



# National Security and Criminal Justice Program: Safe and Together Community Grants Program Grant Opportunity Guidelines

<b>Opening date:</b>	<b>23 November 2022</b>
<b>Closing date and time:</b>	9:00 pm AEDT on 12 January 2023
<b>Commonwealth policy entity:</b>	Department of Home Affairs
<b>Administering entity:</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5:00 pm AEDT on 5 January 2023
<b>Date guidelines released:</b>	23 November 2022
<b>Type of grant opportunity:</b>	Open competitive

## Contents

<b>1. National Security and Criminal Justice Program: Safe and Together Community Grants Program processes</b> .....	<b>4</b>
1.1 Introduction .....	5
<b>2. About the grant program</b> .....	<b>5</b>
2.1 About the Safe and Together Community Grants Program grant opportunity .....	6
<b>3. Grant amount and grant period</b> .....	<b>6</b>
3.1 Grants available .....	6
3.2 Grant period .....	7
<b>4. Eligibility criteria</b> .....	<b>7</b>
4.1 Who is eligible to apply for a grant?.....	7
4.2 Who is not eligible to apply for a grant?.....	8
4.3 What qualifications, skills or checks are required? .....	8
<b>5. What the grant money can be used for</b> .....	<b>9</b>
5.1 Eligible grant activities .....	9
5.2 Eligible expenditure.....	11
5.3 What the grant money cannot be used for.....	12
<b>6. The assessment criteria</b> .....	<b>13</b>
<b>7. How to apply</b> .....	<b>15</b>
7.1 Attachments to the application.....	16
7.2 Joint (Consortia) applications .....	16
7.3 Timing of grant opportunity processes.....	17
7.4 Questions during the application process.....	17
<b>8. The grant selection process</b> .....	<b>18</b>
8.1 Assessment of grant applications .....	18
8.3 Who will assess and select applications? .....	18
8.2 Who will approve grants? .....	19
<b>9. Notification of application outcomes</b> .....	<b>20</b>
9.1 Feedback on your application .....	20
<b>10. Successful grant applications</b> .....	<b>20</b>
10.1 The grant agreement .....	20
10.2 Commonwealth Child Safe Framework .....	21
10.3 Multicultural access and equity .....	21
10.4 How we pay the grant .....	21
10.5 Grant payments and GST .....	22
<b>11. Announcement of grants</b> .....	<b>22</b>
<b>12. How we monitor your grant activity</b> .....	<b>22</b>
12.1 Keeping us informed .....	22
12.2 Reporting .....	23

12.3	Non-audited financial acquittal .....	23
12.4	Grant agreement variations .....	24
12.5	Compliance visits .....	24
12.6	Record keeping .....	24
12.7	Evaluation .....	24
12.8	Acknowledgement.....	24
<b>13.</b>	<b>Probity.....</b>	<b>24</b>
13.1	Enquiries and feedback .....	24
13.2	Conflicts of interest .....	25
13.3	Privacy .....	26
13.4	Confidential information .....	27
13.5	Freedom of information.....	28
<b>14.</b>	<b>Consultation .....</b>	<b>29</b>
<b>15.</b>	<b>Glossary.....</b>	<b>30</b>

## 1. National Security and Criminal Justice Program: Safe and Together Community Grants Program processes

### **The National Security and Criminal Justice Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to the Department of Home Affairs' Outcome 1 - Protect Australia from national security and criminal threats through effective national coordination, policy and strategy development, emergency management, and regional cooperation.

The Department of Home Affairs works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



### **The grant opportunity opens**

The Community Grants Hub publishes the grant guidelines on the [GrantConnect](#) website.



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

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



### **Grant applications assessed**

All applications are assessed against the eligibility criteria and you will be notified if you are not eligible. If you are eligible, your application will be assessed against the assessment criteria including an overall consideration of value with money when compared to other applications.



### **Grant recommendations are made**

The Community Grants Hub completes an initial assessment of each application against the selection criteria and provides it to the Department of Home Affairs' Selection Advisory Panel (SAP).

The SAP then considers the merits of each application, based on the activity outlined in the application, the organisation's experience in the field and the SAP's subject matter knowledge about countering violent extremism (CEV).

The SAP then gives advice to the decision maker on the merits of each application and which applications the SAP recommends for funding.



### **Grant decisions are made**

The decision maker – the Minister for Home Affairs –decides which applications are successful.



### **You are notified of the outcome**

The Community Grants Hub will advise you of the outcome of your application. It may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



### **You enter into a grant agreement**

If successful, you will be asked to enter into a grant agreement. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



### **Delivery of grant**

You undertake the grant activity as set out in your grant agreement. The Community Grants Hub, in partnership with the Department of Home Affairs, will manage the grant by working with you, monitoring your progress, outcomes and commitment to your financial obligations.



### **Evaluation of the Safe and Together Community Grants Program**

The Department of Home Affairs will evaluate your specific grant activity and the Safe and Together Community Grants Program as a whole. It will base this on information you provide and that is collected from various sources.

## **1.1 Introduction**

These guidelines contain information for the Safe and Together Community Grants Program grants opportunity.

You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Home Affairs (the department).

## **2. About the grant program**

The Safe and Together Community Grants Program was announced on 2 February 2022, as part of the Australian Government's additional \$61.7 million in new measures to build a safer, resilient and more united Australia.

The program will enable communities and organisations to deliver a range of activities and programs to support, at the earliest possible stage, individuals who may be vulnerable to developing extremist views and behaviours. The program will empower communities and organisations to develop and deliver local solutions to these issues in the best way they see fit.

The principles underlying the Safe and Together Community Grants Program are to:

- strengthen communities' resilience to violent extremism, including in regional/rural Australia
- encourage localised initiatives to support vulnerable individuals (and specifically young people) to reject radicalisation and reduce the risk of becoming violent
- build grassroots partnerships between the Commonwealth and community organisations to enhance understanding of violent extremism, including early identification and referral pathways.

The Safe and Together Community Grants Program (the program) will run over 3 years from 2022–23 to 2024–25.

The Community Grants Hub administers the program according to [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

## **2.1 About the Safe and Together Community Grants Program grant opportunity**

The objectives of the Safe and Together Community Grants Program grant opportunity are to:

- build communities' general awareness of and strengthen their resilience against extremism
- enable community organisations to partner with communities and families, to teach them the skills to engage with young people who may be vulnerable to extremism
- establish support programs for young people who are successfully disengaging from extremist views and behaviours.

The intended outcomes of the Safe and Together Community Grants Program grant opportunity are:

- across Australia, communities will gain a general understanding of the nature of extremism and how to improve individual and community resilience to it
- at all levels, people will work together to identify risks and triggers that may lead vulnerable young people to extremist views and behaviours, and learn how to foster protective factors against those risks
- communities and organisations will be skilled in engaging and facilitating discussion with young people about violent extremist issues
- vulnerable young people are referred to appropriate support programs at an early stage, to reduce the risk of them becoming violent.

## **3. Grant amount and grant period**

### **3.1 Grants available**

The Australian Government has announced a total of \$10.7 million GST exclusive over 4 years for the Safe and Together Community Grants Program. For this grant opportunity, \$2.5 million GST exclusive is available for the 2022–23 financial year.

- The minimum grant amount is \$10,000 GST exclusive.
- The maximum grant amount is \$100,000 GST exclusive.

It is anticipated that most grants will be between \$10,000 and \$80,000 GST exclusive, depending on the scope of the grant activity and its complexity.

## 3.2 Grant period

The maximum grant period is one year.

You must complete your grant activity within 12 months from the date of your grant agreement.

Following the grant period, an evaluation period of 3 months will commence where you will report on the outcomes you have achieved under your grant activity and how you have met your financial obligations under the grant agreement.

The department will only consider approving an extension of up to 6 months *in exceptional circumstances*, where you can provide information and evidence showing that matters beyond your control prevented you from completing your grant activity within the grant period.

## 4. Eligibility criteria

An application must satisfy all the eligibility criteria.

For an application to be eligible for a grant, it must:

- be made by an organisation that is eligible to make an application
- address all the eligibility criteria, including responses to all the assessment criteria.

The decision maker can choose to waive the eligibility criteria, however they must be made aware of the risks.

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

To be eligible you must:

- have an Australian Business Number (ABN) where applicable
- be registered for the purposes of GST where applicable
- be an organisation that is wholly based in Australia, with office holders who are Australian citizens or permanent residents
- have a banking account with an Australian financial institution.

To be eligible you must be one of the following entity types:

- Indigenous Corporation
- Company<sup>1</sup>
- Local Government Entity<sup>2</sup>
- Cooperative
- Incorporated Association

If you are applying as a Trustee on behalf of a Trust<sup>3</sup>, the Trustee must have an eligible entity type as listed above.

---

<sup>1</sup> Company is a company incorporated under the Corporations Act 2001 (Cth). Note that Commonwealth Company is not listed as a default in the entity list as it is generally ineligible in grant processes.

<sup>2</sup> Local Government Entity is an entity established under state or territory local government legislation, for the purposes of governing local areas within state or territory. In the states, they are generally referred to as local councils.

<sup>3</sup> Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above<sup>4</sup>. Eligible organisations can form a consortia with ineligible organisations.

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

You are not eligible to apply if you are a/an:

- organisation that has direct or indirect connections or links to civic, religious, nationalist or political parties, groups, organisations or associations that hold or condone extremist views or behaviour (such as condoning terrorism, racism, xenophobia, inter-ethnic and inter-religious hatred, left or right wing political radicalism, religious fundamentalism or other forms of fundamentalism that justify violence against a social group in the Australian society)
- organisation that has been implicated in illegal actions or activities such as providing any kind of support (including financial) to terrorist organisations, advocating the use of violence for political means or any other unlawful activities
- organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- organisation, or your project partner is an organisation, included on the [Workplace Gender Equality Agency website](#) on the non-compliant list
- Corporate Commonwealth Entity
- Corporate State or Territory Entity
- Non-corporate Commonwealth Entity
- Non-corporate Commonwealth Statutory Authority
- Non-corporate State/Territory Entity
- Non-corporate State/Territory Statutory Authority
- Statutory Entity
- individual (person or sole trader)
- unincorporated association
- overseas resident/organisation
- any entity type not included in section 4.1.

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

If you are successful, all personnel working on the grant activity must maintain the following registration/checks:

- Working with Vulnerable People registration
- Working with Children check
- National Police check.

---

<sup>4</sup> The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. Consortia are eligible to apply and the relevant conditions applicable to consortia are in section 7.2.



## 5. What the grant money can be used for

### 5.1 Eligible grant activities

To be eligible for a grant, your grant activity must fall into one of the 3 categories of activities that will be considered for funding under the Safe and Together Community Grants Program:

1. Strengthen the Australian community's broader awareness of and resistance to extremism.
2. Empower communities and families to engage with vulnerable young people.
3. Support individuals and their families who are successfully disengaging from extremist views and behaviours.

In your grant application, you will be asked to attach a detailed project plan, outlining a breakdown of your proposed grant activity, which category your proposed grant activity falls under and how your organisation proposes to deliver and achieve outcomes under that grant activity.

#### 1. *Strengthen the Australian community's broader awareness of and resistance to extremism*

One of the most effective ways for communities to become more united and resilient, is to improve their awareness and understanding of how extremism can take root, especially when vulnerable people might be experiencing periods of social isolation and hardship. To help build more resilient communities, this category will fund the development and delivery of activities, programs and education curricula that encourage communities to become more aware of how extremism can arise in the context of other broader social issues taking place. By learning about the risk factors and triggers that can cause a person to become vulnerable to extremist views, communities can foster a more resilient and dynamic culture that can prevent division. This category is open to funding a range of activities that may be delivered in an offline or online way.

Activities that may be funded under this category could include:

- Programs that help communities and their leaders understand extremism, in the context of issues that may be taking place in their community. These may cover the broad indicators, triggers and environments that can lead young people to become vulnerable to extremist views and teach community leaders how to develop protective factors to address extremism, and encourage critical thinking in their communities.
- Workshops, roundtables or other events that bring the community together to discuss extremism. This might be as a general discussion about its impacts on the community or in the context of a particular problem that is taking place locally such as unemployment, the impact of COVID-19, men's or women's health, racism or discrimination.
- Education curricula that can be delivered in different settings (schools, workplaces, community spaces). They can include teaching young people the triggers and risk factors that can cause a vulnerable person to be attracted to extremist views and behaviours, and how they can develop internal resilience mechanisms as well as assist a person (such as a friend or relative) to access help. The curricula might explore extremism in the context of issues such as race/racism, hate speech, social isolation, experiencing bullying (at school or work), experiencing unemployment, religious freedoms, dealing with health issues (including COVID-19 or mental health), online safety or participating in Australian civics/politics.

Example:

Leaders from a cultural organisation in Melbourne have become increasingly concerned about some young members strongly expressing their feelings of 'persecution' by the broader community, because of their racial background. Leaders have recently discovered some youth distributing misinformation, which conflates overseas events with misinterpretations about the history of their race and allegations they are being 'attacked', and should 'fight back'. The organisation applies for

a Safe and Together Community Grants Program grant to deliver a series of workshops that will be developed in partnership with a peak body. The workshops will bring together youth representatives, community leaders and parents to discuss extremism in the context of race and discrimination. Through the workshops, leaders, parents and young people will unpack misunderstandings and misinterpretations about their community's racial history to engage in a discussion about the risk factors and triggers that can cause vulnerable people to become prone to extremist views, including the general behaviours a young person might exhibit if they are starting to radicalise. The workshops will offer strategies on how the community can build young people's confidence and resistance towards extremism, including when to encourage a young person to seek assistance.

## *2. Empower communities and families to engage with vulnerable young people*

As a community improves its awareness of extremism and develops its internal resilience mechanisms, community leaders, parents and friends may become more sensitive to vulnerable young people who may be adopting extremist views or behaviours. In these instances, communities are well-placed to reach out and help a vulnerable person, especially the person's inner circle. In turn, vulnerable people can be more open to receiving help from those immediately around them and whom they trust. This category will fund community organisations to develop and deliver programs, training or activities that can support community leaders, families and others to learn skills and engage with young people who are developing extremist views or behaviours. These activities can be developed for offline or online use.

Activities in this category will empower communities, families and organisations to:

- engage and learn to have sensitive conversations with a vulnerable young person about extremist views or behaviours, with a view to understanding any underlying issues that may be causing the young person to adopt their views
- teach them how to encourage the young person to strengthen their personal defences against forming extremist views – such as offering experiences and opportunities that may cause them to re-consider their extremist views and behaviours
- empower them with information and resources so that where appropriate, they can encourage the vulnerable young person to participate voluntarily in a countering violent extremism (CVE) intervention program.

Example:

A small town in regional Western Australia is currently experiencing a high rate of unemployment among its young male population. To help, the local council set up a football club and gym facilities to offer an outlet for young men to connect and get active. In recent months, the club's coaching staff have noticed some members forming a private online forum calling themselves 'Real Australian Men'. One of the coaching staff has been shown messages that include glorification of sexual violence, sharing of misinformation and conspiracy theories about COVID-19 and accusations the Australian Government isn't doing enough to protect 'Australia's way of life'. Staff have also received complaints that some of the young men are making derogatory comments to Indigenous and female members of the public using the gym facilities. The local council applies for a Safe and Together Community Grants Program grant to employ a social worker to design and deliver a training course for the football club's coaching staff on understanding and engaging members on extremism. The course will be developed under the umbrella of the football club's personal training curriculum and will form part of a module on educating and promoting men's health. The course will teach the coaching staff how to talk to members about positive male role

models and developing emotional intelligence. Within that context, it will teach staff how to conduct one-on-one mentoring to work with vulnerable young men to understand and talk about triggers towards extremism and developing protective factors. In doing so, staff will learn how to work with a vulnerable person to challenge their views and behaviours in a safe and non-confrontational way.

3. *Support individuals and their families who are successfully disengaging from extremist views and behaviours.*

As individuals successfully disengage from violent extremist behaviours, they may look to their communities for help and support to continue their progress while they re-establish their lives. In addition, parents and families will continue to look for assistance and support as they help and remain connected to individuals who are participating in other types of CVE programs. This category will fund activities, programs or initiatives aimed at helping vulnerable individuals and their families remain positively engaged and connected with their communities, learn strategies to maintain their resilience and manage any future triggers that may cause them to re-engage with extremism.

Activities that may be funded under this category may include:

- mentoring and/or outreach services to allow young people to access help (including online, phone or in-person services) to assist them maintain their progress towards successful disengagement
- support programs (including broad-based case management services and support groups) to help young people stay positively connected with their community and receive assistance if they become vulnerable again to extremist views or behaviours
- programs to help families and community leaders learn strategies to positively support a young person's successful disengagement.

Example:

A community centre in Western Sydney has already been delivering a successful program aimed at supporting young women who had been involved in criminal and other anti-social behaviour as well as well displaying extremist views and behaviours. The community centre applies for a Safe and Together Community Grants Program grant to deliver an additional service to complement their program. Under its proposal, the community centre will hire a dedicated caseworker who will work to continue linking the young women to a range of social and other services and create a positive network around them. The caseworker will develop and deliver a range of education sessions to help the young women learn new strategies for maintaining their successful disengagement. Where the young women feel vulnerable to relapsing, the caseworker will be available to offer direct one-on-one counselling sessions and work with the young women to encourage them to participate voluntarily in a CVE intervention program.

## **5.2 Eligible expenditure**

In your grant application, you will be asked to provide a detailed budget outlining a breakdown of how you propose to use the grant funding you have requested, should your application be successful.

You can only spend the grant on eligible expenditure you have incurred while delivering the eligible grant activities that are approved, should your grant application be successful.

Eligible expenditure items are:

- staff salaries and on-costs that can be directly attributed to the provision of the funded grant activity
- costs incurred in the delivery of your grant activity to participants. This may include attendance fees for other professionals or presenters that may participate in delivering workshops or programs, the printing of materials, and costs involved in the design of online content or preparation of education curricula
- employee training for paid and unpaid staff (including Committee and Board members) that may be necessary, relevant and appropriate to assist in delivering the grant activity
- venue hire, insurance, catering, marketing and promotion for events, seminars and workshops
- payment of subcontractors such as the use of translating and interpreting support services
- up to 10% of the grant can be used for evaluation of the funded project and/or to explore options for future sustainability and ongoing viability of the funded project.

Not all expenditure on your grant activity may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure.

You must incur the expenditure on your grant activities between the start date and end or completion date for your grant agreement for it to be eligible.

### **5.3 What the grant money cannot be used for**

You cannot use the grant for:

- activities for which your organisation has already received grant funding to deliver that activity under another Commonwealth, state or territory grant program
- existing activities that may be considered part of the day-to-day corporate activities of your organisation (for example, updating your website)
- activities or programs that are likely to contribute to racial, religious or cultural intolerance or social discord in a community or that are otherwise contrary to the views of the Australian Government
- activities or programs that cannot be completed within 12 months of the date the grant agreement is signed
- purchase of land
- wages and on-costs that cannot be directly attributed to the provision of the funded grant activity
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

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

You can apply for grants under any Commonwealth program, but if your applications are successful, you must choose either the Safe and Together Community Grants Program grant or the other Commonwealth grant.

## 6. The assessment criteria

You must address all of the following assessment criteria in the application.

All the assessment criteria are equally weighted.

The application form includes character limits – up to 5,000 characters (approximately 750 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

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

### Priority given to certain organisations

In assessing the merit of applications, priority will be given to applications submitted by:

- organisations that have demonstrated their experience and success in delivering similar programs, activities and initiatives in the community (either with or without grant funding) on understanding and responding to extremism
- organisations that are strongly connected to and/or directly represent young people, including representing a specific cross section of young people or young people from a culturally diverse background
- organisations that have a strong connection to and/or directly represent a regional or rural part of Australia, including having a physical presence in a regional/rural community.

In addition to answering the 3 assessment criteria, applicants must also complete the following questions in their application:

- **Activity Deliverables and Project Plan** – you must provide details about the grant activities you will deliver; what is the objective of your activity (what will it achieve)? How will your organisation deliver the activity to your target community? What is your timeline for completing the activity and how will your organisation measure the success of your activity?
- **Budget Plan** – you must provide details that break down the amount of grant funding you are requesting and how your organisation would spend the grant. This must include, where applicable:
  - staff salaries and on-costs
  - costs incurred in the delivery of your grant activity to participants
  - employee training
  - venue hire, insurance, catering, marketing and promotion for events, seminars and workshops
  - payment of subcontractors such as the use of translating and interpreting support services.
- **COVID Risk Management Plan** – you must provide details of how your organisation would deliver your grant activity, should further outbreaks of COVID-19 require Governments to implement lockdowns that limit face-to-face or in-person interactions between people.

- **Governance Structure** – you must provide details on how your organisation is managed and how key financial and program decisions are made. This should include your organisation structure (for example, does it consist of a chairperson and board members and who currently holds those positions in your organisation?) What role do they play in your organisation? Who is responsible for making financial decisions in your organisation? Who is responsible for making decisions about program delivery and outcomes in your organisations?

### **Criterion 1: Activity description**

Describe your proposed grant activity in detail, including what category of eligible grant activity it falls under (see section 5.1 – Eligible grant activities for more detail), how the grant activity will be delivered and how the grant activity will fulfil the Safe and Together Community Grants Program’s objectives.

When addressing the criterion, strong applicants will discuss:

- What activities will you undertake? How many people do you expect will participate in the grant activity?
- Do you anticipate partnering with other organisations to deliver the grant activity? If so, what benefit will this deliver for the grant activity and how will you manage this partnership?
- How will the activities address extremism in your target community (your target community may be defined by a regional/rural area or as a community consisting of young people)?
- What outcomes do you expect to achieve from your grant activity and how do these relate to the program’s objectives and outcomes outlined in section 2 of these guidelines?
- How will you track and report the outcomes you achieve under your grant activity?
- Do you anticipate your grant activity continuing beyond the grant period of 12 months and if so, how do you propose to support it beyond that time?

### **Criterion 2: Demonstrated need**

Demonstrate why there is a strong need for a Safe and Together Community Grants Program grant activity in your target community (your target community may be defined by a regional/rural area or as a community consisting of young people).

When addressing the criterion, strong applicants will discuss:

- Who is in your target community? Describe their characteristics which may include the size of the community and their geographical location.
- Why does your target community require assistance with addressing extremism? How the issue of extremism may be impacting the community, describe and provide evidence of the issues your target community may be facing with extremism that your organisation is seeking to address.
- What is your organisation’s connection to your target community and why do you believe your organisation is best placed to support their needs in addressing extremism?
- How do you plan to engage with the target community and any other relevant stakeholders who may have an interest in your activity?

### Criterion 3: Organisational capacity

Demonstrate your organisation's experience in delivering programs, initiatives or activities aimed at addressing extremism in your target community (your target community may be defined by a regional/rural area or as a community consisting of young people).

When addressing the criterion, strong applicants will discuss:

- Details of other activities, programs or initiatives your organisation has successfully delivered in addressing extremism – including when and where were they delivered, to which target community, how many people participated in them and what outcomes did your organisation achieve.
- What is your relationship with the target community? How will you work with the target community to ensure your grant activity is successfully implemented?
- What is your organisation's experience in managing a similar grant activity and what policies or procedures do you have in place to manage the grant activity to success if you were funded?

## 7. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement and questions and answers.

These documents are found on the [GrantConnect](#) website. Any changes to grant documentation and addenda<sup>5</sup> will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You can only submit one application form per organisation in each state or territory. A separate application form must be submitted for each state or territory. This includes applications received from joint consortia which will be counted as one application for each organisation participating in the joint consortia.

If more than one application is submitted by the same organisation for the same state or territory, the latest accepted application form will progress. This includes where organisations have submitted both a separate application and an application as part of a joint consortia, the latest application form received from that organisation will progress to the assessment stage.

To apply, you must:

- complete the online application form on the [GrantConnect](#) website
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application to the Community Grants Hub by 9:00 pm AEDT on 12 January 2023.

### **NO LATE APPLICATIONS WILL BE ACCEPTED.**

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

---

<sup>5</sup> Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

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

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

You will receive an automated notification acknowledging the receipt of your application.

## 7.1 Attachments to the application

All of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. Mandatory templates are provided for your use with the grant opportunity documents as specified:

- Trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.

If a mandatory template is not used, your application will be considered non-compliant and will not proceed to assessment.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for.

**Please note:** There is a 2mb limit for each attachment.

## 7.2 Joint (Consortia) applications

We recognise that some organisations may want to join together as a consortium to deliver a grant activity.

For example, a national peak organisation specialising in anti-racism may wish to deliver a program to a target community (such as to a regional or rural part of Australia) that it has not worked with previously. The organisation may decide to enter into a consortium arrangement with a local volunteer organisation based directly in a community in regional/rural Australia to deliver the grant activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The lead organisation must also be an eligible entity type as outlined in section 4.1. The application must identify all other members of the consortium. Organisations included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' will not be eligible to be members of a consortium arrangement.



In submitting an application, the lead organisation should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated contact officer.

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

Please note that you can only submit one application form per organisation in each state or territory. This includes applications received from joint consortia which will be counted as one application for each organisation participating in the joint consortia.

### 7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

#### Late applications

We will not accept late applications.

#### Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around June 2023.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	Within 4 weeks from the closing date
Approval of outcomes of selection process	Within 12 weeks from the closing date
Notification to unsuccessful applicants	Within 13 weeks from the closing date
Negotiations and award of grant agreements	Within 22 weeks from the closing date
Earliest start date of grant activity	June 2023
End date of grant activity	June 2024

### 7.4 Questions during the application process

If you have any questions during the application period, please contact the Community Grants Hub on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions are posted on the [GrantConnect](#) website.

The question period will close at 5:00 pm AEDT on 5 January 2023. Following this time, only questions about using and/or submitting the application form will be answered.

## 8. The grant selection process

### 8.1 Assessment of grant applications

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines.

The Community Grants Hub will assess all applications for eligibility and compliance against the requirements of the application process. Only eligible applications will move to the next stage.

Eligible applications will then be considered through an open competitive grant process.

### 8.3 Who will assess and select applications?

The Community Grants Hub will use trained assessors to undertake a preliminary assessment against the selection criteria on behalf of the department. The department may also be involved in undertaking this preliminary assessment. The preliminary assessment will provide an initial ranking of applications to inform the deliberations of the Selection Advisory Panel.

The Selection Advisory Panel will be established by the department and consist of expert policy and program managers from the Countering Violent Extremism (CVE) Branch in the department. Other Commonwealth, state or territory government officers with relevant specialist expertise in CVE may act as advisors to the SAP.

Any expert/advisor who is not a Commonwealth official will be required/expected to perform their duties in accordance with the CGRGs.

The Community Grants Hub may provide secretariat support to the Selection Advisory Panel, but will not participate in deliberations or decision-making. The Community Grants Hub's independent probity advisor attends all Selection Advisory Panel meetings.

The Selection Advisory Panel will assess whether the application represents value with money and will make final recommendations to the decision maker by taking into account the following factors:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- the geographic location of the proposed grant activity
- the extent to which the information and evidence in the application demonstrates that the grant activity will contribute to meeting the outcomes/objectives of the Safe and Together Community Grants Program
- whether the application will be delivered by an organisation that has a strong connection to and/or directly represents a target community
- how the grant activity will reach a target community
- whether the grant activity will be delivered by an organisation who has demonstrated experience and success in delivering programs, activities and initiatives on understanding and responding to extremism
- whether the grant activity will be delivered by an organisation who is strongly connected to and/or directly represent young people
- whether the grant activity will be delivered by an organisation who has a strong connection to and/or directly represent a regional or rural part of Australia, including having a physical presence in a regional/rural community
- the relative merit of each application

- how many people the grant activity is likely to impact, including both participants and any broader groups of people that may be indirectly influenced by the grant activity
- the extent to which the organisation has demonstrated their capacity and capability to manage grant funding, including execute their financial and reporting obligations in an accurate and timely way
- the risks, financial, fraud and other, that the applicant or project poses for the department
- the risks that the applicant or project poses for the Commonwealth.

The SAP will prioritise funding to:

- organisations who have demonstrated experience and success in delivering programs, activities and initiatives on understanding and responding to extremism
- organisations who are strongly connected to and/or directly represent young people, including representing a specific cross section of young people or young people from a culturally diverse background
- organisations who have a strong connection to and/or directly represent a regional or rural part of Australia, including having a physical presence in a regional/rural community.

The SAP will also seek to ensure, as far as is possible, a fair and equal distribution regarding the types of grant activities, delivery locations and recipient communities.

Where possible, the SAP will seek to minimise duplication with other Commonwealth/state/territory government programs and service delivery.

**The Selection Advisory Panel may seek additional information from the applicant to assist in making its final recommendations.**

The department may also consult law enforcement and security agencies to confirm that applicants:

- do not have any direct or indirect connections or links to civic, religious, nationalist or political parties, groups, organisations or associations that hold or condone extremist views or behaviour
- OR
- are organisations that have been implicated in illegal actions or activities such as providing any kind of support (including financial) to terrorist organisations, advocating the use of violence for political means or any other unlawful activities.

## 8.2 Who will approve grants?

Based on the value of the grant round, and in line with the Department of Home Affairs' Financial Delegations, the Minister for Home Affairs will be the decision maker for this round.

The decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel, taking into consideration any further information that may become known, including the availability of grant funds for the purposes of the grant program.

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

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

## 9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

If you are unsuccessful, you will be advised in writing.

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

### 9.1 Feedback on your application

A feedback summary will be published on the Community Grants Hub website to provide all organisations with easy access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will not be provided for this grant opportunity.

## 10. Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Standard Grant Agreement for this grant opportunity.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on the GrantConnect websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any grant activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

The Community Grants Hub may manage the grant agreement through our Grant Recipient Portal. Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

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

#### **Commonwealth Standard Grant Agreement**

We will use a Commonwealth Standard Grant Agreement.

You will have 10 business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement which will be subject to approval by the Department of Home Affairs. Changes to a grant agreement will only be approved where they will not affect the grant as approved by the decision maker.

## **10.2 Commonwealth Child Safe Framework**

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause will be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement, you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

## **10.3 Multicultural access and equity**

The Australian Government's Multicultural Access and Equity Policy obliges Australian Government agencies to ensure their policies, programs and services – including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications. To assist with identifying these costs, see the Translating and Interpreting Services costing tool in the grant opportunity documents.

## **10.4 How we pay the grant**

The grant agreement will state the maximum grant amount to be paid.

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% of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity, this will include providing evidence of the outcomes achieved.

## 10.5 Grant payments and GST

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

If a government related entity is deemed successful, GST will apply.

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 your particular taxation circumstances.

## 11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website no later than 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#).

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

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

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

You must also inform us of any changes to your:

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

You are also responsible for:

- ensuring that anyone working directly with vulnerable people has the appropriate qualifications under relevant state and territory legislation
- providing copies of National Police Checks for all office holders and staff involved in the delivery of the grant activity
- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- ensuring staff working on the activity have the appropriate skills and knowledge
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement
- engaging with the Department of Home Affairs' CVE Programs section and Community Liaison Officer (CLO) network and as part of informal progress reporting.

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

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

## 12.2 Reporting

You must submit reports in line with the grant agreement. This may be in addition to other reporting that the department may ask you to collect and report on. You will be provided with sample templates for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes
- contributions of participants directly related to the grant activity
- expenditure of the grant.

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

The department will also monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary.

Occasionally we may need to re-examine claims, ask for more information or request an independent audit of claims and payments.

### Progress reports

Progress reports must:

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

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

### Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify what outcomes have been achieved and how those were reached
- include other quantitative and qualitative information regarding the grant activity as specified in the grant agreement
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

It will be mandatory for successful organisations to provide these reports in a timely manner.

Where organisations do not meet these obligations, it may result in the cessation of the agreement.

## 12.3 Non-audited financial acquittal

### Non-audited financial acquittal report

You will be asked to provide a non-audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement and declare unspent funds.

## **12.4 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager, Community Grants Hub.

In doing so, you should provide information showing how your progress in your grant activity has been affected by circumstances outside your control and what actions you propose to take, should your request to a variation be accepted.

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

## **12.5 Compliance visits**

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

## **12.6 Record keeping**

We may also inspect the records you are required to keep under the grant agreement.

## **12.7 Evaluation**

The department will evaluate the grant program to measure how well the outcomes and objectives have been achieved. They may use information from your application and reports for this purpose. They may also ask you for more information to help them understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

You may be contacted up to one year after you finish your grant for more information to assist with this evaluation.

## **12.8 Acknowledgement**

You must advise the department and seek prior approval before promoting your grant activity.

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

‘This program/activity/initiative (select which applies) received grant funding by the Australian Government’s Safe and Together Community Grants Program.’

# **13. Probity**

The Australian Government 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.

These guidelines may be changed by the department. When this happens, the revised guidelines are published on the [GrantConnect](#) website.

## **13.1 Enquiries and feedback**

### **Complaints about this grant opportunity**

The department’s complaints procedures apply to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.



Any feedback or questions you have about grant decisions for this grant opportunity should be submitted to the department's Global Feedback Unit by completing the [online feedback form](#) on the Department of Home Affairs website.

### **Complaints about the selection process**

Applicants can contact the complaints service with complaints about the Community Grants Hub's service/s or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the [online complaints form](#) on the [Department of Social Services](#) website, or contact the Department of Social Services Complaints line.

Phone: 1800 634 035

Email: [complaints@dss.gov.au](mailto:complaints@dss.gov.au)

Mail: Complaints  
GPO Box 9820  
Canberra ACT 2601

### **Complaints to the Ombudsman**

If you do not agree with the way the Community Grants Hub or the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## **13.2 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 the department and the Community Grants Hub 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
- 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
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

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

If you later think there is an actual, apparent, or perceived conflict of interest, you must inform the department and the Community Grants Hub in writing immediately.

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

We publish our conflict of interest policy on the [Community Grants Hub website](#).

## 13.3 Privacy

### Privacy notice

Both the Community Grants Hub and the department will treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

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

### Who is collecting your personal information

Your personal information will be collected by:

- The Community Grants Hub, who provide grant administration services to the department (as outlined in section **Error! Reference source not found.** of these guidelines) and
- the department.

The Community Grants Hub uses an integrated Smartform service assisted by the Department of Industry, Science and Resources (**DISR**). While DISR will also collect your personal information, your personal information will not be accessed by DISR, except where required for the purpose of troubleshooting technical errors with respect to your application.

### Why your personal information is being collected

Your personal information is being collected to assess your eligibility to be awarded grant funding under the Safe and Together Community Grants Program.

This includes whether your organisation would fulfil its financial obligations in managing grant funding appropriately as well as considering whether your organisation could deliver a granted activity consistently with the overall purpose of the Safe and Together Community Grants Program.

In addition to the information you provide in your application form and as outlined in section **Error! Reference source not found.** of these guidelines, the department may also contact you to request additional information during the assessment of your grant application. This may include the department contacting you to request additional information about key personnel in your organisation who may be involved in the oversight or delivery of the granted activity.

If your organisation does not provide all personal information requested in the grant application form, the department may decide not to proceed with assessing your application for funding under this grant program.

### How your personal information is being collected

The Community Grants Hub will collect information directly from you through the grant application form.

The department will collect the personal information you provide in your application form from the Community Grants Hub.

In addition to the information you provide in your application form and as outlined in section 8 of these Guidelines, the department may also contact you directly to request additional information during the assessment of your grant application.

#### **Who your personal information is disclosed to**

The Community Grants Hub will disclose the information you give in your grant application to the department.

The Community Grants Hub may also share the information you give in your grant application, with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

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

The department may disclose any personal information you provide in your grant application, to law enforcement and/or security agencies to confirm the answers you have provided in relation to any prohibited dealings.

The department may also share information with other Commonwealth entities for the management of fraud and compliance investigations, as required by and in accordance with applicable Australian laws.

#### **Disclosure of personal information to overseas recipients**

Your personal information will not be disclosed to an overseas recipient without your consent, or unless permitted by APP 6 and APP 8 in Schedule 1 to the Privacy Act.

#### **Concerns, complaints and further information**

For more information about how the Community Grants Hub handles personal information it receives, refer to its [Privacy Policy](#).

For further information about how the department handles personal information, including how to make a request to access or correct your personal information, and how to make a complaint, please see the department's [Privacy Policy](#).

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

### **13.4 Confidential information**

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

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

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the 3 conditions below:

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

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

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

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

### **13.5 Freedom of information**

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

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

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

By mail:           Freedom of Information Team  
Government and Executive Services Branch  
Department of Social Services  
GPO Box 9820  
Canberra ACT 2601

By email:         [foi@dss.gov.au](mailto:foi@dss.gov.au)

## 14. Consultation

The department will hold public Community Information sessions for this grant opportunity which will provide interested community organisations with information about the program, as well as information about how to make a grant application.

For further information about sessions, locations and dates, visit the Department of Home Affairs' [Safe and Together Community Grants Program webpage](#) or the [GrantConnect](#) website.

## 15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013 (PGPA Act)</a> .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
extremism	means the holding of extreme political or religious beliefs, attitudes, feelings, actions, and/or views that are far removed from the ordinary.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>6</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>7</sup> is to be paid to a grantee other than the Commonwealth</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ol>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement program.
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grantee	the individual/organisation which has been selected to receive a grant.
National Redress legislation	means the <a href="#">National Redress Scheme for Institutional Child Sexual Abuse Act 2018</a> .
Portfolio Budget Statement (PBS) program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.

<sup>6</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>7</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> <li>▪ quality of the project proposal and activities</li> <li>▪ fit for purpose of the proposal in contributing to government objectives</li> <li>▪ absence of a grant is likely to prevent the grantee and government’s outcomes being achieved</li> <li>▪ potential grantee’s relevant experience and performance history.</li> </ul>