Australian Government
Department of Industry, Science, Energy and Resources
Department of Infrastructure, Transport, Regional Development and Communications

Grant Opportunity Guidelines

Stronger Communities Programme Round 6

Opening date:	19 January 2021
Closing date and time:	5.00pm AEDT on 22 March 2021
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	15 December 2020
Type of grant opportunity:	Closed non-competitive

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1. Stronger Communities Programme Round 6: processes

The Stronger Communities Programme is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program that contributes to Department of Infrastructure, Transport, Regional Development and Communications Outcome 3.

The department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.

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The grant opportunity opens

Federal Members of Parliament (MPs) must establish a community consultation committee or consult an existing committee to assist in identifying applicants and projects.

After consulting with the community, MPs will invite selected applicants to submit an application online.

We publish the grant guidelines and other relevant applicant information on business.gov.au and GrantConnect.

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Invited applicants complete and submit a grant application

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We assess all grant applications

We assess the applications for completeness and against all the eligibility criteria.

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Grant decisions are made

The Program Delegate decides which applications are successful taking into consideration the proper use of public resources.

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Notification of the outcome

Your MP will advise you of the outcome of your application and we will then provide written confirmation.

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We enter into a grant agreement

We will enter into a grant agreement with successful applicants and pay the grant.

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Delivery of grant

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

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Evaluation of the Stronger Communities Programme

We evaluate the specific grant activity and Stronger Communities Programme as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The Stronger Communities Programme (the program) supports the Australian Government's commitment to deliver social benefits in communities across Australia by funding small capital projects in each of the 151 Federal electorates. The program is part of the government's 2020-21 budget initiatives focussed on making local economies stronger and boosting community organisations. Due to the delayed budget for 2020-21, projects under round 6 of the program will have up to 31 December 2021 to complete.

The objective of the program is to deliver social benefits for local communities. The intended outcomes of the program are to:

- encourage and support participation in local projects
- improve local community participation and
- contribute to vibrant and viable communities.

Community consultation is a critical element of the program. In consultation with their community, each MP must identify potential applicants and projects in their electorate and invite them to apply for a grant. We will assess invited applications against the program's eligibility criteria through a closed non-competitive process.

Round 6 of the program will continue to support Australia's economic recovery from the COVID-19 pandemic. For this special round, grant funding will be up to 100 per cent of eligible project costs except for local governing bodies where grant funding will be up to 50 per cent of eligible project costs. Local governing bodies must provide matched funding contributions towards their eligible project.

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

We will publish the opening and closing dates and any other relevant information on business.gov.au[1] and GrantConnect[2].

We administer the program according to the *Commonwealth Grants Rules and Guidelines* (CGRGs)[3].

This document sets out:

- the eligibility criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the grant opportunity.

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

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

[1] https://www.business.gov.au/assistance/stronger-communities-programme

[2] https://www.grants.gov.au/

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

2.1. Community consultation

Each MP must either consult with an existing consultation committee or establish a new consultation committee comprised of representatives from the local community, to identify potential applicants and projects in their electorate. The identified projects must be consistent with the intended program outcomes and criteria. MPs must advise the department of the basis for project selection and provide a detailed list of nominated applicants and projects.

The MP will invite identified potential applicants to apply for a grant for identified projects by sending them a link to apply via the grant portal. Only applicants invited to apply can submit an application. Invited applicants must not forward the link to the application form to anyone else.

Invited applicants must submit a completed application via the portal. We assess all applications for eligibility and completeness.

An invitation to submit an application by your MP does not guarantee that your application will be successful.

3. Grant amount and grant period

The Australian Government has announced a total of $22.65 million in 2020-21 for the Round 6 grant opportunity to provide up to $150,000 in each of the 151 Federal electorates.

3.1. Grants available

Each electorate has total funding of up to $150,000 that can be allocated to successful applications. A maximum of 20 projects will be funded in each electorate.

The grant amount will be up to 100 per cent of eligible project costs except for local governing bodies where the grant amount will be up to 50 per cent of eligible project costs.

- The minimum grant amount is $2,500
- The maximum grant amount is $20,000.

Local governing bodies can fund their share of eligible project costs from any other source including from state government. For local governing bodies, total Commonwealth funding for the project cannot exceed 50 per cent of the total project expenditure.

3.2. Project period

You should complete your project no later than 31 December 2021.

You may start your project from the date you submit your application. Any project expenditure incurred prior to the date you submit your application is not eligible. We are not responsible for any expenditure you incur until a grant agreement is executed. If you choose to start your project before you have an executed agreement, you do so at your own risk.

When calculating the duration of the project, you should factor in additional time for product sourcing and purchasing delays, obtaining approvals, contracting tradespeople, possible weather delays and any other unforeseen circumstances that may prevent you completing your project on time.

4. Eligibility criteria

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

4.1. Who is eligible?

To be eligible you must:

- be invited to apply by your MP
- have an Australian Business Number (ABN)

and

- be one of the following incorporated entities:
  - an incorporated not for profit organisation including:
    - incorporated associations, such as,
      - Police and Citizen Youth Clubs
      - child care centres
      - surf clubs
      - local aged care bodies
      - Parents and Citizens, Parents and Friends groups and equivalent bodies
      - local rural fire services
      - local state emergency services
    - non-distributing co-operatives
    - companies limited by guarantee
    - Indigenous corporations
    - religious organisations incorporated under legislation.
  - an incorporated trustee on behalf of a trust with responsibility for a community asset or property. You will be required to provide relevant trust documents.
  - a local governing body as defined by the *Local Government (Financial Assistance) Act 1995.*

    For the purpose of this program, we also consider the following organisations to be local governing bodies:
    - Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata local governing bodies in SA
    - Cocos (Keeling) Islands Shire Council
    - Lord Howe Island Board
    - Norfolk Island Regional Council
    - The Outback Communities Authority
    - The Shire of Christmas Island
    - The Silverton and Tibooburra villages in NSW
    - The Trust Account in the NT and
    - ACT Government.

As a not for profit organisation you must demonstrate your not for profit status through one of the following:

- state or territory incorporated association registration number or certificate of incorporation, e.g. clubs and other associations
- current Australian Charities and Not for profits Commission's (ACNC) registration, e.g. for organisations registered as a charity
- constitutional documents that demonstrate the not for profit character of the organisation
- legislation that demonstrates the not for profit nature of the organisation, e.g. religious organisations incorporated under legislation.

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 6.2.

4.2. Project sponsor

If you are an organisation that may not be able to incorporate, including parish churches, rural fire brigades, scout groups, Parents and Citizens Associations (P&C's) or equivalent bodies, you may be able to nominate an eligible project sponsor. The project sponsor will need to meet all eligibility criteria and be nominated by your MP.

The project sponsor will need to submit the application on behalf of your organisation, be authorised to enter into a grant agreement and be responsible for any obligations under the agreement with the Commonwealth. If you are a local governing body applying in the capacity of a project sponsor refer to section 3.1 of the guidelines for additional information about grants available and project costs.

4.3. Additional eligibility requirements

In order to be eligible you must also:

- apply for the project and grant amount as agreed to and nominated by your MP
- have a plan for how you will carry out the project
- if you are a local governing body you must be able to meet your share of the matching funds contribution to the eligible project costs (at least 50 per cent) as outlined in section 3.1
- provide the relevant mandatory attachments as outlined in section 6.1.

4.4. Who is not eligible?

You are not eligible to apply if you are:

- a for profit organisation
- an individual
- a partnership
- a Regional Development Australia Committee
- a university, technical college or school
- a hospital
- a Commonwealth, State or Territory government agency or body (including government business enterprises) unless listed in section 4.1.

5. What you can use the grant for

5.1. Eligible activities

To be eligible your project must:

- be a small capital works or capital expenditure project that delivers social benefits to your community
- be nominated by your MP
- be located at an address in your MP's electorate. (Federal electorate boundaries for the purposes of Round 6 of the program are as at the 2019 Federal election)
- be used in your MP's electorate if it includes portable equipment
- include eligible activities and eligible expenditure
- have at least $2,500 in eligible expenditure unless the applicant is a local governing body which requires at least $5,000 in eligible expenditure

- be undertaken in the project period.

Eligible activities can include:

- fit out, alterations and/or extensions to existing premises e.g. air-conditioning, kitchen upgrades, fixtures and fittings, painting
- acquisition and installation of equipment, including ICT hardware and associated operating software. Examples may include:
    - software to support and operate eligible purchased equipment e.g. software required for camera equipment, virtual reality equipment, electronic information boards
    - initial software license, purchase, customisation and installation of customer relationship management (CRM), database, booking and scheduling software
    - creation of a website that facilitates community access to information or services provided by the organisation
- modifications and refurbishments to leased buildings or grounds, providing approval has been given by the owner
- upgrades, construction and fit-out of community spaces, e.g. men's sheds, community centres, scout halls etc.
- development or upgrade of bike paths, streetscapes, skate parks or community gardens
- upgrades of sporting facilities and fields including new scoreboards, spectator seating, goalposts, fit-out of change rooms, new canteen, new lights, medical equipment, upgrade drainage and water systems, gymnasiums
- the purchase of musical instruments, sports equipment and uniforms that remain the property of the organisation
- upgrade of facilities to provide inclusive access
- upgrade or installation of park furniture including shade/shelters, BBQs, toilet facilities, drinking fountains
- acquiring equipment for the local State Emergency Service and rural fire brigades
- acquiring vehicles and trailers (and their modification) for community transport/services, surf lifesaving, medical transport.

If your project will be located on school grounds or involves school property, the project must deliver social benefits to the broader community. Projects that involve upgrades or provide equipment and other items to be used within the school, must be able to demonstrate social benefits to the broader community outside the school.

We may also approve other activities, provided they directly relate to the eligible project.

5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred directly on an agreed project as defined in your grant agreement. For this special round of the program 'in kind' expenditure is not eligible expenditure (refer to section 5.3).

You must incur the project expenditure between the project start and end date for it to be eligible. You may start your project from the date you submit your application. Any project expenditure incurred prior to the date you submit your application is not eligible. We are not responsible for any expenditure you incur until a grant agreement is executed. If you choose to start your project before you have an executed agreement, you do so at your own risk.

Eligible expenditure may include:

- the cost of suppliers, consultants and contracted labour undertaking eligible project activities
- the cost of obtaining planning, environmental or other regulatory approvals as part of an approved eligible capital works or capital expenditure project such as architecture, engineering, planning, design and consultants fees
- the purchase of assets such as office furniture, TVs and equipment, motor vehicles
- purchase or upgrade of ICT hardware including computers and associated software and user licences including tablets, printers or photocopiers
- the purchase, lease or hire of equipment required to complete eligible project activities
- the purchase of materials required to complete eligible project activities.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

5.3. What you cannot use the grant for

Expenditure items that are not eligible include:

- In-kind expenditure
- the cost of delivering the services of your community organisation, including:
  - volunteer and paid staff time to provide training, education, transport, advisory, respite, support, and outreach programs and services
  - volunteer and paid staff time to run organisations and to plan and develop events, programs and services
- the cost of business as usual activities, including:
  - staff salaries, overheads, and consumables such as paper, printer cartridges, office supplies, brochures and other marketing materials, kitchen supplies including food and beverages
  - ongoing upgrades, updates and maintenance of existing ICT systems including websites, customer relationship management systems, databases etc.; the cost of ongoing subscription based software; and IT support memberships and warranties for purchases
  - recurring or ongoing operational expenditure (including annual maintenance, rent, water and rates)
- funding to stage events, exhibit a display or for filming (includes activities such as marquee hire, guest presenter costs and catering)
- funding to develop or deliver ongoing training or educational courses
- funding to undertake studies, including feasibility studies, or investigations
- the cost of obtaining planning, environmental or other regulatory approvals that are not part of an approved eligible capital works or capital expenditure project such as architecture, engineering, planning, design and consultants
- fees to obtain planning, environmental, building or other regulatory approvals paid to the Commonwealth, state, territory and local governments
- purchase of land or buildings
- funding for the development of private or commercial ventures.

6. How to apply

Before applying, you should read and understand these guidelines, the sample application form and the sample grant agreement published on business.gov.au and GrantConnect.

You can only submit an application during a funding round.

To apply, you must:

- be invited by your MP to submit an application
- complete the online application form on the portal
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments.

We may ask you to substantiate your project costs. You should have evidence for the costs that you include in your project budget to provide upon request.

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

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

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

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

6.1. Attachments to the application

We may require the following documents with your application:

- evidence of your not for profit status (if applicable)
- trust deed (if applicable)
- letters of support from project partners for joint applications (if applicable).

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

6.2. Joint applications

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

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project

- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

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

6.3. Timing of grant opportunity

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

Table 1: Expected timing for this grant opportunity.

Activity	Timeframe (cumulative)
Opening date	19 January 2021
Closing date of applications	22 March 2021(5:00pm AEDT)
Assessment of applications	4-6 weeks
Approval of outcomes of selection process	4-6 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	The date you submit your application
End date of grant commitment	31 December 2021

7. The grant selection process

Your MP, with the help of their community consultation committee, will identify potential projects, with a total value of up to $150,000 in their electorate that are consistent with the program outcomes and eligibility criteria.

The MP will invite identified potential applicants to apply and send them a link to the grant portal. It is important to note that being invited to submit an application by your MP does not guarantee that your application will be successful.

We will assess your application for completeness and against all the eligibility criteria. To be recommended for funding, your project must meet all eligibility criteria, provide value for money and be considered a proper use of public resources.

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

7.1. Replacement nominations

If a nominated organisation is not eligible, we may seek a further nomination from the relevant MP for an alternative project in their electorate or for the same project from an eligible sponsor organisation to replace the ineligible nomination.

The nominated organisation and replacement project must meet all the eligibility criteria to be recommended for funding.

7.2. Who will approve grants?

The Program Delegate (who is an AusIndustry Senior Responsible Officer with responsibility for the program) decides which grants to approve taking into account the application assessment, availability of grant funds and whether funding a project will be a proper use of public resources. When assessing whether the application represents value with relevant money, the Program Delegate will have regard to the overall objectives of the grant opportunity, the evidence provided to demonstrate how your project contributes to meeting those objectives and the relative value of the grant sought.

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

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

We cannot review decisions about your application.

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

8. Notification of application outcomes

We will advise you of the outcome of your application in an email. If you are successful, we advise you of any specific conditions attached to the grant. Your MP may also contact you to discuss your project.

If you are unsuccessful, we will notify you by email.

9. Successful grant applications

9.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use two types of grant agreements in this program. Our selection will depend on the size and complexity of your project. Each grant agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on business.gov.au and GrantConnect.

We will manage the grant agreement through the portal. This includes issuing and executing the agreement. Execute means both you and the Commonwealth have accepted the agreement. We cannot make any payments until a grant agreement is executed.

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

If you enter into an agreement under the program, you cannot receive other grants for the same activities from other Commonwealth grant programs.

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

9.2. Approval letter grant agreement

We will use an approval letter grant agreement when we have no need to clarify or amend any details in your application form. This grant agreement comprises your completed application and the letter of agreement we provide with attached terms and conditions. We consider the agreement to be executed (take effect) from the date of our letter of agreement.

9.3. Exchange of letters grant agreement

We will use an exchange of letters grant agreement when we need to clarify or amend details in your application form. We will provide you with a letter of agreement with attached terms and conditions. You accept the agreement through the portal.

You will have 30 days from the date we notify you of your success to execute the grant agreement with the Commonwealth. The offer may lapse if both parties do not accept the grant agreement within this time.

9.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)

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

We will pay 100 per cent of the grant on execution of the grant agreement. At the completion of the project you will be required to report how you spent the grant funds. For local governing bodies, you will also need to report how you spent your matching funds contribution.

9.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities[4].

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

10. Announcement of grants

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

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

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

11. How we monitor your project

11.1. Keeping us informed

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

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

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

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

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

11.2. Reporting

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

11.2.1. End of project report

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

End of project reports must:

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

11.2.2. Ad-hoc report

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

11.3. Compliance visits

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

11.4. Grant agreement variations

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

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

Note the program does not allow for an increase of grant funds.

If you want to propose changes to the grant agreement, you must request the change through the portal. We will only consider a request for a variation submitted before the project end date.

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

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

11.5. Evaluation

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

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

11.6. Grant acknowledgement

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

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

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

12. Probity

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

12.1. Conflicts of interest

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

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

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

Conflicts of interest for Australian Government staff are handled as set out in the Australian Public Service Code of Conduct (Section 13(7))[5] of the *Public Service Act 1999* (Cth)[6]. Committee members and other officials including the decision maker must also declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

MPs must declare any conflicts of interest to the community consultation committee and the department. We publish our conflict of interest policy on the department's website[7].

12.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.2.1 and 12.2.1 or
- personal information as per 12.2.3,

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

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

12.2.1. How we handle your confidential information

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

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

12.2.2. When we may disclose confidential information

We may disclose confidential information:

[5] https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030

[6] https://www.legislation.gov.au/Details/C2017C00270

[7] https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to the Member of Parliament representing the Federal electorate where the project is located.
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

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

12.2.3. How we use your personal information

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

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

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

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

We, or the Minister, may:

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

You may read our Privacy Policy[8] on the department's website for more information on:

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

12.2.4. Freedom of information

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

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

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

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

13. Enquiries and feedback

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

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

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

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

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

Head of Division
AusIndustry – Support for Business
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the Commonwealth Ombudsman[9] with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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

14. Glossary

Term	Definition
Application	The details that applicants provide in the online portal to apply for funding under the grant opportunity.
AusIndustry	The division of the same name within the Department.
Community consultation committee	Committee either established or identified by the MP who assist the MP to identify the projects for consideration by the department.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Eligible project cost	The total eligible cost of the project, which includes the approved grant amount, plus any relevant matching contribution.
Federal electorate	A geographical area of Australia (known as an electoral division) represented by a Member of Parliament elected at a House of Representatives election.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the Department to provide the framework for the administration of the program, as in force from time to time.
Local governing body	As defined by the *Local Government (Financial Assistance) Act 1995*. For the purposes of the program additional local governing bodies are identified in 4.1 of the grant opportunity guidelines.

Term	Definition
Minister	The Commonwealth Minister for Infrastructure, Transport and Regional Development.
Personal information	Has the same meaning as in the *Privacy Act 1988* (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry Senior Responsible Officer (who can be a General Manager or Program Manager) within the Department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Project Sponsor	A sponsor is an entity that meets the eligibility requirements of the program who agrees to sponsor an organisation (sponsor organisation) to apply for the grant opportunity. The sponsor enters into a grant agreement with the Commonwealth. The sponsor must be nominated by the MP for the grant opportunity.
Sponsor organisation	A sponsor organisation is the organisation undertaking the project for the purposes of the grant, but is not the organisation entering into the grant agreement with the Commonwealth. Organisations that require sponsorship are usually groups that cannot meet the entity eligibility requirements for the grant program and cannot submit applications in their own right.