



Australian Government

Department of Industry,  
Innovation and Science

Department of Infrastructure,  
Transport, Cities and  
Regional Development

**Business**

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## Grant Opportunity Guidelines

# Drought Communities Programme - Drought Community Support Initiative - Round 2

<b>Opening date:</b>	6 November 2019
<b>Closing date and time:</b>	05:00 pm AEDT on 11 November 2019
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Cities and Regional Development
<b>Administering entity</b>	Department of Industry, Innovation and Science
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	6 November 2019 (updated 16 December 2019, updated 28 January 2020)
<b>Type of grant opportunity:</b>	Closed non-competitive

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# 1. Drought Communities Programme - Drought Community Support Initiative - Round 2 processes

## **The Drought Communities Programme - Drought Community Support Initiative - Round 2 is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program, which contributes to the Department of Infrastructure, Transport, Cities and Regional Development's Outcome 3. The Department of Infrastructure, Transport, Cities and Regional Development works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



## **The grant opportunity opens**

Community organisations are invited to submit a proposal via an application. We will publish grant guidelines and applicant information on [business.gov.au](http://business.gov.au) and [GrantConnect](http://GrantConnect).



## **Invited community organisations complete and submit a grant application**



## **We assess all grant applications**

We assess the applications for completeness and against all the eligibility and assessment criteria.



## **We make grant recommendations**

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



## **Grant decisions are made**

The decision maker decides which applications are successful.



## **We notify you of the outcome**

We advise you of the outcome of your application.



## **We enter into a grant agreement**

We will enter into a grant agreement with successful community organisations



## **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 Drought Communities Programme - Drought Community Support Initiative - Round 2**

We evaluate the specific grant activity and Drought Communities Programme - Drought Community Support Initiative - Round 2 as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

The Drought Community Support Initiative is a stream under the Drought Communities Programme. The Drought Communities Programme aims to support communities in the most drought-affected regions of Australia by funding Eligible Local Government Areas for local infrastructure projects and other drought-relief activities.

The Drought Community Support Initiative was announced by the Australian Government at the National Drought Summit on 26 October 2018. The Prime Minister announced an extension to the program on 27 September 2019. An additional \$33 million was announced on 16 December 2019.

The objective of the Drought Community Support Initiative is to:

- provide immediate financial assistance up to \$3,000 to eligible farming households who are experiencing financial hardship arising from the impact of the continuing drought in eligible Local Government Areas. Refer to the list of eligible Local Government Areas listed on [business.gov.au](http://business.gov.au) and [GrantConnect](#).

The intended outcomes of the Drought Community Support Initiative are to:

- provide immediate financial assistance for eligible farmers, farm workers and farm suppliers/contractors who are experiencing hardship due to the continuing impact of the drought
- help to immediately alleviate stress for drought-affected farming households so they can pay for basic household items such as grocery bills, electricity and water bills and pay local agricultural suppliers
- provide broader social and wellbeing benefits for rural and regional households through referrals to other support services such as rural financial counselling, professional counselling, mental health services, other financial assistance, and on-farm assistance (i.e., feed and fodder programs).
- improve levels of economic activity in regions and support local communities.

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

### 2.1. About the Drought Community Support Initiative - Round 2 grant opportunity

These guidelines contain information for the Drought Community Support Initiative - Round 2 grant opportunity.

This grant opportunity will be delivered through a closed non-competitive selection process. To enable timely and effective delivery of the grant opportunity, the Department of Infrastructure, Transport, Cities and Regional Development has consulted with community organisations specified by the Prime Minister prior to the grant opportunity opening to applications and considers that this is an appropriate selection process as the selected community organisations:

- have a well-established record of delivering DCSI Round 1 as well as similar drought and community activities on behalf of the Australian Government;
- will be able to move quickly to deliver immediate assistance in the eligible drought-affected Local Government Areas through their established networks; and

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

- have been announced by the Prime Minister on 27 September 2019 as DCSI Round 2 delivery partners on behalf of the Government.

Selected community organisations will provide immediate financial support to eligible recipients in accordance with the Commonwealth Grants Rules and Guidelines 2017 (CGRGs)<sup>2</sup>.

Eligible recipients must be individuals 18 years of age or older, who are an Australian Citizen or Permanent Resident in Australia, who are farmers, farm workers and farm suppliers/contractors experiencing financial hardship due to the continuing drought and are living or working in one of the eligible Local Government Areas.

Immediate financial support to eligible recipients may constitute a cash payment up to \$3,000 per household. Only one DCSI Round 2 payment is allowed per household as defined in the Glossary at section 14.

## 2.2. Drought Community Outreach Events

Community organisations (you) will be required to participate in Drought Community Outreach events held in your respective Local Government Areas when requested by the Department of Infrastructure, Transport, Cities and Regional Development (unless extenuating circumstances restrict engagement). You must set aside a proportion of funding for this purpose.

To date, in 2019, 72 of these events have supported 2,300 drought-affected farmers. The DCSI payments create a financial incentive to encourage eligible farming households to attend these events and in doing so, realise the benefit to stay for a longer period of time to seek access to a range of long-term support services. This includes gleaning farm business information designed to enhance drought preparedness and build resilience to drought.

You must communicate that DCSI financial assistance is an Australian Government payment rather than a donation from the community organisation itself. To enable this to be officially communicated, requirements will be set out in the grant agreement on co-branding between the Australian Government and the community organisation.

The Department of Industry, Innovation and Science (the department/we) is responsible for administering the grant opportunity on behalf of the Department of Infrastructure, Transport, Cities and Regional Development (Infrastructure).

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

We have defined key terms used in these guidelines in the Glossary at section 14.

You should read this document carefully before you fill out an application.

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<sup>2</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

## 3. Grant amount and grant period

The Australian Government has announced a total of \$66 million in 2019-20 for this grant opportunity including \$60 million in cash assistance and \$6 million in administration costs for community organisations.

### 3.1. Grants available

Each selected community organisation (you) can receive funding to provide immediate financial support in the form of cash payments to eligible recipients.

The grant will be paid in two instalments and may include funding for administration costs for each of the community organisations.

### 3.2. Project period

You may start your project from the date of execution of your grant agreement with the Commonwealth.

You must complete your project by 30 June 2020.

## 4. Eligibility criteria

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

### 4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)
- be invited to apply, and
- be one of the following community organisations:
  - St Vincent de Paul Society
  - The Salvation Army.

### 4.2. Additional eligibility requirements

We can only accept applications:

- where you can provide evidence from your board (or Chief Executive Officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding.

We cannot waive the eligibility criteria under any circumstances.

## 5. What the grant money can be used for

### 5.1. Eligible activities

To be eligible your project must:

- include eligible activities and eligible expenditure
- establish eligibility criteria for the provision of financial assistance to eligible recipients
- keep a record of provided assistance and submit aggregated data reports to the department
- be completed by 30 June 2020.

Eligible activities must directly relate to the project and can include:

- raising awareness of the assistance available to eligible drought-affected communities
- identifying eligible recipients
- providing cash payments to eligible recipients
- managing and reporting on outcomes to the Australian Government
- coordination and collaboration between the selected community organisations managing this grant opportunity, including capacity to share grant recipient information.

We may also approve other activities.

## 5.2. Eligible locations

Your project must be delivered in the agreed eligible Local Government Areas for your community organisation.

You will be responsible for nominating which Local Government Areas will be in scope for your organisation to deliver support.

## 5.3. Eligible expenditure

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

Eligible expenditure items are:

- cash payments to eligible recipients who must be:
  - 18 years of age or older, who are an Australian Citizen or Permanent Resident in Australia, and a farmer, farm worker or farm supplier/contractor who:
  - lives and/or works in an eligible Local Government Area specified by the Minister responsible for Local Government and listed on [business.gov.au](http://business.gov.au) and GrantConnect
  - is in need of financial assistance to pay for food, petrol, utility bills or another need, or is at imminent risk of not being able to pay for these goods and services.
    - the benefit provided is limited to one per household up to a maximum cash payment of up to \$3,000 (refer to the Glossary in section 14 for the definition of “household”)
    - the benefit can be provided to eligible recipients who have received previous financial assistance under the Drought Community Support Initiative Round 1, or from the funding provided by the Australian Government to the Country Women’s Association of Australia for drought relief assistance.
- administration expenses directly related to the provision of services will be eligible in addition to the funding provided under this grant opportunity for the Drought Community Support Initiative - Round 2. These expenses may include:
  - staff salaries and on-costs which can be directly attributed to the provision of the Drought Community Support Initiative - Round 2
  - costs for coordinating with the successful community organisations
  - telephones
  - rent and outgoings
  - computer/information technology/website software
  - insurance
  - utilities
  - postage, stationery and printing
  - accounting and auditing.

- other eligible expenditure as approved by the program delegate.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

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

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

#### 5.4. What you cannot use the grant for

Expenditure items that are not eligible are:

- wages not directly related to the delivery of the Drought Community Support Initiative - Round 2
- purchase of land
- financing costs, including debt financing and interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as renovations
- non-project-related staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- costs related to preparing this grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests.

## 6. The assessment criteria

You must address all assessment criteria in your application. All assessment criteria are of equal weighting.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only award funding to applications that score highly against all assessment criteria, as these represent best value for money.

## 6.1. Assessment criterion 1

### **Describe your organisation and its capacity to deliver the Drought Community Support Initiative - Round 2**

Your response must include information about:

- a. your organisation and the services it delivers, including your knowledge of, and experience with, delivering assistance to drought-impacted households and communities
- b. access to appropriately skilled and experienced personnel
- c. your footprint in the identified eligible Local Government Areas under the Drought Communities Programme, and which areas will be in scope for your organisation to deliver support
- d. how you will maintain records for reporting purposes
- e. your organisation's administrative budget for this project.

## 6.2. Assessment criterion 2

### **Explain how your organisation will deliver the Drought Community Support Initiative - Round 2**

Your response must include information about how your organisation will:

- a. assess clients to determine they are eligible to receive financial support under the Drought Community Support Initiative
- b. determine the level of benefit (cash) to be provided to eligible recipients
- c. manage households who are not eligible for the Drought Community Support Initiative
- d. reach eligible households who are unlikely to seek help and support through the Drought Community Support Initiative
- e. collaborate with other relevant community organisations and other organisations to deliver and communicate this initiative
- f. coordinate with other relevant community organisations to manage any potential overlap of services
- g. manage and mitigate potential fraudulent practices such as individuals/households attempting to make multiple claims and/or the misuse of cash payments
- h. work with other community organisations to mitigate households making claims with each community organisation
- i. manage and mitigate conflict of interest and project risks.

## 7. How to apply

Before applying you should read and understand these guidelines and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

To apply, you must:

- complete the online program application form via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

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.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at [business.gov.au](http://business.gov.au) or by calling 13 28 46.

### 7.1. Attachments to the application

Provide the following documents with your application:

- a breakdown of the Local Government Areas you will deliver assistance
- a project plan that explains how your organisation will deliver the Drought Community Support Initiative - Round 2
- a breakdown of the project budget by cash payments to eligible households, and administrative expenses including the cost of auditing and accounting.

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

### 7.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates.

If you are successful, we expect you will be able to commence your project in November 2019.

You can submit an application at any time while the grant opportunity remains open.

If you are successful we expect you will be able to commence your project within one month of receiving the offer of grant funding.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant opportunity	November 2019
End date of grant commitment	30/06/2020

## 8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

### 8.1. Who will approve grants?

The Program Delegate decides which grants to approve taking into account the application assessment and the availability of grant funds.

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

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Program Delegate will not approve funding if there is insufficient program funds available across relevant financial years for the program.

## 9. Notification of application outcomes

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

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

## 10. Successful grant applications

### 10.1. Grant agreement

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

A sample [grant agreement](#) is available on [business.gov.au](http://business.gov.au) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed. You must not start any Drought Community Support Initiative - Round 2 activities until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of grant funding.

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

### 10.2. Standard grant agreement

- We will use a standard grant agreement.

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

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

### 10.3. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project.

#### 10.3.1. Child Safety Requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the National Principles for Child Safe Organisations endorsed by the Commonwealth and available at: <https://www.humanrights.gov.au/national-principles-child-safe-organisations>.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

### 10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)

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

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

### 10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>3</sup>.

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<sup>3</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

## 11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines* unless otherwise prohibited by law. We may also publish this information on [business.gov.au](#). This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

## 12. How we monitor your grant activity

### 12.1. Keeping us informed

You should let us know if anything is likely to affect your project 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 project, 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 project and provide an opportunity for the Minister or their representative to attend.

### 12.2. Reporting

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

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds

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

We will monitor the progress of your project by assessing reports you submit and may conduct site visits 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.

### 12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

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

### 12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

### 12.2.3. Ad-hoc report

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

## 12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on [business.gov.au](http://business.gov.au) and GrantConnect.

## 12.4. Compliance visits

We may visit you during the project period, or at the completion of your project, to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

## 12.5. Grant agreement variations

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

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines, 30 June 2020
- changing project activities
- increasing grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

## 12.6. Evaluation

We will evaluate the Drought Community Support Initiative - Round 2 to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

## 12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

# 13. Probity

We 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.

## 13.1. Conflicts of interest

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

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

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm 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 us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)<sup>4</sup>](#) of the [Public Service Act 1999 \(Cth\)](#)<sup>5</sup>. 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 department's [website](#)<sup>6</sup>.

## 13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

We may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

### 13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

### 13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

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<sup>4</sup> [https://www.legislation.gov.au/Details/C2017C00270/Html/Text#\\_Toc491767030](https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030)

<sup>5</sup> <https://www.legislation.gov.au/Details/C2017C00270>

<sup>6</sup> <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

### 13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)<sup>7</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

### 13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (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.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

## 13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

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<sup>7</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division  
AusIndustry - Support for Business  
Department of Industry, Innovation and Science  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>8</sup> with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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<sup>8</sup> <http://www.ombudsman.gov.au/>

## 14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
Eligible Local Government Areas	Eligible Local Government Areas are those specified by the Minister and listed on <a href="http://business.gov.au">business.gov.au</a> and <a href="#">GrantConnect</a> .
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Household	A person living alone or with other related or unrelated people who usually live in the same private dwelling, and have financial dependencies. Individuals who are not related, are not financially dependant and who live in a dwelling they rent/share may, at the discretion of the community organisation, be considered as an eligible individual household if all other eligibility requirements are met. For example, eligible shearing contractors who live together in a group share house.
Minister	The Commonwealth Minister for Water Resources, Drought, Rural Finance, Natural Disaster and Emergency Management.

Term	Definition
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Program Delegate	An AusIndustry general manager or manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.