



Australian Government

**Department of the
Prime Minister and Cabinet**

**Women's Leadership and
Development Strategy
National Women's Alliances
Guidelines
2017**

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Enquiries:	If you have any questions, please contact NationalWomen'sAlliances@pmc.gov.au Questions should be sent no later than 4:00pm 7 April 2017
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Women's Leadership and Development Strategy Program: National Women's Alliances Process

The Women's Leadership and Development Strategy Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above Grant Program which contributes to the Department of the Prime Minister and Cabinet's Outcome 1. The Department of the Prime Minister and Cabinet works with stakeholders to plan and design the grant programs according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines and advertise on [GrantConnect](#) and [www.dpmc.gov.au](#).



You complete and submit a grant application



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. Where there are additional assessment criteria we then assess your application against the assessment criteria including an overall consideration of value for money. If the selection process is competitive, we then 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 grant 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 successful applicants. The type of grant agreement is based on the nature of the grant and 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 program

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

Glossary

Term	Definition
Alliance	A National Women's Alliance funded under this Grant Guideline.
Assessment criteria	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 granting activity, to determine applicant rankings (as defined in the CGRGs).
Business day/s	A day that is not a Saturday, a Sunday, a public holiday or bank holiday in the place concerned.
CALD	Culturally and Linguistically Diverse
CGRGs	Commonwealth Grants Rules and Guidelines
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 <i>Public Governance Performance and Accountability Act 2013 (Cth)</i> .
Competitive grant round	Applications will be compared against other applications for funding and are each required to meet the eligibility and assessment criteria to be eligible for funding.
Consortium	A consortium is two or more organisations which are working together to combine their capabilities when developing and delivering a grant activity.
Cost shifting	Involves 'substitution of effort' by the Commonwealth for activities of another organisation or level of government. For example, cost shifting occurs where the Commonwealth provides a grant for an activity that would usually be paid for by a state, territory, or local government, such as municipal services (refer to the CGRGs).
Date of effect	The date of effect will depend on the particular arrangement. It 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.
Director	Has the same meaning as provided in the Corporations Act 2001 (Cth)
Diverse/diversity	Including but not limited to Aboriginal and Torres Strait Islander women, rural women, CALD women, women with disabilities, Lesbian, gay, bisexual, trans and intersex (LGBTI) women and women of different ages.
Double dipping	Double dipping occurs where a grant recipient is able to obtain a grant for the same project or activity from more than one source (refer to the CGRGs).
Eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant.

Term	Definition
	Eligibility criteria may apply in addition to assessment criteria (refer to the CGRGs).
Executive member	A member of an executive committee
Financial year	The financial year starts on 1 July and ends on 30 June.
Grant activity	Is the project, tasks, or services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
Grant agreement	Grant agreement means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth (refer to the CGRGs).
Grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants. In this instance the National Women's Alliance Grant Opportunity.
Grant program	The Women's Leadership and Development Scheme Grant Program.
Grantee	An individual/organisation that has been awarded a grant.
LGBTI	The Australian Government uses the initials 'LGBTI' to refer collectively to people who are lesbian, gay, bisexual, trans, and/or intersex.
Non-competitive grant round	Applications will not be compared against other organisations for funding, but are still required to meet the eligibility and assessment criteria to be eligible for funding.
Open grant round	An open competitive selection process is open to all providers operating in the market place. Open processes are advertised through the media, the Department of Social Services (DSS) website and other sources in order to attract as much interest as possible. Open competitive grant rounds have open and closed nominated dates, with eligible applications being assessed against the nominated selection criteria.
PBS Program	Described within the Commonwealth entity's Portfolio Budget Statement (PBS). PBS programs each link to a single outcome and provides 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	The selection criteria comprises of the eligibility criteria and assessment criteria outlined in these guidelines

Term	Definition
	(refer to the CGRGs).
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 (refer to the CGRGs).
Sitting fees	Remuneration for sitting on a board and/or committee
Targeted grant round	The grant opportunity will only be available to applicants expressly invited by the Office for Women to submit applications.
We	The Office for Women.
You/your	In this template, 'you' or 'grantee' refers to the individual, non-government organisation or consortium making an application.

PART 1 INTRODUCTION

1.1 About the Grant Program

The Office for Women administers the Women's Leadership and Development Strategy (WLDS), which falls under Outcome 1.1 - Office for Women of the Department of the Prime Minister and Cabinet's Portfolio Budget Statement.

The WLDS aims to implement strategies in identified priority areas to achieve gender equality. The priority areas include:

- reducing violence against women and supporting women affected by violence
- improving economic outcomes for women
- ensuring women's equal place in society including promoting and supporting greater representation of women living in Australia in leadership and decision making roles
- supporting the representation of women living in Australia through advocacy and participation at meetings at both the national and global level
- funding for National Women's Alliances to engage with women's groups to ensure that women's issues are represented in decision-making and policy outcomes.

Other grant opportunities under the WLDS will be advertised on [GrantConnect](#).

All grant opportunities conducted under the WLDS Program will be undertaken according to the [CGRGs](#).

1.2 About the National Women's Alliance Grant Opportunity

These guidelines contain information for the National Women's Alliance Grant Opportunity.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are received and evaluated
- responsibilities and expectations in relation to the opportunity.

You must read this document before filling out an application.

PART 2 OBJECTIVES

2.1 National Women's Alliance Grant Opportunity objectives

The National Women's Alliance Grant Opportunity aims to:

- Support the formation and maintenance of six National Women's Alliances to engage with women and women's organisations to ensure that women's issues and a diversity of voices are represented in Australian Government decision-making and policy outcomes.

2.2 National Women's Alliance Grant Opportunity outcomes

The Office for Women will fund organisations under the National Women's Alliance Grant Opportunity to achieve the following outcomes;

- Bring together a wide range of women and women's organisations to identify issues, challenges and opportunities specific to women living in Australia.
- Enhance engagement between Australian women and government through the use of technology and innovative solutions to ensure that the diversity of women's voices is heard.
- Contribute effectively to development and implementation of policy that impacts women living in Australia and ensures women's equal place in society, in particular in the Government's priority areas outlined at [section 2.3](#) below.
- Work with the Office for Women to raise awareness of the issues that affect women living in Australia.
- Deliver projects that support the achievement of grant opportunity objectives.

2.3 Government priority areas

The Government has identified three issues that are understood to affect all women living in Australia:

- improving women's safety
- improving women's economic independence and financial security
- promoting women's leadership and gender equality.

PART 3 FUNDING**3.1 Total funding**

Funding for the National Women's Alliances comes from the Women's Leadership and Development Strategy (WLDS).

The Department of the Prime Minister and Cabinet in the Portfolio Budget Statement's 2016-17 outlines the following funding for the entire WLDS program:

	2017-18	2018-19	2019-20
Appropriation* (\$'000)	\$3,306	\$3,336	\$3,363

From the financial year commencing July 2017, of the forecasted \$10,005,000 available under the WLDS program, a total of **\$5,058,000 (GST exclusive)** over **3 years** is available for the National Women's Alliances Grant Opportunity.

Approximately **\$281,000 (GST exclusive)** per annum is available to successful applicants each financial year. A maximum of **\$843,000 (GST exclusive)** is available to successful applicants for the entire grant agreement period (2017-2020).

Note: Appropriations are correct at the time of publication however they are subject to change.

PART 4 GRANT ELIGIBILITY CRITERIA

4.1 Who is eligible to apply for a grant?

We cannot consider your application if it does not satisfy all the eligibility criteria.

To be eligible you must:

- 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 partnership
 - a consortium with a lead organisation¹
 - a registered charity or not-for-profit organisation
 - an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*
- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- have an account with an Australian financial institution
- be financially viable (assessed by the Department based on financial statements provided by you and information on public record)
- compliant with the [Workplace Gender Equality Act 2012](#) (if relevant).

Applicants must also meet the following National Women's Alliance specific eligibility criteria. The proposed Alliance must:

- represent people who identify as women
- have members or member organisations in at least five Australian states or territories
- target one or more of the specific issues identified in [section 2.3](#) or represent Aboriginal and Torres Strait Islander women, rural women or culturally and linguistically diverse women.

We can only accept applications from:

- existing National Women's Alliances currently funded under the WLDS
- or
- organisations that represent culturally and linguistically diverse women in Australia.

4.2 Who is not eligible to apply for a grant?

You are ineligible to apply if you are:

- a State or Territory Government
- a Local Government organisation
- an individual without an entity
- an unincorporated association
- an overseas resident or organisation.

¹ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 6.5 'Grant Applications from Consortia'

PART 5 ELIGIBLE GRANT ACTIVITIES

5.1 What the grant funding can be used for:

Grant funding can be used for the following kinds of activities:

- member, stakeholder and/or community outreach and engagement
- awareness raising and advocacy
- online surveys, forums and discussions
- membership expansion and/or refinement
- participation in and providing specialist advice on Government and Non-Government Organisation (NGO) policy making processes.

You may use the grant to pay for:

- wages or contracted staff costs and on-costs (including training and development) directly attributable to the delivery of the grant activity as per the grant agreement.
- operating expenses directly attributable to the delivery of the grant activity as per the grant agreement such as:
 - telephones
 - rent and outgoings
 - computer/IT/websites/social media/software
 - insurance
 - utilities
 - postage
 - stationery and printing
 - accounting and auditing
 - evaluation
- travel and travel related accommodation
- communication and collaboration with other Alliances
- preparation of research papers and reports
- hosting events including roundtables, conferences and workshops etc.

You can only spend grant funds on eligible grant activities as defined in your grant agreement.

Applicants will be required to outline the total estimated income (by source) including the funding requested through this grant opportunity and expenditure (by category) for maintenance of the Alliance and delivery of the grant opportunity outcomes at [section 2.2](#) of these Guidelines.

All expenditure items must clearly address the program objectives in order to be considered eligible for funding.

5.2 What the grant funding cannot be used for:

You cannot use the grant for the following activities:

- projects that do not contribute to the achievement of outcomes in [section 2.2](#) of these Guidelines
- making loans or gifts
- paying sitting fees to Directors, Executive members or members of your organisation

Grants are not provided for:

- purchase of land
- capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of this grant application or related documentation
- major construction/capital works
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

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

You can apply for grants under any Commonwealth program to conduct additional activities or projects not funded through the WLDS: National Women's Alliances Program.

PART 6 THE GRANT SELECTION PROCESS

6.1 Method for receiving submissions

Eligible applications will be considered through a combination of targeted non-competitive and open competitive grant processes.

Existing National Women's Alliance grant recipients will be approached in a targeted non-competitive round to continue their current service delivery.

An open competitive round will be conducted to establish a CALD Women's Alliance. Submissions from any eligible organisations that represent CALD women will be accepted during the grant round application period.

6.2 Overview of selection process

First we will assess your application against the eligibility criteria. Only eligible applications will move to the next stage.

All applications will be assessed against the criteria set out below. An eligible application will be considered on its merits, based on:

- how well an application meets the criteria
- whether an application provides value for money.

6.3 Assessment criteria

You will need to address all of the following assessment criteria in your application. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested.

Criterion 1: How will the applicant contribute to the achievement of the objectives/outcomes of the grant program?

In providing a response to this criterion you must:

- describe the proposed activities and provide information that demonstrates how it will contribute to achieving the program outcomes at [section 2.2](#) of these Guidelines
- provide a feasible method for measuring the impact of the proposed activities.

Criterion 2: What is the capability and capacity of the applicant to engage with diverse women and organisations across the women's sector?

In providing a response to this criterion you must include:

- an engagement strategy demonstrating how you will connect with and be representative of diverse women and organisations.
- evidence of social and cultural sensitivity, an understanding of the needs of the diverse communities and an appreciation of the complexity of issues within the women you seek to represent.

Criterion 3: What is the capability and capacity of the applicant to undertake the grant activity?

In providing a response to this criterion you must:

- demonstrate expertise, capacity and sound governance practices by providing evidence of:

- the applicant's track record in delivering quality projects and activities
- the applicant's viable and sustainable financial model
- the applicant's capacity to retain key personnel
- audit/fraud strategic plans (or equivalent)
- risk management plan
- demonstrate that the applicant has the ability to use innovative technology solutions in order to achieve the objectives of the grant opportunity and engage with government
- demonstrate the applicant's capacity to learn from experience and adapt practices to ensure improved outcomes with examples from comparable activities.

All assessment criteria are given equal weighting.

The Department may also take into account any previous or current non-compliance with any Commonwealth agreements.

6.4 Who will assess applications?

An assessment committee will assess each application on its merit.

The assessment committee may seek 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.

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

6.5 Who will approve grants?

The assessment committee will make recommendations to the Minister for Women. The Minister for Women will make the final decision to approve a proposed grant and determine the amount of funding for each grant.

6.6 Notification of application outcomes

You will be advised of the outcomes of your application in writing, following a decision by the Minister for Women. If you are successful, you will also be advised about any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome. You can submit a new application for the same project (or a similar project) in any future grant opportunity rounds. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

6.7 Feedback on your application

If you are unsuccessful, you may seek feedback from the Office for Women within 6 weeks following the date of your outcome notification letter. The Office for Women will give written feedback within 20 business days of feedback being requested.

PART 7 THE GRANT APPLICATION PROCESS

7.1 Overview of application process

You must read these grant guidelines, the application form, and the draft grant agreement before you submit an application. You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

You must address all of the eligibility and assessment criteria to be considered for a grant. Please complete each section of the application form and make sure you provide the information we have requested. Please keep a copy of your application and any supporting papers.

We will acknowledge receipt of your grant application within three business days from the closing date.

7.2 Timing of application process

You will be required to submit your application to the Office for Women via NationalWomen'sAlliances@pmc.gov.au by the closing date identified in Table below.

The expected start date for the granting activities is **1 July 2017** and the expected end date is **30 June 2020**.

You must spend the grant by the end date.

Table 1: Expected timing for this grant opportunity

Activity	Time
Application period	Open: 16 March 2017 Close: 4:00pm AEST/ 12 April 2017
Assessment of applications	4 weeks
Approval of outcomes of selection process	2 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	1 week
Activity commences	July 2017
End date	30 June 2020

7.3 Completing the grant application

You must submit your grant application on the application form, which can be downloaded at [GrantConnect](#) and www.dpmc.gov.au. The application form includes guidance information.

You must make sure that your application is complete, accurate and submitted in accordance with these Guidelines and the application form.

You cannot change your application after the closing date and time. If you find a mistake in your application after it has been submitted, you should contact the Office for Women as soon as possible. The Office for Women may ask you for more information, as long as it does not change the substance of your application. The Office for Women does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

7.4 Attachments to the grant application

The following documents must be included with your application:

- an indicative budget in accordance with the provided template
- a proposed work plan for the period 2017-2020
- a risk management plan.

Your supporting documentation should be attached to the application form in the templates provided where applicable. There will be instructions in the application form to help you. Only attach the documents you have been asked to include.

7.5 Applications from consortia

Some organisations may apply as a consortium to deliver grant activities.

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant and must be an eligible organisation as per [section 4.1](#) of these guidelines. The lead organisation must complete the application form and identify all other members of the proposed consortium in the application. The application must include a letter of support from each organisation involved in the grant.

Each letter of support should include:

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

7.6 Questions during the application process

If you have any questions during the application period, please contact NationalWomen'sAlliances@pmc.gov.au. We will respond to emailed questions within three business days.

Answers to questions may be posted on [GrantConnect](#).

7.7 Further grant opportunities

We may conduct subsequent grant opportunities if this grant opportunity does not result in the full achievement of the grant opportunity objectives or outcomes listed at [section 2.1](#) and [2.2](#) of these guidelines.

PART 8 SUCCESSFUL GRANT APPLICATIONS

8.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of the Prime Minister and Cabinet. Standard terms and conditions for the grant agreement will apply and cannot be changed. The grant agreement will be used to outline the specific grant requirements. Any additional conditions attached to the grant may be identified in the grant offer or during the grant agreement negotiations.

The Department is committed to a comprehensive and systematic approach to the effective management of potential opportunities and risk. Any grant agreement will be managed according to its level of risk as assessed by the Office for Women. As such, both Applicants and Successful Applicants may be subject to a risk management assessment and depending on level of grant funding and risk, a financial viability check before entering into any contractual arrangement and periodically thereafter during the grant funding term. Reporting requirements and frequency will be negotiated with successful applicants. You may be required to provide:

- quarterly updates
- mid-year progress reports
- full year progress reports
- final audited financial report for acquittal purposes
- reports detailing consultations and submissions.

The Office for Women will negotiate agreements with successful applicants by **30 June 2017**.

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

8.2 How the grant will be paid

The grant agreement will state the maximum grant amount to be paid. We will not exceed the maximum grant amount under any circumstances. If you incur extra eligible expenditure, you must pay it yourself.

Grant funding will be paid quarterly and will be conditioned on satisfactory completion of agreed milestones. Alternate payment frequencies may be negotiated in grant agreements.

The amount of each payment will be based on eligible expenditure incurred or expected to be incurred that is directly related to the WLDS: National Women's Alliances Program.

8.3 Grant agreement variations

We recognise that unexpected events may affect the progress of a project. In these circumstances, you can request a project variation, including changing project milestones.

The program does not allow for an increase to the agreed amount of grant funds.

Variation requests must be submitted in writing before the grant agreement end date identified in the grant agreement. We will not consider changes after the grant agreement end date.

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 and any relevant policies of the Department of the Prime Minister and Cabinet
- changes to the timing of grant payments
- availability of program funds.

8.4 Announcement of grants

If successful, your grant will be listed on the [PM&C website](#) 14 days working days after the grant agreement for the grant date of effect² as required by section 5.3 of the [CGRGs](#).

² See glossary

PART 9 DELIVERY OF GRANT ACTIVITIES

9.1 Your responsibilities

You must submit reports in line with the timeframes in the grant agreement. We will provide sample templates for these reports in the grant agreement. We will expect you to report on:

- progress against agreed project milestones
- contributions of participants directly related to the project
- expenditure of grant funds.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement
- collaborating with the other Alliances to deliver the program objectives.

9.2 Office for Women responsibilities

The Office for Women will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant, including payment of grant funds
- evaluate the grantee's performance against the program outcomes.

We will monitor the progress of your activities 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.

9.3 Grant payment and GST

Payments will be made as set out in the grant agreement. Payments will be GST Inclusive.

Before any payments are made, you must provide:

- evidence that you have achieved the associated milestone
- any other conditions of payment (e.g. evidence of purchase of equipment, satisfactory progress report, approvals, and any other documentation).

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

9.4 Evaluation

Office for Women will evaluate the National Women's Alliances Grant Opportunity to measure how well the objectives and outcomes have been achieved. Your grant agreement requires you to provide information to help with this evaluation. You will be informed of the findings of the WLDS the National Women's Alliances Grant Opportunity evaluations.

PART 10 OTHER

10.1 Probity

The Australian Government will make sure that the program process is fair, according to these guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the [CGRGs](#).

Note: These guidelines may be changed from time-to-time by the Department of the Prime Minister and Cabinet. When this happens the revised guidelines will be published on [GrantConnect](#).

10.2 Complaints Process

Complaints about the conduct of grant funding processes may be sent in writing to complaints@pmc.gov.au.

Any questions you have about grant decisions for the grant opportunity should be sent to NationalWomen'sAlliances@pmc.gov.au.

If you do not agree with the way the Department of the Prime Minister and Cabinet has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department of the Prime Minister and Cabinet.

The Commonwealth Ombudsman can be contacted on:

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

10.3 Conflict of interest

Any actual or perceived conflicts of interest could affect the performance of the grant.

There may be a [conflict of interest](#), or perceived conflict of interest, if Office for Women 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 in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the 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 that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform the Office for Women in writing immediately at NationalWomen'sAlliances@pmc.gov.au. Committee members and other officials including the decision maker must also declare any conflicts of interest.

The chair of the assessment committee will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. 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*. We publish our conflict of interest policy available on the Department of the Prime Minister and Cabinet website (www.dpmc.gov.au).

10.4 Privacy

We treat your personal information according to the [13 Australian Privacy Principles and the Privacy Act 1988](#). This includes letting you know:

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

You are required, as part of your application, to declare your ability to comply with the [Privacy Act 1988](#), including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under the Program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

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

We may share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995.*

We will treat the information you give us as sensitive and therefore confidential if it meets all of the four 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.
4. You provide the information with an understanding that it will stay confidential.

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

10.5 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 (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.

A person who wants to gain access to documents held by the Department may make a Freedom of Information (FOI) request.

Requests to access documents must be in writing. FOI requests should be sent to:

The FOI Contact Officer
Department of the Prime Minister and Cabinet
PO Box 6500
CANBERRA ACT 2600

Requests may also be lodged via email to foi@pmc.gov.au.

There is no fee for making a request, but the *Freedom of Information Act 1982* provides that charges may be imposed for processing requests.

Requests must provide enough information about the documents sought to enable the Department to identify them.

The FOI Coordinator can be contacted on (02) 6271 5849 to discuss any prospective request.

Detailed information about FOI can be found at the website for the [Office of the Australian Information Commissioner](#).

10.6 Consultation

The design of this grant opportunity and associated documentation, including these guidelines, were developed in consultation with the current National Women's Alliances. Consultations were also undertaken with stakeholders within the Department of Prime Minister and Cabinet, other relevant Agencies and external organisations to guide the design of the grant opportunity and associated documentation.