



Australian Government

Austrade

Recovery for Regional Tourism program

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| Opening date: | 30 November 2020 |
| Closing date and time: | 1700 AEST on 30 September 2021 |
| Commonwealth policy entity: | The Australian Trade and Investment Commission (Austrade) |
| Administering entity | Austrade |
| Enquiries: | If you have any questions, send an email to Austrade at regionaltourismrecovery@austrade.gov.au |
| Date guidelines released: | 10 November 2020 |
| Type of grant opportunity: | Closed non-competitive |

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1. Recovery for Regional Tourism program processes

The Recovery for Regional Tourism Program is designed to achieve Australian Government objectives

The assistance delivered under this program will help nine internationally reliant tourism regions and businesses create and retain jobs by driving visitation, spurring demand and improving product diversity by driving interstate domestic visitation. This will help these regions to achieve greater leverage from the domestic market and to help ensure there is a vibrant, internationally focussed tourism industry still in place when international visitors return.

This grant opportunity contributes to Austrade's Outcome 1, Program 1.2 – Programs to promote Australia's export and other international economic interests. Austrade works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

We will invite applications from eligible applicants from nine eligible regions. We expect that your application will include a package of projects or activities that meet the assessment criteria.



You complete and submit a grant application

For your application to be considered you must complete the application form and address all of the eligibility and assessment criteria.



We assess all grant applications

We assess your application against the eligibility criteria.



We make grant recommendations

A panel, consisting of representatives from Austrade, Tourism Australia and the Department of Infrastructure, Transport, Regional Development and Communications considers your application and makes its recommendation to the Decision Maker.



Grant decisions are made

The Decision Maker (the CEO of Austrade or delegate) makes a decision about your application.



We notify you of the outcome

We will advise you of the outcome of your application.



We enter into a grant agreement

We will enter into a grant agreement with you if successful. The type of grant agreement will be based on the nature of the grant and will be proportional to the risks involved. Your grant agreement will not be signed until your state/territory borders are substantially open to all other jurisdictions, with the exception of regions that meet the Australian Government's definition of a COVID-19 Hotspot.



Delivery of grant

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



Evaluation of the Recovery for Regional Tourism program

We evaluate your specific grant activity and the Recovery for Regional Tourism program as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the *Recovery for Regional Tourism* program (the Program). You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program
- the eligibility criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with you
- how we make payments under the grant agreements
- how your grant agreement will be monitored and evaluated
- your responsibilities and expectations in relation to the opportunity.

2. About the grant program

The *Recovery for Regional Tourism* program (the Program) will run over two financial years from 2020-21 to 2021-22. The Australian Government announced the Program on 27 September 2020, and it forms part of the *COVID-19 \$1 billion Relief and Recovery Fund*, which provides assistance to sectors, regions and communities disproportionately affected by the economic impacts of COVID-19. At this time, the Australian Government also announced a new \$200 million round of the [Building Better Regions Fund](#), with \$100 million dedicated to tourism projects.

The Program will invest up to \$50 million, with opportunities for co-contributions potentially boosting the total value of assistance delivered by the Program.

The Program will help regions heavily reliant on international tourism to retain and create jobs by funding projects or activities that drive visitation, increase demand and improve product diversity to attract interstate visitors. This will help regions achieve greater leverage from the domestic tourism market and ensure there is a vibrant, internationally focussed tourism industry still in place when international visitors return.

Eligible projects and activities may include both demand-generating (attracting visitors to your region) and supply-side (improving the capacity of your region to meet the needs of domestic visitors) projects.

Nine regions are eligible for assistance under the Program. The methodology for determining eligible regions and the funding allocation is based on methodology developed by Tourism Research Australia. This methodology considers the gross value added by international visitors and tourism employment within the region. Section 3 of these Guidelines detail the eligible regions and the Australian Government funding allocation for each region.

We expect the individual projects within an application from a region to be tailored to suit the needs of that region, and a collaborative approach should be taken to develop these projects. This should include consultation between regional tourism organisations, state and territory government agencies with responsibility for tourism policy and promotion, business chambers and industry councils.

It is our strong preference that a single eligible applicant from each region bring forward a package of projects in a single application that address the five assessment criteria in Section 6 of these guidelines. If a region does not have all projects fully developed, we will accept an initial application, and consider later projects, which can be added as additional schedules (variations) to the original grant agreement.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$50 million over two years for the Program. The following table details the eligible regions and the maximum Australian Government contribution for each region.

| Region ² | Maximum Australian Government contribution |
|---|--|
| Australia's South West (Western Australia) | \$1.25 million |
| Gold Coast (Queensland) | \$10 million |
| Kangaroo Island (South Australia) | \$3.5 million |
| Lasseter and Alice Springs (Northern Territory) | \$3.5 million |
| North Coast (New South Wales) | \$1.25 million |
| Phillip Island region (Victoria) | \$3.5 million |
| The state of Tasmania | \$13.5 million |
| Tropical North Queensland (Queensland) | \$10 million |
| Whitsundays and Mackay region (Queensland) | \$3.5 million |

The grant opportunity will open for applications on **30 November 2020** and close to applications on **30 September 2021**.

The Australian Government strongly encourages funding co-contributions to amplify the impact of the program. We will discuss co-contributions with you as projects are developed. This could include in-kind contributions or funding provided to initiatives and programs already announced that the Program would build on.

3.2 Grant period

You must complete all projects in your funding agreement by **31 May 2022**. Following the grant period, we will conduct an evaluation of the projects in your grant agreement as well as an overall evaluation of the Program.

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

² As defined by Tourism Research Australia <https://www.tra.gov.au/Regional/tourism-regions>

4. Eligibility criteria

We cannot consider your application if you do not meet the eligibility requirements.

4.1 Who is eligible to apply for a grant?

We have a strong preference for one applicant to make a single application for funding for each region. A single application can have a number of projects and activities within it.

We understand the key tourism strategies for a region are managed through its regional tourism organisation (RTO). We consider applications for this program are best led by an RTO, as described in point 1 below. Point 2 below provides an alternative for situations where this is not practical.

We will consider accepting an application from another entity **only** at the request of an RTO.

Eligible applicants will be either:

1. A **RTO** (or in the case of NSW, a Destination Network) from one of the nine regions listed in the table below:

| Region | RTO/Destination Network |
|---|--|
| Australia's South West (Western Australia) | Australia's South West |
| Gold Coast (Queensland) | Destination Gold Coast |
| Kangaroo Island (South Australia) | Kangaroo Island Tourism Food Wine and Beverage Association |
| Lasseter and Alice Springs (Northern Territory) | Tourism Central Australia |
| North Coast (New South Wales) | Destination North Coast NSW |
| Phillip Island region (Victoria) | Destination Phillip Island |
| Tasmania | Destination Southern Tasmania East Coast Tasmania Visit Northern Tasmania West by North West Tasmania |
| Tropical North Queensland (Queensland) | Tourism Tropical North Queensland |
| Whitsundays and Mackay region (Queensland) | Tourism Whitsundays Mackay Tourism |

Where there are multiple RTOs in a region, we recognise you may want to join as a group to submit a grant application. In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the partners. In this case, only the lead organisation is required to meet the eligibility criteria.

An RTO must be one of the following entities:

- An entity, incorporated in Australia
- A company limited by guarantee

- An incorporated trustee on behalf of a trust
- An incorporated association
- An incorporated not for profit organisation.

2. A **state tourism organisation (STO)** on behalf of one of the nine regions listed in the table at Section 4.1, where it is more appropriate for a region's application to come forward in this way.

All applicants must:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- have an account with an Australian financial institution that is located within Australian territorial boundaries.

Through our consultations, we will establish which entity or entities will submit an application for your region.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- An individual
- A partnership
- An unincorporated association
- An individual, privately owned and operated business
- A trust however, an incorporated trustee may apply on behalf of a trust.
- Any organisation not included in Section 4.1.

5. What the grant money can be used for

5.1 Eligible locations

The eligible locations for the Program are the nine regions identified in Section 4.1 of these guidelines. Activities and projects must be delivered within the region, except for instances where the projects or activities are directed at providing a benefit to the region.

5.2 Eligible activities

To be eligible your projects or activities must help to create and retain jobs by driving visitation, spurring demand and improving product diversity to attract domestic visitors into your region. Your project or activities must drive interstate tourism into your region.

Eligible activities may include both demand-generating (attracting visitors to your region) and supply-side (improving the capacity of your region to meet the needs of domestic visitors) projects. Although this list is not exhaustive, for illustrative purposes projects or activities might include:

- Support to develop and deliver new marketing strategies and content
- Support to develop new tourism product, experiences, festivals or events
- New marketing partnerships with airlines and airports
- Tourism business advisory and/or capacity building services
- Support to re-engage with the interstate travel trade
- Upgrades to visitor information services.

5.3 Eligible expenditure

You can only spend the grant on expenditure you have incurred on agreed eligible activities or projects as defined in your grant agreement (“eligible expenditure”).

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

If your application is successful, we may ask you to verify the project costs you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on the projects in your application may be eligible for grant funding. The Decision Maker will make the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

5.4 Ineligible expenditure

Ineligible expenditure includes, but is not limited to:

- expenditure on activities outside of your region, except for expenditure that is directed at providing a benefit to the region.
- costs incurred in the preparation of a grant application or related documentation
- costs incurred prior to a grant agreement being executed
- ongoing wages and other staff costs, unless those costs are to engage new temporary staff employed specifically and exclusively to implement your region’s assistance measures. A cap of \$80,000 is placed on these costs over the period of the grant agreement, unless you can present a case in your application for a higher level of funding.
- general ongoing administration of an organisation such as communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- non-project related staff training and development costs
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it relates directly to the project)
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers. We may consider allowing the purchase of an asset if it is essential and dedicated exclusively to the delivery of the project.
- costs of purchasing, leasing, depreciation of, or development of land
- the purchase of land, or the purchase or construction of buildings, and the development of road, rail or port facilities
- general maintenance costs
- travel costs
- activities that are already being fully supported through other sources or that are already funded on an ongoing basis by other Australian, state or territory or local government programs
- financing costs, including interest and debt financing.

This is not an exhaustive list, and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide they do not directly support the achievement of the planned outcomes for the project, or that they are contrary to the objective of the Program.

The Decision Maker may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines or in a grant agreement or otherwise by notice to you.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

6. The assessment criteria

You must address all of the following assessment criteria in your application. If you have multiple projects within your application, you must address the assessment criteria for each project.

The two mandatory criteria have equal weighting of ten points each. We will only award funding to projects that meet both mandatory criteria.

Projects within the application that also meet the highly desirable criteria will be more highly regarded. Each of the highly desirable criteria have equal weighting of five points each

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

Mandatory criteria (ten points each)

1. Creates and retains jobs directly and indirectly related to tourism in the region.
2. Drives interstate tourism, recognising that interstate tourism is only possible when borders are open.

Highly desirable criteria (five points each)

1. Meets identified regional needs and addresses gaps in existing assistance, delivered by any level of government.
2. Can deliver impact quickly, to aid rapid economic recovery in the region.
3. Encourages product and market diversification and adaptation.

7. How to apply

Before applying, you must read and understand these guidelines, the sample application form and the sample grant agreement. We will email these documents to potential applicants in all eligible regions. We will also email any alterations and addenda³ to all eligible regions.

It is our strong preference that a single applicant in each region (through either the RTO or STO) bring forward a package of projects in a single application that address the assessment criteria in Section 6 of these guidelines. If a region does not have all of the projects in its package fully developed, we will accept an initial application, and consider later projects that we will include as additional schedules to the original grant agreement.

To apply you must:

- complete the application form available from a link we email to you
- provide all the information requested in the form
- address all assessment criteria for each project in your application

³ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

- include all necessary attachments
- submit your application to us using the application form as soon as it is ready. As we may accept an initial application from a region and then consider later projects as additional schedules to the original grant agreement, the last date for submitting projects to us is **30 September 2021**.

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

If you find an error in your application after submitting it, you should contact us immediately at regionaltourismrecovery@austrade.gov.au.

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

You should keep a copy of your application and any supporting documents. We will acknowledge that we have received your application within three working days.

7.1 Attachments to the application

We require the following documents to be included with your application:

- a proposed budget for each project in your application
- details of how you plan to resource the administration and delivery of the projects, including a delivery schedule for all projects in your grant application
- details of who and how you consulted across the region to arrive at the projects in your application. Where an RTO lodges an application, it must also provide evidence its STO endorses the projects in the application.
- details of how you will deliver your projects in a COVID-safe way
- evidence of co-contributions to the projects in your application
- evidence of the commitment of your organisation or other organisations to the projects in your application, which may include a letter of support from the CEO or other organisations involved in delivering projects
- a trust deed (where applicable).

7.2 Joint (consortia) applications

We recognise that some organisations may want to join as a group to submit an application.

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

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to complete the project/s successfully.
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group

- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

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

7.3 Timing of grant opportunity processes

You can submit an application at any time over the duration of the grant opportunity. The grant opportunity will be open from **30 November 2020** to **30 September 2021**.

If you are successful, we expect you will be able to commence your projects as soon as we have executed a grant agreement with you.

Table 1: Expected timing for this grant opportunity

| Activity | Timeframe |
|--|--|
| Assessment of applications | 2 - 3 weeks |
| Approval of outcomes of selection process | 1 - 2 weeks |
| Negotiations and award of grant agreements | 2 - 3 weeks |
| Earliest start date of projects | Once the grant agreement has been signed |
| End date of grant agreement | 30 June 2022 |

7.4 Questions during the application process

If you have any questions during the application period, contact the Regional Tourism Team in Austrade at regionaltourismrecovery@austrade.gov.au. Austrade will respond to emailed questions within two working days.

8. The grant selection process

8.1 Assessment of grant applications

We will first review your application against the eligibility criteria at Section 4.

As eligible regions were determined by the Australian Government, we will consider eligible applications through a closed, non-competitive grant process. This means we will not compare your application with those from other regions.

We will then assess your application and the projects and activities in your application against the assessment criteria (see Section 6), and score and rank each accordingly. We consider your application on its merits, based on:

- how well it meets the assessment criteria
- if it provides value for money

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

- the overall objective/s to be achieved in providing the grant
- your ability to deliver the projects and activities

- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the Program outcomes/objectives.

8.2 Who will assess applications?

An assessment panel will assess each application on its merit against the assessment criteria in Section 6. The assessment panel will comprise representatives of Austrade, Tourism Australia and the Department of Infrastructure, Transport, Regional Development and Communications. The Austrade representative will chair the panel.

We may ask external experts or advisors to inform the assessment process. Any expert or advisor who is not a Commonwealth Official must perform their duties in accordance with the CGRGs.

The assessment panel may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not referees you have nominated. The assessment panel may also consider information about you or your application that is available through the normal course of business.

The assessment panel will make its recommendations to the Decision Maker about which applications and the projects and activities within the application to approve for a grant.

8.3 Who will approve grants?

Austrade's CEO or their delegate is the Decision Maker who decides which grants to approve, taking into account the recommendations of the assessment panel and the availability of grant funds for the purposes of the grant program for each region.

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.

Your grant agreement will not be signed until your state/territory borders are substantially open to all other jurisdictions, with the exception of regions that meet the Australian Government's definition of a COVID-19 Hotspot.

9. Notification of application outcomes

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

9.1 Feedback on your application

If any of the projects in your application are unsuccessful, you may ask for feedback within one month of our advice on the outcome. We will give written feedback within one month of your request.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth.

We will use either a Simple Grant Agreement or Standard Grant Agreement in this program, as detailed below. Our selection will depend on the size and complexity of the projects in your agreement.

Each agreement has general terms and conditions that cannot be changed. Austrade will send you samples of these grant agreements along with these guidelines.

You must not commence any of the projects 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. We will identify these in the agreement.

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

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details in the agreement.

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.

10.2 How we pay the grant

The grant agreement will state:

- the maximum grant amount to be paid
- the proportion of eligible expenditure covered by the grant (grant percentage), where there is a co-contribution from another party
- any in-kind contributions you will make
- any financial contribution provided by a third party.

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments in arrears, based on your progress against milestones detailed in the funding agreement and based on your actual eligible expenditure. Payments are subject to satisfactory progress.

10.3 Grant Payments – Income tax and Goods and Services Tax (GST)

The Grants are not subject to GST. 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](https://www.ato.gov.au/).⁴ We do not provide advice on your particular taxation circumstances.

⁴ <https://www.ato.gov.au/>

11. Announcement of grants

If successful, we will list your grant on the [GrantConnect](#) website, 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 organisation or the projects you are undertaking in your grant agreement.

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

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 provide us with three weeks' notice of any events relating to your grant and provide an opportunity for the Minister or their representative to attend and take part in the event.

12.2 Reporting

You must submit reports in line with 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 project milestones and outcomes.

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

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

Progress reports

Progress reports must:

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

We will only make grant payments when we receive satisfactory progress reports. You must discuss any reporting delays with us as soon as you become aware of them.

Final report

When you complete all of the projects in your grant agreement, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved, and provide relevant data to support these claims
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within ten days of completion in the format provided in the grant agreement.

12.3 Financial declaration

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

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 us by email.

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, or arrange for a third party to 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 inspect the records you are required to keep under the grant agreement.

12.7 Evaluation

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

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

12.8 Acknowledgement

If you make a public statement about a project funded in your grant agreement we require you to acknowledge the grant by using the following:

'This project received grant funding from the Australian Government under the Recovery for Regional Tourism program, an initiative of the \$1 billion COVID-19 Relief and Recovery Fund.'

If you intend to run an event to publicise this grant, or any projects funded under your grant agreement, you are required to give us at least three weeks' notice of the event, and provide an opportunity for the Minister or their representative to attend and take part in the event.

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.

13.1 Enquiries and feedback

Austrade's complaints handling procedures apply to complaints about this grant opportunity. You must provide all complaints about a grant process in writing.

You should send any questions you have about grant decisions for this grant opportunity to regionaltourismrecovery@austrade.gov.au.

If you do not agree with the way the Austrade 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 Austrade.

You can contact the Commonwealth Ombudsman on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: 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 Austrade's 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 or member of an external panel
- 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.

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform Austrade 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.

13.3 Privacy

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

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

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

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

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

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and 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 Austrade would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

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

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

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

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

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

- the assessment panel and other 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, and
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

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

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

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

By mail: FOI Contact Officer
 Austrade

 GPO Box 2386

 CANBERRA ACT 2601

By email: foi.coordination.officer@austrade.gov.au

14. Glossary

| Term | Definition |
|--|---|
| accountable authority | see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 |
| administering entity | when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes |
| assessment criteria | are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings. |
| commencement date | the expected start date for the grant activity |
| completion date | the expected date that the grant activity must be completed and the grant spent by |
| 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. |
| 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 |
| Commonwealth Grants Rules and Guidelines (CGRGs) | 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. |

| 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> <ul style="list-style-type: none"> a. under which relevant money⁵ or other Consolidated Revenue Fund (CRF) money⁶ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives. |
| 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 |
| GrantConnect | 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 |
| grant opportunity | refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process. |
| grant program | a ‘program’ carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program. |
| grantee | the individual/organisation which has been selected to receive a grant |
| PBS Program | described within the entity’s Portfolio Budget Statement , 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. |

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

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

| Term | Definition |
|-------------------|--|
| 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 for money | <p>value for money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and • the potential grantee’s relevant experience and performance history. |