

# Australia-Cook Islands Community Grants Program (ACCGP)

## Australian High Commission in Rarotonga Community Grants 2024-25 (ACG24)

|                                    |  |
|------------------------------------|--|
| <b>Opening date:</b>               | <b>14 February 2025</b>  |
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| <b>Commonwealth policy entity:</b> | <b>Department of Foreign Affairs and Trade (DFAT)</b>  |
| <b>Administering entity</b>        | <b>Department of Foreign Affairs and Trade (DFAT)</b>  |
| <b>Enquiries:</b>                  | <b>If you have any questions, contact the Australian High Commission in Rarotonga (AHCR) on +682 22223 or email <a href="mailto:ahcrarotonga@dfat.gov.au">ahcrarotonga@dfat.gov.au</a></b> |
| <b>Date guidelines released:</b>   | <b>14 February 2025</b>  |
| <b>Type of grant opportunity:</b>  | <b>Targeted competitive</b>  |

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# 1. ACCGP: Australian High Commission in Rarotonga Community Grants 2024-25 processes

**The Australia Cook Islands Community Grants (ACCGP) Program is designed to achieve Australian Government objectives**

This grant opportunity contributes to DFAT's Budget Statement Outcome 1 Program 1.1 – to advance Australia's interests in foreign, trade and international development priorities. DFAT works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#).



**The grant opportunity opens**

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



**You complete and submit a grant application**

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



**We assess all grant applications**

We assess the applications against eligibility criteria and notify you if you are not eligible. We assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



**We make grant recommendations**

We provide advice to the decision maker on the merits of each application.



**Grant decisions are made**

The decision maker decides which applications are successful.



**We notify you of the outcome**

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



**We enter into a grant agreement**

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



**Delivery of grant**

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



**Evaluation of the ACCGP grant program**

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

## 1.1 Introduction

These guidelines contain information for the grant opportunity 'Australian High Commission in Rarotonga Community Grants 2024-25 (ACG24)'.

You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Department of Foreign Affairs and Trade.

We administer the program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#)<sup>1</sup>.

## 2. About the grant program

The Australia-Cook Islands Community Grants Program (ACCGP) is a flexible small-grants program intended to work with local communities on projects that reduce poverty and achieve sustainable development consistent with Australia's national interest. The grant program's total value is AUD400,000, divided over the four grant rounds (one per financial year) that will comprise the life of the program.

ACCGP intends to fill the community funding gap created by Cook Islands' graduation of Official Development Assistance (ODA) eligibility in 2020 by drawing on non-ODA funds committed to the Cook Islands in DFAT's Portfolio Budget Statement.

Questions about future grant opportunities can be directed to [ahcrarotonga@dfat.gov.au](mailto:ahcrarotonga@dfat.gov.au).

### 2.1 About the ACG2024 grant opportunity

The Australian High Commission in Rarotonga Community Grants 2024-25 (ACG24) is available to community groups, NGOs, and other entities engaged in development activities in Cook Islands' local communities.

The **objectives** of the program are:

- to provide an accessible and reliable source of funding which replaces the previous Direct Aid Program (DAP) for Cook Islands;
- to advance developmental outcomes in Cook Islands through community-level activities that have a direct, practical, and immediate impact for local communities;
- to support Australia's wider foreign and development policy interests and public diplomacy objectives, particularly to increase engagement with our Pacific neighbours; and

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

- increase prosperity and improve well-being in the Cook Islands.

The intended **outcomes** of the program are to:

- empower Cook Islanders to work together towards community development;
- establish an administratively simple funding mechanism, emulating the broader Australian Direct Aid Program, that provides a direct link between Australian funding and its support to the priorities of local communities within the Cook Islands; and
- continue to strengthen the Australia-Cook Islands partnership, underpinned by the 'Oa Tumanava Partnership Agreement.

## 3. Grant amount and grant period

### 3.1 Grants available

For the grant opportunity ACG24, AUD100,000 is available in FY2024-25. It is anticipated that most grants will be between AUD5,000 - AUD15,000, depending on the scope of the grant activity and its complexity.

### 3.2 Grant period

The maximum period of this grant is 1 year. This means you must complete all of your proposed grant activity within 1 year from the date of signing the grant agreement.

After this period, you will be expected to provide a final report on the outcomes and impact of your grant activity, including all receipts for expenses (see Reporting requirements in Section 12.2).

## 4. Eligibility criteria

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

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

To be eligible, applicants must be one or more of the below:

- Cook Islands residents;
- Cook Islands registered community organisations;
- Entities with an existing partnership with a Cook Islands organisation;
- Non-government organisations and charitable trusts operating in Cook Islands; or
- Other entities engaged in development activities in Cook Islands.

Note all applicants are required to have a bank account which grant funding payments can be made.

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

You are not eligible to apply for this grant opportunity if you are not listed in Section 4.1.

You are not eligible to apply for this grant opportunity if you are:

- An Australian parent entity not participating in the [National Redress Scheme for Institutional Child Sexual Abuse](#); or
- A national, state, territory and local government agency or body (including government business enterprises).

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

If successful, relevant personnel working on the grant activity must demonstrate they adhere to the following:

- [DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy](#);
- [DFAT Environmental and Social Safeguard Policy](#); and
- [DFAT Child Protection Policy](#).

# 5. What the grant money can be used for

## 5.1 Eligible grant activities

Applications must be aligned with the objectives of the grant opportunity (outlined under Section 2). Eligible grant activities may include:

- promotional and outreach activities;
- capacity building activities, such as training workshops and seminars;
- support for delivery of services, including legal or medical services;
- cultural performances or exhibitions and sporting events; or
- other activities that support the objectives of the grant opportunity.

Activities may focus on one or more of the following themes:

- community development
- rural development
- education
- gender equality
- health
- disability
- grassroots sporting organisations
- youth
- human rights
- the environment
- small scale infrastructure
- economic empowerment
- agriculture

## 5.2 Eligible locations

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

### **5.3 Eligible expenditure**

You can only spend the grant on eligible expenditure you have incurred between the start and end date of the agreement, unless stated otherwise.

Eligible expenditure items include:

- goods directly related to delivering the services under the agreement – for example, stationary, workshop supplies, medical supplies, sporting equipment etc;
- services directly related to delivering the services under the agreement – for example, printing, venue hire, equipment hire, media (photographers, website design, social media/advertising), translation etc;
- contractors or other personnel providing ad-hoc or short-term labour, expertise, or support to deliver the services under the agreement;
- domestic travel expenses directly related to delivering the services under the agreement;

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

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

### **5.4 What the grant money cannot be used for**

You cannot use the grant for the following activities:

- micro credit schemes or projects that involve the return of money;
- commercial ventures;
- purchase or rental of property or land;
- routine, recurring running costs and administrative expenses including office rental and utility costs, spare parts or routine maintenance or purchase of major assets such as vehicles, boats, computers and air conditioning units;
- core staff salaries;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- Australian or overseas study tours;
- international travel;
- sponsorship of major sporting tournaments or cultural displays that do not have a clear developmental or community benefit;
- freight of goods, except where the applicant demonstrates that it is not possible to source the required items locally;
- the covering of retrospective costs, e.g. activity costs incurred prior to provision of the grant; and
- costs incurred in the preparation of a grant application or related documentation.

## 6. The assessment criteria

You must address the assessment criteria in the application. We will assess your application against the criterion below, which all have equal weighting.

Applicants are encouraged to include objective examples of measures of success within their application. This should have a focus on your proposal's outputs in achieving the criteria below and assist the assessors in determining value with relevant money.

### **Criteria 1** (up to 350 words)

#### **Relevance of proposed grant activity**

You must demonstrate this by identifying:

- What eligible grant activity themes (see Section 5.1) does your grant activity focus on?
- How does your grant activity advance development outcomes for local communities in Cook Islands?
- How does your grant activity align with Australia's interests in the Pacific (for example, development, climate, gender equality, disability and social inclusion etc)? How can it increase Australia's engagement with local communities?

### **Criteria 2** (up to 350 words)

#### **Impact of the grant**

You must demonstrate this by identifying:

- What are the intended outcomes of your grant? What positive impact will it have on the people of Cook Islands?
- How will the impact of the grant be measured and monitored?

### **Criteria 3** (up to 350 words)

#### **Delivery of the grant activity**

You must demonstrate this by identifying:

- How will you deliver your proposed grant activity? What arrangements are in place to ensure the grant funding will be used and managed effectively?
- What are the risks associated with your project, if any? How will you manage the risks?

Applicants will be assessed against the grant program's eligibility and assessment criteria through an open, competitive process.

## 7. How to apply

Before applying, you must read and understand these guidelines.

These guidelines are found at [GrantConnect](#) and [SmartyGrants](#). Any alterations and addenda<sup>2</sup> will be published on GrantConnect. By registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the online ACG24 application form on [SmartyGrants](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s on [SmartyGrants](#) by the deadline

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](#). False or misleading information will be investigated which may exclude your application from further consideration.

If you find an error in your application after submitting it, please contact us immediately on +682 22 223. 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.

We will acknowledge that we have received your application within five (5) working days of the application closing date.

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

If you need further guidance around the application process or if you are unable to submit an application online contact us at [ahcrarotonga@dfat.gov.au](mailto:ahcrarotonga@dfat.gov.au).

## **7.1 Attachments to the application**

We require the following documents with your application:

- proposed timeline for grant activity;
- an indicative budget with itemised expenses; and
- if relevant, quotations or appraisals for goods and services.

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 Timing of grant opportunity processes**

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

After applications have closed, it is expected the assessment period will take up to 4 weeks.

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<sup>2</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to closing times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

Successful applicants will be notified and grant agreements will be signed before grant payments can be made. We expect you will be able to commence your grant activity within 3 weeks of the day of signing the grant agreement.

Unsuccessful applicants will be notified after all grant agreements have been signed by successful applicants.

Grant activities must be complete by the end date of the agreement.

### **7.3 Questions during the application process**

Please contact the Office Manager at the Australian High Commission in Rarotonga by phone +682 22 223 or by email [ahcrarotonga@dfat.gov.au](mailto:ahcrarotonga@dfat.gov.au) for any questions.

## **8. The grant selection process**

### **8.1 Assessment of grant applications**

We first review your application against the eligibility criteria.

We consider eligible applications through a targeted competitive grant process.

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.

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.
- 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?**

The ACCGP Committee will assess each application against the selection criteria detailed at 6.1. The committee will consist of representatives from the Department of Foreign Affairs and Trade as appointed by the Australian Government. The committee recommends to the ACCGP Delegate which grant applications to approve.

### **8.3 Who will approve grants?**

The designated ACCGP delegate (Assistant Secretary – Polynesia and Partnerships Branch) will decide which grants to approve. The recommendations of the ACCGP Committee and the availability of grant funds for the purposes of the ACCGP Program will be taken into account.

The ACCGP decision maker's decision is final in all matters, including:

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

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

The decision maker will not approve funding if they reasonably consider the program funding available will not accommodate the funding offer, and/or the application does not represent value with money. The ACCGP decision maker reserves the right to offer less funding than that sought by the applicant.

## **9. Notification of application outcomes**

You will be advised of the outcome of your application in writing. If you are successful, you will be advised of any specific conditions attached to the grant.

You can submit a new application for the same successful or unsuccessful grant in any future grant opportunities under the program. If you are unsuccessful, 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**

No feedback will be provided for unsuccessful applicants.

## **10. Successful grant applications**

### **10.1 The grant agreement**

You must enter into a legally binding Letter of Agreement (grant agreement) with the Commonwealth of Australia.

The grant agreement has general terms and conditions that cannot be changed.

A grant agreement must be executed with you prior to payment. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the ACCGP Delegate. These will be identified in the 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 Commonwealth may recover grant funds if there is a breach of the grant agreement.

## 10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- any financial contributions you must make
- any in-kind contributions you will make

The maximum grant amount will not be exceeded under any circumstances. If you incur extra costs, you must meet them yourself.

We will pay 100 per cent of the grant on execution of the grant agreement as a single upfront payment. You will be required to report how you spent the grant funds at the completion of the grant activity.

## 10.3 Grants Payments and GST

Payments will not include GST.

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](#).<sup>3</sup> We do not provide advice on your particular taxation circumstances.

# 11. Announcement of grants

If successful, you will be informed by email, and your grant will be listed on the [GrantConnect](#) website 21 calendar days after the date of effect as required by Section 5.4 of the [CGRPs](#).

# 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 services 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.

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<sup>3</sup> <https://www.ato.gov.au/>

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

To keep us informed, please provide relevant information to the Australian High Commission by email [ahcrarotonga@dfat.gov.au](mailto:ahcrarotonga@dfat.gov.au).

## 12.2 Reporting

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

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.

### Ad-hoc reports

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

### Final report

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

Final reports must:

- identify how Cook Islands benefited from your project,
- acquit all ACG24 funds provided,
- conform with the format provided,
- comply with deadlines in the ACG24 contract,
- return any unspent funds to the Australian High Commission,
- provide copies of **all** receipts, and
- be submitted within 60 days of completion in the format provided in the grant agreement.

## 12.3 Financial declaration

You may be asked to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

## 12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement.

You 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.

## 12.5 Compliance visits

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

## 12.6 Record keeping

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

## 12.7 Evaluation

We will evaluate the ACG24 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.

## 12.8 Acknowledgement

Publicity for approved projects, including media releases, must be cleared with the Australian High Commission Rarotonga. Suitable recognition should be given to the Government of Australia in any publicity activity.

# 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 CGRPs.

## 13.1 Enquiries and feedback

Any questions you have about grant decisions for this grant opportunity should be sent to [ahcrarotonga@dfat.gov.au](mailto:ahcrarotonga@dfat.gov.au).

DFATs complaint procedures apply to this grant opportunity. All complaints regarding a grant process must be provided in writing to [ahcrarotonga@dfat.gov.au](mailto:ahcrarotonga@dfat.gov.au).

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

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)

## 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or the ACCGP Program. There may be a [conflict of interest](#), or perceived conflict of interest, if 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 on the assessment 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 ACCGP 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 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 the DFAT 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
1. the information is commercially sensitive
2. 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 ACCGP 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 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 Section  
Regulatory and Legal Policy Division  
Department of Foreign Affairs and Trade  
R.G. Casey Building, John McEwen Crescent  
BARTON ACT 0221

**By email:**

[foi@dfat.gov.au](mailto:foi@dfat.gov.au)



## 14. Glossary

| Term   | Definition  |
|--|---|
| accountable authority  | see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>  |
| 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  |
| <a href="#">Commonwealth Grants Rules and Principles (CGRPs)</a> | 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 CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>4</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>5</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul> |
| 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  |
| <a href="#">GrantConnect</a> | is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs   |
| 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  |
| PBS Program                  | described within the entity's <a href="#">Portfolio Budget Statement</a> , 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.   |

<sup>4</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

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

| Term               | Definition  |
|--------------------|---|
| 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"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul> |

## Appendix A. Frequently Used Acronyms

Acronyms used in these guidelines, online and within application forms.

|          |   |
|----------|---|
| ABN      | Australian Business Number                            |
| ACN      | Australian Company Number                             |
| AEST     | Australian Eastern Standard Time                      |
| CGRPs    | Commonwealth Grants Rules and Principles              |
| ACCGP    | Australia-Cook Islands Community Grants Program       |
| CV       | Curriculum Vitae                                      |
| DFAT     | Department of Foreign Affairs and Trade               |
| FCI      | Foundations, Councils and Institutes                  |
| FOI      | Freedom of Information                                |
| GST      | Goods and Services Tax                                |
| PBS      | Portfolio Budget Statement                            |
| PGPA Act | Public Governance, Performance and Accountability Act |

## Appendix B. Template for proposed timeline of grant activity attachment

| <b>Activity</b>                                 | <b>Start date</b>           | <b>End date</b>             |
|---|-----------------------------|-----------------------------|
| Start of grant agreement                        | <i>[insert date]</i>        | N/A                         |
| <i>e.g. purchase [item] or begin [activity]</i> | <i>e.g. dd/mm/yy or N/A</i> | <i>e.g. dd/mm/yy or N/A</i> |
|   |                             |                             |
|   |                             |                             |
|   |                             |                             |
|   |                             |                             |
|   |                             |                             |
| End of grant agreement                          | N/A                         | <i>[insert date]</i>        |

*\*Specific dates can be estimates based on broader activity timeline*

*\*Add more Activity lines as necessary*

*\*Delete line with examples in the final attachment*

## Appendix C. Template for indicative budget with itemised expenses attachment

| Item  | Cost  | Quantity | Total Cost (AUD) |
|---|-------|----------|------------------|
| <i>e.g. Bic pens from Bounty Bookshop</i>   | \$1.5 | 20       | \$30             |
| <i>e.g. Repairing broken door at community centre – quotation from [add Company] attached</i> | \$300 | 1        | \$300            |
|   |       |          |                  |
|   |       |          |                  |
|   |       |          |                  |
|   |       |          |                  |
| <b>Actual total cost</b>  |       |          | <b>\$ XX</b>     |

*\*Add lines as necessary*

*\*Delete lines with examples in the final attachment*

*\*If relevant, you may include details about quotations or appraisals for goods or services*