

Women's Leadership and Development Program - Women's Workforce Participation and Women's Safety Grant Opportunity Guidelines

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Closing date and time:	11:30pm AEST on 8 January 2018
Commonwealth policy entity:	The Department of the Prime Minister and Cabinet
Co-Sponsoring Entities	Office for Women
Enquiries:	If you have any questions, please contact Ms Henny Ficker at WLDP17-18@pmc.gov.au or (02) 6152 3685. Questions should be sent no later than 18 December 2017
Date guidelines released:	29 November 2017
Type of grant opportunity:	Open competitive

Contents

1.	About the grant program	5
1.1	About the Grant Opportunity	6
1.2	Grant Opportunity outcomes	6
2.	Grant amount	7
3.	Grant eligibility criteria	8
3.1	Who is eligible to apply for a grant?	8
3.2	Who is not eligible to apply for a grant?	8
4.	Eligible grant activities	9
4.1	What can the grant money be used for?	9
4.2	What can the grant money not be used for?	9
5.	The grant selection process	10
6.	The assessment criteria	10
7.	The grant application process	11
7.1	Overview of the application process	11
7.2	Application process timing	11
7.3	Completing the grant application	12
7.4	Attachments to the application	12
7.5	Applications from consortia	13
7.6	Questions during the application process	13
7.7	Further grant opportunities	13
8.	Assessment of grant applications	14
8.1	Who will assess applications?	14
8.2	Who will approve grants?	14
9.	Notification of application outcomes	14
9.1	Feedback on your application	14
10.	Successful grant applications	15
10.1	The grant agreement	15
10.2	How the grant will be paid	15
10.3	Grant agreement variations	16
11.	Announcement of grants	16
12.	Delivery of grant activities	16

12.1 Your responsibilities	16
12.2 The Department's responsibilities	17
12.3 Grant payments and GST	17
12.4 Evaluation	17
12.5 Acknowledgement	17
13. Probity	18
13.1 Complaints process	18
13.2 Conflict of interest	18
13.3 Privacy: confidentiality and protection of personal information	19
13.4 Freedom of information	20
14. Consultation	20
15. Glossary	21

Women's Workforce Participation and Women's Safety Grant Opportunity Processes

The Women's Leadership and Development Program (WLDP) 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 (the Department) Outcome 1. The Department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



The grant opportunity opens

We publish the grant guidelines and advertise on [GrantConnect](#)



You complete and submit a grant application to WLDP17-18@pmc.gov.au



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. We then assess your application against the assessment criteria including an overall consideration of value for 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 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 or a letter of agreement

We will enter into a grant agreement or letter of 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

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

1. About the grant program

The **Women's Leadership and Development Program** (the Program) is funded by the Australian Government and delivers a range of projects specifically for Australian women.

The objectives of the Program are to improve outcomes for Australian women in five key focus areas:

1. Women's Economic Security

Outcome 1.1: Improving women's economic security across their lifetimes

Outcome 1.2: Improving women's financial literacy skills

Outcome 1.3: Improving women's health (including mental health) (as an obstacle to economic security)

Outcome 1.4: Addressing the economic consequences of violence

Outcome 1.5: Reducing women's homelessness

2. Women's Workforce Participation

Outcome 2.1: Improving women's participation in the workforce especially in sectors where women are under-represented

Outcome 2.2: Reducing barriers to women's participation in the workforce especially in sectors where women are under-represented

Outcome 2.3: Addressing the gender pay gap

Outcome 2.4: Ensuring women are equipped for the jobs of the future, particularly in non-traditional, growth industries

3. Women's Leadership

Outcome 3.1: Increasing the number of Australian women in leadership positions especially in sectors where women are under-represented

Outcome 3.2: Increasing diverse women's representation on boards

Outcome 3.3: Enabling diverse women's voices to be heard on Australian Government policy through advocacy and participation at the national level

Outcome 3.4: Improving women's participation in sport

4. Women's Safety

Outcome 4.1: Addressing domestic, physical or sexual violence against women

Outcome 4.2: Supporting women affected by violence

Outcome 4.3: Reducing the incidence of female genital mutilation

Outcome 4.4: Preventing the non-consensual sharing of intimate images

5. International Engagement

Outcome 5.1: Enabling diverse women's voices to be heard on Australian Government policy through advocacy and participation at the international level

The Program is split into two grant schemes: the Project Grant Scheme (PGS) and the Advocacy Grant Scheme.

- **The Project Grant Scheme** supports multiple or small-scale grant opportunities throughout the year that achieve tangible improvements in outcomes benefiting women and linked to the government's five focus areas. Around \$1.7 million annually is available to fund the PGS. Grant opportunities under this scheme will seek applications that contribute to the achievement of all, one, or a combination of the five key focus area outcomes listed above.

- **The Advocacy Grant Scheme** supports a Grant Opportunity to fund the formation of six civil society networks to ensure that women's voices are heard in the policymaking process. These networks are known as National Women's Alliances (NWAs). There is around \$1.6 in annual funding available for these six NWAs.

The Program will be undertaken according to the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs), see <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

1.1 About the Grant Opportunity

These guidelines contain information for the **Women's Workforce Participation** and **Women's Safety** grants. This grant opportunity is part of the Project Grant Scheme (PGS).

This document sets out:

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

You must read this document before filling out an application.

1.2 Grant Opportunity outcomes

The grant opportunity is intended to provide funding for one-off or small-scale projects that contribute towards the implementation of the [Women's Workforce Participation Strategy](#) and [Women's Safety](#) on a national scale within Australia.

The objectives of the grant opportunity are:

2. **Women's Workforce Participation**

Outcome 2.1: Improving women's participation in the workforce especially in sectors where women are under-represented

Outcome 2.2: Reducing barriers to women's participation in the workforce especially in sectors where women are under-represented

Outcome 2.3: Addressing the gender pay gap

Outcome 2.4: Ensuring women are equipped for the jobs of the future, particularly in non-traditional, growth industries

The types of projects that may be funded, but not limited to, include:

- job-focussed skills training, mentoring for women in non-traditional industries, addressing structural barriers in the workplace to women's career advancement such as flexible work and parental leave, or promoting entrepreneurship among women.

4. **Women's Safety**

Outcome 4.1: Addressing domestic, physical or sexual violence against women

Outcome 4.2: Supporting women affected by violence

Outcome 4.3: Reducing the incidence of female genital mutilation

Outcome 4.4: Preventing the non-consensual sharing of intimate images

The types of projects that may be funded, but not limited to, include:

- community based projects centred on advocacy for respect and consent, programs supporting women transitioning out of crisis, materials for businesses supporting staff experiencing violence.

Projects that meet the objectives and have a focus on rural, remote and regional women; culturally and linguistically diverse women; Aboriginal and Torres Strait Islander women; women with a disability; and younger and older women are strongly encouraged.

Projects funded under the PGS should result in positive improvements to one or more of the outcome areas listed above.

Recipients of grant funding under this opportunity will be required to:

- identify to which outcome(s) their project contributes
- specify a target(s)
- measure their contribution towards their nominated outcome(s)
- evaluate their success in achieving the target(s).

2. Grant amount

The Department in the Portfolio Budget Statements 2017-18 outlines approximately \$10 million over three years to fund the Women’s Leadership and Development Program:

	2017-18	2018-19	2019-20
Appropriation* (\$'000)	\$3,290	\$3,310	\$3,334

A total of **\$500,000 in the 2017-18 financial year** is available for this grant opportunity, starting in November 2017.

Multi-year grants are available. However, your project must have deliverables in 2017-18 and should not extend past 30 June 2020. Up to \$500,000 is available in total in each future financial year for this grant opportunity.

There is no maximum amount that may be applied for, however grants cannot exceed \$500,000 in the 2017-18 financial year and \$500,000 in future years for multi-year projects which is the total available.

For example, you may wish to submit an application for \$100,000 of funding for your project in 2017-18 and a further \$100,000 for your project in 2018-19 in response to this grant application.

It is anticipated that most grants will be between \$20,000 and \$200,000 in total, depending on the scope of the grant activity and its complexity.

3. Grant eligibility criteria

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

3.1 Who is eligible to apply for a grant?

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
 - a publicly funded research organisation as defined in the Glossary
 - an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and /or Torres Strait Islander) Act 2006; or
- be solvent
- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- have an account with an Australian financial institution
- be compliant with the *Workplace Gender Equality Act 2012* (if applicable).

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

3.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- a State or Territory Government
- a local government organisation
- an individual
- 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 8.5 'Applications from Consortia'

4. Eligible grant activities

4.1 What can the grant money be used for?

To be eligible your project must align with the objectives outlined in Section 2.2 of this document.

You must use the grant for discrete projects that will be completed within the grant guidelines timeframes.

You can use the grant to pay for:

- project costs
- the development of resources
- research
- staff salaries
- materials directly related to the implementation of the project
- travel within Australia directly and specifically related to the project
- services outlined in the agreed grant agreement.

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

4.2 What can the grant money not be used for?

Grants are not provided for:

- purchase of land
- major capital expenditure, including construction/capital works
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- overseas travel, and
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

We cannot provide a grant if you receive full funding from another Commonwealth, State, Territory or local government source for the same purpose. However, we will consider funding projects where other government agencies have contributed towards the total cost of proposed projects, in recognition that the cost of some proposals may exceed the available budget of a single agency. The amounts received from other funding sources must be clearly articulated in your application.

5. The grant selection process

Firstly we will assess your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

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

- how well it meets the criteria
- how it compares to other applications, and
- whether it provides value for money.

6. The assessment criteria

You will need to address all the following assessment criteria in your application. We will judge your application based on the weighting given to each criterion. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. The application form includes word limits.

Criterion 1:

How will the grant activity contribute to the outcomes under the priority areas of the grant opportunity (Women's Workforce Participation and Women's Safety)?

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

- a description of the activity, key milestones and timeframes and provide information which demonstrates how well the project aligns with listed outcomes for this grant opportunity.
- an outline of your activity's intended outcomes and performance indicators/measures of success.

Criterion 2:

What is the need for the grant activity in the locations/demographic proposed or how does the proposed grant activity address a specific need?

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

- the need for the activity
- evidence there is community/sector/demographic support for the activity (if applicable)
- evidence the proposed project is unique/innovative (i.e. it is not duplicative of other activities delivered by your entity or other entities in the policy area) or how it builds on existing activities
- how the activity will have a national impact/reach or is scalable to have a national impact/reach.

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** include, but are not limited to:

- your experience in managing grants and activities like the one proposed
- your skills, expertise and personnel to undertake the activity
- evidence of your capability to deliver on a national scale.

Criterion 4:

What are the factors that will increase the value of this activity to the Commonwealth?

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

- how the activity targets under-represented women (rural, remote or regional women; culturally and linguistically diverse women; Aboriginal and Torres Strait Islander women; women with a disability; and younger and older women) or promotes women's participation in sectors where women are particularly under-represented
- how the activity will deliver sustainable change or an ongoing impact without further funding under the Women's Leadership and Development Program.

All assessment criteria are given equal weighting.

Your responses to each assessment criteria should be limited to **800** words per criteria.

7. The grant application process

7.1 Overview of the application process

You must read these grant guidelines, the application form, the terms and conditions and the sample 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 the eligibility and assessment criteria to be considered for a grant.

Please complete each section of the application form and ensure you provide the information we have requested.

You can submit more than one application as long as the applications are for different and unrelated activities.

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

We will acknowledge that we have received your grant application within three working days from the date the grant opportunity closes.

7.2 Application process timing

Submit your application to the Department by emailing WLDP17-18@pmc.gov.au by the closing date below. Late applications will not be accepted.

The expected commencement date for the granting activities is early 2018 and the expected completion date is between 30 June 2018 and 30 June 2020. You must spend the grant funds by the end date.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 9:00am 01/12/2017 Close: 11:59pm 08/01/2017
Assessment of applications	Up to 6 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Activity commences	On execution of the Grant Agreement
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 from [GrantConnect](#). Completed applications can be submitted at WLDP17-18@pmc.gov.au.

If you cannot apply online please contact WLDP17-18@pmc.gov.au or phone (02) 6152 3685. Unless agreed in advance, the Department will not provide application forms or accept applications for this grant opportunity by mail.

You must ensure 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 WLDP17-18@pmc.gov.au immediately. The Department may ask you for more information, if it does not change the substance of your application. The Department does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

7.4 Attachments to the application

The following documents must be included with your application:

- evidence of solvency
- an indicative budget (a template for this information will be provided in the application form)
- a risk assessment (a template for this information will be provided in the application form)
- letters of support/partnership (if applicable).

Your supporting documentation should be attached to the application form. There will be instructions in the application form to help you. Only attach the documents you have been asked to include, or those that provide evidence directly related to selection criteria claims made, and referenced in your application.

7.5 Applications from consortia

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

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

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

7.6 Questions during the application process

If you have any questions during the application period, please contact WLDP17-18@pmc.gov.au. The Department will respond to emailed questions within three working days.

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

7.7 Further grant opportunities

If there are not enough suitable applications to meet this grant opportunity's objectives, the Department may conduct subsequent grant opportunities.

The Department may also run additional grant opportunities to meet the grant program objectives not targeted in this round during the financial year. Those grant opportunities may be open, targeted, competitive or non-competitive depending on the need.

8. Assessment of grant applications

8.1 Who will assess applications?

An assessment committee will assess each application on its merit. The assessment committee will be made up of at least three people and may include both Department staff and independent advisors external to the Department.

Any advisor who is not an Australian Public Servant will be treated as the Australian Government entity's staff in accordance with Part 1, section 2.8 of the CGRGs.

The assessment committee may seek information about you or your application. They may do this from within the Australian Government, 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 selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

8.2 Who will approve grants?

The assessment committee will make recommendations to the Minister for Women (the decision maker). The Minister for Women will make the final decision to approve a grant.

The Minister for Women's decision is final in all matters, including:

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

The Minister for Women must not approve funding if she reasonably considers the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

9. 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 areas that may have prevented your previous application from being successful.

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback from the Department. If you want feedback in writing, the Department will send this to you once all grant agreements have been executed with the successful applicants.

10. Successful grant applications

10.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Australian Government represented by the Department. The Department will use the Office for Women Grant Agreement and Terms and Conditions. Standard terms and conditions for the grant agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

You will be required to provide:

- progress reports (frequency will depend on the length, risk and timing of your activity)
- periodic financial reports including profit and loss statements and balance sheets (frequency will depend on the length, risk and timing of your activity)
- provide a financial declaration, non-audited financial acquittal report or audited financial acquittal report (as specified in your grant agreement) each financial year end.

The Department will negotiate agreements with successful applicants by March 2018. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

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

Where a grantee fails to meet the obligations of the grant agreement, the Department may increase its engagement with the grant recipient and affected stakeholders to address the factors contributing to the grantee not meeting its obligations.

In circumstances of non-compliance with the grant agreement by grant recipients, the Department will consider an appropriate response. Depending on the nature of the non-compliance, the grant agreement may be terminated and grant funding recovered by the Government.

10.2 How the grant will be paid

The grant agreement will state the maximum grant amount to be paid.

The maximum grant amount will not be exceeded under any circumstances. If you incur extra eligible expenditure, you must pay it yourself.

An initial payment may be made on execution of the grant agreement. Subsequent payments will be progressively based on satisfactory progress reports against agreed deliverables and evidence of eligible expenditure.

A portion of the total grant funding may be set aside for the final payment. This will be paid when you submit a satisfactory final report. Progress payments may need to be adjusted to ensure that a portion of grant funding is retained for final payment.

10.3 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
- extending the timeframe for completing the project but within the maximum period allowed in the program guidelines.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. Contact WLDP17-18@pmc.gov.au for further information. 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
- changes to the timing of grant payments
- availability of program funds.

11. Announcement of grants

If successful, your grant will be listed on the [GrantConnect](#) website 21 calendar days after the date of effect² as required by Section 5.3 of the CGRGs.

12. Delivery of grant activities

12.1 Your responsibilities

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

- progress against agreed project milestones and KPIs
- contributions of participants directly related to the project
- eligible 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.

² The date of effect is also the date the grant agreement is executed by the Department.

12.2 The Department's responsibilities

The Department will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- evaluate the grantee's performance.

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.

12.3 Grant payments 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:

- a tax invoice for the amount of the payment (the Australian Government's default invoice process is Recipient Created Tax Invoices)
- 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.

12.4 Evaluation

The Department will evaluate the grant program to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

12.5 Acknowledgement

All publications related to grants under the Program must acknowledge the Australian Government using one of the following statements:

- Proudly supported/funded by the Australian Government
- This initiative is supported/funded by the Australian Government
- This project is funded by the Australian Government in partnership with XXX (other funded parties).

13. Probity

The Australian Government will ensure the program process is fair, conducted according to the published 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 Department. When this happens, the revised guidelines will be published on [GrantConnect](#).

13.1 Complaints process

The Department's [Complaints Procedures](#) apply to complaints about the Program. All complaints about a grant process must be lodged in writing.

Any questions you have about grant decisions for the Program should be sent to WLDP17-18@pmc.gov.au.

If you do not agree with the way the Department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually consider a complaint unless the matter has first been raised directly with the Department.

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 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Department'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 can 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 applicant 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 funding under the Program.

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 Department in writing immediately. 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 from applicants 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 on the Department website.

13.3 Privacy: confidentiality and protection of personal information

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
- to whom we give your personal information.

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 Australian Government 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 Australian Government agencies for any purposes, including government administration, research or service delivery
- other 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 Australian Government 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.

13.4 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 (FOI Act)*.

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

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
 Department
 PO Box 6500
 CANBERRA ACT 2600

By email: foi@pmc.gov.au

14. Consultation

The design of the grant opportunity and associated documentation, including these guidelines, were developed in consultation with previous WLDP grant recipients and interested parties. Stakeholders within the Department of Prime Minister and Cabinet and other relevant Agencies guided the design of the grant opportunity and associated documentation.

15. Glossary

Term	Definition
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.
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.
date of effect	This will depend on the particular grant. It can be the date in 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 decides to award a grant.
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria applies in addition to assessment criteria.
grant	<p>a grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a) under which relevant money or other CRF money, is to be paid to a recipient other than the Commonwealth; and b) which is intended to assist the recipient achieve its goals; and c) which is intended to help address one or more of the Australian Government's policy objectives; and <p>under which the recipient may be required to act in accordance with specified terms or conditions.</p>
grant activity	Is the project /tasks /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.

Term	Definition
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants.
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities.
grantee	An organisation that has been awarded a grant.
publicly funded research organisation	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> as well as Federal, State and Territory Government departments or agencies which undertake publicly funded research. This includes, but is not limited to, CSIRO, Australian Nuclear Science and Technology Organisation and Australian Institute of Aboriginal and Torres Strait Islander Studies.
selection criteria	Comprises of the eligibility criteria and assessment criteria (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 the assessment criteria.