



Australian Government  
Department of Industry, Science,  
Energy and Resources  
Department of Infrastructure,  
Transport, Regional Development  
and Communications

AusIndustry

business.gov.au  
13 28 46

## Grant Opportunity Guidelines

# Regional Airports Program – Round 2

<b>Opening date:</b>	3 November 2020
<b>Closing date and time:</b>	15 December 2020 on 5:00pm AEDT Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development and Communications
<b>Administering entity:</b>	Department of Industry, Science, Energy and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	2 November 2020
<b>Type of grant opportunity:</b>	Open competitive

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# 1. Regional Airports Program Round 2 grant opportunity: processes

## **The Regional Airports Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communications' Outcome 2, Program 2.3.

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 on [business.gov.au](#) and GrantConnect.



## **You complete and submit a grant application**

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



## **We assess all grant applications**

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible 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 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 Regional Airports Program**

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

## 2. About the grant program

The \$100 million Regional Airports Program (the program) will run over four years from 2019-20 to 2022-23. The program was announced as part of the 2019-20 Budget.

The objective of the program is to improve the safety and accessibility of airports or aerodromes in regional areas of Australia by assisting airport or aerodrome owners/operators to undertake essential works, promoting aviation safety and access for regional communities.

The intended outcomes of the program are to:

- improve the safety of aircraft, operators and passengers using regional airports or aerodromes
- facilitate improved delivery of essential goods and services such as food supplies, health care and passenger air services
- improve the connectivity of Australia's regions to domestic and global market opportunities
- meet the operational requirements of aeromedical and other emergency services in the region.

If there are any further grant opportunities as part of this program we will publish the opening and closing dates and any other relevant information on [business.gov.au](https://business.gov.au) and [GrantConnect](#).

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

### 2.1. About the Regional Airports Program – Round 2 grant opportunity

These guidelines contain information for the Regional Airports Program – Round 2 grant opportunity.

This document sets out:

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

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

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

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

## 3. Grant amount and grant period

The Australian Government has announced a total of \$100 million for the program over four years from 2019-20 to 2022-23. For this grant opportunity up to \$58.8 million is available over two years from 2020-21 to 2022-23.

### 3.1. Grants available

The minimum grant amount is \$20,000.

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<sup>1</sup> <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

The maximum grant amount is \$5 million.

We expect that most grants will be between \$20,000 and \$3 million, depending on the scope and complexity of the project.

The grant amount will be up to 50 per cent of eligible project costs (grant percentage), unless:

- where the applicant (you) and a third party (could include State, Territory or local government or other non-government funding) are both contributing to eligible project costs, the grant amount will be up to 33.3 per cent of eligible project costs or
- where the applicant meets the Small Project criteria in section 3.2 as an Australian local government agency or body or an Aboriginal and Torres Strait Islander Corporation (as defined in the Glossary at section 14) and the total project cost is equal to or less than \$300,000, the grant amount will be up to 100 per cent of eligible costs.

You can fund your contribution from any source including State, Territory and local government. If you are seeking State or Territory Government co-funding, you should follow the appropriate State or Territory Government application process where applicable and advise in your application the status of your application, as this will impact your grant percentage.

Your contribution can be either cash and/or in-kind. Where you provide in-kind contributions, you must calculate the equivalent dollar value. You should calculate in-kind labour at \$39/hour, and use the retail or market price for any goods that you would have otherwise purchased.

### 3.2. Small Projects

Small Projects are for minor works to maintain the capability of the airport.

You are eligible to apply for Small Projects if you are an Australian local government agency or body or an Aboriginal and Torres Strait Islander Corporation (as defined in the Glossary at section 14) and the total project cost is equal to or less than \$300,000.

Small Projects are still required to meet the Eligibility Criteria and will be assessed against other applications under the Assessment Criteria.

Multiple applications for work related to one airport will be considered together in determining the co-funding requirement.

If your total project cost is greater than \$300,000 you will be required to provide 50 per cent co-funding of the total project cost (i.e. including the first \$300,000 of eligible project expenditure). This includes multiple applications for one airport.

We recognise that some organisations may want to join together as a group to deliver a project, for joint applications refer to 7.2.

### 3.3. Project period

The maximum project period is up to two years.

You must complete your project by 30 April 2023.

## 4. Eligibility criteria

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

### 4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)

- be an owner and/or operator of an existing aerodrome or airport in a regional area in Australia. and be one of the following entities:
  - an entity incorporated in Australia (including incorporated trustees on behalf of a trust)
  - an Australian local government agency or body as defined in the Glossary at section 14
  - an Australian State or Territory Government agency or body
  - a corporate Commonwealth entity
  - an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth).

State agencies or other eligible entities may apply on behalf of aerodrome owners/operators. In such cases, the state agency or other eligible entity will be the lead applicant in a joint application and will be wholly responsible for the project, including administering, reporting and acquitting all project expenditure. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. For further information on joint applications, refer to section 7.2.

#### 4.2. Additional eligibility requirements

We can only accept applications where:

- your aerodrome is identified as Inner Regional or Outer Regional as defined by the [2016 Australian Statistical Geographic Standard \(ASGS\) Remoteness Area<sup>2</sup>](#)
- your aerodrome or airport's passenger throughput was below 250,000 passengers (from all flight types) in 2019.
- you can provide evidence from your board or Council (or chief executive officer or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding.

We cannot waive the eligibility criteria under any circumstances.

#### 4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- a partnership
- the owner/operator of a federally-leased airport
- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity.

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

### 5.1. Eligible activities

To be eligible your activities must directly relate to the project and can include:

- works to improve all weather capability of the aerodrome and aircraft safety including:

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<sup>2</sup> <https://www.nationalmap.gov.au/#share=s-tJQMAssPrSlqxMuqTJAYWCYU27E>

- sealing and/or re-sealing and/or re-sheeting of aircraft pavements
- extending or strengthening a runway, taxiway parking bays and/or related areas
- repair, restoration and/or reconstruction of the airstrip, taxiway and/or apron, and
- airside drainage works.
- works to enhance aerodrome safety for aircraft operations including:
  - installation or restoration of animal fencing
  - provision of navigational aids and safety equipment
  - works to reduce safety hazards at an aerodrome, and
  - provision of safety related operational and/or training manuals and training for key operational personnel.
- works to better enable night time operations including:
  - installation of runway and taxiway lighting
  - provision of power for aerodrome lighting, and
  - installation of Pilot Activated Lighting Control systems.

We may also approve other activities.

## 5.2. Eligible expenditure

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

- Contractor costs
  - costs associated with contractors who undertake project activities (including capital items and materials purchased by contractor)
- Employee costs
  - the portion of employee costs directly related to undertaking core elements of the project
- Aviation-safety related staff training
  - costs associated with the provision of aviation-safety related staff training
- Capital expenditure
  - for the purchase of assets, including:
    - power provisions
    - lighting and control systems
    - markers and navigational aids
    - training materials
- Materials
  - costs associated with the purchase of materials for:
    - airstrip sealing, re-sealing and sheeting
    - repair, restoration and reconstruction or drainage works
- Independent Audit Report
  - costs of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure (mandatory for projects over \$500,000 or where we request one).

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



If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

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

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

You may start your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed.

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

Expenditure items that are not eligible are:

- costs that cannot be directly linked to improving the safety and accessibility of your aerodrome
- payment of salaries for existing staff or contractors not directly employed on core elements of the project
- aerodrome landside infrastructure costs such as works on terminals, hangars, commercial developments and aerodrome buildings
- security screening equipment, staff or buildings
- purchase of motor vehicles, heavy plant and equipment
- project or tender planning, design, research or feasibility costs
- costs associated with the introduction or expansion of commercial air services to the aerodrome
- contingency costs
- safety related staff training costs not directly related to aviation safety
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges, and
- ongoing routine maintenance activities such as slashing and mowing.

## 6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

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

We will only consider funding applications that score at least 50 per cent against each assessment criterion, as these represent best value for money.

### 6.1. Assessment criterion 1

#### **Demonstrated need for your project (50 points)**

You should demonstrate this by explaining:

- a. the extent of need to improve general access, all weather access and/or safety of the airstrip to facilitate delivery of essential services to the community (where applicable, attach evidence to support your application, including airstrip inspection or engineering reports)
- b. the extent to which upgrades are required to support the operation of aeromedical flights and/or other essential air services to the community
- c. the extent to which the project is time critical and the extent to which it cannot proceed without grant funding.

## 6.2. Assessment criterion 2

### **Capacity, capability and resources to deliver the project (30 points)**

You should demonstrate this by explaining:

- a. your track record managing similar projects
- b. your plan to manage the project including addressing scope, implementation plan, procurement and works, timeframes, budget and risk management (including work health and safety)
- c. your strategy to maintain the project outcomes beyond the term of the grant funding.

## 6.3. Assessment criterion 3

### **Impact/benefit of grant funding on your project (20 points)**

You should demonstrate this by explaining:

- a. the benefits to be provided to the communities serviced by the aerodrome (including what services the community relies upon the aerodrome for)
- b. total investment the grant will leverage (including the level of State/Territory Government co-funding and/or the contribution to other Commonwealth Government programs).

# 7. How to apply

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

To apply, you must:

- complete the [online application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You should retain a copy of your application for your own records.

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

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

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

### 7.1. Attachments to the application

You must provide the following documents with your application:

- evidence of support from the Council, board, CEO or equivalent that the project is supported and that your organisation is willing to accept responsibility to complete the project and meet costs of the project not covered by grant funding including a declaration (template provided on business.gov.au and GrantConnect)
- trust deed (where applicable)
- a project plan to support your claims against assessment criterion 2
- evidence to support your application, including airstrip inspection or engineering reports (where applicable).

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

### 7.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

### 7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications, except where the project is urgent due to emergency circumstances. To apply under these circumstances contact us at 13 28 46 or at business.gov.au. Consideration of out of round applications is at the Assessment Panel's discretion, taking into account your justification for the urgency of the project.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	The date we notify you that your application has been successful (We are not responsible for any expenditure you incur until a grant agreement is executed).
End date of grant commitment	Two years from project start date and no later than 30 April 2023.

## 8. The grant selection process

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

We consider your application on its merits, based on:

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

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

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

In consultation with the Department of Infrastructure, Transport, Regional Development and Communications, we may assign a technical expert to develop or analyse the work program submitted by an applicant, including compliance with any relevant Civil Aviation and Safety Authority (CASA) standards and costings.

We may refer your application to an Assessment Panel with representatives from the Department of Infrastructure, Transport, Regional Development and Communications for assessment. The Assessment Panel may also have stakeholder group representatives. We may also use the Assessment Panel for out of round applications where the project is urgent due to emergency circumstances.

Your application will be assessed against the assessment criteria and compare it to other eligible applications in a funding round before recommending which projects to fund.

For out of round applications where the project is due to emergency circumstances, we will first consider your justification for urgency of the project. Where the Assessment Panel agrees your project is urgent and warrants out of round assessment, it will assess your application against the eligibility and merit criteria within these guidelines

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

## 8.1. Who will approve grants?

The Minister decides which grants to approve taking into account the recommendations of the assessment panel and the availability of grant funds.

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

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

We cannot review decisions about the merits of your application. The Minister will not approve funding if there are insufficient program funds available across relevant financial years for the program.

## 9. Notification of application outcomes

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

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

## 10. Successful grant applications

### 10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A [sample grant agreement](#) is available on [business.gov.au](http://business.gov.au) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

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

If you enter an agreement under the Regional Airports Program, you cannot receive other grants for this project from other Commonwealth granting programs.

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

### 10.2. Simple grant agreement

We will use a simple grant agreement.

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

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

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

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children.

#### 10.3.1. Building and construction requirements

Wherever the government funds building and construction activities, the following special regulatory requirements apply.

- *Code for the Tendering and Performance of Building Work 2016* ([Building Code 2016](#))<sup>3</sup>
- Australian Government Building and Construction WHS Accreditation Scheme ([WHS Scheme](#))<sup>4</sup>

These regulations are subject to the level of funding you receive as outlined below.

##### 10.3.1.1. Building Code

The Building Code is administered by relevant State and Territory administrations under relevant State or Territory legislation on behalf of the [Australian Building and Construction Commission](#).<sup>5</sup>

The Building Code applies to all construction projects funded by the Australian government through grants and other programs where:

- the value of Australian Government contribution to a project is at least \$5 million and represents at least 50 per cent of the total construction project value; or
- regardless of the proportion of Australian Government funding, where the Australian Government contribution to a project is \$10 million or more.

##### 10.3.1.2. WHS Scheme

The WHS Scheme is administered by the [Office of the Federal Safety Commissioner](#).<sup>6</sup>

The Scheme applies to projects that are directly or indirectly funded by the Australian Government where

- the value of the Australian Government contribution to the project is at least \$6 million and represents at least 50 per cent of the total construction project value; or
- the Australian Government contribution to a project is \$10 million (GST inclusive) or more, irrespective of the proportion of Australian Government funding; and
- a head contract under the project includes building work of \$4 million or more (GST Inclusive).

### 10.4. How we pay the grant

The grant agreement will state the:

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<sup>3</sup> <https://www.abcc.gov.au/building-code/building-code-2016>

<sup>4</sup> <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>

<sup>5</sup> <https://www.abcc.gov.au/>

<sup>6</sup> <http://www.fsc.gov.au/sites/FSC>

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any financial contribution provided by you or a third party.

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

## 10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>7</sup>.

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

## 11. Announcement of grants

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

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

## 12. How we monitor your grant activity

### 12.1. Keeping us informed

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

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

You must also inform us of any changes to your:

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

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<sup>7</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

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

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend. You must notify us in advance of your intention to produce media or social media material relating to your project and provide an opportunity for the Minister or their representative to contribute.

## 12.2. Reporting

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

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

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

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

### 12.2.1. Progress reports

Progress reports must:

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

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

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

### 12.2.2. End of project report

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

End of project reports must:

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

### 12.2.3. Ad-hoc reports

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



### 12.3. Independent audits

We may ask you to provide an independent audit report (mandatory for grants over \$500,000 or where we request one). An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on [business.gov.au](http://business.gov.au) and GrantConnect.

### 12.4. Compliance visits

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

### 12.5. Grant agreement variations

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

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

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

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

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

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

### 12.6. Evaluation

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

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

### 12.7. Grant acknowledgement

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

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

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant and be compliant with our signage guidelines.

## 13. Probity

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

### 13.1. Conflicts of interest

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

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer 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.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)<sup>8</sup> of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)<sup>9</sup> on the department's website.

### 13.2. How we use your information

Unless the information you provide to us is:

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

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

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

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<sup>8</sup> <https://www.legislation.gov.au/Details/C2019C00057>

<sup>9</sup> [https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf\\_files\\_redirect](https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect)

- to announce the awarding of grants.

### 13.2.1. How we handle your confidential information

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

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

### 13.2.2. When we may disclose confidential information

We may disclose confidential information:

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

We may also disclose confidential information if:

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

### 13.2.3. How we use your personal information

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

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

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

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

We, or the Minister, may:

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

You may read our [Privacy Policy](#)<sup>10</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information

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<sup>10</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

- how you can access and correct your personal information.

#### 13.2.4. Freedom of information

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

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

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

### 13.3. Enquiries and feedback

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

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

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

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

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

Head of Division  
 AusIndustry – Support for Business  
 Department of Industry, Science, Energy and Resources  
 GPO Box 2013  
 CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>11</sup> with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

## 14. Glossary

Term	Definition
Aboriginal and Torres Strait Islander Corporation	An Aboriginal and Torres Strait Islander Corporation registered under the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> (Cth).
Aerodrome	A defined area of land used for the arrival, departure and surface movement of aircraft, including taxi ways, aprons and parking positions.

<sup>11</sup> <http://www.ombudsman.gov.au/>

Term	Definition
Airport	A complex of runways and buildings for the take-off, landing, and maintenance of civil aircraft, with facilities for passengers.
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Assessment Panel	Assessment panel with representatives from the Department of Infrastructure, Transport, Regional Development and Communications for assessment. The Assessment Panel may also have stakeholder group representatives. The panel assesses eligible applications and makes recommendations to the Minister for funding under the program.
AusIndustry	The division within the department.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant agreement end date	The date or event specified in the grant details section of the grant agreement. This date is after the activity completion date providing sufficient time for all outstanding activities under the agreement, including final payment and any post project reporting.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Grantee	The recipient of grant funding under a grant agreement.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.

Term	Definition
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).
Minister	The Commonwealth Minister for Infrastructure, Transport, Regional Development and Communications or delegated portfolio Minister.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is –</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Program Delegate	An AusIndustry manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Regional	Localities classified as <i>Inner Regional</i> or <i>Outer Regional</i> using the 2016 Australian Statistical Geographic Standard (ASGS) Remoteness Area. A map of the classification area, and search by location, can be found at <a href="http://stat.abs.gov.au/itt/r.jsp?ABSMaps">http://stat.abs.gov.au/itt/r.jsp?ABSMaps</a> and selecting 2016 Remoteness Area from the dropdown menu.
Small Project	Where the project cost is equal to or less than \$300,000 in total (GST inclusive).