# Grant Opportunity Guidelines Journalist Fund: Cadetship

| Opening date: | 21 March 2022 |
| --- | --- |
| Closing date and time: | 5 pm AEDT on 20 April 2022 |
| Commonwealth policy and Administering entity: | Department of Infrastructure, Transport, Regional Development and Communications |
| Enquiries: | If you have any questions, you may contact us via:  [*JournalistFund@Infrastructure.gov.au*](mailto:JournalistFund@Infrastructure.gov.au)  (02) 6271 1400 |
| Date guidelines released: | 16 March 2022 |
| Type of grant opportunity: | Open competitive |

Contents

1. Journalist Fund processes 4

1.1 Introduction 5

2. About the grant program 5

2.1 Objectives and Outcomes 5

3. Grant amount and period 5

3.1 Grants available 5

3.2 Grant period 6

4. Eligibility criteria 6

4.1 Who is eligible to apply for a grant? 6

4.2 Who is not eligible to apply for a grant? 7

4.3 What qualifications, skills or checks are required? 7

5. What the grant money can be used for 7

5.1 Eligible grant activities 7

5.2 Eligible locations 8

5.3 Eligible expenditure 8

5.4 What the grant money cannot be used for 8

6. The assessment criteria 8

7. How to apply 9

7.1 Attachments to the application 10

7.2 Timing of grant opportunity processes 10

8. The grant selection process 11

8.1 Assessment of grant applications 11

8.2 Who will assess applications? 11

8.3 Who will approve grants? 12

9. Notification of application outcomes 12

9.1 Feedback on your application 12

9.2 Further grant opportunities 12

10. Successful grant applications 12

10.1 The grant agreement 12

10.2 Specific legislation, policies and industry standards 13

10.3 How we pay the grant 13

10.4 Grants Payments and GST 13

11. Announcement of grants 13

12. How we monitor your grant activity 13

12.1 Keeping us informed 13

12.2 Reporting 14

12.3 Financial acquittal report 15

12.4 Grant agreement variations 15

12.5 Compliance visits 15

12.6 Record keeping 15

12.7 Evaluation 15

12.8 Acknowledgement 15

13. Probity 16

13.1 Enquiries and feedback 16

13.2 Conflicts of interest 16

13.3 Privacy 16

13.4 Confidential Information 17

13.5 Freedom of information 18

14. Glossary 19

## Journalist Fund processes

The Journalist (Cadetship and Training) Fund achieves the Australian Government objective of supporting regional publishers in hiring new cadet journalists and upskilling existing journalists.

This grant program contributes to the Department of Infrastructure, Transport, Regional Development and Communications’ (the Department) Outcome 5. The Department works with stakeholders to design the grant program according to the [*Commonwealth Grants Rules and Guidelines (CGRGs).*](https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-guidelines)



**The grant opportunity opens**

The grant guidelines are published on [GrantConnect](http://www.grants.gov.au/).



**You submit a grant application**

To be considered for a grant, you must complete the application form by addressing all of the program’s eligibility and assessment criteria.



**We assess all grant applications**

The department, on the advice of an advisory panel, will assess all applications against the program’s eligibility criteria and inform you if you are not eligible. If you are eligible, we will assess your application against the assessment criteria and compare it to other applications.



**We make grant recommendations**

We give advice to the Minister for Communications on the merits of each application.



**Grant decisions are made**

The Minister 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 signed with successful applicants.



**If successful, 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 specifics 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. We manage the grant by working with you, monitoring your progress and by making payments to you.



**Evaluation of the program**

We evaluate your specific grant activity and the Journalist Fund as a whole. We base our evaluations on the information you give us and that we collect from other sources.

### 1.1 Introduction

These guidelines contain information for **Stream 1 - Cadetships** Journalist Fund grants.

***Guidelines for Stream 2 – Training grants will be released separately***

You must read these guidelines before filling out an application.

This document sets out:

* the purpose of the grant program
* the criteria for program eligibility
* how grant applications are assessed and selected
* how applicants are notified of their results and receive grant payments if successful
* how the progress of grant recipients will be measured and evaluated; and
* the responsibilities and expectations of grant recipients.

## About the grant program

The Australian Government has announced $10 million (GST exclusive) in grants to support the provision of public interest journalism in regional Australia. The program was announced as part of the Government’s Media Policy Statement.

### Objectives and Outcomes

The objective of the Journalist Fund is to support regional media organisations in hiring new cadet journalists and upskilling existing journalists.

The intended outcome of the Journalist Fund is for these newly hired and upskilled journalists to produce locally relevant core news content in regional areas and support the sustainability of regional media organisations.

Targets for this outcome will be measured through information given in progress reports and final reporting from grant recipients, as outlined in the grant agreements.

## Grant amount and period

### Grants available

There is a total of $10 million (GST exclusive) available under the Journalist Fund. A total of $8 million is available for hiring cadets and $2 million is available for upskilling journalists.

**Opportunities to apply for the $2 million Training stream of the Journalist Fund will be announced separately following the opening of the present Cadetship Grant funding.**

Cadetship Grant funding will be allocated as follows:

* Stream 1: Cadetships – will support eligible regional media organisations to hire new cadet journalists who will be funded for two years.

Each cadetship package will have a total value (over two years) of $150,000, which includes the cadet’s salary, superannuation, on-boarding and hiring costs, relevant travel costs, and training.

The Government will contribute 70 per cent of each cadetship package, up to $105,000, and successful grant recipients will be required to contribute the remaining 30 per cent.

There is no minimum grant amount for this stream. Each applicatant may apply for more than one cadetship.

Applicants can only submit one application for each stream of the Journalist Fund. You may apply for the training stream separately.

You cannot use funding from other Commonwealth, state, territory or local government sources to fund your share of eligible expenditure required under Stream 1.

Applications for the grant will be open from 21 March 2022 to 5pm AEST on 20 April 2022.

### Grant period

Grants allocated under Stream 1 require cadets to be employed for 24 months from the date of cadet hire. Individual grant periods are expected to begin by September 2022 and may extend into the 2024-2025 financial year.

## Eligibility criteria

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

We cannot give you a grant if you receive funding from another government source for the same purpose.

### Who is eligible to apply for a grant?

To be eligible to apply for a grant under this Grant Opportunity you must:

* have an Australian Business Number (ABN)
* be registered for the purposes of Goods and Service Tax (GST)
* be an **eligible regional media organisation**
* be **located in a regional area of Australia**
* provide **core news content** to local communities; and
* have an annual average **turnover** of less than $30 million for the three years before application submission. This **turnover** is combined with any **related bodies corporate**.

An **eligible regional media organisation** can be a:

* regional commercial radio broadcasting licensee
* regional commercial television broadcasting licensee
* corporation incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006,* with media content distribution as a primary purpose
* regional print publisher; or
* regional online publisher.

To be **located in a regional area***,* applicants must have a physical presence in a **regional area of Australia**. A physical presence could be an office space for example.

A **regional area of Australia** means a location in Australia that is not a Major City of Australia, as defined by the Australian Bureau of Statistic’s Remoteness Structure. The Remoteness Structure takes into consideration access to social interaction, goods, and services. Major Cities of Australia include but are not limited to: Sydney, Newcastle, Brisbane, the Gold Coast, Perth, Canberra, Adelaide, and Melbourne. For more information on whether you fall into this category, please visit the [ABS mapping tool](https://dbr.abs.gov.au/absmaps/index.html?xmin=16457485.208697297&ymin=-4116436.0135250534&xmax=17125239.08779656&ymax=-3824140.817362554&toplayer=ASGS2016:RA).

**Core news content** is defined under section 52A of the *Competition and Consumer Act 2010* as:

(a) issues or events that are relevant in engaging Australians in public debate and in informing democratic decision making; or

(b) current issues or events of public significance for Australians at a local, regional or national level.

**Turnover** means **revenue** earned from **ordinary activities** during a full financial year.

* **Revenue** means the gross inflow of economic benefits arising in the course of the company’s **ordinary activities**.
* **Ordinary activities** means activities that are undertaken by the company as part of its normal business operations, and includes the sale or supply of goods, lease of premises, hire of equipment, giving of advice, export of goods, and supply of other things.
* **Related** **bodies corporate** is where a body corporate is related to:
  + a holding company of another body corporate; or
  + a subsidiary of another body corporate; or
  + a subsidiary of a holding company of another body corporate (Sec 50 of the *Corporations Act 2001*).

Companies that have not been in operation for three full years prior to application will be permitted to base their average annual turnover threshold for one or more years.

### Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

* insolvent
* located in a metropolitan area of Australia
* a national broadcaster
* a foreign controlled Australian entity (Sec 820-780 of the *Income Tax Assessment 1997*); and/or
* formally affiliated with a political party, union, financial institution, Non-Government Organisation, or policy lobby group where that affiliation would influence, or might be seen to influence, the content produced by the applicant.
* 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’

### What qualifications, skills or checks are required?

Cadets employed through this program cannot:

* have more than two years of professional journalism experience; and/or
* have been employed in a journalist role with the applicant before applying for this grant.

## What the grant money can be used for

### Eligible grant activities

To be eligible, your grant activity must employ a new cadet journalist in a regional area of Australia.

Eligible activities include:

* the selection and onboarding of a new cadet journalist
* the employment of a new cadet journalist

### Eligible locations

Your grant can include activities at different locations as long as they are all in regional areas of Australia. Cadets must be based in a regional area for their employment.

See section 4.1 for a definition of regional area of Australia.

### Eligible expenditure

You can only spend grant funding on eligible expenditure you have incurred from eligible grant activities.

Eligible expenditure items are:

* cadets’ salary
* superannuation
* on-boarding and hiring costs
* relevant travel costs (including relocation).

You must incur the expenditure from your grant activities between the start date and completion date for your grant activity for it to be eligible. Your application must also provide a breakdown of expenditure costs with the above items.

Due to the risk of disruption from COVID-19, your application’s risk management plan must include an alternate delivery model for the grant activity.

### What the grant money cannot be used for

You cannot use the grant for any of the following activities:

* purchase of land
* wages (other than cadets’ salary)
* 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
* activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

## 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 in your application should be relative to the complexity of activity and grant amount requested.

We will only recommend funding to applications that score highly against all assessment criteria.

**Criterion 1 – Delivering the grant activity**

In response to this criterion, you should include a description of:

* your demonstrated capacity to co-contribute financially to the grant activity
* your demonstrated capacity to comply with relevant workplace and employment laws
* your demonstrated capacity to identify and manage the risks associated with the delivery of the grant activity, including risks relating to perceived conflicts of interest, governance, performance management, fraud and debt management.

**Criterion 2 – Employing and training future journalists - cadets**

In response to this criterion, you should include a description of:

* the extent to which journalism cadets will be provided with a broad range of experience in multi-platform news reporting over the course of the cadetship
* the extent to which journalism cadets will be provided with industry-relevant training opportunities, both formal and on-the-job
* the extent to which journalism cadets will, at the conclusion of the cadetship, have the skills and competencies necessary to operate effectively in a modern media newsroom
* demonstrated experience in managing a professional development programs in an efficient, effective and outcomes-focused manner.
* your process for selecting and attracting prospective cadetship recipients to your organisation

**Criterion 3 – Value for money**

You should describe the level of co-contribution and breakdown of expenditure costs on the eligible items (section 5.3) in response to this criterion.

## How to apply

Before applying, you must read and understand these guidelines. These documents may be found at [GrantConnect](http://www.grants.gov.au/), the authoritative source for grants information.

Any changes to the guidelines will be published on GrantConnect. Alterations and addenda include but are not limited to: corrections to currently published documents, changes application deadlines, questions and answers (Q&A) documents, and frequently asked questions (FAQ) documents. You will be notified on any changes to the guidelines when you register with the GrantConnect website.

To apply you must:

* register on our online grants administration platform to begin the application process at [www.infrastructure.gov.au/](http://www.infrastructure.gov.au/)JournalistFund
* follow the guidance on the online grants administration platform so that your application can be submitted and assessed for compliance with the requirements of in these guidelines.
* address all eligibility criteria and assessment criteria
* include all necessary attachments to your application
* submit your application through the online grants administration platform by **5 pm AEDT on 20 April 2022**.

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*](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/cca1995115/sch1.html) 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 (02) 6271 1400. 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 you to clarify or give additional information that will not unfairly advantage your application. 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 five working days.

### Attachments to the application

We require the following information to be submitted with your application:

* A work plan, detailing the timeline and expected deliverables of the grant for your business, in line with the assessment criteria
* an indicative budget, including the breakdown of expenditure costs on the eligible items
* a project management plan
* a risk management plan that includes risk reporting structures and mitigation strategies for potential COVID-19 impacts
* evidence of co-contribution amounts
* evidence of support from your organisation’s board, CEO or equivalent entity
* an accountant declaration or a record of accounts (i.e: balance sheet) accompanied by a statutory declaration from an officer of the organisation; and
* that you submit your application through the online grants administration platform by **5 pm AEDT on 20 April 2022**.

You must provide supporting documentation in line with the instructions provided within the online grants administration platform. You should only attach requested documents. We will not consider information in attachments that we do not request.

### Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be notified around June or July 2022 and able to commence your Cadetship Grant activities once grant agreements have been completed shortly after that. Table 1 provides an indicative timeframe for key milestones of this grant opportunity.

Table 1: Expected timing for this grant opportunity

| Activity | Indicative Timeframe |
| --- | --- |
| Assessment of applications | May 2022 |
| Approval of outcomes of selection process | Late June 2022 |
| Negotiations and award of grant agreements | July 2022 |
| Notification to unsuccessful applicants | Early July 2022 |
| Earliest start date of grant activity | Late July / Early August 2022 |
| End date of grant activity or agreement | 24 months from execution |

## The grant selection process

### Assessment of grant applications

We can only assess applications that meet the eligibility criteria. We consider eligible applications through an open competitive grant process.

If eligible, we will assess your application against the assessment criteria and against other applications. We will consider your application on its merits, based on:

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

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
* extent to which the geographic location of the application matches the program’s priorities
* the extent to which the evidence in the application demonstrates that it will contribute to meeting the objectives; and
* how well the grant activities will target groups or individuals.

### Who will assess applications?

An assessment committee will assess each application on its merit and compare it to other applications before recommending which grant applications should be awarded a grant. The assessment committee will be made up ofa Chair and three committee members selected from non-SES employees within the Department.

An advisory panel will give advice to the Department on the assessment of applications. Members of the panel will be selected from industry and appointed by the Minister for Communications. Decisions regarding grant allocation will ultimately rest with the Minister.

The committee may seek additional information about you or your application. The assessment committee may also consider information about you or your application that is available through the normal course of business. The committee may also receive advice from an industry advisory panel on the merits of some applications.

Following assessment and advice received, the committee will recommend to the Minister for Communications which applications should be approved for a grant.

### Who will approve grants?

The Minister for Communications will decide which grants to approve by taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

The Minister’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.

## 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. Once all grant agreements are finalised, the Minister will announce the results of successful grant applications.

### Feedback on your application

The Department will notify you if you are unsuccessful. You may ask for feedback within one month of being advised of the outcome. Wewill give you written feedback within one month of your request.

### Further grant opportunities

If there are not enough suitable applications to meet the program’s objectives, we may run an additional round to allocate any unspent funds.

## Successful grant applications

### The grant agreement

If successful, you must enter into a legally binding grant agreement with the Commonwealth.

Each agreement has general terms and conditions that cannot be changed. We will use a schedule to outline your 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.

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 30 days from the date of a written offer to sign this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

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

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 Department.

### Specific legislation, policies and industry standards

You are required to be compliant with all relevant laws and regulations. We request that you demonstrate compliance with the Commonwealth Grants Rules and Guidelines (CGRGs), which can be found at [www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-guidelines](http://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-guidelines).

### 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
* 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. You must meet any extra costs you have incurred.

Cadetship Grant recipients will receive the Government’s contribution in three payments as follows:

* 10 per cent on commencement of the grant agreement
* 60 per cent on engagement of the cadets; and
* 30 per cent on acceptance of a 12 month report (period starting from engagement of cadets).

### Grants Payments and GST

Payments will be GST Inclusive. If you are registered for the [GST](https://www.ato.gov.au/Business/GST/Registering-for-GST/), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](https://www.ato.gov.au/business/gst/in-detail/managing-gst-in-your-business/tax-invoices/recipient-created-tax-invoices/).

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

## Announcement of grants

Once a grant agreement is signed, 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](http://cgrgs/).

## How we monitor your grant activity

### 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
* 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.

### Reporting

You must submit reportsin line with the [grant agreement](file://prod.protected.ind/User/user03/LLau2/insert%20link%20here). A progress report must be submitted 12 months into the agreement, prior to the delivery of the final grant payment. A final report must be submitted at the conclusion of the grant period.

We will provide sample templates for these reports as appendices in the grant agreement. 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 will only make grant payments when we receive satisfactory progress reports.

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

**Final report**

When you complete the period of engagement activities 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 30 days of completion in the format provided in the grant agreement.

### Financial acquittal report

The reports outlined above will need to include details on the acquittal of grant funding. Acquitting a grant means reporting accurately on the expenditure of grant funding, the activities that were funded and the outcomes achieved in relation to the objective of the program.

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

We may ask you to provide an independently audited financial acquittal report where we consider it is necessary to further verify that you spent the grant in accordance with the grant agreement. We assess ongoing risks by monitoring evidence provided by grantees during the term of an agreement.

The Department will have the discretion to change the type of report and frequency dependent on the size of the grant. Any such changes will be made clear in the funding agreement. Consideration may be given to grants with a lower value and lower commensurate risk to have fewer reporting obligations than larger projects of greater value.

### 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 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.

### 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.

### Record keeping

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

### Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and 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.

### Acknowledgement

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

* This Journalist Cadetship received grant funding from the Australian Government.

## 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 changed by the Department. When this happens, the revised guidelines will be published on GrantConnect.

### Enquiries and feedback

The Department’s [privacy policy](https://www.infrastructure.gov.au/department/about/privacy-policy.aspx) applies to complaints about this grant.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 [*JournalistFund@Infrastructure.gov.au*](mailto:JournalistFund@Infrastructure.gov.au)*.*

If you do not agree with the way the Department has handled your complaint, you may complain to the [Commonwealth Ombudsman](http://www.ombudsman.gov.au/). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)   
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a [conflict of interest](http://www.apsc.gov.au/publications-and-media/current-publications/aps-values-and-code-of-conduct-in-practice/conflict-of-interest), or perceived conflict of interest, if Department staff, any member of a committee or advisor anor you or any of your personnel:

* has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
* has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
* has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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))](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/psa1999152/s13.html) of the [*Public Service Act 1999*](https://www.legislation.gov.au/Series/C2004A00538). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on theDepartment website [www.infrastructure.gov.au](http://www.infrastructure.gov.au).

### Privacy

We treat your personal information according to the [*Privacy Act 1988*](https://www.legislation.gov.au/Details/C2014C00076)and the[Australian Privacy Principles](https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles). This includes letting you know:

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

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

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

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

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Privacy Act.

### Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval.

The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

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

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

* you clearly identify the information as confidential and explain why we should treat it as confidential
* the information is commercially sensitive; and
* 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; or
* 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.

### 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*](https://www.legislation.gov.au/Series/C2004A02562) (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

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 2154

CANBERRA ACT 2601

By email: [foi@infrastructure.gov.au](mailto:foi@infrastructure.gov.au)

## Glossary

| Term | Definition |
| --- | --- |
| accountable authority | see subsection 12(2) of the [*Public Governance, Performance and Accountability Act 2013*](http://www.finance.gov.au/resource-management/pgpa-legislation-rules-and-associated-instruments/) |
| 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 |
| 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)*](https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf) | 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. |
| co-sponsoring entity | when two or more entities are responsible for the policy and the appropriation for outcomes associated with it |
| core news content | content that reports, investigates or explains issues or events that are relevant in engaging Australians in public debate and in informing democratic decision‑making; or current issues or events of public significance for Australians at a local, regional or national level. |
| 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. |
| eligible regional media organisation | An eligible regional media organisation can be a regional commercial radio broadcasting licensee, regional commercial television broadcasting licensee, corporation incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006with media content distribution as a primary purpose, regional print publisher or regional online publisher. |
| grant | for the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:   * 1. under which relevant money[[1]](#footnote-2) or other [Consolidated Revenue Fund](https://www.finance.gov.au/resource-management/pgpa-glossary/consolidated-revenue-fund/) (CRF) money[[2]](#footnote-3) is to be paid to a grantee other than the Commonwealth; and   2. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives. |
| grant activity/activities | refers to the project/tasks/services that the grantee is required to undertake |
| grant agreement | sets out the relationship between the parties to the agreement, and specifies the details of the grant |
| [GrantConnect](http://www.grants.gov.au/) | is the Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs |
| grant opportunity | refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process. |
| grant program | a ‘program’ carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single entity Portfolio Budget Statement Program. |
| grantee | the individual/organisation which has been selected to receive a grant |
| located in regional area | To be considered located in a regional area, applicants must have a physical presence, such as an office space, in a regional area. |
| ordinary activities | Ordinary activities means activities that are undertaken by the company as part of its normal business operations, and includes the sale or supply of goods, lease of premises, hire of equipment, giving of advice, export of goods, and supply of other things. |
| regional area of Australia | Regional area of Australia means a location that is not not a Major City of Australia, as defined by the Australian Bureau of Statistic’s Remoteness Structure. The Remoteness Structure takes into consideration access to social interaction, goods, and services. Major Cities of Australia include but are not limited to: Sydney, Newcastle, Brisbane, the Gold Coast, Perth, Canberra, Adelaide, and Melbourne. |
| related bodies corporate | A related bodies corporate is where a body corporate is related to a holding company of another body corporate, a subsidiary of another body corporate a subsidiary of a holding company of another body corporate. |
| revenue | Revenue means the gross inflow of economic benefits arising in the course of the company’s ordinary activities. |
| 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. |
| turnover | Turnover means revenue earned from ordinary activities during a full financial year. |
| value with money | value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.  When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:   * the quality of the project proposal and activities; * fitness for purpose of the proposal in contributing to government objectives; * that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and * the potential grantee’s relevant experience and performance history. |
| national broadcaster | For the purposes of eligibility, a national broadcaster refers to either the Australian Broadcasting Corporation or the Special Broadcasting Service. |

1. Relevant money is defined in the PGPA Act. See section 8, Dictionary. [↑](#footnote-ref-2)
2. Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money. [↑](#footnote-ref-3)