



Australian Government

**Department of Health
and Aged Care**

**Drug and Alcohol Program
Alcohol, Tobacco and Other Drug Research
Grant Opportunity Guidelines
GO6015**

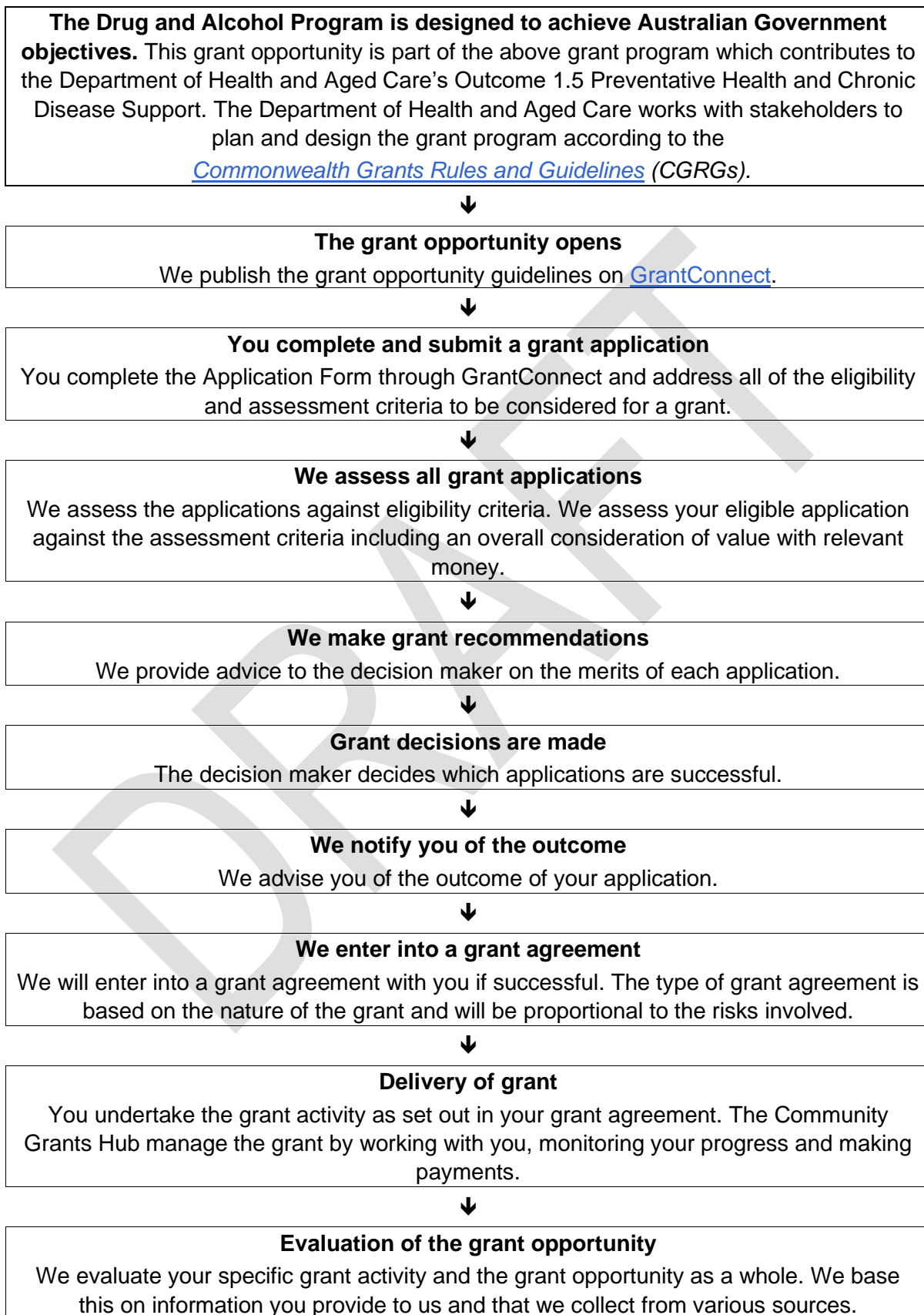
Opening date:	[dd mmm yyyy]
Closing date and time:	2:00pm (Canberra time) on [dd mmm yyyy]
Commonwealth policy entity:	Department of Health and Aged Care (department)
Administering entity:	Community Grants Hub
Enquiries:	<p>If you have any questions, contact the department via email: grant.atm@health.gov.au.</p> <p>Questions should be sent no later than 5:00pm (Canberra time) on [dd mmm yyyy].</p>
Type of grant opportunity:	Closed non-competitive

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1. Drug and Alcohol Program: Alcohol, Tobacco and Other Drug Research grant opportunity processes



1.1 Introduction

These guidelines contain information for the Alcohol, Tobacco and Other Drug Research grant opportunity.

You must read these guidelines before completing your grant 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.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Health and Aged Care.

2. About the grant program

The Drug and Alcohol Program (the Program), as part of Outcome 1 – Health Policy Access and Support, Program 1.5 – Preventive Health and Chronic Disease Support, supports the Australian Government's continued commitment to building safe and healthy communities by reducing the impact of drug and alcohol use on individuals, families and communities.

The objectives of the Program are to:

- support drug and alcohol treatment services across Australia to reduce the impact of substance use on individuals, families, carers and communities;
- support prevention and early intervention activities and promote evidence-based information about drug and alcohol through education;
- support the development of drug and alcohol data to support evidence-based treatment services, national policy and service delivery; and
- support service linkages between drug and alcohol treatment services and mental health services, as well as with social, educational, and vocational long-term support services.

The intended outcome of the Program is to:

- achieve improved health and social outcomes for individuals, families, and communities at risk of, or currently affected by, substance use in Australia.

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

2.1 About the grant opportunity

This grant opportunity will allow for the continuation of existing Commonwealth funding for alcohol, tobacco and other drug research to ensure the most current and up-to-date research is available to inform evidence-based policy for a range of stakeholders, including the department. Evidence-informed responses are a key principle of *Australia's National Drug Strategy 2017-2026* (National Drug Strategy) and its sub-strategies.

The objectives of the grant opportunity are to support:

- Alcohol, tobacco and other drug research which aligns with government priorities and focusses on:
 - Licit and illicit drugs and their trends;
 - emerging areas of local and national concern; and
 - effectiveness of new technologies and methods for the spectrum of care (from prevention through to treatment) for alcohol, tobacco and other drug use.
- Effective and evidence informed alcohol, tobacco and other drug policy development and advice for a range of stakeholders, including the department through the development, collection and/or evaluation of national alcohol, tobacco and other drug data and research that aligns with the priorities set out in the National Drug Strategy.
- Translation of alcohol, tobacco and other drugs research, including through (but not limited to) executive summaries, discussion papers, webinars and targeted communication for ease of understanding by key stakeholder groups.
- The promotion of evidence-based information and education, including through (but not limited to) the development and dissemination of resources and materials and engagement with relevant stakeholders, including community groups to identify appropriate and relevant content.

The intended outcomes of the grant opportunity are to support the delivery of high-quality research on alcohol, tobacco and other drug use which is triangulated, where appropriate, to consider other available data and aligns with the three pillars of the National Drug Strategy:

- harm reduction strategies to reduce drug-related harm to individuals and communities;
- demand reduction strategies to prevent the uptake of harmful drug use, including abstinence orientated strategies and treatment to reduce drug use; and
- supply reduction strategies to disrupt the production and supply of illicit drugs, and the control and regulation of illicit substances.

The grant funding activity will be measured against the Performance Indicator/s (PIs) outlined in Table 1, in Section 7 of this document.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has a total of \$16.32 million (GST exclusive) under the Drug and Alcohol Program for the Alcohol, Tobacco and Other Drugs Research Grant. For this grant opportunity, up to \$16.32 million is available over 2 years.

Where appropriate, contracts may be extended beyond this timeframe under this grant opportunity.

You can only apply for funding amounts relevant to your organisation, as identified in Table 2.

Table 2: Grant Opportunity Funding Available

Organisation	2023-24 FY \$ M (GST exclusive)	2024-25 FY \$ M (GST exclusive)	Total \$ M (GST exclusive)
National Centre for Education and Training on Addiction (NCETA)	0.851	0.851	1.702
National Drug and Alcohol Research Centre (NDARC)	4.001	4.001	8.002
National Centre for Youth Substance Use Research (NCYSUR)	1.163	1.163	2.326
National Drug Research Institute (NDRI)	2.146	2.146	4.292
Totals	8.161	8.161	16.322

3.2 Grant period

The grant period is 2 years, commencing 1 July 2023 until 30 June 2025, however, contracts may be extended under this grant opportunity beyond this period.

4. Eligibility criteria

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

To be eligible to apply you must be one of the organisations listed in Section 4.1 and have received an invitation to apply from the department. Please note that an automated notification email from GrantConnect advising you of a new grant opportunity is not an invitation to apply for this grant opportunity.

4.1 Who is eligible to apply for a grant?

To be eligible you must be one of the following listed organisation/s:

Table 3: Eligible organisations

Legal name of organisation	ABN
National Drug and Alcohol Research Centre (NDARC)	41 238 946 526
National Centre for Education and Training on Addiction (NCETA)	65 542 596 200
National Centre for Youth Substance Use Research (NCYSUR)	58 512 566 212
National Drug Research Institute (NDRI)	41 238 946 526

Rationale for Invitation:

The eligible organisations are invited to apply for this grant opportunity as they have been assessed to have:

- capability to deliver the project activities in Australia;
- existing infrastructure and relationships to support the project activities;
- knowledge of, and capability to, deliver the project objectives and outcomes; and
- demonstrated value with relevant money¹ in delivering outcomes in the current market.

The Australian Government has a long history of funding alcohol, tobacco and other drug research in Australia with the eligible organisations receiving funding between 5 – 35 years. These organisations have consistently delivered on their agreed program of work and have all met previous grant funding milestones and deliverables under these agreements. These institutions also have positive and highly valued reputations for producing high quality research and are all nationally and internationally recognised for the research they undertake.

These organisations have well-established collaborative networks, administrative arrangements, experienced personnel and infrastructure which will continue to deliver the activities and efficiently. Continued Commonwealth support for alcohol, tobacco and other drug research directly supports efforts to increase the quality and quantity of research and data in Australia.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- any organisation not included in section 4.1;
- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

4.3 What qualifications, skills or checks are required?

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

¹ See Glossary for the definition of 'value with relevant money'.

- Working with Vulnerable People registration (or equivalent depending on the relevant state or territory).
- Working with Children check; and
- Australian Skills Quality Authority accreditation.

The department recognises the Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse, and the [Commonwealth Child Safe Framework](#).

As such, the department expects that all grant recipients comply with all Australian law relating to employing or engaging people who work or volunteer with children. This includes working with children checks and mandatory reporting; and the department may request an annual statement of compliance with this requirement. If successful, these details will be outlined in the grant agreement.

5. What the grant money can be used for

5.1 Eligible grant activities

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

- research leading to the publication of new findings on alcohol, tobacco and other drugs;
- research relevant to organisational specialty areas on the impacts, prevalence, prevention and intervention of alcohol, tobacco and other drugs in Australia and where appropriate, internationally;
- research that aligns with the priority areas of the National Drug Strategy and is aimed at priority substances and population groups;
- research of new technologies, methods and developments of community concern consistent with government priorities on alcohol, tobacco and other drugs;
- development of strategic advice for the department on emerging areas of national concern related to alcohol, tobacco and other drugs to assist with the development of policy responses;
- evaluations of various initiatives to address alcohol, tobacco and other drugs, with a view to informing government policies, priorities and activities across the sector;
- development of approaches to translate evidence on alcohol, tobacco and other drugs into practice and policy (e.g. executive summaries, webinars and targeted communication);
- delivery of innovative projects for transitioning evidence-based alcohol, tobacco and other drug use treatment methods into clinical practice through education, training and clinical placements;
- data collection and trend analysis/monitoring of activities relating to alcohol, tobacco and other drugs, that where possible, is also triangulated against existing research and data to create a more comprehensive understanding of alcohol, tobacco and other drug use in Australia; and
- identification and reporting of emerging data trends of local and national concern in the alcohol, tobacco, prescription and illicit drug markets.

5.2 Eligible locations

Your grant can include activities at different locations, as long as they are all in Australia.

5.3 Eligible expenditure

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

Eligible expenditure items are:

- core operational costs, including salaries and on-costs;
- program administration costs including staff training and professional development, printing and promotions;
- program travel costs - domestic travel, and reasonable accommodation costs;
- hosting webinar and symposiums;
- academic resources including literature and journal subscriptions; and
- minor capital expenditure, such as:
 - IT equipment
 - Stationery and minor office supplies, such as printer toner and paper.

Projects that are jointly funded by the department and affiliated universities should continue to receive the same, or similar, funding contributions from the university as per previous years' allocations to support the delivery of activities.

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 of your grant activity for it to be eligible.

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- the covering of retrospective costs;
- the purchase or repair of motor vehicles;
- activities undertaken by political organisations;
- activities which subsidise commercial activities;
- activities that duplicate existing funded activities;
- 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, such as the purchase of any land, the purchase or construction of a completely new premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works including minor capital works;
- unapproved or unnecessary international travel or accommodation expenses; and/or

- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

This is not an exhaustive list and the department may choose not to fund other activities at the discretion of the Decision Maker.

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

6. The assessment criteria

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

In addition to the below criteria, the department will consider the performance of your organisation over previously funded years, past value with relevant money, compliance with previous grant agreements, progress towards meeting grant activity milestones, including a history of unspent funds or under delivery, complaints, quality, and any performance concerns.

Criterion 1 - Efficient, effective, economical and ethical use of relevant money

You must demonstrate this by providing the following documents that cover the full funding period:

- An indicative budget; and
- An activity work plan.

These documents must demonstrate that your intended expenditure of grant funding aligns with of the Commonwealth's definition of 'proper' use of relevant money, (for example you must demonstrate that the proposed expenditure is efficient, effective, economical and ethical use of grants funding). Each research project must include an indicative budgeted expenditure and relevant components of each project are clearly defined against the project milestones.

Criterion 2: Alignment with Program Objectives and Outcomes

You must demonstrate this by outlining the key activities your organisation will undertake to meet the program objectives outlined in this Grant Opportunity in an updated activity work plan for the full funding period.

The projects identified in the activity work plan should specifically consider:

- Alignment to the National Drug Strategy, and
- Alignment to the Drug and Alcohol Program

Criterion 3: Effective Risk Management Strategies

You must demonstrate this by providing an updated risk management plan, that notes risks, their likelihood, impacts and mitigation strategies to ensure efficient and effective completion of projects for the full funding period.

Criterion 4: Effective Communication and Translation of Research

You must demonstrate this by providing a communication plan, as part of the activity work plan, which outlines how you will translate and communicate your research outcomes to relevant stakeholders within the sector.

7. Performance Indicators

Should you be successful in securing funding for your activities, the documents submitted in your application and where appropriate, any subsequent amendments to the documents will be used to assess your funding activity against the below performance indicators throughout the life of the grant.

Table 1: Performance Indicators (PIs)

Performance indicator	Measure
Research activities align to the National Drug Strategy and the objectives of the Drug and Alcohol Program.	<p>Evidence that research projects in activity work plans consider:</p> <ul style="list-style-type: none"> • The intent of the National Drug Strategy to reduce and prevent drug-related harm including: <ul style="list-style-type: none"> ○ Health, social, cultural and economic harms; and ○ Harm to individuals, families and communities. • The objectives of the Drug and Alcohol Program. • How the research relates to priority actions, populations and substances. • Where identified by the department, how the research can be used to inform national and jurisdictional alcohol, tobacco and other drug policy.
Research should adopt a data triangulation approach, where appropriate.	<p>All activity work plans demonstrate how the research will consider data triangulation with other related research and data, where appropriate.</p> <p>Performance and final reports will identify projects where collaboration between alcohol, tobacco and other drug research and data entities and/or organisations for the purposes of data triangulation has occurred.</p>
Undertake evidence translation for select projects identified by the department.	<p>As part of each annual activity work plan review, the department will identify research where translation activities are required. Unless otherwise specified, research centres must provide this research to the department with a discussion guide, which summarises key research findings and presents options on how the research can be translated into policy.</p>

Performance indicator	Measure
Communication with the department, and other key stakeholders.	<p>The development of a communication plan as part of the activity work plan that depicts key stakeholder and end-users, and the best communication methods to reach the target audience. Communication methods may include (but are not limited to) executive research summaries, discussion papers, webinars and targeted communication for ease of understanding by key stakeholder groups.</p> <p>Present research updates and outcomes relevant to the department at monthly meetings.</p> <p>Participate in the department led Strategic Reference Group meeting/s that will be held up to 2 times a year.</p> <p>Provide at least 2 weeks' notice to the department prior to publishing findings of any key research. Key research will be identified and agreed to as part of the activity work plan approval process.</p> <p>Provide notice to the department prior to any proposed media, including but not limited to media announcements and interviews.</p>
All the requirements in the Grant Agreement have been met.	<p>Information is provided using approved templates provided by the department through activity work plans, budgets and risk management plans.</p> <p>On an annual basis, activity work plans, budgets and risk management plans are reviewed by the department, and where required, amended by the research centres before formal approval is granted.</p> <p>The department may request specific research and activities be undertaken, in line with Government priorities.</p> <p>Budget and updated financials are provided in both activity work plans and performance reports in accordance with funding agreement milestones.</p> <p>Risks are identified and mitigated in a risk management plan which is maintained and updated as risks evolve throughout the grant funding period.</p>

8. How to apply

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

These documents can be found on [GrantConnect](#). Any alterations and addenda² 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, and attach the following documents that address the eligibility criteria:

- Activity Work Plan which includes a Communications Plan
- Indicative activity budget
- Risk management plan

The above documents must cover activities to be undertaken across the full 2 years of the grant, commencing 1 July 2023.

To apply you must:

- read all available documentation about the grant opportunity provided on GrantConnect
- 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 by the closing date and time using the red Submit Application button on GrantConnect.

We will not provide application forms or accept application submissions for this grant opportunity by email.

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

If you find an error in your application after submitting it, you should contact us immediately on grant.atm@health.gov.au. 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. You will receive an automated email notification acknowledging the receipt of your application. You

² 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

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

8.1 Attachments to the application

We require the following documents with your application:

- an activity work plan;
- an indicative budget;
- a risk management plan;
- evidence of funding strategy, e.g. financial statements, loan agreements, cash flow documents;
- evidence of support from your organisation's board, CEO or equivalent;
- trust deed;
- accountant declaration; and
- banking details of your organisation for progression through the grants process

If you do not attach the requested documents, your application may 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.

8.2 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 you have evidence that events outside your control occurred that have made you unable to submit your application before the closing date and a request to submit an application late has been agreed to by the department prior to the closing date.

If you are successful, we expect you will be able to commence your grant activity from 1 July 2023.

Table 4: Expected timing for this grant opportunity

Activity	Expected Timeframe
Published on GrantConnect	2 weeks
Assessment of applications	2 weeks
Approval of outcomes of selection process	2 weeks
Negotiations and award of grant agreements	1-3 weeks
Earliest start date of grant activity	1 July 2023
End date of grant activity or agreement	30 June 2025

8.3 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.

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.

9. The grant selection process

9.1 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 a closed non-competitive grant process.

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

- how well it meets the criteria; and
- whether it provides value with relevant money.

We will rate your application using the Descriptive Classification Rating Scale. Your application must be rated as 'Suitable' to be considered for funding.

Table 5: Descriptive Classification Rating Scale

Rating (for individual criterion)	Rank
High/good quality – response against this criterion meets all/most criteria. Evidence is available and provides support for claims against this criterion.	Suitable
Poor quality – poor claims against this criterion, meets some or none of the -criteria. Evidence is unavailable, not relevant or lacking in detail.	Not Suitable

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

9.2 Who will assess applications?

An assessment committee will assess the application on its merit. The assessment committee will consider your suitability. The assessment committee will be comprised of representatives of the Alcohol and Other Drug Branch, Population Health Division.

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.

9.3 Who will approve grants?

The Assistant Secretary of Alcohol and Other Drugs Branch (the Decision Maker) decides which grants 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.

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

10. Notification of application outcomes

We will advise you of the outcome in writing. Successful applicants will be advised of any specific conditions attached to the grant.

11. Successful grant applications

11.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the whole of government [grant agreement](#) templates in this program and will select the most appropriate depending on the size and complexity of your grant activities.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the [Department of Finance's website](#). We will use a schedule to outline the specific grant requirements.

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

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

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

Standard Grant Agreement

We will use a standard 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 impact the grant as approved by the Decision Maker.

11.2 Specific legislation, policies and industry standards

To be eligible for a grant, you must declare in your application that you comply with the below listed requirements. You may need to declare you can meet these requirements in your grant agreement with the Commonwealth.

Whilst you are required to be compliant with all relevant laws and regulations, you may be requested to demonstrate compliance with the following legislation/policies/industry standards:

A. The Multicultural Access and Equity Policy

The [Multicultural Access and Equity Policy](#) obliges Australian Government agencies to ensure that cultural and linguistic diversity is not a barrier for people engaging with government and accessing services to which they are entitled. For example, providing access to language services where appropriate.

B. Commonwealth Child Safe Framework

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

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

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

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

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement.

Irrespective of the child safety obligations in the grant agreement, you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

The Australian Government has commissioned the Australian Human Rights Commission to develop a series of tools and resources to assist organisations to implement the [National Principles for Child Safe Organisations](#).

C. National Redress Scheme

The [National Redress Scheme](#) for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse that do not join the Scheme, ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.

11.3 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 will 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.

Progress payments

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.

11.4 Grants Payments and GST

Payments will be GST Exclusive. 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.

12. 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](#).

13. How we monitor your grant activity

13.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity.

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.

13.1.1 COVID-19

As a result of COVID-19, service providers may need to identify alternative methods of delivery of your projects. The department will support flexibility in the delivery of planned activities to enable contracted organisations to adapt to the changing environment. The department will consider its approach to reporting over this time and be flexible in reporting requirements under the terms of the Schedule.

13.2 Reporting

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

- progress against agreed grant activity milestones and outcomes (yearly).
- expenditure of the grant and finances to date, providing early indication of any under or overspends (mid financial year, and as required);
- Agreed research reports (as required); and
- Final reports (at the end of the project).

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 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; and
- update against performance indicators in Table 1, where relevant;
 - be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities); and

- 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 and performance indicators 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.

13.3 Financial declaration / Audited financial acquittal report

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

13.4 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 or propose changes to your grant agreement by writing to the department before the grant agreement end date. Please note that your proposal must include a valid business case to justify your request for variation or extension.

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.

13.5 Compliance visits

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

13.6 Record keeping

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

13.7 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 impacted 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.

13.8 Acknowledgement

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

‘The Alcohol, Tobacco and Other Drug Research Grant received grant funding from the Australian Government.’

14. Probity

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

These guidelines may be amended periodically by the department. When this happens, the revised guidelines will be published on GrantConnect.

14.1 Enquiries and feedback

The department’s [Complaint Handling Process](#) applies 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](#)

14.2 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, an advisor, and/or you or any of your personnel:

1. 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;
2. 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
3. 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](#).

14.3 Privacy

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

1. what personal information we collect;
2. why we collect your personal information; and
3. 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.

14.4 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, your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

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

1. you clearly identify the information as confidential and explain why we should treat it as confidential;

2. the information is commercially sensitive; 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:

1. the committee and other Commonwealth employees and contractors to help us manage the program effectively;
2. employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities;
3. employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
4. other Commonwealth, State, Territory or local government agencies in program reports and consultations;
5. the Auditor-General, Ombudsman or Privacy Commissioner;
6. the responsible Minister or Parliamentary Secretary; and
7. 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.

14.5 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 documents held by Australian Government entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. Access may be refused if a document contains “exempt” material, such as commercially valuable information or the personal or business information of a third party.

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 and Aged Care
 GPO Box 9848
 CANBERRA ACT 2601

By email: foi@health.gov.au

15. 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.
Commonwealth Child Safe Framework	in response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the Commonwealth Child Safe Framework , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities.
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.
<i>Commonwealth Grants Rules and Guidelines 2017 (CGRGs)</i>	establish the Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. The CGRGs contain the key legislative and policy requirements and explain the better practice principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when 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.

Term	Definition
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	<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"> • under which relevant money³ or other Consolidated Revenue Fund (CRF) money⁴ is to be paid to a grantee other than the Commonwealth; and • 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.

³ Relevant money is defined in the Commonwealth Grants Rules and Guidelines, page 41.

⁴ Other CRF money is defined in the PGPA Act. See section 105 Rules in relation to other CRF money.

Term	Definition
National Redress Scheme	the National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.
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.
<i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)	the PGPA Act establishes a system of governance and accountability for public resources with an emphasis on planning, performance and reporting. It applies to all Commonwealth entities and Commonwealth companies.
relevant money	money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity; or money that is held by the Commonwealth of a corporate Commonwealth entity.
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.

Term	Definition
Value with relevant money'	<p data-bbox="676 253 1378 398">'Value with relevant money' 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 data-bbox="676 416 1362 483">Grantees contribute to achieving value with relevant money by:</p> <ul data-bbox="676 495 1378 1122" style="list-style-type: none"> <li data-bbox="676 495 1378 685">• considering how best to deliver the grant activities to target groups or individuals. This may involve using existing processes and technologies or professional standards, or it may involve innovation and performance improvement by the grantee or officials; <li data-bbox="676 703 1315 792">• having in place an effective risk management approach that will minimise potential waste of relevant money; <li data-bbox="676 810 1378 978">• ongoing monitoring and management of the grant activities, as appropriate. This may involve the effective use of organisational processes, procedures and systems to produce the required reporting information; <li data-bbox="676 987 1347 1077">• contributing to government policy outcomes through collaborative delivery of grant activities; and <li data-bbox="676 1095 1203 1122">• participating in evaluation processes. <p data-bbox="676 1133 1283 1167">(Commonwealth Grants Rules and Guidelines)</p>