# Australia-Cook Islands Community Grants Program (ACCGP)

| Opening date: | Please refer to the [Australian High Commission Rarotonga website](https://cookislands.highcommission.gov.au/) |
| --- | --- |
| Closing date and time: | Please refer to the [Australian High Commission Rarotonga website](https://cookislands.highcommission.gov.au/) |
| Commonwealth policy entity: | Department of Foreign Affairs and Trade (DFAT) |
| [Co-sponsoring entity] | Not Applicable |
| [Administering entity] | Australian Department of Foreign Affairs and Trade (DFAT) |
| Enquiries: | If you have any questions, contact the Office Manager on +682 73379 or by email [ahcrarotonga@dfat.gov.au](mailto:nina.webb@dfat.gov.au).  Questions should be sent no later than [date] |
| Date guidelines released: | [date] |
| Type of grant opportunity: | Open Competitive |

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## Australia–Cook Islands Community Grants Program

**The Australia-Cook Islands Community Grants Program is designed to achieve Australian Government objectives**

This grant opportunity contributes to the Department of Foreign Affairs and Trade’s Outcome 1[[1]](#footnote-1). 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/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf)



**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 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. We assess eligible applications against the assessment criteria including an overall consideration of relevant value for money and compare it to other applications.



**We make grant recommendations**

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



**Grant decisions are made**

The decision makers decide 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. Feedback will not be provided for unsuccessful applications.



**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 Cook Islands Community Grants Program**

We evaluate your specific grant activity and the Cook Islands Grant 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-Cook Islands Community Grants Program (ACCGP).

You must read these guidelines before filling out an application.

This document sets out:

* the purpose of the ACCGP
* 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 grant program

Cook Islands graduated from Official Development Assistance (ODA) eligibility on   
1 January 2020. As a result, Cook Islands community groups are no longer able to participate in the ODA-funded Direct Aid Program (DAP). The Australian Government is now funding a community grants program to re-establish, maintain and expand community-level engagement in Cook Islands previously supported by DAP.

The Australia-Cook Islands Community Grants Program (ACCGP) is a flexible small-grants program available to non-government organisations and community groups, allowing them to deliver projects which support the development of their local communities.

ACCGP grants will fund a range of small-scale, on-the-ground activities which meet the needs of Cook Islanders. These projects should have a strong focus on meeting the priorities of the Cook Island communities in which they are delivered. They will contribute to sustainable economic growth and improved living conditions in Cook Islands, as well as support the development, through community connections, of our growing bilateral relationship.

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-2).*

### About the grant opportunity

The ACCGP seeks to fund community initiatives that seek to build and strengthen communities in Rarotonga and on the outer islands. ACCGP grants will support non-government organisations and community groups to respond to community priorities across a wide range of sectors (listed in section 5.1).

## Grant amount and grant period

### Grants available

A maximum of AUD50,000 per year for the next four years is available for this grant opportunity.

Grants will be provided in NZD. The maximum grant amount is **NZD15,000 per year per applicant**. There is no minimum grant amount, but we encourage applications of between NZD5,000 and 10,000.

Higher levels of funding may be considered in exceptional circumstances. In these instances, the scope and objectives of the project, as well as the requesting organisation’s demonstrated history to manage projects and acquit funds, will be considered in making an assessment.

### Grant period

All projects must be completed within two years of the agreed date of project commencement.

Where the commencement of a project is delayed by more than three months, the Australian High Commission may, at its discretion, require the return of the entire amount of the ACCGP grant.

## Eligibility criteria

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

The Australian Government has identified a series of eligibility criteria that applicants must meet in order to apply for a grant. Applicants must be:

* Cook Islands residents; or
* Cook Islands registered community organisations; and
* Must not have an Australian parent entity that is listed as not participating in the [National Redress Scheme for Institutional Child Sexual Abuse](https://www.nationalredress.gov.au/institutions)

### 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](https://www.dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default);
* [DFAT Environmental and Social Safeguard Policy](https://www.dfat.gov.au/about-us/publications/Pages/environmental-social-safeguard-policy); and
* [DFAT Child Protection Policy](https://www.dfat.gov.au/international-relations/themes/child-protection/Pages/child-protection)

## What the grant money can be used for

### Eligible grant activities

ACCGP aims to fund projects that have a direct, practical and immediate impact.

Applications must focus on one or more of community development, rural development, education, gender equality, health, disability, grassroots sporting organisations, youth, human rights, the environment, small scale infrastructure, economic empowerment and/or agriculture. Supporting Cook Islands’ recovery from COVID-19 is also a program priority.

Favourable consideration will be given to applications:

* where applicants and/or communities make a contribution in labour, materials, transport or cash;
* which pursue innovative approaches, projects and partners;
* that are achievable and have sustainable outcomes; and/or
* that provide educational or occupational skills training and have a clear plan for measuring the success of training.

### Eligible expenditure

To be eligible, expenditure must be a direct cost of the grant activity.

You must incur the grant activity expenditure between the start and end date of the agreement for it to be eligible unless stated otherwise.

You may commence your grant activity from the date agreed upon on the grant agreement. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth of Australia will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

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

### 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;
* 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;
* costs incurred in the preparation of a grant application or related documentation; and

This list is not exhaustive. Other costs may be ineligible where DFAT assesses they do not directly support the achievement of the planned outcomes for the grant activity or they are contrary to the objectives of the Australian and Cook Islands governments. The recipient must ensure it has adequate funds to meet the costs of any ineligible expenditure associated with their initiatives.

## The assessment criteria

### Ratings for Assessment

You must address the assessment criterion in your application. There is only one criterion, with a weighting of 100%. The amount of detail and supporting evidence you provide in your application should be relative to the size and complexity of the proposed activity and the grant amount requested.

We will only award funding to applications that score highly against the assessment criterion.

|  |  |
| --- | --- |
| **Assessment Criterion** | **Weighting** |
| Demonstrate how your project provides practical and sustainable outcomes to promote:   * community development; * rural development; * education; * gender equality; * health; * disability; * grassroots sporting organisations; * youth; * human rights; * environment; * small scale infrastructure; * economic empowerment; and/or * agriculture. | **100%** |

Your approach to managing possible risks such as COVID-19 and Child Protection will also be taken into account.

You should demonstrate how you meet the above assessment criterion and will manage risks by:

1. completing a project application on [SmartyGrants](https://www.smartygrants.com.au/) with a clear project plan,
2. attaching proof of financial solvency (if you are unable to obtain official documents from a bank or lawyer, you can provide a statutory declaration), and
3. attaching a clear project budget with project milestones.

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

## How to apply

Before applying, you must read and understand these guidelines.

These guidelines are found at [GrantConnect](http://www.grants.gov.au/). Any alterations and addenda[[3]](#footnote-3) 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 Australian Community Grants Program application form on [SmartyGrants](https://www.smartygrants.com.au/)
* provide all the information requested
* address all eligibility criteria and assessment criteria
* include all necessary attachments
* submit your application/s on [SmartyGrants](https://www.smartygrants.com.au/) by 0900 (AEST) on the designated date for each year, as advertised on the [Australian High Commission Rarotonga website](https://cookislands.highcommission.gov.au/).

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the[*Criminal Code 1995*](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/cca1995115/sch1.html) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately on +682 73 379. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

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

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

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).

### Attachments to the application

We require the following documents with your application:

* itemised budget and quotations for goods and services

For proposals of a technical nature, attach an appraisal from a technically qualified authority.

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

Joint (consortia) applications will not be accepted.

### Timing of grant opportunity processes

Applications must be submitted between the published opening and closing dates. We cannot accept late applications.

If you are successful, you will be required to commence your grant by the designated date for each year, as advertised on the [Australian High Commission Rarotonga website](https://cookislands.highcommission.gov.au/).

Table 1: Expected timing for this grant opportunity

| Activity | Timeframe |
| --- | --- |
| Assessment of applications | 2 weeks |
| Approval of outcomes of selection process | 3 weeks |
| Negotiations and award of grant agreements | 1-3 weeks |
| Notification to unsuccessful applicants | 2 weeks |
| Earliest start date of grant activity | As negotiated in your Letter of Agreement |
| End date of grant activity or agreement | As negotiated in your Letter of Agreement |

### Questions during the application process

Please contact the Office Manager at the Australian High Commission in Rarotonga by phone +682 73379 or by email [ahcrarotonga@dfat.gov.au](mailto:nina.webb@dfat.gov.au) for any questions.

Responses to questions will be provided to all applicants by the Office Manager. The cut-off date for questions is advertised on the [Australian High Commission Rarotonga website](https://cookislands.highcommission.gov.au/).

## The grant selection process

### Assessment of grant applications

The ACCGP assessment process is:

* Applicants submit applications through Smarty Grants
* Following round closure, all eligible applications are provided to the ACCGP Committee for consideration
* The ACCGP Committee will assess applications on relevant value for money against criteria assessment outlined in section 6
* suitable applicants will be assessed against each other on their project proposals and risk profiles
* Successful applicants will be notified via email and invited to enter into a Letter of Agreement.

### Who will assess applications?

An assessment committee will assess each application against the selection criteria detailed at 6.1. The assessment committee will consist ofrepresentatives appointed by the Australian Government.

The assessment committee recommends to the ACCGP Delegate (the Minister for International Development and the Pacific) which grant applications to approve .

### Who will approve grants?

The designated ACCGP decision maker will decide which grants to approve. They will take into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the ACCGP Program.

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

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

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

The decision maker 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 ACCGP decision maker reserves the right to offer less funding than that sought by the applicant.

## 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.

### Feedback on your application

We do not provide feedback for unsuccessful applicants.

## Successful grant applications

### The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth of Australia.

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

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. 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. We will identify these in the agreement.

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

### 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

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

We will pay the grant in agreed instalments or on the execution of the project. You will be required to report how you spent the grant funds at the completion of the grant activity or services.

### Grants Payments and GST

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

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations from Cook Islands Revenue. We do not provide advice on your particular taxation circumstances.

## Announcement of grants

If successful, your grant will be listed on the [GrantConnect](http://www.grants.gov.au/) website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](http://cgrgs/).

## How we monitor your grant activity

### Keeping us informed

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

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

### Reporting

You must submit reportsin line with the [grant agreement](file://prod.protected.ind/User/user03/LLau2/insert%20link%20here). As part of your broader report to the Australian High Commission on the regional activity, we will expect you to report on:

* the delivery of agreed grant activity and its outcomes
* expenditure of the grant.

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

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

**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 ACCGP funds provided
* conform with the format provided
* comply with deadlines in the ACCGP contract
* return any unspent funds to the Australian High Commission
* provide copies of **all** receipts.
* be submitted within 60 days of completion in the format provided in the grant agreement.

### Financial declaration

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

### Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by the nominated program manager within the Australian High Commission.

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

### Compliance visits

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

### Record keeping

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

### Media

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. All projects should include the Australian Aid identifier (logo) which can be found here: [https://www.dfat.gov.au/about-us/corporate/Pages/logos-and-style-guides.](https://www.dfat.gov.au/about-us/corporate/Pages/logos-and-style-guides)

### Evaluation

We will evaluate the ACCGP to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose.

## Probity

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

### Enquiries and feedback

Any questions you have about grant decisions for this grant opportunity should be sent to 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](http://www.ombudsman.gov.au/). 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)

### 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](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 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))](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 theDFAT 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](http://www.grants.gov.au/) 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.

### 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 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.

### 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  
Legal 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)

## 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[[4]](#footnote-4) or other [Consolidated Revenue Fund](https://www.finance.gov.au/resource-management/pgpa-glossary/consolidated-revenue-fund/) (CRF) money[[5]](#footnote-5) 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 activities/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 for money | value for money in this document refers to ‘relevant value for 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 grant activity 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. 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 |
| CGRGs | Commonwealth Grants Rules and Guidelines |
| 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 |

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. In particular Portfolio Budget Statement Outcome 1: Program 1.1. Foreign Affairs and Trade Operations. [↑](#footnote-ref-1)
2. <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf> [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)
4. Relevant money is defined in the PGPA Act. See section 8, Dictionary. [↑](#footnote-ref-4)
5. Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money. [↑](#footnote-ref-5)