

Torres Strait Regional Authority Common Funding Round First Common Funding Round for 2022 (CFR2022-1)

Opening date:	24 March 2022
Closing date and time:	5pm AEST on 21 April 2022
Commonwealth policy entity:	Torres Strait Regional Authority
Administering entity	Torres Strait Regional Authority
Enquiries:	If you have any questions, contact the Grants Officer on 07 4069 0700 or email at Grant.APPLICATIONS@tsra.gov.au Questions should be sent no later than 5pm AEST on 21 April 2022
Date guidelines released:	24 March 2022
Type of grant opportunity:	Open competitive

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1. Common Funding Round: First Common Funding Round for 2022 (CFR2022-1) processes

The Common Funding Round is designed to achieve Australian Government objectives

This grant opportunity contributes to the Torres Strait Regional Authority's Outcome 1 – *Progress towards Closing the Gap for Torres Strait Islander and Aboriginal people living in the Torres Strait region through development planning, coordination, sustainable resource management, and preservation and promotion of Indigenous culture.* The Torres Strait Regional Authority works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on the TSRA website – www.tsra.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 and notify you if you are not eligible or if your application is incomplete. We assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



We make grant recommendations

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



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the Common Funding Round

We evaluate your specific grant activity and the Common Funding Round 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 First Common Funding Round for 2022 (CFR2022-1) grants.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the 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.

We administer this grants program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

2. About the grant program

The Torres Strait Regional Authority (TSRA) is the leading Commonwealth representative body for Torres Strait Islander and Aboriginal people living in the Torres Strait and is committed to achieving improved outcomes for Indigenous Australians in the Torres Strait Region, including the communities of Bamaga and Seisia in the Northern Peninsula Area of Cape York.

Through its five programme areas the TSRA contributes to provision of essential environmental, cultural and social services and infrastructure outlined in the [Torres Strait and Northern Peninsula Regional Plan 2009-2029](#) and the [Torres Strait Development Plan 2019-2022](#).

The Common Funding Round (CFR) provides an opportunity for individuals and organisations within the Torres Strait Region to apply for funding to deliver projects for the benefit of the community in line with the objectives of TSRA's programmes.

The following TSRA programmes are accepting grant applications through the CFR2022-1:

2.1 Healthy Communities Programme

The objectives of grants in the Healthy Communities Programme are to:

- Provide direct support targeting healthy lifestyles, including improving availability of fresh produce and healthy food options, and encouraging people to undertake healthy activities.

2.2 Safe Communities Programme

The objectives of grants in the Safe Communities Programme are to:

- Provide direct funding and resource support for community services and facilities that contribute to the improved safety of communities (the TSRA is not a provider of mainstream social and community services).

2.3 Culture, Art and Heritage Programme

The objectives of grants in the Culture, Art and Heritage Programme are to:

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

- protect culturally significant sites and artefacts to ensure longevity
- revitalise and maintain traditional cultural practices (art, dance, language, storytelling and songs) among communities

3. Common Funding Round dates and Funding Amounts.

3.1 Grants available

These grant guidelines are for CFR2022-1. This grant opportunity will run from 24 March 2022 to 21 April 2022. Minimum and maximum grant amounts vary by programme. Grant funding is subject to available funds. Programme specific information is below:

3.1.1 Healthy Communities Programme

- The minimum grant amount is \$5,000.
- There is no maximum grant amount but grants cannot exceed the amount of available funds.

3.1.2 Safe Communities Programme

- The minimum grant amount is \$5,000.
- There is no maximum grant amount but grants cannot exceed the amount of available funds.

3.1.3 Culture, Art and Heritage Programme

- The minimum grant amount is \$5,000
- The maximum grant amount is \$25,000 per applicant

3.2 Activity period

The activity period is the time you plan to complete your activity. For the CFR2022-1, the maximum grant period is 1 year (01 July 2022 – 30 June 2023). The specific activity dates and milestones are in the funding agreement.

4. Eligibility criteria

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

We cannot provide a grant if you receive funding from another government source for the same purpose.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
 - applicants who do not have an ABN (individuals/ community groups) need to engage an incorporated organisation to auspice grant funding – see section 7.3 for further details
- be a permanent resident of Australia
- have an account with an Australian financial institution
- be based in or resident of the Torres Strait Region, which in which includes the Northern Peninsula Area Communities of Bamaga and Seisia
- not have any grants in breach with the TSRA or other Government Agencies

- not be insolvent or bankrupt

and be one of the following entity types:

- a company incorporated in Australia
- a company incorporated by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- a registered charity or not-for-profit organisation
- an agency or body of the State of Queensland, including a local government body
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)
- an individual, unincorporated organisation or community group
 - Unincorporated organisations, individuals, or community groups wishing to apply will need to engage an incorporated organisation to auspice grant funding – see section 7.3 for further details.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you:

- are a TSRA Board members or employee and/or a member or their immediate family (spouse and dependent children)
 - where TSRA Board Members or staff hold positions within an organisation applying to the CFR, other office bearers must be used to sign grant application forms.
- have grants that are in breach with TSRA or any other Government Agency
- have had an abandonment of acquittal action has taken place in relation to a previous grant in the last three years
- are a Commonwealth, state (other than Queensland), or territory government agency or body (including government business enterprises)
- any organisation not included in section 4.1

4.3 What qualifications, skills, checks, licences, permits or approvals are required

Every person involved in the activity must hold the current qualifications, insurances, checks, licences, permits or approvals as per the legislation for the state the activity will be carried out. This includes current COVID-19 regulations.

This information must be provided with the grant application.

Should additional qualifications be required, these will be identified in the Funding Agreement.

5. What the grant money can be used for

5.1 Eligible expenditure

You can only spend grant funding on eligible expenditure for project related expenditure listed in the approved budget of the Funding Agreement.

You must incur the expenditure on your grant activities between the activity start date and end date (see Section 3.2).

5.2 Eligible grant activities

To be eligible your grant activity must be one of the following:

5.2.1 Healthy Communities Programme

- Initiatives that provide direct support for Health Promotion and Prevention Awareness projects/activities (particularly focussed on those communities that want assistance in supporting communities being active during COVID-19)
- Activities that support community members that are not already active (rather than those already physically active)
- Projects that focus on promoting/educating community around preventative health, like health education, improved promotion/communication throughout the region, in culturally appropriate ways (like animation/noticeboards etc)
- Projects that can be delivered or supported by Healthy Lifestyle Officers.

5.2.2 Safe Communities Programme

- Activities that directly support the following Safe Communities Projects and Initiatives:
- Education and support around managing financial difficulties resulting from COVID-19
- Community education and support for COVID-19 safe activities in communities
- Training funding support to improve capacity for community members to become social service providers
- Support for events/projects that assist in transitioning communities to COVID-19 safe activities.

5.2.3 Culture, Art and Heritage Programme

- Projects locally managed that benefit the whole community e.g. festivals and events, language projects, recording local stories and songs.
- Production costs to develop traditional and contemporary art forms e.g. art and craft, song, dance.
- Local artists travelling to workshops or key cultural and arts events e.g. dance festival, or arts skills development in any art form or cultural learning.
- Costs of hosting a visiting artist to build local skills e.g. professional fees, training fees, accommodation, travel and living costs.
- Production costs for projects and events such as lighting, sound, rental of equipment, hire of venues, costuming, design fees, and promotional brochures.
- Purchasing of materials that are part of the project e.g. wood form-making for instruments/carvings, paint, canvas, framing, crates for transporting art.
- Training for artists and project managers e.g. marketing or management skills.
- Cost for touring of artwork to exhibitions.
- Advertising costs for the promotion of an exhibition or event.
- Small capital items that are a necessary part of an artistic or cultural project.
- The conservation of restoration of artefacts, photographs, written histories of significance, display of historical material, archiving of heritage materials, family histories or similar.

5.3 What the grant money cannot be used for - General

Under the CFR2022-1, you cannot use the grant for the following activities:

- Income generation activities (for-profit activities).
 - The TSRA's Economic Development programme offers support for the development of businesses within the Torres Strait Region (<http://www.tsra.gov.au/the-tsra/programmes/economic-development>).
- Religious activities or assets for religious organisations except where linked to creative arts and cultural maintenance activities for the broader community.
- Catering costs for events that exceed more than 10% of the total project budget.
- Activities that start or finish outside the period defined in the activity period defined in section start date and end or completion date for your grant agreement.
- purchase of land
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- repayment of loans or existing debt
- overseas travel
- Proposals that duplicate the role of an existing service provider in the same region, and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.
 - For example, activities run within school hours and which would normally be part of usual school curriculum, are properly funded by Education Queensland or similar.

5.4 What the grant money cannot be used for – Programme Specific

In addition, the specific programmes have the following rules regarding what grant money cannot be used for.

5.4.1 Healthy Communities Programme

- Funding to subsidise the cost of sporting events.
- Travel costs for individuals or teams to attend sporting events / training.

NOTE: Torres Strait Youth and Recreational Sporting Association (TSYRSA) offer grants to the community for sporting events and travel costs for athletes and teams. Please contact TSYRSA on 07 4069 2484 for further information if you are seeking funding to subsidise the cost of sporting events or travel to attend sporting events.

5.4.2 Culture, Art and Heritage Programme

- Wages or salaries for project staff.
- The purchase or lease of capital items e.g. buildings, vehicles or machinery
- Activities that may create an ongoing dependency on TSRA Grant funding, for example funding to support business-as-usual operational costs

6. The assessment criteria

6.1 Assessment Criteria General

Your application will be assessed against the following assessment criteria in the application. All criterion have equal weighting. Grant funding is limited for each round and applications are assessed competitively and are ranked against assessment criteria

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested. If you would like to know more about amount of detail required for the grant you are applying for, you can contact the Grants Officer on 07 4069 0700 or email at Grant.APPLICATIONS@tsra.gov.au

Criterion 1

The project has tangible outcomes for the community and fits with objectives of the relevant TSRA programme's 'Eligible Criteria'.

Projects will be assessed against their contribution to the objectives of the relevant programme area. The applicant should demonstrate that the outcomes of the project/activity will benefit the broader community, make a direct contribution to the objectives of the relevant TSRA programme (see Section 2), and are eligible activities for the relevant TSRA programme (see Section 5).

There is evidence of community support for the proposal or activity. Evidence can be provided in the form of written (letters, emails, petitions etc) support from community organisations, groups, etc

There is evidence that there is a need or aspiration for this project in the community. Evidence should be provided in the form of written support (letters, emails, petitions etc).

Criterion 2

The applicant has demonstrated ability to deliver the proposed project.

The application demonstrates that the organisation or individual have capacity to successfully deliver the project. The TSRA may seek advice from other agencies that provide funding to your organisation.

The application should demonstrate that the applicant has or will obtain the necessary professional accreditations (such as industry qualifications, licences, or certification) needed for the delivery of the project. For example, where health services are being provided, that services are delivered by appropriately trained and accredited staff. If you are unsure of the accreditations, if any, that are required for your project, please contact the Grants Officer on 07 4069 0700 or email at Grant.APPLICATIONS@tsra.gov.au

Applicants should outline the skills required for any positions that will be recruited with grant funds, and the role of any existing personnel that will contribute to the management or administration management of the project.

Criterion 3

The application demonstrates value for public funds

The application should demonstrate need for Commonwealth Government funding via the TSRA. This could include evidence the activity could not occur without TSRA funding and that is not the responsibility of another government agency or programme (such as other Queensland Government or Commonwealth Government programmes). In instances where accessibility is an issue to existing programmes, this should be noted in your application.

The applicant should explain how the proposed project does not overlap the activities of another community organisation in the same region. For example, a description of how your proposal complements, rather than duplicates the activities of similar organisations in your region. Evidence to support your explanation will strengthen your application.

While not essential, evidence of any financial or in-kind contributions from individuals or partner organisations that reduce reliance on TSRA grant funding, may improve the competitiveness of your application.

7. How to apply

These documents may be found at <https://www.tsra.gov.au/opportunities/grant-funding>. Any alterations and addenda² will be published on <https://www.tsra.gov.au/opportunities/grant-funding>. This address is the authoritative source for grants information.

To apply you must:

- complete the online grant application form on SmartyGrants through available through <https://www.tsra.gov.au/opportunities/grant-funding> before the closing date and time of the grant opportunity
- provide all the information requested in the application form (this will include a budget for your activity)
- include all necessary attachments

Where individuals have difficulty accessing the internet, approval may be sought from the relevant TSRA programme area to submit a hardcopy grant application by contacting the Grants Officer on 07 4069 0700 or email at Grant.APPLICATIONS@tsra.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](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact the Grants Officer us immediately on 07 4069 0700 or email at Grant.APPLICATIONS@tsra.gov.au. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

During the grant assessment phase, 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 the Grants Officer on 07 4069 0700 or email at Grant.APPLICATIONS@tsra.gov.au

7.1 Attachments to the application

You must attach supporting documentation to the application form in line with the instructions provided within the form. If you are requested to provide an attachment, you must include this

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

attachment with your application. Other attachments may be included if you consider they strengthen your application (for example support letters).

You may choose or be required to include the following documents with your application:

7.1.1 A detailed proposed budget and or quotes

The application form will collect budget information for your proposal. However, if your budget is complex or there is additional detail you wish to provide, you may include a more detailed budget as an attachment. Total budget costs, however, must match the information provided in the body of the application. If the attached budgets do not match, you may be asked to provide more information.

Where funding is sought for the purchase goods or equipment to deliver an activity, quotes must be provided.

7.1.2 Letters of support

Letters of support can be attached to application to increase its competitiveness. For example, letters of support from community organisations can demonstrate community desire and support for the proposed activity.

7.1.3 Native Title / council permits

Where relevant, proof of necessary permits for activities taking place on council areas or on land under Native Title are required

7.1.4 Auspicing Partner

If you are applying for a grant with an auspicing partner, written evidence that the auspicing organisation accepts this responsibility will need to be provided with the application

7.2 Applicants with an auspicing partner

Unincorporated organisations, community groups, and individuals will need to engage an incorporated organisation to auspice grant funding. The auspicing organisation must have the capacity to receive the grant funding, acquit expenditure, and prepare financial reports on behalf of the applicant.

Auspicing partners must not have any grants in breach with the TSRA.

TSRA may request that you use an alternative Auspicing partner

7.3 Submission of grant application

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

Late applications

Applications received after the closing date will not be considered by the TSRA unless an extension to the submission date was granted. The approval for submission of a late application (maximum of 24 hours extension) must be sought through the TSRA Grants Officer before the close of applications, by phone on (07) 4069 0700 or via email to Grant.APPLICATIONS@tsra.gov.au.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks from grant opportunity closing date
Approval of outcomes of selection process	8 weeks from grant opportunity closing date
Negotiations and award of grant agreements	1-3 weeks from approval of selection process outcomes
Notification to unsuccessful applicants	2 weeks from approval of selection process outcomes
Earliest start date of grant activity or project	01/07/2022
End date of grant activity or agreement	30/06/2023

7.4 Questions during the application process

If you have any questions during the application period, contact the Grants Officer on 07 4069 0700 or email at Grant.APPLICATIONS@tsra.gov.au

8. The grant assessment process

8.1 Assessment of grant applications

We first review your application against the eligibility criteria. Only eligible applications will move to the next stage. We consider eligible applications through an open competitive grant process.

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

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.³

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

- the demonstrated need for Commonwealth Government funding (i.e. evidence that the activity would not occur without TSRA funding and is not the responsibility of another government agency)
- evidence the project does not overlap with the activities of another community organisation.
- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- How the grant activities will target groups or individuals.

³ See glossary for an explanation of 'value with money'.

8.2 Who will assess applications?

A Risk Assessment Panel (RAP) and Grant Assessment Panel (GAP) will assess each application on its merit and compare it to other eligible applications before recommending which grant applications should be awarded a grant. The RAP and GAP will be made up of representatives from programme areas in TSRA.

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

8.3 Who will approve grants?

The Chief Executive Officer (CEO) of TSRA (the Delegate) decides which grants to approve, taking into account the recommendations of the RAP and GAP and the availability of grant funds for the purposes of the grant programme.

The TSRA may approve less funding than what was requested in an application or approve an application in part. If this occurs, the TSRA will work with you to revise your project's objectives, activities and budget.

9. Notification of application outcomes

Programme Managers will contact you and advise you of the outcome of your grant application. We will give you an opportunity to meet and discuss the outcome. We will also advise you of the outcome of your application in writing. If the application is successful, we will advise you of any specific conditions attached to the grant.

9.1 Appeals

Applicants have the right to appeal the delegate decision on grant applications. A request for an appeal of decision together with any supporting evidence of new information must be lodged in writing with the TSRA Grants Officer within 60 days of the date on which the applicant was notified of the decision.

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

9.2 Feedback on your application

If the application is unsuccessful or part supported we will give you an opportunity to discuss the outcome.

10. Successful grant applications

10.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the TSRA. The type of grant agreement we use will depend on the size and complexity of your grant activities.

Each agreement has general terms and conditions that cannot be changed. We will use a schedule to outline the specific grant requirements.

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 grant 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 Delegate. We will identify these in the agreement.

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

Standard Funding Agreement

We will use a Standard Funding Agreement.

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

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Delegate

10.2 How we pay the grant

The grant agreement will state the:

- grant amount to be paid
- 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 grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

10.2.1 Grant payment structure

We may pay the grant in a number of ways. How your grant will be paid will be outlined in your Standard Funding Agreement. Possible payment structures include:

Single Upfront Payment

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.

Single payment at completion

We will pay 100 per cent of the grant on completion of the grant activities. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the grant activity.

Advance (milestone) payments

We will make an initial payment on execution of the grant agreement. We will make subsequent payments as you achieve agreed milestones, based on your forecast eligible expenditure. Payments are subject to satisfactory progress.

Initial advance payment followed by milestone payments in arrears

We will make an initial payment on execution of the grant agreement. We will make subsequent payments in arrears, based on your progress against milestones, and based on your actual eligible expenditure. Payments are subject to satisfactory progress.

Progress payments

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

Payments in arrears

We will make payments based on your progress against milestones in arrears, based on your actual eligible expenditure. Payments are subject to satisfactory progress on the grant activity.

10.3 Grants Payments and GST

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

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](#).⁴ We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on the TSRA website after all grant applications in the relevant grant round are finalised by TSRA.

12. How we monitor your grant activity

12.1 Keeping us informed

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

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

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

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

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

⁴ <https://www.ato.gov.au/>

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates 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 grant activity milestones and outcomes
- contributions of participants directly related to the grant activity
- expenditure of the grant.
- [insert any further details]

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.

Some example reports that you may be required to submit include:

Progress reports

Progress reports may:

- include evidence of your progress towards completion of agreed activities and outcomes
- 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 activities).

If your grant agreement specifies milestone payments that are linked to progress reporting, we will only make grant payments when we receive satisfactory progress reports.

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

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 may:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by agreed due dates in the format provided in the grant agreement.

12.3 Financial declaration and/or Audited financial acquittal report

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.

For larger grants and grantee organisations, we may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You may seek to vary or add new activities to an agreed grant application at any time up to the end of the financial year for which the grant application was approved. Variations may be approved, subject to funds availability, when they contribute to the agreed outcomes for which the original grant was approved.

Variation to an approved grant generally requires the agreement of both parties by way of a Letter of Variation Offer from TSRA and an Acceptance of Variation Offer by you.

Please contact the Grants Officer on 07 4069 0700 or email at Grant.APPLICATIONS@tsra.gov.au to discuss your variation and request the Variation Form. Your variation request can be made using the Variation Form.

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

12.5 Compliance visits

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

12.6 Record keeping

We may also inspect the records you are required to keep under the grant agreement. If required, records requirements will be specified in the grant agreement.

12.7 Evaluation

The TSRA may conduct an evaluation of the project after its completion to measure its contribution to the targeted benefits of the programme that provided the funding. The TSRA will ask you to evaluate and report on the success of your project. Reporting requirements will be outlined in the funding agreement and specific reporting templates may be provided.

Grant applicants may be asked to provide both qualitative and quantitative evidence to measure the success of their project

- Example: Qualitative information – descriptions of what occurred from community members or participants who were involved in the project outcomes, including photographs.
- Example: Quantitative information – detailing the number of people or specific events that occurred (e.g. dates and locations of meetings or events, numbers and names of participants).

We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

12.8 Acknowledgement

The TSRA logo should be used on all materials related to grants under the program to acknowledge the funding source.

If you make a public statement about a grant activity funded by the TSRA, we require you to acknowledge the grant by using the following:

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

13. Probity

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

These guidelines may be changed from time-to-time by the TSRA. When this happens, the revised guidelines will be published on <https://www.tsra.gov.au/opportunities/grant-funding> .

13.1 Enquiries and feedback

Any questions, feedback, or complaints you have about grant decisions for this grant opportunity should be sent to Grant.APPLICATIONS@tsra.gov.au.

If you do not agree with the way the TSRA 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 TSRA.

The Commonwealth Ombudsman can be contacted on:

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

13.2 Conflicts of interest

From time to time, conflicts of interests may arise in relation to the TSRA's consideration of funding applications. The TSRA has an established conflict of interest policies and procedures to manage the grant assessment process in a transparent manner.

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 the TSRA's 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 TSRA in writing immediately.

Successful applicants need to undertake their activities in a way that avoids conflicts of interest, whether pecuniary or perceived. This applies particularly to the selection of employees and providers of goods or services for the delivery of the project activities. Employees and suppliers must be selected and engaged in an open and competitive process and in a way that maximises value for money for public funds.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

13.3 Privacy

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

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on 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 TSRA would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

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

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

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

13.5 Freedom of information

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

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

The TSRA's responsibilities under the Freedom of Information Act 1982 can be found on the Office of the Australian Information Commissioner website (<https://www.oaic.gov.au/>).

Requests for information should be directed in writing to the TSRA's Chief Executive Officer at PO Box 216, Thursday Island, Queensland, 4875 or by email to info@tsra.gov.au.

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by

Term	Definition
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
<u>Commonwealth Grants Rules and Guidelines (CGRGs)</u>	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: <ul style="list-style-type: none"> a. under which relevant money⁵ or other <u>Consolidated Revenue Fund</u> (CRF) money⁶ is to be paid to a grantee other than the Commonwealth; and b. 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

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁶ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant 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 , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.

