eSafety Commissioner

Guidelines – Round 3

Opening date and time:	**11:00am (AEST) Monday 11 April 2022**
Closing date and time:	**5:00pm (AEST) Monday 16 May 2022**
Commonwealth policy entity:	eSafety Commissioner
Administering entity:	eSafety Commissioner
Enquiries:	If you have any questions, contact the Online Safety Grants team at: **onlinesafetygrants@esafety.gov.au** Questions should be sent no later than: **5:00pm (AEST) Friday 6 May 2022**
Date guidelines released:	**Tuesday 29 March 2022**
Type of grant opportunity:	Open competitive

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1. Online Safety Grants Program: Round 3 processes

The Online Safety Grants Program is designed to achieve Australian Government objectives
This grant opportunity is part of the Online Safety Grants Program which contributes to Program 1.3, the eSafety Commissioner, in the Australian Communications Media Authority Portfolio Budget Statement, focusing on the prevention of online harm to Australians. The eSafety Commissioner worked with stakeholders to plan and design Round 3 of the grant program according to the Commonwealth Grants Rules and Guidelines (CGRGs).

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The grant opportunity opens at 11:00am (AEST) Monday 11 April 2022
We publish the grant guidelines on GrantConnect and esafety.gov.au.

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

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We assess all grant applications
We assess the applications against eligibility criteria.
We assess eligible applications against the assessment criteria including an overall consideration of value for money and compare it to other eligible applications.

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We make grant recommendations
We provide advice to the decision maker (in this instance, the Program Delegate) on the merits of each application.

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Grant decisions are made
The decision maker decides which applications are successful.

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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.

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We enter into a grant agreement
We enter into a grant agreement with you if your application is successful. The type of grant agreement is based on the nature and amount of the grant and is proportional to the risks involved.

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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.

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Evaluation of the Online Safety Grants Program
We evaluate your specific grant activity and the Online Safety Grants Program as a whole. We base this on information you provide to us through formal reporting.

1.1 Introduction

These guidelines contain information for the eSafety Commissioner's Online Safety Grants Program (OSGP).

This grant opportunity is part of the Australian Government's commitment to keeping Australian children and young people safe online.

This document sets out:

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

These guidelines relate exclusively to Round 3 of the OSGP.

You must read these guidelines before filling out an application.

2. About the grant program

2.1 About eSafety

The eSafety Commissioner (eSafety) was established in July 2015 as the Government's official agency committed to keeping Australian citizens safer online. eSafety is an independent statutory agency supported by the Australian Communications and Media Authority (ACMA). eSafety has various functions and powers, under Australian Government legislation, to foster online safety.

eSafety provides strategic leadership and guidance, through the delivery of evidence-based resources and outreach programs, to educate Australians about online safety. The **eSafety Strategy** (2019-2022) guides our work.

By anticipating how new technologies might be used and misused, we work towards systemic change and prevention through awareness raising, education and best practice guidance. Our programs and resources are based on robust evidence about online risks and how to reduce online harms.

We are committed to the principles of **Safety by Design**, which is our initiative that places the safety and rights of users at the centre of the design, development and deployment of online products and services.

In 2020, eSafety released the **Best Practice Framework for Online Safety Education**. We recommend applicants review this framework and underpinning research to understand what is considered best practice in the emerging online safety education sector.

In 2021, eSafety commissioned research to explore young people's insights about online safety. The resulting **report** has informed a draft **Youth aspirational statement** developed by young people stating their ideas, concerns and aspirations for their online safety in Australia. Applicants are encouraged to also review these documents when formulating their approach to proposed projects.

More information about our work is available at **esafety.gov.au**

2.2 About the Online Safety Grants Program

The OSGP, administered by eSafety, will provide a total of $9 million (GST exclusive) in grant funding across three separate funding rounds, conducted over three financial years from 2020-21 to 2022-23. The OSGP was announced as part of the <u>Keeping Our Children Safe Online package</u>. Funding under Round 3 of the OSGP is only available for non-government organisations (NGOs) that are registered as not-for-profit charitable organisations with the <u>Australian Charities and Not-for-Profit Commission (ACNC)</u>.

We are seeking applications from NGOs that demonstrate an ability to use evidence-based research and best practice in online safety education to develop, deliver and disseminate services, resources and products that provide new solutions for improving online safety for children and young people.

The initiatives funded through the OSGP are to be primarily focused on children and young people, up to the age of 18.

These services, resources or products can be used in the following ways:

- in schools or other places of learning (for example, childcare centers, community centers, libraries)
- by parents and carers, communities, or support workers
- in at-risk communities (for example culturally and linguistically diverse communities, Aboriginal and Torres Strait Islander communities, LGBTIQ+ communities)
- to scale up new services, resources, or products.

The objectives of the OSGP are to:

1. support innovative development, collaboration and implementation of online safety education programs
2. ensure children, young people and their communities can access inclusive online safety education resources
3. promote and increase the positive and safe use of digital technologies in at-risk communities, via improvements in service delivery
4. contribute to driving diversity and inclusion online
5. maximise opportunities for all Australians to understand the online safety support, complaints and referral pathways they can access
6. create a culture where safe online behaviours among children and young people become routine
7. deliver projects that use co-design and evidence-based frameworks as standard practice for delivering online safety education
8. embed <u>Safety by Design</u> principles in the development of solutions and programs, where appropriate.

We have identified five focus areas for the OSGP where these objectives can be met. These are described further in section 5.1 of these guidelines.

1. Preparing our schools
2. Preparing our children and young people
3. Preparing our communities
4. Delivering safer online services
5. Supporting innovation

We administer the program according to the <u>Commonwealth Grants Rules and Guidelines (CGRGs)</u>.

We have defined the key terms used in these guidelines in the glossary at section 15.

2.3 About the impact of COVID-19 (coronavirus)

At the time of the release of these guidelines (March 2022), eSafety acknowledges the ongoing and significant impact that the COVID-19 pandemic is continuing to have on all sectors of the Australian community. Applicants should carefully consider when preparing their applications any limitations that COVID-19 may have on physically accessing schools and communities to deliver projects and outcomes within this grant opportunity.

eSafety recommends that applicants keep up to date on COVID-19 developments via the Australian Government Department of Health <u>website</u>.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of $9 million across all three of the OSGP funding rounds.

In each round:

- the minimum grant amount is $80,000
- the maximum grant amount is $1 million.

In Round 1 (2020–2021), eSafety funded eight projects totalling $2.25 million in grants. In Round 2 (2021–2022) 15 projects received a total of $4.5 million. Information about these grant recipients is available on our <u>website</u> and <u>GrantConnect</u>.

In Round 3 (2022-2023), eSafety will distribute up to $2.25 million in grants. The number of grants awarded will depend on the assessment of applications and amount of funding requested.

3.2 Grant period

Projects should be scheduled to be completed within a maximum of 18 months of the project start date stated in the grant agreement, subject to any agreed variation (see Section 12.4). Lower value projects should aim to be completed within 12 months.

You must not commence your project until you execute a grant agreement with us.

Following the completion of your project activity, a period of up to six months will be available for you to complete final reporting and evaluation requirements.

We may request information from your NGO for up to five years after the completion of your project, to assist with program evaluation.

4. Eligibility criteria

We can only consider applications that satisfy all eligibility criteria.

4.1 Who is eligible to apply for a grant?

To be eligible to apply for a grant under Round 3 of the Program, all the eligibility requirements in section 4.1 must be met.

4.1.1 The applicant must:

i. have an Australian Business Number (ABN)

ii. be registered for the purposes of GST

iii. have a bank account with an Australian financial institution

iv. be a non-government organisation (NGO), which operates independently from government, and which is registered as a not-for-profit charitable organisation with the <u>Australian Charities and Not-for-Profit Commission</u>

v. be a legal entity.

4.1.2 The applicant must provide evidence from the NGO's governing board, or CEO that:

i. the NGO agrees to comply with the Intellectual Property requirements set out in the <u>Commonwealth Standard Grant Agreement</u> provided with these guidelines

ii. the application is supported by the NGO's board and that the project can be completed within the timeframe specified

iii. the NGO has the capacity to deliver the project efficiently and effectively for the term of the grant funding

iv. the NGO has or will develop and comply with child safety guidelines and policies for the project to the extent it involves people under the age of 18 years.

v. the NGO is financially viable and that the grant funds sought will not be used to pay for any of the applicant's business as usual running costs.

4.1.3 If the NGO is applying as part of a consortium, each consortium member must provide a letter from a member of their governing board (or the CEO) that states the consortium member's support for the project and certifies the points specified in eligibility criteria 4.1.2 above in respect of that consortium member.

4.1.4 The applicant must provide as part of its application the names and contact details of two referees whom eSafety may contact about the applicant's capacity and ability to deliver the project.

An applicant who does not meet one or more of these criteria will be deemed ineligible and will be excluded from the selection process. We are unable to waive the eligibility criteria under any circumstances.

4.2 Who is not eligible to apply for a grant?

Notwithstanding section 4.1, an applicant will not be eligible to apply for funding under Round 3 of the Program if it is:

- a Commonwealth, state, territory or local government agency or body (including government business enterprises)
- an individual or a sole trader
- an unincorporated association
- an overseas resident/organisation
- an Australian school (from any sector - Government, independent, or Catholic)
- an organisation, or partner organisation, that is included on the National Redress Scheme's list of organisations that have not joined or signified their intent to join the Scheme. (Note: Information regarding the scheme and the Redress Grant Connected Policy can be found on the Government website.)
- receiving funding from eSafety or another Commonwealth source for the same purpose. You must declare if you are receiving any Commonwealth funding for the same purpose to us.

4.3 What qualifications, skills or checks are required?

If you are successful, your NGO must:

- comply with all relevant legislation relating to the employment or engagement of Child-Related Personnel in relation to the grant activity, including all necessary Working with Children Checks as outlined in the grant agreement, however described, and implement the **National Principles for Child Safe Organisations**
- ensure the personnel involved in your project have relevant qualifications required for delivery of the grant activity, and that their principles and values support your NGO being credible in the Australian community
- ensure the online safety of your target audience and staff when using digital technologies and take reasonable steps to protect users of technology made available by your NGO under this grant from the risks of harmful content and harmful or inappropriate use of technology.

5. What the grant money can be used for

5.1 Eligible grant activity

We are seeking new ideas and innovative thinking for working with children and young people and to address areas of demonstrated need in the delivery of online safety education.

We are also seeking high quality applications that use co-design and evidence-based frameworks as standard practice for delivering online safety education.

Applicants should refer to eSafety's **Best Practice Framework for Online Safety Education and research on engaging with young people in relation to online safety** when designing new initiatives.

Applicants should also consider and, where applicable, use the principles of **Safety by Design**. The goal of these principles is to shape a more positive online experience for end users.

Focus areas:

eSafety has identified five focus areas for the OSGP, backed by our evidence that there are needs and gaps in the provision of online safety education in these areas. Applications must focus on **at least one** and **no more than three** of the focus areas listed below.

Our focus areas are deliberately broad as we want to encourage new ways of thinking about designing solutions and innovative projects that promote safe online behaviours for children and young people.

When planning new projects, applicants are encouraged to consider the extent to which the five focus areas are being addressed by projects funded under Round 1 and Round 2, noting we are seeking coverage across all five over the life of the OSGP.

The extent to which an application meets the requirements specified in the following table for each focus area will be assessed as part of Assessment Criterion 2 (see Section 6).

Preparing our schools	This focus area seeks applications for the development of new school education programs aligned to the Australian Curriculum that demonstrate best practice in online safety education. Teachers and students are the primary audience.
	Applications in this focus area need to do one of more of the following:
	• Demonstrate how they can deliver new, evidence-based programs and projects to increase the availability of online safety education resources and programs for schools.
	• Provide evidenced based, online safety education content suitable for use in schools, that does not replicate products or services already available, including eSafety products or services.
	• Build on our research into best practice online safety education and where possible, give effect to the ideas and initiatives in this research.
Preparing our children and young people	This focus area is about the expansion and/or enhancement of evidence-based behavioural change programs aimed at preparing children and young people for the online future. For example, your NGO may already be delivering an evidence-based program and you could use this funding to adapt the design or scale up that program to include an online safety component.
	Applications in this focus area need to do one or more of the following:
	• Demonstrate how they can build community capacity or influence systemic and institutional change.
	• Consider the creation of new evidence-based content and materials to bridge identified gaps where resources to prevent online harm have not yet been developed.

Preparing our communities	This focus area seeks applications for co-designed online safety initiatives targeted at children and young people, including a focus on at-risk groups and initiatives that promote diversity and inclusion online. This could include a focus on communities of children and young people who are Aboriginal and Torres Strait Islander, culturally and linguistically diverse, who live with disability or who identify as LGBTIQ+.
	Applications in this focus area need to do one or more of the following:
	• Demonstrate how they are focused on preparing communities for positive online safety outcomes.
	• Consider how to work with critical influencers including parents, carers, and frontline professionals such as teachers and mental health workers so they encourage children to engage safely online.
Delivering safer online services	Deliver better service models and initiatives so that online safety programs and campaigns can reach low-service areas and audiences.
	Applications in this focus area need to do one or more of the following:
	• Demonstrate service delivery models that better support at risk children and young people in communities in rural, regional and remote Australia.
	• Demonstrate how online safety education initiatives and reporting schemes can have higher take-up across Australia.
Supporting Innovation	This focus area seeks application for innovative pilots and start-ups to trial new approaches to online safety. The goal is to make online safety education more impactful, sustainable and able to deliver outcomes for a range of people and communities.
	Applications in this focus area need to do one or more of the following:
	• Demonstrate how their project will deliver something new and innovative.
	• Demonstrate how they can co-design online safety solutions for the future with Australia's children and young people.
	• Demonstrate the principles of <u>Safety by Design</u> where relevant, especially if it is a technology build.

5.2 Eligible locations

Your project can deliver activities across multiple locations within Australia.

Your application should identify if and how your project can be implemented in rural, remote and regional communities or low-service areas, as well as any limitations that COVID-19 may have on your ability (if required) to physically access schools and communities to deliver projects and outcomes.

5.3 Eligible expenditure

If your application is successful, your NGO can only spend the grant funding on eligible expenditure you incur to deliver the project, as specified in the grant agreement.

The following table sets out the categories of eligible expenditure that may be paid for with the OSGP funds and contains a **non-exhaustive list** of examples of expenditure under each category.

These costs must be reasonable and appropriate (as determined by eSafety) for the activities performed by the successful grant recipients.

Category of eligible expenditure	Examples
Delivery costs and/or the acquisition of advice or services that are directly related to the project	Employment of a contractor or non-ongoing employee to deliver the project. Costs paid to a vendor or contractor to install equipment or systems required to deliver agreed outcomes for the project. This could include program design, content development or travel to identified areas (not overseas). Marketing and consumables directly related to the activity, as agreed to by eSafety.
The acquisition of intellectual property licences, to deliver the project	The upfront costs associated with leasing or installing new technology.
Purchase or lease of assets and equipment (including digital technology)	The upfront costs associated with leasing or installing new technology.
Staff training	The costs associated with training staff to support the delivery of the project and its outcomes.
Audit and assurance	Costs associated with evaluation of the project during the project period and preparation of project reports required under the agreement.

If your NGO's application is successful, we may ask you to verify expenditure against the project costs outlined in your application. We may seek supporting documents such as quotes and invoices for major costs.

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

You must incur the project expenditure between the activity start date and agreement end date specified in an executed grant agreement with us for the expenditure to be deemed eligible.

5.4 How the grant money <u>cannot</u> be used

Your NGO cannot seek to use grant funding for:

- capital expenditure, including purchase of real estate and vehicles
- staff wages (of on-going and non-ongoing staff) already associated with the ordinary business as usual (BAU) tasks of your NGO and not related to the delivery of the project
- costs incurred prior to the project start date or recurrent funding of activities
- activities which are already commercially viable in their own right
- activities which will provide commercial advantage to the applicant (for example, promotion of the applicant's own business)
- costs incurred in the preparation of a grant application or related documentation
- costs associated with the financial acquittal of grant expenditure
- existing overheads and ongoing administrative costs such as electricity, phone, rent, salaries (including for research assistants or administrative staff, honorariums or administrative charges levied by your NGO
- major construction and/or capital works
- activities for which other commonwealth, state, territory or local government bodies have primary responsibility
- overseas travel.

6. The assessment criteria

We will assess your application against the assessment criteria, based on the weighting given to each criterion and taking into account the guidance below. We will also take into consideration how your project addresses the focus areas outlined in section 5.1 (see Criterion 2).

The amount of detail and supporting evidence you provide in your application should be relative to the size and complexity of the project and grant amount requested. You should provide evidence to support responses where possible.

The online application form includes word limits. Criterion 1 and 2 must be answered within 25 to 400 words. Criterion 3 must be answered within 25 to 550 words.

Criterion 1	**Your capacity, capability and resources to carry out the project (20 points)**
	We want to understand your NGO's capacity, capability and resources to deliver the project to a high standard. You should tell us about:
	• your project management methodology
	• your organisation's governance
	• the relevant skills, training and experience of your personnel
	• any gaps in skills or expertise needed to deliver the project and how these will be addressed
	• your track record delivering similar projects
	• your child safety policies and procedures
	• your organisation's approach to ensure staff and contractors act with integrity
	• any potential limitations on your project due to COVID-19.

Criterion 2	**Need and alignment (30 points)**
	We want to understand why the project is needed, and how it aligns with our program and your organisation. You should explain:
	Need (15 points)
	• why the project is needed (the problem statement), referencing supporting evidence
	• how your project will address the identified need
	• why grant funding is needed to deliver the project.
	Alignment (15 points)
	• how your project will contribute to the program objectives
	• how your project supports one or more (maximum 3) of the focus areas at section 5.1 of the Guidelines
	• how your project is aligned to your NGOs vision and mission.
Criterion 3	**Value for money (total 50 points)**
	We want to understand how your project would provide value for money including recipient contribution, reach, impact and sustainability. You should explain:
	Contribution of NGO and partners (10 points)
	• the total level of any financial (cash) or in-kind contributions to the project from your organisation
	• the nature of any proposed partnerships with other people or organisations and the benefits they will bring to the project (e.g. expertise, stakeholder connections, financial or in-kind contributions)
	• how you have calculated the dollar value of any in-kind contributions.
	Reach (15 points)
	• the target audience/s for your project (location, demographics, other characteristics)
	• projected reach including overall numbers and breakdown across key audiences and/or project elements (e.g., workshops, communications campaign)
	• how you estimated the reach.
	Impact (15 points)
	• what impacts will your project have – for individuals, communities, online safety education?
	• how you will evaluate the outcomes of your project.
	Sustainability (10 points)
	• how you will build sustainability into the project
	• the potential for the project to be scaled up and/or replicated across other locations and for other audiences.

As a general guide, the Australian Government Community Grants Hub provides information about providing strong evidence in grant applications.

7. How to Apply

Documents related to this grant opportunity, including any alterations or addenda to these Guidelines, will be published on <u>GrantConnect</u>. By registering on the GrantConnect website, you will be automatically notified of any changes.

GrantConnect is the authoritative source for grants information. eSafety will also publish all documents, including alterations and addenda on <u>our website</u>.

You must submit your grant application using the <u>online application</u> form available through the eSafety website.

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

To apply you must:

- read the guidelines and sample grant agreement
- complete the online application form at <u>esafety.smartygrants.com.au/eSafetyGrants3</u>
- provide all information requested
- address all eligibility and assessment criteria
- include all necessary attachments
- submit your application online by the advertised closing date and time.

You are responsible for ensuring that your NGO's application is complete and accurate. Giving false or misleading information is a serious offence under the <u>Criminal Code 1995</u> 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 it has been submitted or if there are changes to contact details you should contact us at <u>onlinesafetygrants@esafety.gov.au</u>. We do not have to accept any additional information, nor requests by applicants to correct applications after the closing time.

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

You should keep a copy of your application and any supporting documents. We will acknowledge receipt of your application once it has been submitted.

We will also provide updates to applicants as required.

If you need further guidance on the application process, contact us at <u>onlinesafetygrants@esafety.gov.au</u>.

7.1 Attachments to the application

Your supporting documentation should be attached to the application form. There will be instructions in the application form to help you. Only attach the documents you have been asked to include. The following documents are required as outlined in Section 4:

- evidence of support from your organisation's Board (CEO or equivalent)
- evidence of (or evidence of an intention to develop and provide) child safety guidelines or policies for your project if it involves people under the age of 18 years.

7.2 Consortium applications

NGOs may apply as a consortium to deliver grant projects under Round 3 of the OSGP. A consortium is two or more organisations working together to develop and deliver a grant activity.

One member of the consortium must be appointed as the 'lead organisation'. This organisation must be an NGO as defined in the Glossary. All other members of the consortium will be treated as the lead organisation's subcontractors for the purpose of the grant agreement.

The lead organisation must complete and submit the application form. If the application is successful, the lead organisation will need to enter into a grant agreement with Commonwealth, before establishing formal arrangements with other consortium members in relation to the project.

You must not subcontract any part of the project without our prior written consent. We may impose conditions when giving consent.

Consortium partnerships and other subcontracting arrangements should generally be with Australian organisations. If you anticipate a need to subcontract part of your project to an overseas organisation, you should clearly state this in your application and explain why you consider this is necessary.

The grant application should include:

- details of each consortium member and how the partnership will work
- the roles and responsibilities of each consortium member
- an outline of any contributions of consortium members (noting that these may be financial or in-kind)
- an outline of relevant experience and expertise that each consortium member will bring to the grant activity
- details of a nominated management level contact officer for the consortium
- a letter of support from the Board (CEO or equivalent) of each consortium member involved in the grant that meets the requirements in section 4.1.3.

Your supporting documentation should be attached in the online portal. There will be instructions in the application form to help you. Only attach the documents you have been asked to include.

All other requirements for non-consortium applications as outlined in these Guidelines apply to consortium applications (e.g., grant amounts, project duration etc).

eSafety reserves the right to reject your application or discontinue your grant if you or any of other member of your consortium acts or engages in a way which does not reflect or support the values of the Australian Public Service or does not operate in a way that is consistent with the Australian Public Service Code of Conduct as outlined in the Public Service Act 1999 (Cth), s 13.

7.3 Timing of the grant opportunity process

You must apply between the published opening and closing dates and times for Round 3. We cannot accept late applications.

If your NGO is successful, we anticipate you will be asked to sign a grant agreement and commence your project in September 2022.

The expected timeline for this grant opportunity is below. Applicants should note there may be changes to this timeline.

We will publish any timeline updates on GrantConnect and on the eSafety website.

Activity	Indicative Timeframe
Guidelines published on GrantConnect and the eSafety website	March 2022
Grants opening date and time	11.00 am (AEST) Monday 11 April 2022
Questions accepted until	5:00 pm (AEST) Friday 6 May 2022
Grants closing date and time	5.00 pm (AEST) Monday 16 May 2022
Assessment of applications	From mid May 2022 to early June 2022
Approval of outcomes of selection process	July 2022
Notification of successful applicants	July 2022
Negotiation and execution of grant agreements	July to August 2022
Notification of unsuccessful applicants	July to August 2022
Announcement of successful applicants	August – September 2022
Earliest start date for project	September 2022
Latest end date of grant agreement	March 2024

7.4 Questions during the application process

If you have any questions during the application period, please contact eSafety via onlinesafetygrants@esafety.gov.au.

eSafety will endeavour to respond to emailed questions within three working days. Answers to questions may be posted on GrantConnect and the eSafety website.

Questions should be sent no later than **5.00 pm AEST. 5:00pm (AEST) Friday 6 May 2022**.

8. The grant selection process

8.1 Assessment of grant applications

The OSGP is a competitive grants process and each application will be assessed on its merits.

The order in which we receive applications is not relevant, provided we receive your application during the application period.

We will first review your application against the eligibility criteria. If it meets all of the eligibility criteria, the Assessment Panel will then assess your application against the assessment criteria set out at Section 6.

Applications must score at least 60 out of 100 to be considered for funding, however, this does not guarantee the project will be funded. Applications that receive the highest scores will be considered first.

8.2 Who will assess applications?

The Assessment Panel will comprise representatives from eSafety and other Australian Government departments and agencies with suitable expertise in online safety and child safety.

The Assessment Panel will be chaired by the eSafety Manager – Grants and Education Providers, who has responsibility for the OSGP. The Assessment Panel may seek additional information from other Australian Government agencies and may contact referees provided as per Section 4.2.5.

The Assessment Panel may also consider other information about your NGO or proposed project available to eSafety, provided this is in keeping with our **privacy policy** and obligations under the Privacy Act 1988.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information. Your NGO cannot make any material alterations or additions at this time and we can refuse to accept any additional information that would materially change your application.

The Assessment Panel will recommend applications for grant funding to the decision maker for approval.

8.3 Who will approve grants?

The Program Delegate is the decision maker. This is the person who occupies the position of the eSafety Chief Operating Officer.

The Program Delegate decides which grants to approve, considering the recommendations of the Assessment Panel and the availability of grant funds for Round 3 of the OSGP.

The Program Delegate'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. We cannot review decisions about the merits of your application.

The Program Delegate will not approve funding if they reasonably consider the program funding available cannot accommodate the funding requested, and/or the application does not represent value for money.

eSafety reserves the right to offer less funding than that sought by the applicant.

The Program Delegate will brief the eSafety Commissioner on the assessment process.

The Minister for Communications, Urban Infrastructure, Cities and the Arts will be provided with a copy of successful recipients and any relevant written advice.

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 your application is unsuccessful, you may request feedback from eSafety within one month of being advised of the outcome. We will provide you with feedback within one month of this request.

9.2 Further grant opportunities

If there are not enough suitable applications received to meet the program's objectives, we may run a further competitive process.

10. Successful grant applications

10.1 The grant agreement

If your NGO application is successful, you will be invited to enter into a legally binding grant agreement with the Commonwealth, as represented by the eSafety Commissioner. The Commonwealth Standard Grant Agreement will be used and is provided with these guidelines.

We will seek to enter into grant agreements with successful applicants as soon as possible. You will have 30 days from the date of a written offer to execute the grant agreement. During this time, we will work with you as quickly as possible to finalise and execute the agreement.

If there are unreasonable delays in finalising a grant agreement with a successful applicant, the grant offer may be withdrawn and awarded to a different applicant. Under certain circumstances, we may extend this period.

The agreement has general terms and conditions that cannot be changed. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

A schedule will be used to outline the specific grant requirements and timeframes. This will require active and timely engagement by your NGO.

We must execute a grant agreement with you before we can make any payments. (Note: 'Execute' means both you and the Commonwealth have signed the agreement.)

You should not make financial commitments and must not start your project until a grant agreement has been executed by the Commonwealth.

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

10.2 Specific legislation, policies and industry standards

Accessibility and inclusivity

We require all successful grant recipients to consider the accessibility and inclusivity of any information resources that will be developed in this grants program including for Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse peoples and other groups identified by eSafety as being at high risk of online abuse. A guide to accessible and inclusive writing can be found here:
stylemanual.gov.au/user-needs/understanding-needs

All web-based material generated under or in connection with the grant activities must be fully compliant with WCAG Web Content Accessibility Guidelines (w3c.org).

Child safety

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

10.3 How we pay the grant

We will use the Commonwealth Standard Grant Agreement. The grant agreement will state:

- the maximum grant amount to be paid
- the proportion of eligible expenditure covered by the grant (grant percentage)
- the payment milestones and, where applicable, associated reports
- any financial contributions you must make
- any in-kind contributions you will make
- any financial or in-kind contributions that will be 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 as detailed in the grant agreement based on your progress against project milestones, actual expenditure acquittals and receipt of a valid invoice. Payments are subject to satisfactory progress on your project.

10.4 Grant payment and GST

Where applicable, we will add GST to your grant payment. We will not pay GST on any wages that are paid to an ongoing or non-ongoing employee in your organisation.

Before any payments are made, you must provide:

- tax invoice for the payment
- any milestone reports associated with payments as stated in your grant agreement, where applicable
- evidence that any other conditions of payment (for example, evidence of purchase of equipment) in your grant agreement have been met.

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

11. Announcement of grants

We will publish details of successful projects on **GrantConnect** 21 calendar days after the date of effect. We are required to do this by the Commonwealth Grant Rules and Guidelines (Section 5.3) unless otherwise prohibited by law. We will also publish information on the **eSafety website**. This information may include one or more of the following:

- the name of your organisation
- the title of the project
- a description of the project and its aims
- the amount of funding being awarded
- your Australian Business Number
- your business location
- your NGO's industry sector
- your target audience and website.

Examples of the information eSafety published in Round 1 of the OSGP are on our **website**.

12. How we monitor your grant activity

12.1 Keeping us informed

You must let us know if anything is likely to affect your project or the status of your NGO.

We need to know of any key changes to your NGO or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due. In 2021 and beyond, this could include advising us of any interruptions to the delivery of your project due to COVID-19.

You must inform us of any changes to your:

- name
- addresses
- nominated contact details
- consortium members or subcontractors (if any)
- bank account details.

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

You should notify us of any media or other events relating to your grant so we can approach the Minister or their representative regarding attendance.

12.2 Reporting

You must submit reports in line with your grant agreement. We will provide a sample template for each report with your 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 milestones and outcomes
- contributions of consortium members directly related to the project or services

expenditure of the grant funding.

We will monitor progress by assessing your reports 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).

In the instance where milestone payments are scheduled, we will only make payments when the associated milestone report has been received and accepted by eSafety. You must discuss any reporting delays with us as soon as you become aware of them.

The timing of progress reports will be determined during grant agreement negotiations and will be accompanied by a deep-dive workshop held between eSafety and the successful grant recipients

Community of practice

We will also request your participation in a 'community of practice' where your NGO and other grant recipients will meet to share information about your project, effective approaches to project delivery and implementation issues.

Ad hoc reports

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

Final report

When you complete the project, you must submit a final report.

The final report must include:

1. the projects achievement against the outcomes
2. the reach and impact of the project, including assessment against the evaluation plan
3. the contribution the project has made to the Online Safety Grants Program objectives
4. provide a statement of compliance in relation to Child Safety (Clause CB9)

12.3 Financial declaration

We will ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on, and repay, 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 at onlinesafetygrants@esafety.gov.au.

The Program does not allow for variations that increase the agreed amount of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We will not consider changes after the grant agreement end date.

No grant agreement variation will take effect until and unless it is signed by the grant recipient and eSafety.

12.5 Compliance visits

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

12.6 Record keeping

We may also inspect the records you are required to keep as stated in your grant agreement.

12.7 Evaluation

We will evaluate this grant program to measure how well the outcomes and objectives have been achieved. 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 impacted your organisation and to evaluate how effective the program was in achieving its outcomes.

We will obtain some of this information through our progress meetings as outlined in Section 12.2.

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

During the project you may be contacted by an independent evaluator for this purpose.

12.8 Acknowledgement

The OSGP logo, which incorporates the Australian Government crest, must be used on all materials related to grants under the OSGP, in accordance with eSafety's brand guidelines. Whenever the logo is used the publication must also acknowledge the Commonwealth as below:

'eSafety Online Safety Grants Program – an Australian Government initiative'.

All verbal presentations must also acknowledge Australian Government funding.

You may also wish to invite representatives of the Australian Government and eSafety to support your project or event. Requests can be sent to onlinesafetygrants@esafety.gov.au.

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
- is consistent with the Commonwealth Grants Rules and Guidelines (CGRG's)

These guidelines may be changed from time-to-time by eSafety. When this happens, the revised guidelines will be published on GrantConnect and the eSafety website.

13.1 Enquiries and feedback

For further information or clarification on these guidelines or this grant program, you can contact us at onlinesafetygrants@esafety.gov.au.

We may publish answers to your questions on GrantConnect and on the eSafety website as 'Frequently Asked Questions'.

If you have a complaint, please contact us at onlinesafetygrants@esafety.gov.au. All complaints about a grant process must be provided in writing. We will refer your complaint to the appropriate contact person.

If you do not agree with the way eSafety has handled your complaint, you may forward it to the Commonwealth Ombudsman.

The Ombudsman will not usually investigate a complaint unless the matter has first been raised directly with the eSafety Commissioner.

The Commonwealth Ombudsman can be contacted via:

- phone (Toll free): 1300 362 072
- email: ombudsman@ombudsman.gov.au
- website: ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. Your NGO may have a conflict of interest, or perceived conflict of interest, if any of your employees, agents, subcontractors, committee members or advisors has one or more of the following:

- a professional, commercial or personal relationship with a party who can influence the application selection process, such as an Australian Government officer
- a relationship with, or interest in, an organisation which is likely to interfere with or restrict your NGO from carrying out the proposed activities fairly and independently or
- 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 or opportunity.

You will be asked 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 eSafety 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. Assessment panel members and other officials including the decision maker must also declare any conflicts of interest.

Links to the Australian Public Service Commission page on conflicts of interest are available on the eSafety website.

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
- to whom we give your personal information.

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 eSafety, 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 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 non-disclosure 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 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 the eSafety Commissioner and other Commonwealth Government employees (such as the Department of Infrastructure, Transport, Regional Development and Communications, the Department of Education, Skills and Employment and other agencies) with suitable expertise in online safety so we can research, assess, monitor and analyse our programs and activities

- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery

- other Commonwealth, State, Territory or local government agencies in program reports and consultations

- the Auditor-General, Ombudsman or Privacy Commissioner

- the responsible Minister or Parliamentary Secretary

- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

All documents 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:
Freedom of Information Coordinator
eSafety Commissioner
PO Box Q500
Queen Victoria Building NSW 1230

By email:
enquiries@esafety.gov.au

14. Consultation

To develop these guidelines eSafety has consulted with:

- other Australian Government agencies
- program stakeholders from previous rounds.

15. Glossary

Term	Definition
applicant	The applicant is the lead applicant and is distinct from consortium members
assessment criteria	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.
application period	is the timeframe from when the application round opens and closes.
Assessment Panel	The people responsible for assessing each application and making recommendations to the Program Delegate (as decision maker) for which applications should be awarded funding.
charity	an organisation that is a not-for-profit, has only charitable purposes that are for the public benefit, not have a disqualifying purpose and, not be an individual, a political party or a government entity.
children and young people	are aged between 0 – 18 years of age.
coronavirus – COVID-19	COVID-19 (also referred to as coronavirus) is a respiratory illness caused by a new virus. The World Health Organization has announced that COVID-19 is a pandemic. For more information see the Australian Government, Department of Health <u>website</u>.
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.
<u>Commonwealth Grants Rules and Guidelines</u> (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
date of effect	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 decides to award a grant. In these guidelines, the decision maker is the Program Delegate.
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.
grant	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: 1. under which relevant money[2] or other **Consolidated Revenue Fund** (CRF) money[3] is to be paid to a grantee other than the Commonwealth⏺ and 2. 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.
Non-Government Organisation (NGO)	is an organisation which operates independently from government and that is registered as a not-for-profit charitable organisation with the **Australian Charities and Not-for Profit Commission**.

[2]Relevant money is defined in the PGPA Act. See section 8, Dictionary.

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

Term	Definition
program	Refers to the Online Safety Grants Program (OSGP).
Program Delegate	the eSafety Chief Operating Officer who has responsibility for the OSGP.
project	is used interchangeably with the term 'grant activity' and means the grant activity that is the subject of the recipient's grant.
project completion date	the expected date by which the project must be completed as specified in the grant agreement.
OSGP	Online Safety Grants Program.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value for money/value with money/value with relevant money	value with 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 as specified in these guidelines. When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to: • the 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.