Australia-Vietnam Enhanced Economic Engagement Grant (AVEG) Pilot Program

Guidelines

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| --- | --- |
| Opening date: | 17.00 (AEST) 03 May 2021 |
| Closing date and time: | 14.00 (AEST) 14 May 2021 |
| Commonwealth policy entity: | Department of Foreign Affairs and Trade (DFAT) |
| Co-sponsoring entity: | Not Applicable |
| Administering entity: | Department of Foreign Affairs and Trade (DFAT) |
| Grant Opportunity Type: | Open Competitive |
| Enquiries: | If you have any questions, contact the Vietnam Economic Strategy Team  [vietnameconomicstrategy@dfat.gov.au](mailto:vietnameconomicstrategy@dfat.gov.au) |
|  | Questions should be sent no later than 10 May 2021 |

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## Australia-Vietnam Enhanced Economic Engagement Grant Pilot Program 2021 processes

**The AVEG Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program, which contributes to the Department of Foreign Affairs and Trade Outcome 1[[1]](#footnote-2) in the Portfolio Budget Statements. The Department of Foreign Affairs and Trade works with stakeholders to plan and 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**

We publish the grant guidelines on [GrantConnect](http://www.grants.gov.au/)



**You complete and submit a grant application**

You complete the [SmartyGrants application form](https://DCG.smartygrants.com.au/AVEG) 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 relevant money and compare it to other applications.

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**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.

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**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.

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**Evaluation of the AVEG Program**

We evaluate your specific grant activity and the Australia-Vietnam Enhanced Economic Engagement Grant Pilot 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 Australia-Vietnam Enhanced Economic Engagement Grant Pilot Program 2021.

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.

## About the AVEG program

Background

On 14 November 2020, as part of a broader package of economic, development and security measures to support Southeast Asia’s recovery from COVID-19, Prime Minister Morrison announced the Mekong-Australia Partnership (MAP), a four year $232 million investment, led by DFAT, with whole-of-government input.

Pillar Three of the six pillars of MAP is focused specifically on Vietnam

1. *Boosting trade and investment through business-focused programs, including implementing and promoting early harvest and longer-term recommendations of the Enhanced Economic Engagement Strategy (EEES) with Vietnam.*

The AVEG Program 2021 will advance Australia’s international economic interests through bilateral engagement on trade and investment policy priorities of the Australian Government.

The objectives of the grant opportunity are to:

* promote Australia-Vietnam bilateral economic engagement
* build industry, institutional and government-to-government links to build stronger partnerships
* leverage existing partnerships and foster engagement with key stakeholders in line with the objectives and intentions of the Australia-Vietnam Enhanced Economic Engagement Strategy
* support the economic recovery efforts of Australian industries across priority sectors and communities adversely affected by the COVID-19 pandemic

The intended outcomes of the grant opportunity are to:

* increase public awareness of Australia’s economic opportunities in Vietnam
* develop enduring partnerships across sectors in Australia and Vietnam
* increase Australia’s capacity to effectively engage with Vietnam in existing and emerging areas of mutual economic interest

Overall, the grant program aims to assist Australia and Vietnam meet the policy objectives of the Enhanced Economic Engagement Strategy of becoming mutual top 10 trading partners and doubling two-way investment.

We administer the program according to the[*Commonwealth Grants Rules and Guidelines*](https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf) (CGRGs)*[[2]](#footnote-3).*

Total funding available for the AVEG Pilot Program is $1,500,000 in 2020-21.

## Grant amount and grant period

### Grants available

* the minimum grant amount is $50,000.
* the maximum grant amount is $100,000.

We will also consider multi-year grants up to a maximum of $100,000 per year for up to three years.

We encourage our applicants to seek funding from other sources to cover the complete costs of their projects. While it does depend on the size of the grant request to us, we would expect that applicants would also secure funding from elsewhere to cover costs.

Co-contributions from applicants and other parties strengthen an 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, venues for exhibitions or events and logistics management. There are no limits to the percentage or amount for co-contributions

### Grant/Project period

The maximum grant period is across three years of multi-year funding. If successful in the AVEG Program 2021, you must start your grant activity before 30 June 2021.

You must complete your grant/project by the end date designated in your application and agreed by DFAT. Following the grant/project period, an evaluation period of six (6) months will commence.

Grant extensions of no more than one year from the original grant end date may be considered in exceptional circumstances. An extension must be requested in writing and approved by DFAT. A contract amendment will also be agreed and signed by the grantee and DFAT.

## Eligibility criteria

Applications must satisfy all eligibility criteria to be considered.

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

To be eligible you must:

* be one of the following entity types:
  + an Australian entity with an Australian Business Number (ABN), Australian Company Number (ACN), or Indigenous Corporation Number (ICN)
  + an Australian consortium with a lead organisation ([[3]](#footnote-4))
  + an Australian registered charity or not-for-profit organisation
  + an Australian local government body
  + an Australian State/Territory government body
  + a Corporate Commonwealth Entity
  + an Australian statutory authority
  + be an Australian or permanent resident of Australia
* and be willing to provide or develop child protection guidelines that meets the [Child Protection Policy | Australian Government Department of Foreign Affairs and Trade (dfat.gov.au)](https://www.dfat.gov.au/international-relations/themes/child-protection/Pages/child-protection) for your project if it involves people under the age of 18 years.

Applications from consortia are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible as per the list above.

Individuals who intend the grant to be administered by a university should apply on behalf of the university, i.e. your university is the applicant.

### 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](http://www.nationalredress.gov.au))[[4]](#footnote-5)
* 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.

## What the grant money can be used for

### Eligible grant activities

To be eligible, your grant must be used for the project outlined within the application. Eligible grant activities may include, but are not limited to:

* + industry dialogues (virtual or in-person) to address challenges and opportunities
  + trade delegations, particularly in new or emerging sectors
  + investment policy talks to further operational objectives
  + workshops or seminars with capacity building outcomes
  + market access research leading to implementation blueprints
* An example project:
  + Trade and Commerce – A comprehensive project to support Australian food and beverage exporters through delivery of: webinar/report on Vietnamese consumer behaviour and market trends; and virtual industry roundtables to build people-to-people connections and raise the industry profile.

Grant applicants intending to carry out activities focussed on scientific exchange or research should become familiar with Australia’s export control regimes as appropriate [Export control regimes | Australian Government Department of Foreign Affairs and Trade (dfat.gov.au)](https://www.dfat.gov.au/international-relations/security/non-proliferation-disarmament-arms-control/export-control-regimes/Pages/export-control-regimes)

Similarly, the guidelines to counter foreign interference in the Australian university sector [The University Foreign Interference Taskforce - Guidelines to counter foreign interference in the Australian university sector | Department of Education, Skills and Employment](https://www.education.gov.au/ufit) could be a useful resource.

### Eligible expenditure

You can use the grant to pay for costs detailed in your budget and grant agreement, including:

* Economy flights, modest accommodation costs, meals and travel allowances, other transport (subject to compliance with COVID-19 restrictions and pricing)
* Communication and translation
* Venue hire and catering (subject to compliance with COVID-19 safety measures)
* Advertising and promotion, graphic design, photography, social media, video and printed material
* Exhibition or event costs, including freight
* Only one participant per conference or meeting and only where the participant is a principal speaker and the subject of the conference is of direct relevance to the grant opportunity.

For activities delivered in Australia, applicants are encouraged to consider the use of an Indigenous supplier, if they intend to subcontract any of the services above. A directory of registered Indigenous businesses is available at [**www.supplynation.org.au**](http://www.supplynation.org.au).

You can only spend grant funds on eligible grant expenditures that enables the grant activities as defined in the grant agreement.

### What the grant money cannot be used for

You cannot normally use the grant for the following:

* capital expenditure, including purchase of real estate and vehicles
* purchase of equipment (for example, computers, videos, photographic or printing equipment)
* the covering of retrospective costs or recurrent funding of activities
* activities which are already commercially viable in their own right
* activities which will provide commercial advantage to the applicant (e.g. promotion of the applicant’s own 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, rent, salaries (including for research assistants or administrative staff), honorariums or administrative charges levied by the applicant's organisation,
* activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility (e.g. academic research, assistance to business, development assistance projects), and
* completed projects.

We do not generally fund travel and accommodation for attendance at conferences or meetings, participation in fieldwork or other events, unless they are directly related to achieving the project outcomes described by you. 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).

## The assessment criteria

When preparing the application, applicants should bear in mind that the Assessment Panel may not be familiar with the applicant, the organisation or the field of activity. As the Assessment Panel‘s recommendation will be primarily based on the information provided in the application form, this document should be clear, accurate, comprehensive and focused.

We will first assess your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through anopencompetitive grant process.

We will then assess your application against the assessment criteria set out below and against other applications. Your application will be considered on its merits, based on:

* how well it meets the criteria
* how it compares to other applications

You will need to address all of the following assessment criteria in your application. All selection criteria are weighted equally. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. The application form includes word limits.

**Criterion 1: Clarity of purpose: Identify trade and investment opportunities or challenges that this proposal seeks to address.** In providing a response to this criterion you **must** include, but are not limited to:

* a description of the activity and provision of information which demonstrates alignment to the AVEG program objectives.

**Criterion 2: In what way does this project go above and beyond ‘business as usual’ activity and represent a clear ‘surge’ to boost trade and investment?** In providing a response to this criterion, you should demonstrate how your grant activities would reach out to a broad audience (eg the public and/or decision-makers) and also how you would create or strengthen formal or other relationships. You should include, but are not limited to:

* any proposed quantitative or qualitative performance measures to indicate the expected reach of your project such as anticipated:
  + events (eg public seminars, promotional events, exhibition days)
  + number of participants/audience (and a description of your target audience) and why you expect this level of engagement
  + media engagement plans (including social media), the type of media interest you seek to generate (eg articles, radio and television broadcasts) distribution plans (eg of a publication).
* Indicating your awareness of and commitment to gender balance by referencing efforts within your project activities to achieve balanced representation with 40:40:20 principles.
* indicating any follow-up activities that could arise from the grant activity and that could ensure networks created between individuals and institutions through the project are sustained.

**Criterion 3: What is the need for the particular grant activity? Is this project being delivered in a priority sector where Australian interests are at risk (this should include a very short justification of the sector and risk)?**

In providing a response to this criterion you should include, but are not limited to:

* demonstrating links between Vietnam and Australia
* demonstrating the gap that your grant activity would address
* demonstrating how your grant activity would address a new area of interest and cooperation between Australia and Vietnam
* demonstrating how your grant activity would address an area of interest and cooperation between Australia and Vietnam in a new, innovative and improved way.

**Criterion 4: What is the capability and capacity of the applicant to undertake the grant activity?**

In providing a response to this criterion you should demonstrate you and/or your organisation’s capability and capacity to successfully undertake your grant activity. You should include, but are not limited to:

* a one-page capability statement of the organisation and/or CV of the project leader(s)
* two signed references from referees with no direct financial interest in your project
  + referees should comment on the project’s objectives and the strategies to achieve them
  + references that provide different perspectives on the proposal; and
  + referees who work for different organisations.
* a letter of support from your organisation’s research office or equivalent If you are from a large organisation that confirms alignment of your grant activity to the organisation’s international strategies.
* If you have a partner/s please also provide a capability and commitment statement including a letter of support from the partner/s and a record of past successful partnerships with the partner/s.

**Criterion 5: The proposal is achievable in the context of COVID-19-related restrictions.**

In providing a response to this criterion you should include, but are not limited to:

* how your project will comply with COVID-19-related restrictions in place at the time you submit your application, including, for example, in relation to travel, physical distancing, hygiene and sanitation measures
* how you might adapt your project in response to potential changes to COVID-19-related restrictions across the stated timeframe of the project
* how international travel between Australia and Vietnam is not a significant component to achieve successful project outcomes.
* confirm that you have a risk management plan that can be provided to DFAT, if requested.

**Criterion 5: Value for money.**

The Assessment Panel and the Delegate will also strongly consider the value for money that your project offers for the investment of Commonwealth of Australia funds in their decision making. In expressing the value for money that your project offers you should consider:

* inclusion of other sources of income and an indication of whether each source of income is confirmed, conditional or pending approval
* other sources of income can include other grants from Australian Federal Government, State Government, Local Government, etc, and in-kind contributions from your organisation and your Vietnamese/Australian partner.
* appropriate, reasonable and realistic economy travel costings
* alternative options for face-to-face conferences, forums, roundtables and meetings where appropriate.

## How to apply

Before applying, you must read these grant guidelines and the application formbefore you submit an application. A draft grant agreement and a sample final report can be provided on request via email to [vietnameconomicstrategy@dfat.gov.au](mailto:vietnameconomicstrategy@dfat.gov.au)

You must submit your grant application on the application form, which can be downloaded at https://dfat.smartygrants.com.au/ The application form includes help information.

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](mailto:service@smartygrants.com.au), +61 3 9320 6888 between 9am and 5pm Monday to Friday).

The Department of Foreign Affairs and Trade 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*](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.

You must address all of the eligibility and assessment criteria and provide two short signed independent references to be considered for a grant. Please complete each section of the application form and make sure you provide the information we have requested.

Please keep a copy of your application and any supporting papers.

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**.**

If you find an error in your application after submitting it, you should immediately contact SmartyGrants Help Desk ([service@smartygrants.com.au](mailto:service@smartygrants.com.au), +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.

### Attachments to the application

We require the following documents with your application:

* two short signed independent references;
* letter of support from nominated partners (if relevant);
* organisation capability statement or individual’s curriculum vitae (optional); and
* if you apply on behalf of a university, a letter of support from your Research Office.

Supporting documentation should be attached to the application form. **Only attach the documents you have been asked to include.**

Among applications from universities, the most competitive applications will be those with letters of support from the relevant Research Office highlighting the alignment of the proposed project to the Australia-Vietnam Enhanced Economic Engagement Grant Program objectives, the relevance of the project to the University’s strategic goals in the relevant country and demonstrating that the project is not more appropriately funded by the Australia Research Council or alternative Commonwealth funding body.

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.

### Joint (consortia) applications

Some organisations may apply as a consortium to deliver grant activities. A consortium is two or more organisations who are working together to combine their capabilities when developing and delivering a grant activity.

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the ‘lead organisation’. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the application form and identify all other members of the proposed consortium in the application. The application must include a letter of support from each organisation involved in the grant. Each letter of support should include:

* an overview of how the consortium will work together to complete the grant activity
* an outline of the relevant experience and/or expertise of the consortium members
* the roles/responsibilities of consortium members and the resources they will contribute (if any)
* details of a nominated management level contact officer
* details of the lead organisation.

### Timing of grant opportunity processes

| Activity | Timeframe |
| --- | --- |
| Application period | 17.00 (AEST) 3 May 2021  14.00 (AEST) 14 May 2021 |
| Assessment of applications | 3 weeks |
| Approval of outcomes of selection process | June 2021 |
| Negotiations and award of grant agreements | June 2021 |
| Notification to unsuccessful applicants | July 2021 |

### Questions during the application process

If you have any questions during the application period, please contact the Australia-Vietnam Economic Strategy Taskforce team at **vietnameconomicstrategy@dfat.gov.au**. The Department of Foreign Affairs and Trade undertakes to respond to emailed questions within five working days.

Questions should be sent no later than 10 May 2021.

Applicants may speak with the Australia-Vietnam Economic Strategy Taskforce 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 Taskforce.

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.

### Further grant opportunities

The Australia-Vietnam Enhanced Economic Engagement Grant Pilot Program 2021 aims to allocate all available grant funding during the pilot grant round process. DFAT grant rounds are typically over-subscribed with suitable applications each year. Applicants may be put on a merit list and offered funding at a later date, if further funding becomes available. All merit listed grants will still be considered against the outcomes of the program (and/or criteria in these guidelines) and value for money.

## The grant selection process

### 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.[[5]](#footnote-6)

We then assess 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.

### Who will assess applications?

An Assessment Panel convened by the Australia-Vietnam Economic Strategy Taskforce, consisting of DFAT officials, will assess each application.

While an application may meet the assessment criteria, a grant is not guaranteed.

The Assessment Panel may seek additional input from relevant Australian missions overseas about you or your application. They may also seek additional information from other Commonwealth agencies, even if the sources are not nominated by you as referees. The Assessment Panel may also consider information about you or your application that is available through the normal course of business.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

### Who will approve grants?

The Assessment Panel will make recommendations to the First Assistant Secretary, Southeast Asia Division, or his/her delegate within the Department of Foreign Affairs and Trade. The delegatewill make the final decision to approve a grant.

The delegate’s decision is final in all matters, including:

* the approval of the grant
* the grant funding amount to be awarded.

The delegate willnot approve funding if they reasonably consider the program funding available will not accommodate the funding offer, and/or the application does not represent value for money.

The Department of Foreign Affairs and Trade reserves the right to offer less funding than that sought by the applicant.

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.

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.

### Feedback on your application

If you are unsuccessful, you may ask for feedback from the Department of Foreign Affairs and Trade within one month of being advised of the outcome. The Department of Foreign Affairs and Trade will only provide verbal feedback within one month of feedback being requested.

## Successful grant applications

### The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Foreign Affairs and Trade. Standard terms and conditions for the grant agreement will apply and cannot be changed. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

You will be required to:

* complete a brief communications outline within two weeks of accepting the grant offer,
* provide a final report, including financial acquittal, using the online template within 60 days of project completion,
* for multi-year grants, complete interim reports once a year using the online template, and
* where conference or meeting participation of a principal speaker is funded, a copy of the paper presented by the participant in addition to the report.

The Department of Foreign Affairs and Trade will negotiate agreements with successful applicants in June 2021. If **there are unreasonable delays in finalising** a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

Where a grantee fails to meet the obligations of the grant agreement, the Department of Foreign Affairs and Trade may withhold or suspend the funding to the grantee; and/or require the grantee to repay all or part of the grant. No compensation is payable by the Department for termination in these circumstances.

You should not make financial commitments until a grant agreement has been executed by the Commonwealth.

### How we pay the grant

The grant agreement will state the:

* maximum grant amount to be paid.

We will make an initial payment on execution of the grant agreement and on receipt of a valid invoice. For multi-year grants, we will make subsequent payments, detailed in the grant agreement, progressively based on your interim reports, including acquittals, and receipt of a valid invoice.

All grants are awarded in Australian dollars. If costs will occur overseas, for example in Vietnam, you should allow for the exchange fees in your project budget. You are responsible for any financial differences that may occur from the time of the application submission to when the project takes place, due to fluctuations in the exchange rate.

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

### Grants Payments and GST

Payments will be made as set out in the grant agreement. Where appropriate, payments will be GST Inclusive.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the Australian Taxation Office website at [www.ato.gov.au](http://www.ato.gov.au) for more information.

## Announcement of grants

If successful, your grant will be listed on the website GrantConnect (www.grants.gov.au) and on the Department of Foreign Affairs and Trade website within 21 days of the date of effect[[6]](#footnote-7) as required by Section 5.3 of the [CGRGs](http://cgrgs/).

## How we monitor your grant activity

### Keeping us informed

You must submit reportsin line with the timeframes in the [grant agreement](file://prod.protected.ind/User/user03/LLau2/insert%20link%20here). Sample templates for these reports are available on the website. We will expect you to report on:

* progress against your communications plan actively deepening bilateral relations and promoting your project;
* progress against agreed project milestones;
* contributions of participants directly related to the project;
* eligible expenditure of grant funds; and
* results against key performance indicators and the project specific outputs detailed in your application.

You will also be responsible for:

* meeting the terms and conditions of the grant agreement and managing and promoting the activity efficiently and effectively;
* complying with record keeping, reporting and acquittal requirements as set out in the grant agreement;
* all administrative arrangements associated with your project including visa and travel arrangements, visa charges, airport taxes, ground transport, travel and health insurance for project participant’s medical and hospital insurance cover both overseas and in Australia for visitors not covered by Medicare (including evacuation and death cover), and necessary insurance for equipment and accommodation costs and arrangements;
* other insurances, including workers’ compensation, as required by law, and professional indemnity, public health and liability insurance, as required by the project; and
* complying with all applicable domestic and international laws.

### The Department of Foreign Affairs and Trade’s responsibilities

TheDepartment of Foreign Affairs and Trade will:

* meet the terms and conditions set out in the grant agreement;
* provide timely administration of the grant; and
* evaluate the grantee’s performance.

Funding under this grants program does not imply that the Department of Foreign Affairs and Trade endorses the views of recipients involved in any funded activity.

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

### Evaluation

The Department of Foreign Affairs and Trade will evaluate the Australia-Vietnam Enhanced Economic Engagement Grant Pilot Program 2021 activities to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

### Acknowledgement

The Australian Government crest is to be used on all materials related to grants under the Program. Whenever the logo/crest is used the publication must also acknowledge the Commonwealth as follows:

‘This activity received grant funding from the Department of Foreign Affairs and Trade under the Australia-Vietnam Enhanced Economic Engagement Grant Program 2021.’

Invitations to officers of the Department of Foreign Affairs and Trade to represent the Australian Government support for the project are highly desirable.

## Probity

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

The Foreign Influence Transparency Scheme provides the public with visibility of the nature, level and extent of foreign influence on Australia’s government and politics. It is recommended that you review obligations and responsibilities under the scheme at [Foreign Influence Transparency Scheme | Attorney-General's Department (ag.gov.au)](https://www.ag.gov.au/integrity/foreign-influence-transparency-scheme) before establishing project partners.

**Note:** These guidelines are for the AVEG 2021 pilot round and may be changed by the Department of Foreign Affairs and Trade if there are future rounds.

### Enquiries and feedback

All complaints about a grant process must be lodged in writing with the Department of Foreign Affairs and Trade.

Any questions you have about grant decisions for the Program should be sent to [vietnameconomicstrategy@dfat.gov.au](mailto:vietnameconomicstrategy@dfat.gov.au) **You may wish to list @dfat.gov.au as a trusted emailer in your email system.**

If you do not agree with the way the Department of Foreign Affairs and Trade 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 Department of Foreign Affairs and Trade.

If you do not agree with the way the [relevant Commonwealth entity] 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 [relevant Commonwealth entity].

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 the Department of Foreign Affairs and Trade 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 [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 of Foreign Affairs and Trade 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 the **D**epartment of Foreign Affairs and Trade’s website.

### 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 [relevant Commonwealth entity] would breach an Australian Privacy Principle as defined in the 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:

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.

### Sexual misconduct prevention and response

The Department of Foreign Affairs and Trade has a zero-tolerance approach to sexual exploitation, abuse and harassment (PSEAH). It is expected that all individuals participating in this program will comply with this zero-tolerance approach. Any allegations or reports of misconduct will be taken seriously. The *Sex Discrimination Act 1984 (Cth)* defines the nature and circumstances in which sexual harassment is unlawful.

In response to the Royal Commission into Institutional Responses to Child Sexual Abuse, the Australian Government has introduced the National Redress Scheme, which provides acknowledgement and support to people who have experienced institutional child sexual abuse.

For more information and support, please visit: <http://www.nationalredress.gov.au/> or;  
call the National Redress Scheme line on **1800 737 377**.

### 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: 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](mailto:foi@dfat.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 |
| 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)*](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. |
| 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[[7]](#footnote-8) or other [Consolidated Revenue Fund](https://www.finance.gov.au/resource-management/pgpa-glossary/consolidated-revenue-fund/) (CRF) money[[8]](#footnote-9) 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 |
| PBS Program | described within the entity’s [Portfolio Budget Statement](https://www.budget.gov.au/2018-19/content/pbs/index.html), 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 | 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. |

Appendix A. Acronyms

Acronyms used in these guidelines, online and within application forms

|  |  |
| --- | --- |
| ABN | Australian Business Number |
| ACN | Australian Company Number |
| AEDT | Australian Eastern Daylight Time |
| AEST | Australian Eastern Standard Time |
| ASEAN | Association of Southeast Asian Nations |
| CGRGs | Commonwealth Grants Rules and Guidelines |
| CV | Curriculum Vitae |
| DFAT | Department of Foreign Affairs and Trade |
| FOI | Freedom of Information |
| GST | Goods and Services Tax |
| PBS | Portfolio Budget Statement |
| PGPA Act | Public Governance, Performance and Accountability Act |
| PSEAH | Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy |

1. The advancement of Australia’s international strategic, security and economic interests including through bilateral, regional and multilateral engagement on Australian Government foreign, trade and international development policy priorities. [↑](#footnote-ref-2)
2. <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf> [↑](#footnote-ref-3)
3. 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. More details are at 7.2. [↑](#footnote-ref-4)
4. The National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy will come into effect on 1 January 2021. The Department of Social Services is the responsible entity for questions and advice regarding this policy (see www.dss.gov.au). [↑](#footnote-ref-5)
5. See glossary for an explanation of ‘value with money’. [↑](#footnote-ref-6)
6. See glossary [↑](#footnote-ref-7)
7. Relevant money is defined in the PGPA Act. See section 8, Dictionary. [↑](#footnote-ref-8)
8. Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money. [↑](#footnote-ref-9)