



Australian Government  
Department of Industry, Science,  
Energy and Resources  
Department of Agriculture,  
Water and the Environment

Business

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## Grant Opportunity Guidelines

# Bushfire Recovery for Wildlife and Habitat Community Grants Program

<b>Opening date:</b>	22 October 2020
<b>Closing date and time:</b>	5.00pm Australian Eastern Daylight Time on 27 November 2020 Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Department of Agriculture, Water and the Environment
<b>Administering entity:</b>	Department of Industry, Science, Energy and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	16 October 2020
<b>Type of grant opportunity:</b>	Open competitive

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# 1. Bushfire Recovery for Wildlife and Habitat Community Grants Program processes

**The Bushfire Recovery for Wildlife and Habitat Community Grants program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program, which contributes to the Department of Agriculture, Water and the Environment's Outcome 1. The Department of Agriculture, Water and the Environment works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



**The grant opportunity opens**

We publish the grant guidelines on [business.gov.au](http://business.gov.au) and GrantConnect.



**You complete and submit a grant application**

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



**We assess all grant applications**

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



**We make grant recommendations**

We provide advice to the decision maker on the merits of each application.



**Grant decisions are made**

The decision maker decides which applications are successful.



**We notify you of the outcome**

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



**We enter into a grant agreement**

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature 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. We manage the grant by working with you, monitoring your progress and making payments.



**Evaluation of the Bushfire Recovery for Wildlife and Habitat Community Grants Program grant opportunity**

We evaluate the specific grant activity and Bushfire Recovery for Wildlife and Habitat Community Grants Program grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

The Bushfire Recovery for Wildlife and Habitat Community Grants Program (the program) will run over two years from 2020-21 to 2021-22 to help local communities deliver bushfire recovery for their local environment, and support broader long-term recovery and resilience. The program is part of the Australian Government's \$200 million investment in bushfire recovery for native plants, animals, ecological communities and natural assets.

The bushfires of 2019-20 have had a devastating impact on Australia's native flora and fauna. While there are some encouraging signs, experts advise it will take at least a decade or more of sustained effort for our native species to recover.

The objectives of the program are to encourage recovery efforts in areas affected by the 2019-20 bushfires by:

- supporting recovery of native flora and fauna
- involving local communities, community groups and Traditional Owners, in delivering bushfire recovery activities for native flora and fauna.

The intended outcomes of the program are:

- long-term recovery and resilience for fire-affected native flora and fauna
- stronger and more empowered local groups that can deliver bushfire recovery for their local environment.

This document sets out:

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

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering this grant opportunity on behalf of the Department of Agriculture, Water and the Environment.

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

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

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

## 3. Grant amount and grant period

The Australian Government has announced a total of \$10 million over two years for the program from 2020-21 to 2021-22.

### 3.1. Grants available

The grant amount will be up to 100 per cent of eligible project expenditure.

- The minimum grant amount is \$5,000 (GST exclusive).

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<sup>1</sup> <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

- The maximum grant amount is \$150,000 (GST exclusive).

Contributions to your project by you or a third party are encouraged and may be cash or in-kind.

We cannot fund your project if it receives funding from another Commonwealth, State or Territory or local government grant. You can apply for a grant for your project under more than one Commonwealth, State or Territory or local government program, however if multiple funding applications are successful, you must choose only one.

You may submit multiple applications provided they are for different projects.

### 3.2. Project period

The maximum project period is 12 months.

You must complete your project by 1 April 2022.

## 4. Eligibility criteria

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

### 4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- an incorporated and not-for-profit organisation including but not limited to:
  - community associations including community and environment groups
  - non-distributing co-operatives
  - companies limited by guarantee
- Traditional Owners, Indigenous Organisations or an Indigenous Enterprise, evidenced through providing an Indigenous Corporations Number (ICN). If you don't have an ICN, you may provide a statutory declaration stating that your organisation is at least 51 per cent owned or controlled by Indigenous persons
- an incorporated trustee on behalf of a trust with responsibility for a community property, crown land, or other land managed on behalf of the public
- a Regional Land Partnerships service provider<sup>2</sup> acting as a project lead in a joint application to enable an individual, partnership or community group to undertake their project (see section 7.2)
- a local governing body as defined by the *Local Government (Financial Assistance) Act 1995*

If applying as a not-for-profit organisation listed above, you should demonstrate your 'not-for-profit' status through one of the following:

- State or Territory incorporated association registration number or certificate of incorporation, e.g. clubs and other associations
- current Australian Charities and Not for profits Commission's (ACNC) registration, e.g. for organisations registered as a charity

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<sup>2</sup> Regional Land Partnerships service providers were successful under the Regional Land Partnerships Tender process and are currently delivering the Regional Land Partnerships Program

- constitutional documents that demonstrate the not for profit character of the organisation
- legislation that demonstrates the not for profit nature of the organisation.

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. Eligible entities may apply on behalf of individuals, partnerships or community groups. In such cases, the eligible entity will be the lead applicant in a joint application and will be wholly responsible for the project, including administering, reporting and acquitting all project expenditure. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. For further information on joint applications, refer to section 7.2.

#### 4.2. Additional eligibility requirements

We can only accept applications:

- where you certify that your proposed project does not duplicate other government-funded activities that are already underway in the location you are proposing to undertake activities.
- where you certify that you do not have any overdue reports, acquittals or debts associated with previous or current Australian Government funding.

#### 4.3. Who is not eligible?

You are not eligible to apply if you are:

- any organisation not included in section 4.1
- an unincorporated association
- a university (a publicly funded research organisation [PFRO] as defined in section 14)
- a school
- an individual
- a partnership
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity
- an Australian State/Territory Government agency or body (unless a Regional Land Partnerships service provider acting as a project lead in a joint application as per section 4.1)

#### 4.4. What qualifications or skills are required?

If you are successful, relevant personnel working on the project must maintain the following registration/checks:

- Working with Children check (where applicable)
- Working with Vulnerable People registration (where applicable).

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

### 5.1. Eligible activities

To be eligible your project must:

- be aimed at delivering activities that will directly benefit native flora and fauna impacted by the 2019-20 bushfires
- have at least \$5,000 in eligible expenditure

- involve local communities and/or community organisations and/or Indigenous groups/Traditional Owners in engagement and/or delivery activities
- demonstrate consultation, coordination or cooperation with an appropriately qualified entity (e.g. State Government, Natural Resource Management Organisation) or person to ensure that the proposed project and activities are suitable for the location
- be completed by 1 April 2022
- be delivered within or adjacent to an area that has been affected by the 2019-20 bushfires in the Australian Capital Territory, New South Wales, Queensland, South Australia, Tasmania, Victoria or Western Australia as per Section 5.2 below.

Eligible activities must directly relate to the project and may include at least one of the following:

- provision of supplementary shelter, nest boxes and artificial hollows
- on-ground bushfire recovery activities
- eradicating or reducing the impact of pest animals, for example cats, foxes, deer etc
- eradicating or reducing the impact of diseases
- control of invasive weed species through physical, chemical or biological treatments (physical treatments may include Indigenous burning practices.)
- seed collection and propagation of native plant species for use in revegetation (applicants are responsible for identifying and obtaining appropriate permits for land access and collecting seed)
- revegetation in burnt areas using native plant species that are known to be indigenous to the site and represent the type of vegetation community existing on the site before the 2019-20 bushfires or historically
- fencing to protect sensitive or regenerating areas by preventing access by people or stock or native herbivores
- protecting waterways, for example by controlling gully and streambank erosion, fencing off, replanting
- erosion control in burnt areas through installation of gabions, bunding, or riparian buffering and revegetation using native plant species indigenous to the site
- flora and fauna surveys, habitat mapping, data recording, spatial mapping and modelling but only where these form part of a project that includes on-ground bushfire recovery activities

We may also approve other activities.

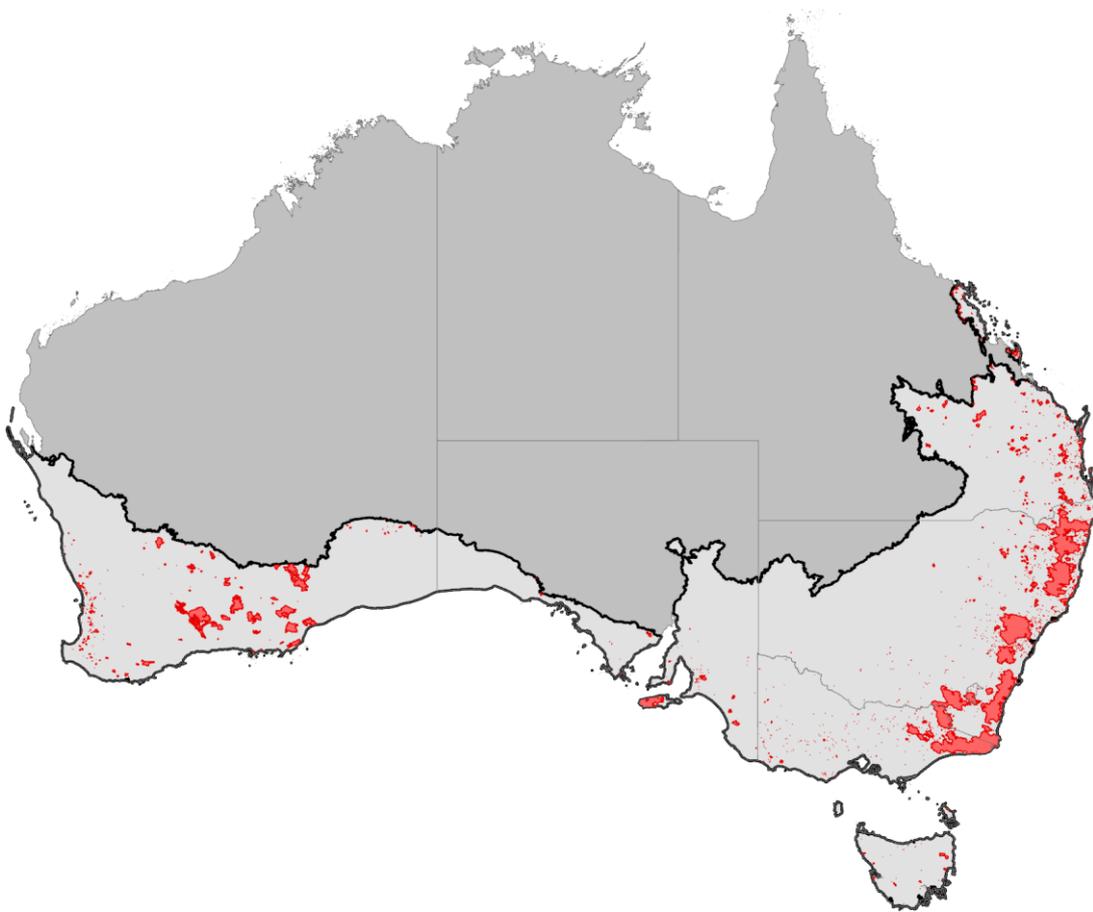
We may consider project activities that expand or supplement existing activities or projects funded by other government entities or under other programs.

## 5.2. Eligible locations

The 'Black Summer' bushfire season of 2019-20 in Australia was an extreme event. This program is confined to bushfire-affected areas within the eastern and southern part of Australia where analysis by the Department of Agriculture, Water and the Environment has identified were impacted on an unprecedented scale.

Your project can include activities at different locations, as long as they are all within or adjacent to an area that has been affected by the 2019-20 bushfires, and within the light shaded area on the map below.

You will be required to provide geospatial data about the project location in your application.



The regions covered by this program are light shaded (Map: Department of Agriculture, Water and the Environment)

### 5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items are:

- purchase (or hire) of equipment and supplies to support eligible project activities
- salaries and on-costs for personnel directly employed in delivering the project activities (this should be calculated on a pro-rata basis relative to their time commitment). This excludes project management or project co-ordination costs which are covered under administrative support below
- staff training that directly supports the achievement of project outcomes (maximum 5 per cent of the grant)
- contract expenditure, the cost of any agreed project activities that you contract to others directly relating to the program objectives
- contingency costs up to a maximum of 10 per cent of the eligible project costs. Note that we make payments based on actual costs incurred
- domestic travel to and from the on-ground location limited to the reasonable cost of accommodation and transportation required to conduct the agreed project activities

- administrative support and overheads additional to the normal day to day running costs of the organisation, including project management or project co-ordination (maximum 10 per cent of the grant)
- reporting on project outcomes (maximum 5 per cent of the grant).

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

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

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is an AusIndustry manager within the department with responsibility for the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You must not commence your project until you execute a grant agreement with the Commonwealth. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

#### 5.4. What you cannot use the grant for

Expenditure items that are not eligible are:

- the provision of goods, services or support for activities not directly related to eligible grant activities
- costs for monitoring, modelling or research activities that are not part of an eligible project that includes on-ground activities
- costs for activities that are required to be carried out by law or by a private contractual obligation
- costs for activities necessary for compliance or government business or as part of an approval under Commonwealth, State or Territory legislation, for example, the provision and maintenance of an environmental offset under the *Environment Protection and Biodiversity Conservation Act 1999*
- costs for fencing for the primary purpose of stock management unless it can be clearly demonstrated to provide benefits for bushfire recovery of native wildlife and plants
- cost for the purchase of firearms
- cost for activities where the primary purpose is to beautify or improve amenity (e.g. picnic tables, shelters and paving)
- cost for activities that include the introduction of plants, animals or other biological agents that are known to be, or that could become, environmental or agricultural weeds or pests
- major capital expenditure, such as construction or capital works (excluding fencing) with a GST exclusive value of \$10,000 or more per item, unless identified in the application and approved

- the purchase of land or the purchase of other assets (being an item of tangible property purchases, leased, hired, financed, created or otherwise brought into existence either wholly or in part with the use of the grant and which has a GST exclusive value of \$10,000 or more per asset, unless identified in the application and approved)
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- administration costs and overheads related to the ongoing operations of an organisation, including costs such as rental, renovations and utilities
- activities likely to have a significant adverse impact on any matter of national environmental significance under the *Environment Protection and Biodiversity Conservation Act 1999*
- activities likely to have a significant adverse impact on Indigenous cultural heritage
- lobbying activities and media campaigns that could be considered political in nature (whole or part)
- international travel, and business class domestic travel
- costs for activities outside of Australia.

## 6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

You will be required to map your project sites as accurately as possible through the mapping tool accessed via a link in the application form.

We will only consider funding applications that score at least 50 per cent against each assessment criterion, as these represent best value for money.

### 6.1. Assessment criterion 1

#### **How your project will help the recovery of bushfire-affected native flora and fauna (weighting 50%)**

You should demonstrate this by describing your project and provide information that demonstrates:

- a. the locations where your project activities will take place (in relation to the 2019-20 bushfire-affected areas)
- b. the benefits provided by your project activities and how these benefits will be maintained into the future
- c. the extent to which the grant activity involves local communities or community organisations including strong Indigenous partnerships and Traditional Owner engagement
- d. where you are expanding an existing project and activities are complementary to work that is underway, demonstrate alignment by:
  - filling a critical gap
  - expanding or supplementing an existing activity, or
  - extending the timeframe of an existing activity.

## 6.2. Assessment criterion 2

### **Capacity, capability and resources to deliver the project (weighting 50%).**

You should demonstrate this by describing:

- a. your access to personnel with the knowledge, skills and experience in delivering your project activities
- b. your plan to manage the project, including a sound budget, risk management and governance arrangements (you will be required to attach a project plan to your application)
- c. your readiness to commence the project with appropriate insurance, relevant approvals in place or ability to have them in place prior to commencement and allowing for restrictions arising from COVID-19 or bushfire measures
- d. how you will monitor and measure the success of your project.

## 7. How to apply

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

To apply, you must:

- complete the online [application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You can view and print a copy of your submitted application on the portal for your own records.

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

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

### **Impact of COVID-19**

When preparing your application, you need to take into consideration the time frames and any constraints that may impact the delivery and participation of your activities resulting from the impact of the COVID-19 pandemic. Projects need to be designed to ensure participants' safety and health.

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

### 7.1. Attachments to the application

You must provide the following documents with your application:

- where the proposed project site/s are not owned or managed by you, written consent is required from the property owner and/or property manager that allows for the implementation of the proposed project on each project site.

- statutory declaration stating that your organisation is at least 51 per cent owned or controlled by Indigenous persons (where applicable)
- project plan
- trust deed (where applicable).

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

## 7.2. Joint applications

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

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

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

## 7.3. Timing of grant opportunity

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

If you are successful we expect you will be able to commence your project around February 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	6 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	February 2021
End date of grant commitment	1 April 2022

## 8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

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

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

We will establish a committee comprised of employees from the Department of Agriculture, Water and the Environment and the Department of Industry, Science, Energy and Resources to assess applications. The committee may also seek additional advice from independent technical experts.

The committee will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund. The committee will also consider the geographic spread of projects.

The committee will make recommendations to the Minister for the Environment about which applications should be approved for funding.

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

### 8.1. Who will approve grants?

The Minister for the Environment decides which grants to approve taking into account the recommendations of the committee and the availability of grant funds.

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

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there are insufficient program funds available across relevant financial years for the program.

## 9. Notification of application outcomes

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

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

## 10. Successful grant applications

### 10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A Sample [grant agreement](#) is available on [business.gov.au](http://business.gov.au) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

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

If you enter into an agreement under this program, you cannot receive other grants for the same activities from other Commonwealth, State or Territory granting programs.

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

We will use a simple grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. 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. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

## 10.2. Project/Activity specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with

State/Territory legislation in relation to:

- working with children
- working with vulnerable people
- interstate movement of native plants and animals
- animal welfare

Commonwealth/State/Territory legislation in relation to:

- workplace health and safety
- animal care and protection, including prevention of cruelty to animals
- management of wildlife and listed threatened species
- quarantine, national parks and wildlife, biosecurity, and biodiversity conservation
- agricultural and veterinary chemicals use, including the AgVet Codes
- biosecurity, to prevent the spread of pests and diseases
- native vegetation and environment protection.

Whilst you are required to be compliant with all relevant laws and regulations, you must comply with the following requirements:

- requirements relating to state/territory regulated activities, such as take from the wild
- hold relevant permits or be otherwise accredited with, or authorised by, the relevant state or territory government(s) to undertake the proposed activities in those jurisdictions

- relevant codes of practice, standards and guidelines, and threatened species conservation programs (where applicable)
- you and other people engaged in the grant activity must not trespass on property in the course of undertaking your grant activity nor endorse, sanction, or give comfort to acts of trespass or unauthorised access to private property.

You must also comply with any government measures and requirements in relation to COVID-19 (Coronavirus).

If the grant activity is proposing to directly affect Indigenous places, values or communities, the applicant must have the consent of the Traditional Owners.

### 10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any financial contribution provided by you or 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 payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

### 10.4. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>3</sup>.

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

## 11. Announcement of grants

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

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

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<sup>3</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- your organisation's industry sector.

## 12. How we monitor your grant activity

### 12.1. Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

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

### 12.2. Reporting

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

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds

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

We will monitor the progress of your project by assessing reports you submit and may conduct site visits 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.

#### 12.2.1. Progress reports

Where required, progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure, where requested
- Include before and after colour photographic evidence of the project site
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

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

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

### 12.2.2. End of project report

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

End of project reports must:

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

### 12.2.3. Ad-hoc reports

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

## 12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on [business.gov.au](http://business.gov.au) and GrantConnect.

## 12.4. Compliance visits

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

## 12.5. Grant agreement variations

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

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines
- changing project activities

The program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

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

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department

- changes to the timing of grant payments
- availability of program funds.

## 12.6. Evaluation

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

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

## 12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, websites, promotional and advertising materials, displays and signage, public announcements and activities relating to the project funded under the program, you must acknowledge the grant by using the following:

*This project received grant funding from the Australian Government's investment in bushfire recovery for wildlife and their habitats.*

All promotional materials, publications and websites should also include the Australian Government logo. The logo's colour, shape, form, font or design must not be modified in any way. It should never be placed over an image or heavily textured background or as a tint of a colour. The logo must not be used to give the impression the Australian Government has published a product or endorsed another organisation.

Tagging the Department on social media, where character limits allow, will help the Department cross-promote projects through Facebook and Twitter. Please use the following handles and hashtags:

Twitter - @envirogov #BushfireRecoveryAU

Facebook – Australian Department of Agriculture, Water and the Environment  
#BushfireRecoveryAU

## 13. Probity

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

### 13.1. Conflicts of interest

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

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

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

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

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)<sup>4</sup>](#) of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy<sup>5</sup>](#) on the department's website.

## 13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

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

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

### 13.2.1. How we handle your confidential information

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

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

### 13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the committee and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister

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<sup>4</sup> <https://www.legislation.gov.au/Details/C2019C00057>

<sup>5</sup> [https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf\\_files\\_redirect](https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect)

- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

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

### 13.2.3. How we use your personal information

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

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

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

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

We, or the Minister, may:

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

You may read our [Privacy Policy](#)<sup>6</sup> on the department's website for more information on:

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

### 13.2.4. Freedom of information

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

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

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

## 13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on [business.gov.au](http://business.gov.au).

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<sup>6</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

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

Our [Customer Service Charter](#) is available at [business.gov.au](http://business.gov.au). We use customer satisfaction surveys to improve our business operations and service.

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

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

Head of Division

AusIndustry – Support for Business

Department of Industry, Science, Energy and Resources

GPO Box 2013

CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>7</sup> with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

## 14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 0.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.

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<sup>7</sup> <http://www.ombudsman.gov.au/>

Term	Definition
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Indigenous Enterprise	An entity with at least 50 per cent Indigenous ownership, as outlined in the Indigenous Procurement Policy.
Indigenous Organisation	An organisation with at least 51 per cent Indigenous ownership and/or at least 51 per cent controlled by Indigenous Australians (29-5, <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> and part 2, regulation 6 of the <i>Corporations (Aboriginal and Torres Strait Islander) Regulations 2017</i> ).
Minister	The Minister for the Environment, the Hon Sussan Ley
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p style="padding-left: 40px;">Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Program Delegate	An AusIndustry manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and State and Territory business enterprises which undertake publicly funded research.
Traditional Owner	Means a local descent-based group of Indigenous persons with responsibility for caring for country. Where a native title determination has been made, it means the Registered Native Title Body Corporate (RNTBC). Where a statutory grant of land rights has been made, it means the representative entity for that grant.

