



Australian Government

Department of Foreign Affairs and Trade

Australia-Vietnam Enhanced Economic Engagement Grant (AVEG) Program Round Two

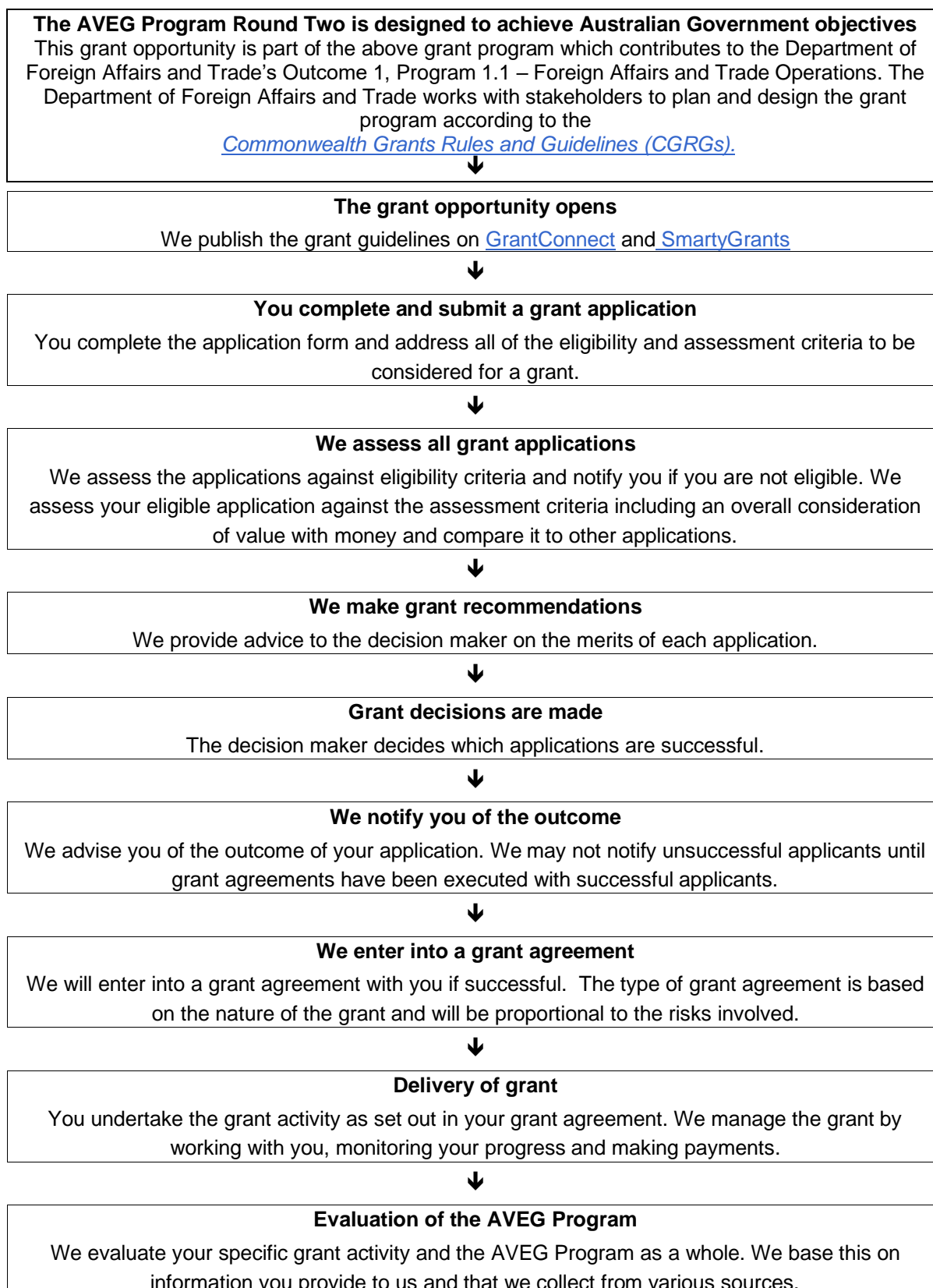
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Co-sponsoring entity	Not Applicable
Administering entity	Department of Foreign Affairs and Trade
Enquiries:	If you have any questions, contact vietnameconomicstrategy@dfat.gov.au Questions should be sent no later than 11 April 2023
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Type of grant opportunity:	Open Competitive

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1. Australia-Vietnam Enhanced Economic Engagement Grant (AVEG) Program Round Two processes



1.1 Introduction

These guidelines contain information for the Australia-Vietnam Enhanced Economic Engagement Grant (AVEG) Program Round Two.

You must read these guidelines before filling out an application.

This document sets out:

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

2. About the grant program

Background

The [Australia-Vietnam Enhanced Economic Engagement Strategy](#) (EEES), released in December 2021, supports Australia and Vietnam's joint ambition of becoming top ten trade partners and doubling two-way investment. Development of the EEES was informed through close consultations with industry, research institutions and government in both countries, and it is the first economic strategy Australia has developed in partnership with another country. The Australian Government is committed to further deepening the bilateral relationship with Vietnam, with the 50-year anniversary of diplomatic relations being celebrated in 2023.

The Australia-Vietnam Enhanced Economic Engagement Grant (AVEG) Pilot Round was advertised in 2021 and awarded 28 grants to Australian entities. AVEG Pilot Round grants supported a range of activities including policy, research, training and outreach that contributed to an increased understanding by Australian business of bilateral trade and investment opportunities.

This grant round – AVEG Program Round Two – will capitalise on momentum achieved by the AVEG Pilot Program to further deepen Australia and Vietnam's economic relationship and assist Australia and Vietnam to meet the policy objectives of the EEES of becoming top ten trading partners and doubling two-way investment.

Both the AVEG Pilot Round and AVEG Program Round Two are funded under the Mekong-Australia Partnership (MAP). MAP was established in late 2020 to support economic integration and development of the Mekong subregion (Cambodia, Laos, Myanmar, Thailand and Vietnam). MAP is a four-year \$232 million investment led by the Department of Foreign Affairs and Trade (DFAT) with whole of government input.

AVEG Program Round Two

The objectives of the AVEG Program Round Two are to:

- support and build the capacity of Australian businesses to access the Vietnamese market and/or expand the two-way investment relationship
- enhance industry, institutional and government-to-government links to build stronger trade and investment partnerships between Australia and Vietnam
- provide policy research and insights for use by business and government to expand the bilateral trade and investment relationship.

Across the portfolio of selected grants, a successful AVEG Program Round Two will result in:

- increased public awareness of Australia's economic opportunities in Vietnam
- more high-quality partnerships across sectors in Australia and Vietnam
- increased Australian capacity to effectively engage with Vietnam in existing and emerging areas of mutual economic interest.

We are particularly interested in proposals that address the following priority areas:

- promote expansion of two-way investment
- support Australian businesses to contribute to climate change solutions and energy transition
- harness emerging opportunities in the digital economy.

All proposals must address [gender equality](#) considerations.

DFAT administers the AVEG Program Round Two according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

3. Grant amount and grant period

3.1 Grants available

It is expected that up to \$3,750,000 over two financial years (22-23, 23-24) will be available for AVEG Program Round Two grants, being up to \$1,700,000 in financial year 2022-23 and up to \$2,050,000 in financial year 2023-24. Grant activities are expected to be completed by May 2024.

There is no maximum grant amount, but grants cannot exceed the amount of available funds. It is anticipated that most grants will be between \$200,000-\$600,000 (depending on the scope of the grant activity and its complexity).

You are required to contribute towards the grant activities. Your co-contributions should be clearly identified in the project budget in your application. Co-contributions may take the form of, but are not limited to, monetary or in-kind contributions such as program management staff hours, administrative support, venue use and equipment use. Grantees should cover at least 5% of their total budget with co-contributions.

You cannot use funding from other Commonwealth, state, territory or local government sources to fund your co-contribution.

We encourage you to seek funding from other sources to cover the complete costs of your project if required. Any other income should be clearly identified in the project budget as part of your application.

3.2 Grant period

The maximum grant period is 12 months from the award of the grant (expected by May/June 2023). If successful in the AVEG Program Round Two you must complete your grant (including relevant reporting) by 30 June 2024.

Grants cannot be extended beyond 30 June 2024. An extension will only be considered in exceptional circumstances and must be requested in writing and approved by DFAT. A grant amendment will also be agreed and signed by the grantee and DFAT if the extension is approved.

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

4. Eligibility criteria

4.1 Who is eligible to apply for a grant?

We cannot consider your application if you do not satisfy all the eligibility criteria. To be eligible you must:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST (if applicable)
- be a permanent resident of Australia
- have an account with an Australian financial institution

and be one of the following entity types:

- a company incorporated in Australia
- a company incorporated by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- a partnership
- a joint (consortia) application with a lead organisation²
- a registered charity or not-for-profit organisation
- a publicly funded research organisation
- an individual
- an Australian local government body
- an Australian state or territory government body
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)

If your project involves people under the age of 18 years, you must be willing to provide or develop child protection guidelines that meet the DFAT's [Child Protection Policy](#).

Applications to be administered by a university should apply with the university as the applicant (rather than an individual working or studying at the university).

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- 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' (www.nationalredress.gov.au)
- not an Australian, a permanent resident of Australia or an Australian organisation
- a previous applicant who has failed to provide a full and proper acquittal of a grant under any DFAT-administered grant program.

² The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint Applications'

5. What the grant money can be used for

5.1 Eligible grant activities

You must use the grant funds for activities outlined in your application form.

Eligible grant activities may include, but are not limited to:

- Industry dialogues to address challenges and opportunities
- Trade delegations or trade shows in an emerging sector
- Investment policy talks to further operational objectives
- Workshops, seminars or training with capacity building outcomes
- Market access research leading to implementation blueprints.

5.2 Eligible expenditure

You can only spend the grant on expenditure you have incurred on eligible grant activities or agreed project activities as outlined in your budget and grant agreement.

Eligible expenditure items could include:

- communication and translation;
- venue hire and catering;
- advertising and promotion, graphic design, photography, social media, video and printed material;
- exhibition or event costs, including freight; and
- travel costs for only one participant per conference or meeting, where the participant is a principal speaker, and the subject of the conference is of direct relevance to the grant activity.

Eligible expenditure includes:

- economy flights, modest accommodation costs (equivalent to an Australian three-four star hotel), meals and travel allowances, other transport.

Not all expenditure for your grant activity may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

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

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land;
- honorariums or administrative charges levied by the applicant's organisation;
- major capital expenditure;
- activities which are already commercially viable in their own right;
- the covering of retrospective costs;
- activities which will provide commercial advantage to the applicant (e.g. promotion of the applicant's business)

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

Unless travel is directly related to achieving the project outcomes, we do not fund travel and accommodation for general attendance at conferences or meetings, participation in fieldwork or other events. To be considered, a substantial program should exist in the sidelines or around the conference and there should also be a strong argument for the selection of applicant(s).

6. The assessment criteria

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

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

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

Criterion 1 – Delivery of AVEG Program Round Two objectives (40 per cent weighting)

Word limit: 400 words

You must demonstrate how your proposed activity will contribute to expanding Australia's trade and investment relationship with Vietnam, in particular by:

- supporting and building the capacity of Australian businesses to access the Vietnamese market and/or expand the investment relationship,
- enhancing industry, institutional and government-to-government links to build stronger trade and investment partnerships, and/or
- providing policy research and insights for use by business and government to expand the bilateral trade and investment relationship.

We are particularly interested in proposals that address the following priority areas:

- promoting expansion of two-way investment
- supporting Australian businesses to contribute to climate change solutions and energy transition
- harnessing emerging opportunities in the digital economy.

All proposals must address gender equality considerations.

You may wish to demonstrate how your proposed activities address an identified need or gap in the trade and investment relationship.

You may wish to outline how activities will raise public awareness about the opportunities in the trade and investment relationship or otherwise contribute to promotion of the bilateral relationship and any relevant communications activities being proposed.

Criterion 2 – Organisational capacity to deliver proposed activities (20 per cent weighting)

Word limit: 200 words

You must demonstrate your capacity to deliver the proposed activities. This may include identifying:

- your/your organisation's past experience delivering similar activities
- example/s of successful engagement with Vietnam or another relevant country
- skills and expertise within your organisation to deliver the grant activity
- ability to deliver your activity independently with limited support from the Australian Government (in Australia and Vietnam).

Criterion 3 – Monitoring and Evaluation (20 per cent)

Word limit: 200 words

Your application should include a clear and measurable program logic with proposed activities, outputs and outcomes, supported by indicators for monitoring and evaluation. Relevant gender equality activities and outcomes should be identified and measured.

You must demonstrate this through identifying:

- what are the activities of your project
- what are the clear and measurable outputs of your activities
- how the outputs combine to achieve the outcomes of your activity
- how the outcomes feed into the higher-level grant outcomes
- how you will monitor and evaluate your activity using qualitative and quantitative performance measures, commensurate to the size and complexity of your activity
- an outline of a clear work plan to achieving your activities, outputs and outcomes.

Applications which include outputs and outcomes focused on gender equality will rank highly.

Criterion 4 – Sustainability of outcomes (20 per cent)

Word limit: 200 words

You must explain how sustainability of proposed activities beyond the term of the grant will be ensured.

7. How to apply

Before applying, you must read and understand these guidelines, the application form and the sample grant agreement.

Guidelines, the application form and sample grant agreement may be found at [GrantConnect](#) and [SmartyGrants](#). Any alterations and addenda³ will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

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

- complete the online AVEG Program Round Two application form on <https://dfat.smartygrants.com.au/>
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s by 14.00 (AEST) 14 April 2023.

This is an online application form that you can submit electronically. If you have any technical difficulties, please contact SmartyGrants Help Desk (service@smartygrants.com.au, +61 3 9320 6888 between 9am and 5pm Monday to Friday).

DFAT will not provide application forms or accept applications for this grant opportunity by mail or 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 the SmartyGrants Help Desk immediately on either service@smartygrants.com.au or +61 3 9320 6888 between 9am and 5pm Monday to Friday

We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

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

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your grant application, through an automated email from the online grants management system, SmartyGrants, within one working day.

7.1 Attachments to the application

We require the following documents with your application:

- two signed independent references (maximum of one page each);
- letter of support from nominated partners (if relevant);
- organisation capability statement or individual curriculum vitae; and
- if you apply on behalf of a university, a letter of support from your Research Office.

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

7.2 Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver a grant activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The

application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

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

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

7.3 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 able to commence your grant activity by 30 June 2023.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	09.00 (AEST) 24 March 2023 14.00 (AEST) 14 April 2023
Assessment of applications	From 14 April 2023
Approval of outcomes of selection process	From May 2023
Negotiations and award of grant agreements	May 2023
Notification to unsuccessful applicants	June 2023
Earliest start date of grant activity	May 2023
Latest start date of grant activity	June 2023
Latest end date of grant activity	30 June 2024

7.4 Questions during the application process

If you have any questions during the application period, please contact the DFAT's Vietnam Economic Section at vietnameconomicstrategy@dfat.gov.au. Questions should be sent no later than 11 April 2023.

Applicants may speak with the Vietnam Economic Section in their first language by telephoning the Translating and Interpreting Service on 131 450 (local call anywhere in Australia) and asking to be connected with the Vietnam Economic Section via the DFAT switchboard.

Aboriginal or Torres Strait Islander applicants may wish to access assistance in submitting an application where English is not their first language. In these cases, applicants may contact an Indigenous language centre for assistance.

8. The grant selection process

8.1 Assessment of grant applications

We first review your application against the eligibility criteria.

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

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.⁴

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 identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.
- how the grant activities will target groups or individuals.

8.2 Who will assess applications?

An assessment committee will assess each application on its merit and compare it to other eligible applications before recommending which grant applications should be awarded a grant. The assessment committee will be made up of officials from DFAT and/or an external service provider.

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 or your application that is available through the normal course of business.

8.3 Who will approve grants?

The assessment committee recommends to the Program Delegate (Assistant Secretary Vietnam & Mekong Strategy Branch or their delegate) which applications to approve for a grant.

The Program Delegate 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 program.

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

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

DFAT reserves the right to offer less funding than that sought by the applicant, or to impose additional conditions on grant activities.

⁴ See glossary for an explanation of 'value with money'.

9. Notification of application outcomes

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

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

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within one month of being advised of the outcome. We will give written feedback within one month of your request.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use two types of grant agreements in this program. Our selection will depend 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 GrantConnect.

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

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

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

Simple Grant Agreement or Standard Grant Agreement

We will use a simple grant agreement or standard grant agreement.

You will have 30 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 Program Delegate.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make

- any in-kind contributions you will make
- any financial contribution provided by a third party

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

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

10.3 Grants Payments and GST

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

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](#).⁵ We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

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

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation. We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

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

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

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

12.2 Reporting

Mid-term report

You must submit a mid-term report, on a template provided by DFAT. You will need to report on:

- progress against agreed grant activity milestones and outputs

⁵ <https://www.ato.gov.au/>

- progress toward activity outcomes (noting that responsibility for achievement of these is your sole responsibility)
- progress towards grant outcomes (noting that responsibility for achievement of these is shared across all grantees)
- progress towards gender equality outcomes
- expenditure of the grant against agreed budget
- results against key performance indicators and the project specific outputs detailed in your monitoring and evaluation framework.

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

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.

Final report

When you complete the grant activity, you must submit a final report on a template provided by DFAT. Final reports must:

- identify which outputs have been achieved based on monitoring and evaluation framework indicators
- identify how activity outcomes have been achieved
- identify how the activity has contributed to the grant outcomes
- identify progress towards gender equality outcomes
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within 30 days of completion in the format provided in the grant agreement.

Other reporting requirements

In addition to the above, grant recipients will be required to:

- complete a brief communications outline (template provided by DFAT) within 30 days of accepting the grant offer, outlining social media opportunities, requirements around use of the Commonwealth logo on printed materials, and speaking opportunities for government officials
- respond to ad hoc inquiries from DFAT (including requests for updates of grant activities) and attend ad hoc grantee coordination meetings during the delivery of grant activities
- participate in quarterly activity progress update meetings with DFAT officials
- where conference or meeting participation of a principal speaker is funded using the grant, you must attach a copy of the presentation to the final report.

12.3 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by emailing vietnameconomicstrategy@dfat.gov.au.

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

12.4 Compliance visits

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

12.5 Record keeping

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

12.6 Evaluation

We will evaluate the AVEG Program Round Two 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.

12.7 Acknowledgement

If you make a public statement about a grant activity funded under the program, including in printed materials or in-person and online engagements, we require you to acknowledge the grant by using the following:

‘This [name of grant activity or project/services] received grant funding from the Australian Government.’

We require you to use the Commonwealth logo on printed materials including newsletters, conference brochures and presentations.

You are responsible for informing DFAT in advance when delivering activities in Australia or Vietnam and providing opportunities for engagement. We will participate in grant activities on a case-by-case basis when invited.

13. Probity

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

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

13.1 Enquiries and feedback

Any complaints about the grant opportunity must be lodged with the Vietnam Economic Section at vienameconomicstrategy@dfat.gov.au. 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 vienameconomicstrategy@dfat.gov.au.

If you do not agree with the way DFAT 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 DFAT.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

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

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

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform DFAT 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 DFAT's website.

13.3 Privacy

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

- what personal information we collect
- why we collect your personal information
- 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 DFAT would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement,

without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to 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
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

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

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

13.5 Freedom of information

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

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

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

By mail: The Director, Freedom of Information and Privacy Law Section
 Corporate Legal Branch
 Department of Foreign Affairs and Trade
 R.G. Casey Building, John McEwen Crescent
 BARTON ACT 0221

By email: foi@dfat.gov.au

14. Glossary

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

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> under which relevant money⁶ or other Consolidated Revenue Fund (CRF) money⁷ 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 outcomes	the outcomes specified in the grant guidelines which your project must support. There must be a clear link between your outcomes (what you want to achieve) and the wider grant outcomes of the entire grant program.
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
outcomes	the outcomes that you hope to achieve as a result of your activities. These will often be your motivation in applying for the project. These should occur by the end of your project and the outputs will feed up into these outcomes. The outcome may be 'increased business networks in Vietnam' of which a workshop with high attendance will be one step in achieving.

⁶ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁷ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
outputs	immediate and countable results of your activities. Outputs must have clear measurable indicators attached as a means of determining progress. For example: How many people are involved in your project? As a result of the project, how many people attended your workshop / bought your product / inquired about your service? How much money has been invested as a result of the project?
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.