for the general administration necessary for sustaining programs under Activities 1 and 2.

This Activity will include:

- staff costs that cannot be separately attributed to programs;
- subscriptions to the International Democracy Union, and related international organisations;
- audit, bank and legal fees; and
- other administrative costs.

Estimated Costs

The amount budgeted for the Activity is \$100,000.



Australian Government
Department of Finance

s22

Assistant Federal Director
Liberal Party of Australia
PO Box 6004
KINGSTON ACT 2604

Dear s22

**Letter of Agreement – Australian Political Parties for Democracy
Grant Program (APPDP)**

In accordance with item 10 of the APPDP Grant Guidelines (the Guidelines), I am notifying you that I, as delegate, have approved the Liberal Party of Australia's (ABN 15 217 882 958) APPDP grant application for up to \$1,000,000 (GST exclusive), for the period 1 July 2023 to 30 June 2024 (tranche 1).

I consider that this letter and its Schedule 1 (attached), executed from the signed date, combined with your approved application, forms a legally binding agreement between the Commonwealth, represented by the Department of Finance (Finance), and the Liberal Party.

Payment will be made to the Liberal Party following receipt of a valid tax invoice(s) for approved items, activities and/or services corresponding to your application. Payment is contingent upon adherence to the terms and conditions of the Guidelines and this letter, particularly the provision of relevant statements and periodic reports detailing evidence of satisfactory progress against milestones and/or implemented initiatives (refer Schedule 1 and Item 12 of the Guidelines).

Finance will not meet any costs that exceed the amount shown above, irrespective of their connection to this grant's activities. Any unspent funds should be returned to Finance and I ask that you provide immediate notification of any factors that may affect the Liberal Party's ability to satisfy this grant. This includes if you become aware of any conflicts or breaches of the described terms and conditions. Non-compliance with the requirements detailed in the Guidelines and this letter may result in cost recovery action.

While the APPDP grant is in place until 30 June 2026, a separate application for tranche 2 is required by the relevant due date. Future approval and notification arrangements should follow a similar format to this letter and if there are any changes, you will be advised as a priority.

Should you have any questions, please direct them via email to appdp@finance.gov.au.

Yours sincerely

s22

A large black rectangular redaction box covers the signature area, obscuring the name and any handwritten notes.

Mr Ian Nicholas
Assistant Secretary
COMCAR and Programs Branch
Department of Finance
28 August 2023

Commonwealth Letter of Agreement Conditions – Schedule 1

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest that could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

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The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

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The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party. 15.2 This Agreement may only be varied by the parties' signed written agreement.

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16.1 The Expenditure Progress Report must demonstrate that 80% of the Grant funds received for a tranche have been expended in accordance with the terms of this Agreement.

16.2 The Activity Completion Report must detail a summary of implementation progress on activities and achievements towards the overall approved program objectives, including a strategy that highlights any lessons learned.

16.3 The Acquittal Statement is a financial acquittal report verifying that the Grant was spent in accordance with this Agreement. The Acquittal Statement must:

- d) reconcile the Activity against actual spending;
- e) include details of any interest earned on the Grant;
- f) be prepared in accordance with the internal and external auditing procedures laid down in the rules and regulations applicable to the Grantee;
- g) separate the overall reasonable administrative costs from program costs;
- h) be independently audited and certified (the cost of this audit may be paid from the Grant);
- i) be signed by the senior financial officer or the head of the Grantee, certifying that the Grant funds have been spent in accordance with the terms of this Agreement.

Finance will provide written confirmation to the Grantee of its acceptance or non-acceptance of the Activity Completion Report (including its attachments) and Acquittal Statement within thirty (30) days of receipt. If Finance does not accept an Activity Completion Report or Acquittal Statement from the Grantee it must give reasons why and allow the Grantee thirty (30) days to re-submit.

TAX INVOICE

PO Box 6004, Kingston ACT 2604
ABN: 15 217 882 958
T: 02 6273 2564
E: libadm@liberal.org.au



Bill To:

Invoice: s22
Date: 7/09/2023

Department of Finance
Ministerial and Parliamentary Services
One Canberra Avenue
FORREST ACT 2603

Invoice Details	Amount	GST
Australian Political Parties for Democracy Agreement Tranche 1 (2023/24)	\$1,100,000.00	GST

Invoice Details	Amount	GST
Australian Political Parties for Democracy Agreement Tranche 1 (2023/24)	\$1,100,000.00	GST

Payment Methods
CHEQUE: Payable Liberal Party of Australia

GST:	\$100,000.00
Total Inc GST:	\$1,100,000.00
Amount Applied:	\$0.00

DIRECT DEPOSIT

s22
[Redacted]

Balance Due: \$1,100,000.00

Please use reference number above and organisation name

please forward this portion with payment, thank you

Card number:

Name on card: _____ Expiry date: _____

Cardholder signature: _____ CW number: _____

(3 digit code on back of card)



PO Box 6004
Kingston ACT 2604

Invoice: s22 [Redacted]

Sender: Department of Finance
Ministerial and Parliamentary
Services
One Canberra Avenue



Australian Government
Department of Finance

2023-26 Australian Political Parties for Democracy. Grant Program (APPDP)

Application Form

This APPDP grant will span three financial years (tranches) from 2023-24 – 2025-26.

Its main objective is to assist with the development of democratic political party systems in other countries and its aims are to:

- encourage representative, accountable, inclusive and transparent democratic political parties;
- support effective, responsive and sustainable democratic party processes;
- promote shared learning about democratic practices and integrity in party processes; and
- encourage international cooperation between democratic political parties.

Further information is available in the APPDP Grants Guidelines (the Guidelines).

Completion of this application form is necessary to apply for the grant.

Please complete all sections as described and submit with any additional or supporting information to appdp@finance.gov.au by the due dates shown within.

Please keep a copy of the application for your records.

Eligibility criteria¹

Please select your party from the eligible options below:

- The Australian Labor Party (ABN 38 318 251 221)
- The Liberal Party of Australia (ABN 15 217 882 958, including on behalf of The Nationals (ABN 68 075 415 882)).
- The Australian Greens (ABN 98 738 022 715)

Maximum funding is available for eligible parties per financial year as shown (figures are GST exclusive):

Financial Year	Australian Labor Party	Liberal Party	Australian Greens	Totals
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2024-25 (tranche 2)	\$1,000,000.00	\$1,000,000.00	\$200,000.00	\$2,200,000.00
2025-26 (tranche 3)	\$1,000,000.00	\$1,000,000.00	\$200,000.00	\$2,200,000.00
Totals	\$3,000,000.00	\$3,000,000.00	\$600,000.00	\$6,600,000.00

Please select the financial year funding option for which you are applying:

- 1 July 2023 to 30 June 2024 (application due 31 August 2023)
- 1 July 2024 to 30 June 2025 (application due 1 June 2024)
- 1 July 2025 to 30 June 2026 (application due 1 June 2025)

Although this grant spans three years (tranches), you are not able to submit one single application to cover, or apply to, all three tranches.

A separate application is required for each tranche. This application form may be used each time, noting the due dates as shown.

¹ Eligibility criteria and activities are shown in more detail in the Guidelines

Assessment Criteria

Examples of eligible grant activities are described in the Guidelines, and applications will be assessed with equal weight given to assessment criteria, as well as providing 'value with relevant money'².

When assessing value with relevant money, Finance will give regard to the relative value of the grant sought and the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.

For each activity proposed in your application, please address information at Part 1 and Part 2 below. **It is expected that sufficient detail be included to appropriately explain the activity and justify the amount claimed.**

Part 1 – Activity Details

Please include the following information:

- the name and estimated timing of the activity;
- the organisation/country to be assisted/visited and their expected input into the activity including the number and position of individuals involved;
- set out the specific tasks and estimated costs of each activity (split into project, administrative and/or other expenses).

Describe here or attach separately

Part 2 – Assessment Criteria

Criterion 1 – Why has the activity been chosen, why is it important and how does it fit within the objective and aims of the Program?

(for example, within the context of the APPDP describe the importance of particular political events, demands and/or needs of the country/organisation and why the activity was chosen; provide information on research and/or discussions that prompted the particular choice of activity; and/or communicate other factors including but not limited to social matters like inclusiveness or otherwise).

Describe here or attach separately

Criterion 2 – What will the activity achieve and how will any outcomes (short and long term) be measured?

(for example, describe in some detail what the activity's achievements will look like once implemented, demonstrate how the activity will benefit the country/organisation and its people, and define how any outcomes/results will be measured through improvements in services, governance, administration or otherwise).

Describe here or attach separately

² Further information on value with relevant money is described in the Guidelines' Glossary.

Checklist and Declaration

Please check each box and sign the declaration below.

Check Box	Acknowledgement and Declaration
<input checked="" type="checkbox"/>	I have read and understood the Guidelines and I am eligible to apply for this grant.
<input checked="" type="checkbox"/>	I understand that this grant spans three years (tranches), and a separate application like this is required for each tranche, to be submitted by the due date in each case.
<input checked="" type="checkbox"/>	I understand that, should there be a change to the Guidelines, Finance will publish the revised Guidelines and advise me accordingly.
<input checked="" type="checkbox"/>	I understand the Government determined the eligibility and funding available for this grant.
<input checked="" type="checkbox"/>	I understand that my grant application will be assessed in accordance with the Guidelines' Assessment Criteria explained in this application and that funding will only be provided as grants for substantiated expenditure that meets the eligibility requirements.
<input checked="" type="checkbox"/>	I understand that assessment of my grant application may include an external expert/adviser to inform the process if necessary, in accordance with the Guidelines.
<input checked="" type="checkbox"/>	I understand that any relevant supplementary documentation attached to this grant application will be considered with it, and that Finance may refuse to accept any additional information that would change my submission after the application closing time.
<input checked="" type="checkbox"/>	I understand that grant funds cannot be pooled or carried across financial years, nor is it possible to draw upon other financial years' allocations to fund activities from within the financial year for which they are claimed.
<input checked="" type="checkbox"/>	I understand that grant funds cannot be used for financial contributions to other countries' political parties, or candidates, or for any activities determined reasonably to be contrary to Australia's interests.
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that I need to keep proper and detailed accounts and records in accordance with the Guidelines.
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that expenditure must be incurred between the start date, and end or completion date, for my grant activity for it to be eligible.

Check Box	Acknowledgement and Declaration
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that payment arrangements are made up to the maximum amount payable for the corresponding financial year, subject to receipt of a valid tax invoice for the corresponding time period.
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that I must enter into a legally binding grant agreement with the Commonwealth (represented by Finance), and I will be issued with a 'Letter of Agreement' explaining as such.
<input checked="" type="checkbox"/>	If my grant application is successful, I understand that I need to report on its findings in accordance with the Guidelines. This includes the submission of Expenditure Progress Reports, Audit Statements, Activity Completion Reports, and Acquittal Statements and if necessary, ad-hoc reports throughout the process if requested by Finance.
<input checked="" type="checkbox"/>	To the best of my knowledge, there are no perceived or existing conflicts of interests with regards to this grant application. I understand that if I identify an actual, apparent, or perceived conflict of interest, I must inform Finance in writing immediately which, after a possible investigation of the circumstances, could affect the eligibility of my application.
<input checked="" type="checkbox"/>	I am aware of the Privacy, Confidential Information and Freedom of Information details disclosed in the Guidelines.
I declare that, to the best of my knowledge, the information supplied in this application is complete and accurate, and I will advise Finance immediately of any changes to circumstances that that may affect this grant, if they arise.	
s22	Name: Paul Erickson Position in party: National Secretary Date: 31 August, 2023



APPDP Activity Statement 2023-2024

ACTIVITY #1: EMERGING DEMOCRACIES ENGAGEMENT

Relating to activities commencing between 1 July 2023 and 30 June 2024.

ESTIMATED TIMING OF ACTIVITY

To commence after 1 July 2023 and to be completed before 30 June 2024

The Activity will involve online activities, delegations and conferences and the timing of these will be determined by factors including other commitments of both Australian Labor International and the organisations to be assisted, availability of delegates, organisational requirements, pandemic restrictions, and any existing pre-commitments.

COUNTRIES AND ORGANISATIONS TO BE ASSISTED / VISITED

The organisations to be visited and assisted will include, though not be limited to:

- Timor-Leste (Fretilin and CNRT)
- Philippines (Akbayan Citizens' Action Party)
- Myanmar (National League for Democracy, Shan Nationalities League for Democracy and Democratic Party for a New Society)
- Papua New Guinea (Integrity of Political Parties and Candidates Commission)
- Indonesia (PDI-P and Nasdem)
- Mongolia (Mongolian People's Party)
- India (Association for Democratic Socialism)
- Malaysia (Democratic Action Party)
- Other sister parties as identified within the Asia-Pacific region.
- SocDem Asia and Pacific

EXPECTED INPUT BY THE ORGANISATION

Australian Labor International will maintain full planning and implementation control of this program.

Work will include the identification of opportunities and needs, planning, coordination and working with parties to provide assistance in the implementation phase. Through on-going relationships and networks Australian Labor International will work together with in-country support to political parties for the technical aspects of the program. Continuation of programs and training delivered over the past years will also provide an opportunity to build on and develop better training delivery.

Intensive on-line training programs will be developed and delivered via on-line via webinars or within Australia with a focus on future political leaders in the region. International experts will be engaged with a focus on modernising and improving Australian Labor International training capacity and materials to ensure they are relevant and capture latest research and methodology.

Australian Labor International will also plan and conduct the seventh annual Asia Pacific Campaign Forum bringing together social democratic and labour parties in the region to build capacity by sharing experiences, skills and knowledge in the fields of party building and resourcing and campaigning. This



event will be held within Australia or in the Asia Pacific region taking into consideration any relevant travel restrictions.

Prior to undertaking activities, Australian Labor International will liaise with parties and organisations to develop an agenda or program relevant to participants. Both Australian Labor International and any other party or organisation participating will contribute to events by identifying relevant presenters and speakers who have extensive experience and/or knowledge in the topic for discussion and work with them prior to the event to ensure presentation content is relevant and beneficial to all participants.

Online webinars and workshops will include contributions from both parties or organisations and provide opportunities for all participants to share experiences and questions to the presenters during the event to facilitate sharing of knowledge, experiences and expertise.

Australian Labor International will identify the most appropriate participants for each event dependant on the topic for discussion. Participants will include experienced trainers who have previously contributed to activities, members of relevant party committees and associated organisations and staff who have extensive experience and knowledge on the topics for discussion. Participants from other parties and organisations will be experienced and knowledgeable in the topic for discussion.

ESTIMATED COSTS

The overall budget for the Activity will be **\$204,000**.

The costs will include all expenses associated with travel and implementation of the Activity, however administration costs will be incorporated into the overall administration costs and will be included in the "Administration & Staffing" budget component of this proposal.

Costs associated with the production and delivery of contact-free and/or remote interactions and on-line learning and development may include the hire (but not purchase) and use of IT and other hardware.

MONITORING AND EVALUATION STATEMENT

The program consolidates and progresses the work Australian Labor International has been conducting with political parties and organisations in recent years and also aims to develop new relationships and identify opportunities to strengthen capacity building and knowledge sharing with a view to promoting democracy and working with democratic parties and organisations.

The development of a bespoke approach to the activities will continue to offer organisational development, party building and knowledge sharing opportunities to the political parties and organisations in the region. Training sessions for candidates and party officials will be conducted over the course of the program on-line via webinars or in country.

The aim of this program is to strengthen the relationship between political parties and the constituents they represent. Organisational level capacity development, along with technical assistance and advice assists in building stronger political parties that are founded on concrete policy platforms and are underpinned by an engaged membership.



Activities planned to be undertaken will include but not be limited to:

- Asia Pacific Campaign Forum
- Progressive Campaign Insight Course
- Train the Trainer Course
- Leading Change Network Online Training
- In country activities including training and capacity building.

Indicators for the success of the Asia Pacific Campaign Forum will be based upon creating a culture of greater sharing and contact between participating parties outside of the forum and the creation and dissemination of best-practice processes and skills in party-building, management, and campaigning.

Australian Labor International will monitor the use of funds closely to ensure that they are directed primarily to the countries and regions where the need is most significant and where upcoming elections provide opportunities for assistance.

Australian Labor International will seek feedback both through reports from delegates involved in all the activities and also from the political parties with whom the program is shared to monitor and assess the value of the program to the parties.

Australian Labor International will engage trainers to assist with on-line sessions and webinars where required.

Consultants may also be engaged to assist with research projects and development of training materials.



ACTIVITY #2: FRATERNAL PARTY RELATIONSHIPS

Relating to activities commencing between 1 July 2023 and 30 June 2024.

ESTIMATED TIMING OF ACTIVITY

To commence after 1 July 2023 and to be completed before 30 June 2024.

The Activity will involve several online activities, delegations, conferences and events and the timing of these will be determined by factors including other commitments of both Australian Labor International and the partner organisations, availability of delegates, organisational requirements and any existing pre-commitments.

Australian Labor International may also engage in research project(s) to develop understanding of, and skills in political processes and challenges. Outcomes will assist in the development of best practice processes for future activities and party-building work.

COUNTRIES AND ORGANISATIONS TO BE ASSISTED / VISITED

The organisations to be visited and assisted will include, though not be limited to:

- Democratic Party (USA)
- Labour Party (UK)
- Labour Party (NZ)
- New Democratic Party (Canada)
- Sozialdemokratische Partei Deutschlands (Germany)
- Arbeiderpartiet (Norway)
- Partij van de Arbeid (Netherlands)
- Partito Democratico (Italy)
- Socialdemokraterne (Denmark)
- Socialdemokratiska Arbetareparti (Sweden)
- Other fraternal parties not specified as opportunities arise
- Progressive Alliance
- Global Progress
- Chifley Research Centre

EXPECTED INPUT BY THE ORGANISATION

Australian Labor International will maintain full planning and implementation control of this program.

Australian Labor International's fraternal party relationship program consolidates and progresses the work that has been conducted with progressive, social democratic and labour parties since its inauguration. The aim of this program is to strengthen the Australian Labor Party's bilateral links with progressive, social democratic and labour parties around the world and to connect skilled individuals from these parties with their colleagues on an international basis to further the dissemination of best-practice processes and skills in Party building and management and campaigning.

Australian Labor International's fraternal relationships multilateral program also consolidates and progresses the work that the program has been conducting with progressive organisations and think-tanks. The aim of this program is to strengthen the links with progressive organisations and think-tanks,



such as the Chifley Research Centre, and to connect skilled individuals from these organisations with their colleagues on an international basis to further the dissemination of best-practice processes and skills in progressive policy development.

Australian Labor International will also plan and host the International Progressive Campaign Forum events and workshops providing a space for international progressive, social democratic and labour parties to build capacity by sharing experiences, skills and knowledge in the fields of party building and resourcing and campaigning. Multi-lateral partners will provide logistical and program support on a need's basis. Each participating party will provide program input and strategic direction for the forum.

Australian Labor International may also investigate undertaking potential research opportunities to develop deeper understanding of issues, techniques and the changing political environment.

Prior to undertaking activities, Australian Labor International will liaise with parties and organisations to develop an agenda or program relevant to participants. Both Australian Labor International and any other party or organisation participating will contribute to events by identifying relevant presenters and speakers who have extensive experience and/or knowledge in the topic for discussion and work with them prior to the event to ensure presentation content is relevant and beneficial to all participants.

Online webinars and workshops will include contributions from both parties or organisations and provide opportunities for all participants to share experiences and questions to the presenters during the event to facilitate sharing of knowledge, experiences and expertise.

Australian Labor International will identify the most appropriate participants for each event dependant on the topic for discussion. Participants will include experienced trainers who have previously contributed to activities, members of relevant party committees and associated organisations and staff who have extensive experience and knowledge on the topics for discussion. Participants from other parties and organisations will be experienced and knowledgeable in the topic for discussion.

ESTIMATED COSTS

The overall budget for the Activity will be **\$227,000**.

The costs will include all expenses associated with travel and implementation of the activity; however, administration costs will be incorporated into the overall administration costs and will be included in the "Administration & Staffing" budget component of this proposal.

Costs associated with the production and delivery of contact-free and/or remote interactions and on-line learning and development may include the hire (but not purchase) and use of IT and other hardware.

Consultants may also be engaged to assist with research projects.

MONITORING AND EVALUATION STATEMENT

Australian Labor International's fraternal party relationship program will continue to progress the work that has been conducted with progressive, social democratic and labour parties in recent years.



Relationships and bilateral links with progressive, social democratic and labour parties around the world will connect skilled individuals from these parties with their colleagues on an international basis to further the dissemination of best-practice processes and skills in party building, management, and campaigning.

Australian Labor International will also utilise and draw on skills learnt to strengthen and enhance the delivery of the training in the Emerging Democracies Program.

Activities planned to be undertaken will include but not be limited to:

- International Progressive Campaign Forum
- Attendance at Progressive Alliance meetings
- Election observation
- Attendance at conferences
- Other delegations or exchanges

Australian Labor International's International Progressive Campaign Forum provides a space for international progressive, social democratic and labour parties to build capacity by sharing experiences, skills and knowledge in the fields of party-building, resourcing, and campaigning.

Indicators of success of this forum will be based upon creating a culture of greater sharing and contact between participating parties outside of the forum and the creation and dissemination of best-practice processes and skills in Party building, management, and campaigning.

Additionally, attendance at conferences and conventions and potential research projects will assist in the development and delivery of new programs.

Australian Labor International will seek feedback both through reports from delegates involved in all activities to monitor and assess the value of the program to both Australian Labor International and fraternal parties.



ADMINISTRATION AND STAFFING (2023 -2024)

Relating to activities commenced between 1 July 2023 and 30 June 2024.

ESTIMATED TIMING OF ACTIVITY

For costs incurred between 1 July 2023 and 30 June 2024.

COUNTRIES AND ORGANISATIONS TO BE ASSISTED / VISITED

As outlined in Activities #1 and #2.

EXPECTED INPUT BY THE ORGANISATION

Australian Labor International will maintain complete and comprehensive financial records for all expenditure relating to administration and staffing costs.

ESTIMATED COSTS

The overall budget for administration, staffing and other reasonable expenses associated with the running of a program of international liaison will be **\$569,000**

MONITORING AND EVALUATION STATEMENT

Australian Labor International will monitor the use of funds allocated to Administration and Staffing closely to ensure that they are fall within the guidelines of the program and provide the most cost-effective outcomes for the activities as outlined in Activity #1 and Activity #2.



TAX INVOICE

Department of Finance
1 Canberra Ave
FORREST ACT 2603

Invoice Date
21 Sep 2023

Account Number
s22

Invoice Number
s22

Reference
s22

ABN
38 318 251 221

ALP International
Australian Labor Party
National Secretariat
PO Box 6222
KINGSTON ACT 2604
ph: 02 6120 0813
accounts@cbr.alp.org.au

Description	GST	Amount AUD
Australian Political Parties for Democracy Program FY2023/2024	10%	1,000,000.00
	Subtotal	1,000,000.00
	TOTAL GST 10%	100,000.00
	TOTAL AUD	1,100,000.00

Due Date: 5 Oct 2023

EFT payments to: s22

EFT payment reference: Invoice Number

Email remittance to: accounts@cbr.alp.org.au



Australian Government
Department of Finance

s22

National Secretary
Australian Labor Party
PO Box 6222
KINGSTON ACT 2604

Dear s22

**Letter of Agreement – Australian Political Parties for Democracy
Grant Program (APPDP)**

In accordance with item 10 of the APPDP Grant Guidelines (the Guidelines), I am notifying you that I, as delegate, have approved the Australian Labor Party's (ABN 38 318 251 221) APPDP grant application for up to \$1,000,000 (GST exclusive), for the period 1 July 2023 to 30 June 2024 (tranche 1).

I consider that this letter and its Schedule 1 (attached), executed from the signed date, combined with your approved application, forms a legally binding agreement between the Commonwealth, represented by the Department of Finance (Finance), and the Australian Labor Party.

Payment will be made to the Australian Labor Party following receipt of a valid tax invoice(s) for approved items, activities and/or services corresponding to your application. Payment is contingent upon adherence to the terms and conditions of the Guidelines and this letter, particularly the provision of relevant statements and periodic reports detailing evidence of satisfactory progress against milestones and/or implemented initiatives (refer Schedule 1 and Item 12 of the Guidelines).

Finance will not meet any costs that exceed the amount shown above, irrespective of their connection to this grant's activities. Any unspent funds should be returned to Finance and I ask that you provide immediate notification of any factors that may affect the Australian Labor Party's ability to satisfy this grant. This includes if you become aware of any conflicts or breaches of the described terms and conditions. Non-compliance with the requirements detailed in the Guidelines and this letter may result in cost recovery action.

While the APPDP grant is in place until 30 June 2026, a separate application for tranche 2 is required by the relevant due date. Future approval and notification arrangements should follow a similar format to this letter and if there are any changes, you will be advised as a priority.

Should you have any questions, please direct them via email to appdp@finance.gov.au.

Yours sincerely

s22

A large black rectangular redaction box covers the signature area, obscuring the name and any handwritten notes.

Mr Ian Nicholas
Assistant Secretary
COMCAR and Programs Branch
Department of Finance
21 September 2023

Commonwealth Letter of Agreement Conditions – Schedule 1

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest that could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the Grantee must pay any relevant taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- a) has breached this Agreement; or
- b) has provided false or misleading statements in their application for the Grant; or
- c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party. 15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Relevant clauses on spending, repayment, record keeping, and Grant Activity material survive the expiry or termination of this Agreement.

16. Reporting requirements

As described in the Guidelines, an Expenditure Progress Report is required for each tranche at the appropriate time. An Activity Completion Report and an independently audited Acquittal Statement are both required within 60 days of completion of each tranche's approved activities.

16.1 The Expenditure Progress Report must demonstrate that 80% of the Grant funds received for a tranche have been expended in accordance with the terms of this Agreement.

16.2 The Activity Completion Report must detail a summary of implementation progress on activities and achievements towards the overall approved program objectives, including a strategy that highlights any lessons learned.

16.3 The Acquittal Statement is a financial acquittal report verifying that the Grant was spent in accordance with this Agreement. The Acquittal Statement must:

- d) reconcile the Activity against actual spending;
- e) include details of any interest earned on the Grant;
- f) be prepared in accordance with the internal and external auditing procedures laid down in the rules and regulations applicable to the Grantee;
- g) separate the overall reasonable administrative costs from program costs;
- h) be independently audited and certified (the cost of this audit may be paid from the Grant);
- i) be signed by the senior financial officer or the head of the Grantee, certifying that the Grant funds have been spent in accordance with the terms of this Agreement.

Finance will provide written confirmation to the Grantee of its acceptance or non-acceptance of the Activity Completion Report (including its attachments) and Acquittal Statement within thirty (30) days of receipt. If Finance does not accept an Activity Completion Report or Acquittal Statement from the Grantee it must give reasons why and allow the Grantee thirty (30) days to re-submit.