



Australian Government

Department of Health

Public Health and Chronic Disease Program Early Childhood Nutrition Grant Opportunity Guidelines GOXXXX

Opening date:	[dd mmmm 2020]
Closing date and time:	2:00pm AEDT (Canberra time) on [dd mmmm yyyy]
Commonwealth policy entity:	Department of Health (department)
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact the department via email: grant.atm@health.gov.au . Questions should be sent no later than 5:00pm AEDT on [dd mmmm yyyy].
Type of grant opportunity:	Open Competitive

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1. Public Health and Chronic Disease Program: Early Childhood Nutrition grant opportunity processes

The Public Health and Chronic Disease Program is designed to achieve Australian Government objectives.

This grant opportunity is part of the above grant program which contributes to the Department of Health's Outcome 2. The Department of Health works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).



The grant opportunity opens

We publish the grant opportunity guidelines on [GrantConnect](#).



You complete and submit a grant application

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



We assess all grant applications

We assess the applications against eligibility criteria. We assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other 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 you if successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

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



Evaluation of the grant opportunity

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

1.1 Introduction

These guidelines contain information for the Early Childhood Nutrition grant opportunity. You must read these guidelines before filling out an application.

This document sets out:

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

2. About the grant program

The Public Health and Chronic Disease Program (the program) is under Outcome 2 – Health Access and Support Services, Program 2.4 - Preventive Health and Chronic Disease Support. Under the program, the Australian Government continues its commitment to ensure that there is a reduction in the incidence of preventable mortality and morbidity, including through national public health initiatives, promotion of healthy lifestyles and approaches covering disease prevention, health screening and palliative care.

The objectives of the program are to:

- increase the effectiveness and efficiency of the prevention, treatment, control and management of diseases, including through screening and palliative care;
- develop and enhance effective disease prevention, treatment, control and management measures;
- improve access to high quality palliative care, end of life and advance care planning;
- improve quality service provision, increase service capacity and support activities that increase compliance with legislative frameworks;
- increase the community's knowledge and awareness of the key risk factors for chronic disease and Non-Communicable Diseases (NCDs) and how individuals can lead healthier lives to address these risk factors;
- improve the health of targeted populations that experience health inequalities or social disadvantage including those based on gender, culture, age and disability;
- address population group issues such as breastfeeding, family planning and reproductive health, and men's, women's and children's health;
- develop and implement food and nutrition policy which protects and enhances the health of Australians; and
- inform health policy and/or improve practice through the establishment and use of disease registers, monitoring and surveillance activities, research and the development of evidence based information.

The intended outcome of the program is to:

- ensure that there is a reduction in the incidence of preventable mortality and morbidity, including through national public health initiatives, promotion of healthy lifestyles, and approaches covering disease prevention, health screening and palliative care.

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

2.1 About the grant opportunity

Early childhood is a critical developmental period where appropriate and adequate nutrition is required to support a child's physical development and wellbeing. Lifelong healthy eating behaviours can be established early in life to promote health, wellbeing and the prevention of chronic conditions and obesity in adulthood. Despite this, Australian children are not meeting the recommendations of the Australian Dietary Guidelines (ADGs), including low consumption of nutritious foods such as vegetables, grains, meat and alternatives and dairy products¹. Further information on the ADGs can be found on the Eat for Health website at www.eatforhealth.gov.au.

Energy dense, nutrient poor 'discretionary foods' are displacing healthy nutritious foods in children's diets. In 2011-12, children aged 2 to 3 years consumed as much as 30 per cent of total energy from discretionary foods². This increases the risk of children developing chronic conditions later in life and risks children not obtaining the nutrients required for growth and development.

The purpose of the grant opportunity is to improve the nutrition of children in early childhood (0-5 years) by supporting activities that lead to improved dietary patterns in line with the ADGs. The grant opportunity will support activities that improve knowledge and skills (e.g. education sessions to parents on appropriate foods and recipes), develop and disseminate early childhood nutrition resources (e.g. posters, online tools or learning modules) or provide services to improve early childhood meal provision (e.g. provide menu assessments or menu planning tools). These activities may be targeted towards children (0 to 5 years), their parents or carers, early childhood health care providers, health professionals, early childhood educators, early childhood care organisations or food service providers in early childhood care or education settings. Grant recipients must have appropriate professional indemnity insurance.

The objective of the grant opportunity is to:

- improve the nutrition of children aged 0 to 5 years of age to support optimal health, development and reduce the risk of developing diet related chronic conditions and obesity. This will be achieved through supporting activities that increase alignment of children's dietary patterns to the recommendations in the Australian Dietary Guidelines.

The intended outcomes of the grant opportunity are:

- improved eating patterns for children aged 0 to 5 years; through increased adherence to the recommendations in the Australian Dietary Guidelines; and

¹ Australian Institute of Health and Welfare (2018) Nutrition across the life stages. Cat. No. PHE 227.

² Australian Bureau of Statistics (2016) Australian Health Survey: Consumption of Food Groups

- improved early childhood nutrition literacy and self-efficacy for children, parents, carers, educators, health professionals or early childhood education and care providers.

The Activity will be measured against the below Performance Indicator/s (PIs).

Table 1: Performance Indicator/s (PIs)

Action	PI & Measure
All of the requirements in the Grant Agreement have been met.	Information is provided to an acceptable standard in the performance reports, Activity Work Plans and budgets.
Activities are completed according to the scope, timeframes and budget defined in the Activity Work Plan.	The Department and your organisation agree that the requirements outlined in the Activity Work Plan have been completed as specified.
Activities completed in alignment with the Australian Dietary Guidelines (ADGs), and other relevant Australian Government nutrition guidance.	Information provided and resources created are based on the ADGs and support the ADG recommendations and other government advice.
Activities reached a sufficient amount of the target audience(s).	Reach of activities delivered (e.g. total number of participants attending educational sessions, number of menu planning services provided or number of children receiving healthy eating resources). Specific KPIs will be determined based on the target audience(s) of the successful grant recipient(s)
Activities resulted in improvements to the diet of children associated with the grant activity.	Data collected to determine change in children's diet associated with grant activity.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$213.3 million for the Public Health and Chronic Disease Program. For this grant opportunity up to \$2.4million is available over 3 years.

The grant opportunity is planned to run from 2020-21 to 2022-23.

The minimum grant amount is \$0.4 million. The maximum grant amount is \$2.4 million. There is no pre-determined value of the grant(s) to be awarded. A maximum of two grants will be awarded to one or two organisations. Organisations may submit more than one application, however **must** complete a **separate** application form for each activity. One or two grants will be awarded depending on one or two applicants demonstrating they understand and are able to deliver the grant opportunity objectives and outcomes. There will be no guarantee of continued funding for successful applicants once the grant activity

is complete. If any decision were made in the future to consider expanding a similar concept for a broader rollout, broader-based and competitive funding processes would be considered.

Table 2: Grant Opportunity Funding Available (indicative)

2020-21 FY \$ M (GST exclusive)	2021-22 FY \$ M (GST exclusive)	2022-23 FY \$ M (GST exclusive)	Total \$ M (GST exclusive)
0.8	0.8	0.8	2.4

3.2 Grant period

The maximum grant period is 3 years. Funding is likely to cease in 2022-23, however, activities may be able to continue to 2023-24.

4. Eligibility criteria

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

You can apply for grants under any Commonwealth program, but if your application for the same activity is successful, you must choose either this grant or the other Commonwealth grant.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- be an organisation in operation for a minimum of three years;
- have an Australian Business Number (ABN);
- be registered for the purposes of GST;
- have an account with an Australian financial institution;
- be located in Australia.

Priority will be given to organisations with staff who hold appropriate qualifications for designing evidence-based nutrition programs, for example nutrition or dietetics qualifications (e.g. eligible for registration as an Accredited Practising Dietitian or Registered Nutritionist) and be one of the following entity types:

- a company incorporated in Australia;
- a company incorporated by guarantee;
- an incorporated trustee on behalf of a trust;
- an incorporated association;
- a partnership;
- a joint (consortia) application with a lead organisation;
- a registered charity or not-for-profit organisation;
- an Australian local government body; or
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#).

If your organisation is a children's education and care service, your organisation must:

- be a government approved education and care service in Australia; and
- meet the Australian Children's Education and Care Quality Authority's National Quality Framework.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- a Commonwealth, state or territory body (including government business enterprises);
- an individual;
- an unincorporated association; or
- an overseas organisation.

4.3 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the grant activity must maintain the following, dependent on the type and audience of grant activities:

- Working with Vulnerable People registration (or equivalent depending on the relevant state or territory);
- Working with Children check;
- relevant food safety certifications.

If you are successful, your organisation must meet the requirements of the Commonwealth Child Safety Framework.

5. What the grant money can be used for

5.1 Eligible grant activities

This Grant Opportunity seeks to support innovative ideas and activities that contribute to improving early childhood nutrition in Australia. Therefore, a wide range of activities may be suitable to achieve the Grant Opportunity's aims and objectives.

Activities must aim to improve the nutrition of Australian children aged 0 to 5 years old. The priority issue facing this cohort are eating patterns that are not in alignment with ADG healthy eating recommendations. Target locations may include Australia wide, states or territories, local communities, rural or regional areas or other specific locations with clearly identified demonstrated need. Activities may be delivered in these areas or to these locations online. The needs of each community can be identified through activities such as community meetings, data/statistical collection, print media, research reports and/or surveys.

Eligible activities must directly relate to the grant opportunity and may include:

- development and dissemination of resources for children aged 0 to 5 years, parents, schools, early childcare staff, educators or healthcare professionals;
- provision of nutrition, cooking, food preparation or menu planning education and training (online or face-to-face);
- provision of menu planning and assessment services or tools; and
- evaluation activities to determine the impact of the grant.

Potential activities could be aimed at:

- children aged 0 to 5 years;
- parents or carers;
- schools;
- early childcare settings;
- educators;
- healthcare professionals; or
- food service providers.

You cannot use the grant for the following activities:

- creation of resources or programs that are duplicative of existing resources/programs available to stakeholders; and
- activities aiming to improve nutritional status of individuals over the age of 5 years.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred for eligible or agreed grant activities.

Eligible expenditure items are:

- staff wages directly associated with the grant;
- management, utilities and administrative costs associated with the grant;
- delivering services, including nutrition education and training, delivery of nutrition resources, or provision of services to improve nutrition such as menu planning tools or menu assessment services;
- domestic travel and accommodation costs associated with the grant activity;
- costs associated with the development of resources, including by consultants with specialised expertise; and
- equipment, materials and IT resource costs directly related to grant activities.

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 grant activity may be eligible for grant funding. The Decision Maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

5.3 What the grant money cannot be used for

You cannot use the grant for the following costs:

- purchase of land;
- major capital expenditure;
- the covering of retrospective costs;
- costs incurred in the preparation of a grant application or related documentation;

- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- major construction/capital works;
- overseas travel; and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The assessment criteria

You must address all of the following assessment criteria in the application. All criterion have equal weighting.

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

Applications must submit an Application Form (which will include a completed Activity Work Plan, Indicative Budget and Risk Management table) which will be used to assess applications. The Application Form includes word limits.

We will only award funding to applications that achieve a Good rating against all assessment criteria.

Criterion 1 - Contribution to Grant Opportunity Objectives and Outcomes

Describe how the activities detailed in your attached Activity Work Plan (at Table A1 of the Application Form) contribute to the objectives and outcomes of the grant opportunity as described at Section 2.1 including a summary about how you will evaluate the grant activity (Word limit: 500 words, not including the Activity Work Plan).

Your response must include an Activity Work Plan outlining:

- the key tasks your organisation will undertake to meet the objectives and outcomes of the Program;
 - indicative budget;
 - proposed outputs for the activity;
 - the performance measures of the activity;
- timelines of key milestones

A strong application clearly describes grant activities, how these will be implemented and demonstrates how each activity contributes to achieving the objectives and outcomes of the Grant Opportunity.

Criterion 2 – Address a Specific Need

Describe how the proposed grant activity addresses a specific need you have identified (Word limit: 500 words). You must include details on the:

- rationale for the target audience(s) (e.g. children under 5 years old, parents/caregivers, early childcare services or schools); and
- description of the need that is being met. The needs of the community can be identified through activities such as gap analysis, community meetings, data/statistical collection, print media, research reports, social media and/or surveys.

A strong application demonstrates strong evidence of a specific need or gap being addressed, showing thorough understanding of the environment, target audience(s) and knowledge of other similar activities in the market.

Criterion 3 – Capacity and Capability to Deliver the Proposed Grant Activity

Describe your organisation's capacity and capability to deliver the proposed grant activity, including previous success achieving similar outcomes (Word limit: 500 words).

You must include how your organisation:

- establishes (or plans to establish) and maintain effective links with stakeholders to achieve outcomes for the targeted group(s); and
- has a demonstrated track record in achieving similar outcomes improving the nutrition of children in early childhood (0-5 years).

In addition, you must complete the Risk Management Plan (at Table A2 of the Application Form) and include a thorough analysis of:

- all identified risks;
- the likelihood of the identified risks occurring;
- the impact on the activity should the identified risks occur; and
- risk mitigation strategies to respond to identified risks.

A strong application will clearly demonstrate and provide assurance that the organisation has existing experience, capability, expertise and resources to successfully undertake and deliver the grant activities to achieve the program outcomes.

7. How to apply

Before applying, you must read and understand these guidelines and the Application Form.

These documents may be found at [GrantConnect](#). Any alterations and addenda³ will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the Application Form on GrantConnect;
- provide all the information requested;
- address all eligibility criteria and assessment criteria;
- include all necessary attachments;
- submit your application to grant.atm@health.gov.au with the email subject line "GOXXXX Application" followed by your organisation's name and do this by the closing date and time, as specified on the front cover of these guidelines.

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

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

If you find an error in your application after submitting it, you should contact us immediately on grant.atm@health.gov.au or call (02) 6289 5600. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

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

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

You should keep a copy of your application and any supporting documents. We will acknowledge that we have received your application within two working days. If you need further guidance around the application process or if you are unable to submit an application via email, please contact us at grant.atm@health.gov.au or by calling (02) 6289 5600.

7.1 Attachments to the application

We require the following documents with your application:

- an Activity Work Plan, which includes an indicative budget (at Table A3 of the Application Form);
- a Risk Management Plan;
- evidence of funding strategy, e.g. financial statements, loan agreements, cash flow documents; and
- evidence of support from your organisation's board, CEO or equivalent.

If you do not attach the requested documents, your application will not progress further in the process.

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 (consortia) applications

We recognise that some organisations may want to join as a group to deliver a grant activity. In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation may submit the Application Form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group. Only the lead organisation will enter into a grant agreement with the department, but the lead organisation must have the authority to do so on behalf of the consortium members. A formal agreement must be in place between all consortium members and provided to the department if requested, prior to the execution of the grant agreement.

7.3 Timing of grant opportunity processes

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

We will only accept a late application where it is the direct result of mishandling by the department.

If you are successful, we expect you will be able to commence your grant activity around April 2021.

Table 3: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	6 weeks
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	June 2021 (estimated)
Estimated end date of grant activity or agreement	2023-24

7.4 Questions during the application process

If you have questions relating to clarification of information of the available grant, technical issues or process during the application period, please contact grant.atm@health.gov.au. The department will respond to emailed questions within three working days.

Questions close five full days before the end of the application period. This allows the department to disseminate information to applicants with sufficient time for the applicant to consider the impact of the response on their application.

Requests for clarification may form the basis of a response that will be posted on the [GrantConnect](#) website in Frequently Asked Questions document relating to this grant opportunity. Any questions will be de-identified. Registered applicants will be notified of updates to the documents via email from the [GrantConnect](#) website.

The department cannot assist you to address assessment criteria/determine eligibility or complete your application.

8. The grant selection process

8.1 Assessment of grant applications

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

Only eligible applications will move to the next stage. We consider eligible applications through an open competitive grant process.

We will then assess your application against the assessment criteria (see Section 6). We consider your application on its merits and against other applications, based on:

- the overall objective/s to be achieved in providing the grant;
- the extent to which the evidence in the application, including attachments, demonstrates that it will contribute to meeting the outcomes/objectives of the program;
- how it compared to other applications; and
- whether it provides value with relevant money. Value with relevant money can only be determined by comparing applications received. While applicants can claim their budget is reasonable and well developed and that risks and management

procedures are adequately identified, value with relevant money cannot be claimed in isolation of other applications.

We will rate your application using the Assessment Criteria Scoring Matrix.

Table 4: Assessment Criteria Scoring Matrix

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria, exceeds expectations.	5
Good – response to this criterion addresses all or most sub-criteria to a higher than average standard.	4
Average – response against this criterion meets most sub-criteria to an average but acceptable level.	3
Poor – poor claims against this criterion, but may meet some sub-criteria.	2
Does not meet criterion at all – response to this criterion does not meet expectations or insufficient or no information to assess this criterion.	1

A score out of 5 will be applied to each of the three assessment criteria. 15 is the highest score any application can receive.

Only applications that score Good or above against each of the three assessment criteria, (based on the Rating Scale at 8.1) will be considered for funding, in the first instance.

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

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought; and
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.

8.2 Who will assess applications?

The department will establish assessment team(s) to assess eligible and compliant applications.

The assessment team may comprise of staff from across the department and could include contractors/consultants who will undertake training to ensure consistency in assessment.

After applications are assessed, they will be quality assured and referred to an assessment committee for further consideration, including value for money. The assessment committee will be made up of staff within the Streamlining Grants Branch of the department and may include representatives from other areas of the department and from outside of the department, as appropriate.

We may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

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

The assessment committee recommends to the Decision Maker which applications to approve for a grant.

8.3 Who will approve grants?

The First Assistant Secretary of the Population Health Division (the Decision Maker) decides which grant(s) to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant opportunity.

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

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

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.

If you are unsuccessful, we will give you an opportunity to receive feedback. A request for individual feedback should be made to the department within 14 days of being notified of the outcome by emailing Grant.ATM@health.gov.au. We will respond to your request for feedback in writing within 1 month.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the standard [grant agreement](#) in this program.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the Department of Finance's [website](#).

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Decision Maker. We will identify these in the agreement.

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

You will have 20 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

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

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not affect the grant as approved by the Decision Maker.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid;
- proportion of eligible expenditure covered by the grant (grant percentage);
- any financial contributions you must make;
- any in-kind contributions you will make; and
- any financial contribution provided by a third party.

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

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

10.3 Grants Payments and GST

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

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

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity 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 grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name;

- addresses;
- nominated contact details; and
- 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 grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

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

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

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

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

Progress reports

Progress reports must:

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

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

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

Ad-hoc reports

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

Final report

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

Final reports must:

- identify if and how outcomes have been achieved;
- include the agreed evidence as specified in the grant agreement;
- identify the total eligible expenditure incurred; and

- be submitted within 60 days of completion in the format provided in the grant agreement.

12.3 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 the email address detailed in the Grant Agreement with sufficient time for the department to consider and respond to the request.

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

12.4 Compliance visits

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

12.5 Evaluation

We will evaluate the grant opportunity 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 affected you and to evaluate how effective the program was in achieving its outcomes.

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

13. Probity

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

13.1 Enquiries and feedback

The department's [Complaint Handling Process](#) apply to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to grant.atm@health.gov.au.

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: [Commonwealth Ombudsman](#)

13.2 Conflicts of interest

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

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

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 the department in writing immediately.

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

We publish our conflict of interest policy on the [Australian Public Service Commission's 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; and
- who we give your personal information to.

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

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

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

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the

activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

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

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to 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 of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential;
2. the information is commercially sensitive; and
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 committee and other Commonwealth employees and contractors to help us manage the program effectively;
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

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

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

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

By mail: Freedom of Information Coordinator
 FOI Unit
 Department of Health
 GPO Box 9848
 CANBERRA ACT 2601

By email: foi@health.gov.au

DRAFT

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money⁴ or other Consolidated Revenue Fund (CRF) money⁵ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant

⁴ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁵ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>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.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.