



Australian Government

Department of Industry, Science and Resources

Department of Employment and Workplace Relations

Grant Opportunity Guidelines

Building Women's Careers Program

Opening date:	14 November 2024
Closing date and time:	5.00pm Australian Eastern Daylight Time on 2 December 2024 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Employment and Workplace Relations
Administering entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us at business.gov.au or on 13 28 46
Date guidelines released:	25 October 2024
Type of grant opportunity:	Open competitive

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1. Building Women's Careers Program processes

The Building Women's Careers Grant Opportunity is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Employment and Workplace Relations' (DEWR) Outcome 2 to promote growth in economic productivity and social wellbeing through access to quality skills and training. DEWR works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#).



The grant opportunity opens

Department of Industry, Science and Resources (DISR) 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.



DISR assess all grant applications

DISR assess the applications against eligibility criteria and notify you if you are not eligible. DISR assess eligible applications against the assessment criteria including an overall consideration of value with money and compare it to other eligible applications



The DEWR selection panel makes grant recommendations

The selection panel reviews all eligible applications including an overall consideration of value with money and compare it to other eligible applications. The selection panel will consider meritorious applications and make recommendations to the decision maker.



Grant decisions are made

The decision maker decides which applications are successful.



DISR notify you of the outcome

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



DISR enter into a grant agreement

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



Delivery of grant

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



Evaluation of the Building Women's Careers program

DEWR will evaluate the specific grant activity and the Building Women's Careers program as a whole. DEWR base this on information you provide to DISR and collected from various sources.

1.1. Introduction

These guidelines contain information for the Building Women's Careers (BWC) Program.

These guidelines set out:

- the purpose of the grant program
- 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.

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (DISR/the department/we) on behalf of the Department of Employment and Workplace Relations (DEWR).

Any alterations and addenda¹ to these guidelines will be published on GrantConnect. We have defined key terms used in these guidelines in the glossary at section 0.

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

2. About the grant program

The BWC Program will run over 4 years from 2024-25 to 2027-28.

The BWC Program aims to drive structural and cultural changes in key areas of the economy in the construction, clean energy, advanced manufacturing, and digital and technology industries and sectors. The BWC Program seeks to sustainably address the structural and cultural barriers to women's participation in Vocational Education and Training (VET) and employment, for example:

- poor availability of flexible training and employment arrangements
- a lack of job security
- limited access to career development
- workplaces that are not respectful and inclusive.

The BWC Program is part of the Future Made in Australia initiative and addresses DEWR's Outcome 2, to promote growth in economic productivity and social wellbeing through access to quality skills and training. The BWC Program is informed by the [Employment White Paper](#), [Working for Women, A Strategy for Gender Equality](#), [the Women's Economic Equality Taskforce Report](#) and extensive stakeholder consultation undertaken by DEWR.

The objectives of the BWC Program are:

- to increase women's skilled and ongoing participation in the construction, clean energy, advanced manufacturing, and digital and technology industries and sectors by building partnerships that drive structural and cultural change
- to encourage and increase the availability of high-quality flexible training and employment conditions for women by addressing workplace safety and culture, gender-based discrimination and ensuring smooth transitions between training and employment.

¹ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to closing times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

The BWC Program objectives will be achieved by:

- building partnerships that drive structural and cultural change addressing workplace safety and culture, gender-based discrimination and ensuring smooth transitions between training and employment
- increasing women's participation in and completion of VET courses that lead to well-paid, secure careers in the construction, clean energy, advanced manufacturing, and digital and technology industries and sectors.

The intended outcomes of the BWC Program are:

- strong, diverse and enduring partnerships to develop and deliver innovative, scalable partnership projects to drive structural and cultural change in women's participation in VET and the workplace
- increased access for women to higher-paying and skilled VET-based careers in male dominated occupations as measured by:
 - the availability and use of policies and strategies to implement and embed gender equality in VET and the workplace
 - improved availability and use of employment conditions and arrangements that support people to balance work and caring responsibilities
 - reduced and removed structural and cultural barriers, (for example poor access to 'good flexibility' or employee-oriented flexibility, an excess of 'bad' flexibility or employer-oriented flexibility, gendered occupational and industry segregation, and disrespect and discrimination) that prevent women from accessing and participating in VET and the workplace
 - an increase in the recruitment, promotion and retention of women in male-dominated occupations.
- an evidence base of practical changes that can be implemented across the broader economy to reduce occupational gender segregation and increase women's participation in VET and male-dominated industries, sectors and occupations.

Applicants will be expected to identify and define their evaluation metrics based on the parameters of the proposal and local context, with the suite of metrics potentially including VET program commencement and completion rates, industry employment data, relevant WGEA data and client experience surveys (before, during and post-delivery of grant activities to assess the value of those grant activities), and administrative data. DEWR will work with successful applicants to refine their evaluation metrics.

In the skills and training pipeline of attraction, recruitment, promotion and retention, the BWC Program will focus primarily on recruitment and retention.

The BWC Program will be delivered with a partnership approach and is funded through two streams: an industry/sector led stream and a community led stream.

Successful applicants must participate in and contribute to regular DEWR facilitated Community of Practice (CoP) forums. The CoP will meet 6 times per year. A fundamental element of the BWC Program is the sharing of knowledge (lessons learned, successes and opportunities), experience and practices beyond the individual projects.

The CoP will also ensure active collaboration to provide strategic, intersectional, evidence-based advice and to present solutions and priorities to drive progress to improve BWC program outcomes. This will afford DEWR the opportunity to amplify BWC Program outcomes and support

structural and cultural change across other organisations sectors/industries, occupations and/or regions beyond the end of the BWC Program.

We administer the BWC Program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#)².

3. Grant amount and grant period

3.1. Grants available

The Australian Government has announced a total of \$54.5 million (excluding GST) for the **BWC Program**.

For **Stream One** a total of up to \$45 million is available:

- The minimum grant amount is \$3 million.
- The maximum grant amount is \$5 million.

For **Stream Two** up to \$9.5 million is available:

- The minimum grant amount is \$500,000.
- The maximum grant amount is \$1 million.

The grant amount will be up to 100 per cent of eligible expenditure.

We cannot fund your project if it receives funding for the same activities from another Commonwealth, state or territory government entity.

3.2. Project period

The BWC Program will run over 4 years from 2024-25 to 2027-28.

The maximum project period is 36 months. You must complete your project by 31 March 2028.

4. Eligibility criteria

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

4.1. Who is eligible to apply for a grant?

The BWC Program is only open to applicants jointly delivering project partnerships. This means that organisations cannot apply on their own without other project partners. For further information on joint applications, refer to section 7.2.

4.2. Stream One

4.2.1. Stream One lead applicant eligibility

For lead applicants to be eligible under Stream One you must:

- have an Australian Business Number (ABN)
- be located in Australia
- have an account with an Australian financial institution
- be registered for the Goods and Services Tax (GST).

² <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-principles-2024>

and must be one of the following:

- a co-operative
- an incorporated association
- a partnership
- a registered charity or not-for-profit organisation
- an Aboriginal or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*
- a Group Training Organisation (GTO)
- a social enterprise
- a registered union
- an Aboriginal Community Controlled Organisation (ACCO)
- a company incorporated in Australia
- a company incorporated by guarantee
- a company limited by guarantee
- an incorporated trustee on behalf of a trust.

4.2.2. Stream One lead applicant requirements

An eligible Stream One lead applicant must be appointed as the lead organisation for the project partnership. They will apply on behalf of the project partnership.

Lead applicants in Stream One must be one of the following:

- an industry-based employer, or
- registered union within the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors, or
- a community organisation or ACCO with a proven track record of large partnership programs with these industries/sectors will also be considered.

4.2.3. Stream One project partnership requirements

The Stream One project partnership must include a minimum of 4 project partner organisations (including the Stream One lead applicant), consisting of at least one of each of the following:

- an employer
- a registered union
- a TAFE or not-for-profit registered training organisation (RTO)
- a community organisation or registered charity or not-for-profit organisation.

For Stream One all project partners (excluding the Stream One lead applicant) must be one of the following:

- an industry-based employer/s within the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors
- an industry body within the construction, clean energy, advanced manufacturing, digital or technologies industries
- a registered union
- a TAFE or not-for-profit RTO
- a not-for-profit organisation
- a GTO

- a local government body
- a community organisation
- a registered charity
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*,
- an ACCO
- a social enterprise.

The project partnership members (including the Stream One lead applicant) **must** collectively employ more than 1000 employees within the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors.

4.3. Stream Two

4.3.1. Stream Two lead applicant eligibility

For lead applicants to be eligible under Stream Two you must:

- have an Australian Business Number (ABN)
- be located in Australia
- have an account with an Australian financial institution
- be registered for the Goods and Services Tax (GST)
- be a legal entity with the capacity to enter into a legally binding agreement or contract.

4.3.2. Stream Two lead applicant requirements

An eligible Stream Two applicant must be appointed as the lead organisation for the project partnership. They will apply on behalf of the project partnership.

Lead applicants in Stream Two must be one of the following:

- a place-based community organisation, or
- registered charity, or
- not-for-profit organisation.

4.3.3. Stream Two project partnership requirements

The Stream Two project partnership must include a minimum of 3 project partner organisations (including the Stream Two lead applicant), consisting of at least one of each of the following:

- a place-based community organisation, registered charity, or not-for-profit organisation (lead)
- an industry-based employer within the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors
- at least one other partner, which must be one of the following:
 - an industry-based employer/s within the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors
 - an industry body within the construction, clean energy, advanced manufacturing, digital or technologies industries
 - a registered union
 - a TAFE or not-for-profit RTO
 - a not-for-profit organisation

- a GTO
- a local government body
- a community organisation
- a registered charity
- an Aboriginal and Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)
- an ACCO.

4.4. Additional eligibility requirements

We can only accept applications where:

- project partnerships have direct links with women in the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors. Applicants must declare that women are actively involved in the decision-making processes of the project. Examples include: ensuring that women hold leadership roles within the partnership, or that women's voices are prioritised in planning and implementation phases with a women-led steering committee to guide the project's direction
- for Stream One applications, project partners must declare that they collectively employ more than 1000 employees in the relevant industry/sector.

Letters of support from each prospective project partner will be required at the time of grant application (for further details on letters of support refer to section 7.2) and a formal project partnership must be established prior to entering into a grant agreement.

Once the minimum project partnership eligibility requirements are met, applicants may also partner with other entities.

We cannot waive the eligibility criteria under any circumstances.

4.5. Who is not eligible to apply for a grant?

You are not eligible to apply or be a project partner if you:

- do not meet the individual and group eligibility requirements in Section 4
- are a Commonwealth Government body
- are an organisation, or any one of your project partners is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- are an organisation, or any one of your project partners is an organisation, that is included on the non-compliant list on the Workplace Gender Equality Agency (WGEA) website
- are an organisation, or any one of your project partners is an organisation, have adverse findings and/or rulings from the Fair Work Commission and/or the Fair Work Ombudsman
- are a union unregistered under the Fair Work (Registered Organisations) Act 2009.

4.6. What qualifications, skills or checks are required?

If you are successful, relevant personnel working on partnership projects must maintain the following:

- Working with Vulnerable People registration
- Working with Children check.

5. What the grant money can be used for

The BWC Program will use a principles-based approach and guidance for grant eligibility expenditure to support flexibility and innovation, within the scope of the BWC Program's objectives and outcomes. This approach recognises that no two partnership projects are the same and will be supplemented by additional advice for grant recipients.

The grant eligibility expenditure for an agreed partnership project as defined in your grant agreement are goods and services purchased using grant funding that:

- are commensurate with the needs of the partnership project participants and directly align with the partnership project outcomes
- sustainably address barriers to women's participation in VET and employment
- comply with any occupational, health and safety laws that may apply
- represent value with money and the best use of funding to achieve partnership project outcomes
- are capable of withstanding public scrutiny and will not bring the BWC Program into disrepute.

5.1. Eligible grant activities

To be eligible your project must be aimed at:

- addressing the BWC Program objectives and outcomes outlined in Section 2
- driving structural and/or cultural change in one or more of the following industries/sectors:
 - construction
 - clean energy
 - advanced manufacturing
 - digital and technology.

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

- development of non-partisan tools and resources designed to address the cultural and/or structural barriers impacting women, including sexist stereotyping and biased expectations
- implementation of educational tools for employers to drive a strong culture of inclusion for women and address workplace safety and culture
- activities that undertake industry/sector practices to attract and retain more female staff, for example by incorporating part time or flexible roles into business practices to attract new talent, reviewing rostering arrangements
- an employer working in partnership with women's community organisations and employment providers to increase the recruitment and retention of female staff
- activities that lead to increase in workplace flexibility, for example flexible working hours and training hours to accommodate parental / carer responsibilities for men and women
- VET training and workforce changes to provide access to skilled and higher-paying careers
- innovative solutions to removing barriers that prevent women from accessing training and employment opportunities
- significantly scaling up a successful activity that increases women's participation in VET and the workforce.

We may also approve other activities. Any additional activities must be in line with objectives and outcomes in section 2.

5.2. Eligible locations

Activities should be based in Australia but can be at different locations.

5.3. Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on an agreed project as defined in your grant agreement. You cannot use the grant for any activity or purpose not related to your agreed project activity or which is otherwise ineligible expenditure.

- For guidance on eligible expenditure, see Appendix A.
- For guidance on ineligible expenditure, see Appendix B.

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 partnership project.

If your application is successful, we may ask you to verify project costs that you provided in your application. If asked, you must provide evidence to verify project costs (such as quotes).

Not all expenditure on your partnership project may be eligible for grant funding. The BWC Program Delegate (who is a manager within DISR with the responsibility for administering the BWC Program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

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

You must incur the project expenditure between the project start date and completion date specified in your grant agreement for it to be eligible unless stated otherwise.

We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

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 character limits for each response.

DEWR will only consider applications meritorious if they score at least 50 per cent against each assessment criterion. Only meritorious applications will be considered for funding.

6.1. Assessment Criterion 1 – Alignment with project objectives and outcomes (Weighting: 30 points)

Workplace discrimination, harassment and gender attitudes and stereotypes play a large part in explaining the gender imbalance in certain industries. Structural and cultural barriers to women's participation in the identified industries are driving gendered economic inequality, for example: poor compliance with basic requirements i.e. poor availability of flexible training and employment

arrangements; a lack of job security; limited access to career development; and workplaces and supervisors that are not respectful and inclusive. Flexibility in employment and training structures are needed to enable women to enter male-dominated industries.

What is your innovative partnership project and how does it align with the BWC Program's objectives and intended outcomes?

You **must demonstrate** this by providing a brief summary **and** describing:

- a. the specific objectives and intended outcomes of your project, including how these will drive structural and/or cultural change within partner organisations and/or the broader industry/sector
- b. the benefits of your project for women and your industry/sector, including:
 - the specific benefits to women
 - the estimated number of individuals that will participate in your project
 - how your project will support women to:
 - participate in and complete VET
 - gain and maintain skilled employment.
 - the specific benefits to your industry/sector
- c. the maximum potential benefit of your project, including:
 - how your project will continue to support structural and cultural change beyond the funding period
 - how your project could be scaled up in the future
 - the estimated reach of your project beyond those participating in it. Consider the number of women, employers, employees and industries/sectors your project could positively impact over time
 - why this project cannot proceed without this grant funding. What is holding this project back from going ahead right now?

6.2. Assessment criterion 2 – Which specific barriers to women's participation will your project focus on? (Weighting 10 points)

We know women face barriers to working the hours and jobs they want for a range of reasons. These barriers may be structural and/or cultural. Specific groups of women experience additional barriers that often compound disadvantage. It is important for projects and partnerships to recognise and address this complexity to support women to participate in VET and work.

Women will be the primary participants in your project. The department is interested to know the different characteristics or groups of women your project will focus on and understand the specialisation, knowledge and experience (including impact and outcomes) of working with these groups of women. For example, this could be First Nations women, women who are already employed in your industry/sector, women who have experienced family and domestic violence, women in a particular geographic region.

What specific barriers to women's participation will be addressed by your project?

You **must demonstrate** this by describing:

- a. the characteristics of the women your project will prioritise including:
 - why you are intending to focus on this group/s of women
 - whether there are any specific barriers these women face? What are these barriers?
 - whether there are specific barriers these women face in relation to gender segregation and your projects industry/sector focus?
 - how your project will address specific barriers these individual women face

- how you intend to engage and recruit women to participate in your project.
- b. the knowledge and expertise possessed by you and your partnership members to address barriers in:
- understanding the intersecting forms of disadvantage and discrimination women can experience
 - working with women who have experienced and/or survived domestic family violence and/or sexual assault
 - the impact of inter-generational trauma on learning, transitions and adapting to new environments
 - the impact of women's mental and physical health and caring responsibilities on their ability to participate in the workplace, for instance women who are breastfeeding, women with chronic conditions, and women experiencing reproductive health issues
 - working and/or living on-site and in remote locations and the additional barriers this can present for women
 - managing risks, including how you will ensure safety for participants and the expectations and accountabilities for host training organisations and/or employers to support success.
- c. the direct experience you or your partnership members have working with women with complex barriers and the impact and outcomes of your work for these women
- d. evidence of expertise may include current certifications, previous programs and creation of a diverse and inclusive workforce, including any gender equality achievements to date.

6.3. Assessment Criterion 3 – Capacity and capability to successfully deliver the project (Weighting: 30 points)

Strong and collaborative partnerships between industry, peak bodies, employers, registered unions, community organisations and women's services, and training providers are key, including with small and medium enterprises. Partnerships provide a larger reach and sphere of influence to amplify outcomes. Partnerships will leverage and benefit from shared leadership, expertise, networks, ideas and values to drive structural and cultural change within the target industries and sectors.

How will your project partnership ensure successful delivery of the project?

You **must demonstrate** this by:

- a. describing your project partnership's connection to, involvement in and/or leadership in one or more of the following: the construction, clean energy, advanced manufacturing, or digital and technology industries
- b. describing your experience and record of delivering and managing similar projects, including example/s and the relevant outcomes of these projects
- c. describing any contributions such as a resourcing, financial or in-kind support provided by project partners or other stakeholders
- d. completing the partnership governance template, including listing and describing the relevant skills, qualifications and experience of project partners and key personnel including:
 - how their roles and responsibilities will contribute to the delivery of the project
 - how the project partners will collaborate and work together to deliver the project
- e. the commitment, leadership, accountability and action within the project partnership that will embed change/relative outcomes.

6.4. Assessment Criterion 4 – Compliance (Weighting: 15 points)

It is important to have arrangements in place to not only meet legislative requirements, but also expectations related to your management of the grant and project. You must ensure the physical and psycho-social health and safety of your employees and project participants.

How will your project ensure the project and the grant is managed effectively?

You **must outline** the arrangements you will use to **ensure**:

- a. the identification, mitigation, management and monitoring of partnership, project and project participant risks, including identifying the 3 main risks and proposed mitigation strategies
- b. all organisations and workplaces involved in the project are compliant with relevant occupational health and safety (OHS) requirements (legislation, industry-specific requirements and certifications, codes of practice and any instructions from a regulator that administers OHS requirements)
- c. you provide and maintain adequate facilities for all project participants to use
- d. you effectively and efficiently fulfil your delivery requirements, including:
 - reporting is accurate
 - recordkeeping is available to justify decisions
 - strong financial management processes.
- e. effective communication with project participants by partners and key personnel.

6.5. Assessment Criterion 5 – Project performance and evaluation (Weighting: 15 points)

To drive genuine structural and cultural change, the findings from your project and this BWC Program will form an evidence base of practical changes that can be implemented across the broader economy. To achieve sustained, long-term change, sharing of lessons learned and new practices will be essential to drive structural and cultural change beyond the life of the BWC Program.

How will you measure the impact and success of your project?

You **must describe**:

- a. the suite of measures you propose to use to report on **the success of your project** including:
 - how your measures align with your project outcomes (rationale of measures)
 - whether you intend to use benchmarks and/or targets to measure project success and what these are
 - the information and data you will use to calculate the project measures and how this data will be gathered and recorded.

As an example, measures may include an estimate of the number of women who will:

- participate in the project/or be positively impacted
 - participate in vocational education during the life of the project (commencements and completions)
 - achieve new or higher paying employment outcomes over the life of the project.
- b. how you intend to measure **the impact of the project** on your overall organisation and workforce, other employees, and the project participants themselves
 - c. how you intend to produce data, insights and practical lessons learned for sharing with stakeholders across your industry/sector and community.

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.

Applicants should read all eligibility and assessment criteria closely.

You will need to set up an account to access our online [portal](#).

To apply, you must:

- complete and submit the application through the online [portal](#)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

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](#). 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 contact us immediately on 13 28 46.

After submitting your application, we can contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

You can view and print a copy of your submitted application on the portal for your own records.

If you need further guidance around the application process, or if you have any issues with the portal, [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 to demonstrate your applicant type
- an indicative project budget (excel template provided)
- a governance document outlining roles and responsibilities of each member of the project partnership (template provided)
- trust deed (where applicable)
- letters of commitment from each project partner (see Section 7.2 for further detail).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. Individual file sizes cannot be greater than 2MB, while the total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

7.2. Joint (consortia) applications

For the BWC Program, organisations must join together as a group to deliver their project. In these circumstances, you must appoint a lead organisation to submit **one application only** for the joint partnership project. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application must identify all other project partners of the proposed group and include a letter of commitment from each of the project partners.

Each letter of commitment should include:

- details of the project partner and their ABN (or ACN)
- declaration that the project partner is eligible (see Section 4).
- 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 processes

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be able to commence your project around February 2025.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval and announcement of successful applicants	4 weeks
Negotiations and award of grant agreements	4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	The date your Grant Agreement is executed
Project completion date	Up to 36 months from the project start date and no later than 31 March 2028
End date of grant commitment	30 June 2028

7.4. Questions during the application process

If you have any questions during the application period, [contact us](#) at business.gov.au or by calling 13 28 46.

8. The grant selection process

8.1. Assessment of grant applications

DISR first review your application against the eligibility criteria.

If eligible, your application will be assessed against the assessment criteria. Only eligible applications will proceed to the assessment stage.

DISR will consider your application on its merits, based on:

- how well it meets the weighted assessment criteria

- how it compares to other applications
- any risks identified and whether it provides value with relevant money.³

If applications are scored the same, the DEWR selection panel will consider value with relevant money and alignment with program objectives when recommending applications for funding.

8.1.1. Risk

DISR and DEWR will consider any national interest, financial, legal/regulatory, governance or other issue or risk that we identify during any due diligence process that we conduct in respect of the applicant. This may include requesting 2 years of financial records to ensure financial viability. This includes its directors, officers, senior managers, key personnel, its related bodies corporate (as defined in the Corporations Act) or its application that could bring the Australian Government into disrepute if it were to fund the applicant. Such issues and risks include where we consider that funding the application under this grant opportunity is likely to directly conflict with Australian Government policy. Where possible, we will provide you with an opportunity to comment on any material risks identified during this due diligence process prior to our determining the extent (if any) to which those issues or risks affect our assessment of the application and, if so, whether they are sufficient to warrant the exclusion of your application from the assessment process.

8.1.2. Value with money

Value with money is the efficient, effective, economical and ethical use of public resources. However, value with money will look different for each application. What is good value in one situation or location may be poor value in another.

Important: When the decision maker, who is a Deputy Secretary of the Department of Employment and Workplace Relations, considers value with money, they will look at the non-financial costs and benefits of your proposal as well as the financial ones.

The concept of value with money is explained in the Glossary (Section 14).

When assessing the extent to which the application represents value with money, we will consider:

- the overall objective/s of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought
- how the grant activities will target groups or individuals
- the distribution of grant funding across a range of type and size of priority industries
- that you do not have another funding source that could pay for, or is paying for, the proposed activities.

The decision maker will take into account the factors above and the weighted assessment criteria in assessing whether the proposal you have described in your application will achieve value with money.

8.2. Who will assess applications?

DISR will assess your application against the eligibility criteria. Only eligible applications will proceed to the assessment stage. If eligible, your application will then be assessed by DISR against the assessment (merit) criteria.

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

DISR will refer all applications as meritorious and not meritorious to the DEWR selection panel.

The DEWR selection panel will then consider meritorious applications and make recommendations to the decision maker, based on:

- the weighted assessment criteria assessment provided by DISR
- how it compares to other applications
- geographic and industry/sector spread of applications
- any risks identified and whether it provides value with relevant money.

The selection panel is established by DEWR and is comprised of relevant Australian government officials. The selection panel may also seek additional advice from external experts or advisors to inform the selection process.

The selection panel may seek additional information about you or your application. They may do this from within the Commonwealth and from information that is publicly available. The selection panel may also consider information about you or your application that is available as a result of the due diligence process or through the normal course of business.

DISR, the DEWR selection panel, and any expert or advisor, will be required to perform their duties in accordance with the CGRPs.

8.3. Who will approve grants?

The decision maker, who is a Deputy Secretary of the Department of Employment and Workplace Relations, decides which grants to approve taking into account the application assessment, the recommendations and advice of the selection panel including geographic and industry/sector spread of projects, and the availability of grant funds.

The decision maker'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. There is no appeal mechanism for decisions to approve or not approve a grant.

The decision maker 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.

9.1. Feedback on your application

If you are unsuccessful, you have 4 weeks from when you are advised of the outcome to ask for feedback. We will give you written feedback within 4 weeks of your request.

10. Successful grant applications

10.1. The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. Our selection will depend on the size and complexity of your project. Each grant agreement has general terms and

conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect.

We will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement. You must not start any BWC Program activities until a grant agreement is executed. We are not responsible for any expenditure you incur and cannot make any payments 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 BWC Program Delegate. We will identify these in the offer of grant funding.

If you enter an agreement under the BWC Program you cannot receive other grants for the same activities from other Commonwealth, state or territory government entity.

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

We will use a standard grant agreement.

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

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

10.2. Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions 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 be:

- compliant with state/territory legislation in relation to working with children
- clear of adverse findings or rulings from the Fair Work Commission and/or Fair Work Ombudsman.

10.3. How we pay the grant

The grant agreement will state the maximum grant amount we will pay. DISR will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

DISR will make an initial payment on execution of the grant agreement. DISR will make subsequent payments as you achieve milestones, in arrears, based on your actual eligible expenditure. Payments are subject to satisfactory progress on the project.

The first milestone payment for all projects will occur on the provision of a project management plan and communication plan for your project (templates to be provided) and acceptance of these documents as satisfactory by DEWR.

DISR set aside a retention amount of 10 per cent of the total grant funding for the final payment. DISR will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project. DISR may need to adjust your progress

payments to align with available program funds across financial years and/or to ensure we retain a minimum retention amount per cent of grant funding for the final payment.

10.4. Grant Payments and GST

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 entities⁴.

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

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of execution.

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Principles](#), Section 5.4. 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 eligibility for grant funding, ability to complete your project, carry on business and/or pay debts due.

You must also inform us of any changes to your:

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

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

⁴ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

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

12.2. Reporting

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

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

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

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

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- include evaluation outcomes to date
- 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. 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.

12.2.3. 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
- include completed project evaluation. This may include detailed evaluation of project success including project outcomes
- be submitted by the report due date.

12.3. Audited financial acquittal report

We will ask you to provide an independently audited financial acquittal report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. 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 the BWC Program guidelines
- changing project activities.

The BWC Program does not allow for an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project end date. You can submit a variation request via our online portal.

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
- how the variation achieves value with relevant money
- consistency with the BWC program policy objective, grant opportunity guidelines and any relevant DEWR policies
- changes to the timing of grant payments
- availability of BWC Program funds.

12.5. 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. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

12.6. Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7. Evaluation

DEWR will evaluate the BWC Program to measure how well the outcomes and objectives have been achieved, including the extent to which structural and cultural change in the identified industries has been achieved. This evaluation is separate to any project evaluation grantees will need to undertake.

DEWR will develop and implement an evaluation plan and performance monitoring framework for the BWC Program. This will provide clarity to grantees and understand the extent to which

behaviour change has been achieved and the proposed scope of any future evaluation of the program. DEWR may use information from your application and project reports for this purpose. DEWR 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 BWC Program was in achieving its outcomes.

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

12.8. Acknowledgement

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

‘This project received grant funding from the Australian Government.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

13. Probity

We will make sure that the grant opportunity 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 CGRPs.

These guidelines may be changed from time-to-time by DISR. When this happens, the revised guidelines will be published on GrantConnect.

13.1. 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:

General Manager
External and Design Branch
Business Grants Hub
Department of Industry, Science and Resources
GPO Box 2013
CANBERRA ACT 2601

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

13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the BWC 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
- 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\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

DISR publish our [conflict of interest policy](#)⁵ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

13.3. Privacy

Unless the information you provide to us is:

- confidential information as per below, or
- personal information as per below.

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

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

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 selection 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.

⁵ <https://www.industry.gov.au/publications/conflict-interest-policy>

You may read our [Privacy Policy](#)⁶ on the department's website for more information on:

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

13.4. Confidential information

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

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

We will 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.

We may disclose confidential information:

- to the selection 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.

13.5. Freedom of information

All documents in the possession of the Australian Government, including those about the BWC 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

⁶ <https://www.industry.gov.au/data-and-publications/privacy-policy>

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.

14. Glossary

Term	Definition
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
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 grant opportunity, to determine application ranking.
<u>Commonwealth Grants Rules and Principles (CGRPs)</u>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
community organisation	Refers to any organisation engaged in charitable or other community-based activity operating under Australian law and not established for the purpose of making a profit.
completion date	The expected date that the grant activity must be completed and the grant spent by
date of effect	Can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	The person who makes a decision to award a grant. For this program the decision maker is a Deputy Secretary of the Department of Employment and Workplace Relations.
Department	The Department of Industry, Science and Resources.
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
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.

Term	Definition
eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
eligible expenditure guidance	The guidance that is provided at Appendix A.
General Manager	Position title for Senior Executive Service level staff within DISR.
grant	For the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁷ or other Consolidated Revenue Fund (CRF) money⁸ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake
grant agreement	A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding, and specifies the details of the grant.
grant application	The grant application is the submitted application form used to apply for funding under the BWC Program.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grantee/grant recipient	The individual/organisation which has been selected to receive a grant

⁷ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁸ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Industry body	A non-government organisation that represents the interests of business or professionals within a specific industry. Usually set industry standards and provide guidelines, offer training, and advocate on behalf of industry.
Minister	The Commonwealth Minister for Skills and Training
not-for-profit organisation	A not-for-profit organisation is an entity that is operating for its purpose and not for the profit or gain (either direct or indirect) of its individual members.
partnership project	A project in an application for grant funding where a lead organisation partners with other relevant organisations.
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"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
place-based community organisation	A placed based community organisation refers to a community organisation that is specific to a geographic location or environment.
program delegate	A manager within DISR with responsibility for administering 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.
selection criteria	Comprises of eligibility criteria and assessment criteria.
selection panel	The body established by DEWR to consider and assess eligible applications and make recommendations to the decision maker for funding under the program. The selection panel is comprised of Australian Government Officials.
social enterprise	A business or organisation that operates with the primary goal of addressing social, environmental or community challenges while still generating revenue.

Term	Definition
value with money	<p>Value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> ▪ the quality of the project proposal and activities; ▪ fitness for purpose of the proposal in contributing to government objectives; ▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; ▪ the potential grantee’s relevant experience and performance history; ▪ the relative value of the grant sought; ▪ how the grant activities will target or prioritise groups or individuals; ▪ extent to which the geographic location of the application or characteristics of the applicants matches identified priorities; ▪ the balance and mix of applications or proposals (particularly for competitive processes) received and how the grant activities will achieve Government policy outcomes; and ▪ the extent to which the evidence in the application or proposal demonstrates that it satisfies the assessment criteria and will contribute to meeting the outcomes/objectives.
VET	Vocational education and training

Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time, so you should make sure you have the current version from business.gov.au and GrantConnect before preparing your application.

The BWC Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities.

You must incur the project expenditure between the project start date and completion date specified in your grant agreement for it to be eligible unless stated otherwise.

We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

A.1 How we verify eligible expenditure

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

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you will be required to provide an independent financial audit of all eligible expenditure from the project.

A.2 Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project. DEWR considers a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

DEWR considers costs for technical, but not administrative, project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. DEWR considers salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

A.3 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30% allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) the Program Delegate will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

A.4 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do, including specialist consultants relevant to delivering the outcome in Section 2, and which is also approved by the BWC Program Delegate to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

A.5 Travel expenditure

Eligible travel expenditure may include domestic travel only limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia.

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the grantee will require evidence showing what an economy air fare costs at the time of travel.

A.6 Other eligible expenditure

Other eligible expenditures for the project may include:

- staff training that directly supports the achievement of project outcomes
- financial auditing of project expenditure (up to 1% of total project expenditure)
- costs you incur in order to obtain planning, or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- costs of developing and delivering in workshops, conferences, networking events and other forums (including domestic travel costs for key participants)
- costs of developing and delivering education and professional development activities including courses and training
- costs of developing and distributing educational materials, curriculum content, toolkits or similar
- costs associated with industry transformation activities for a particular industry/sector
- research costs to help support the project outcomes
- communication and promotional costs directly related to the project
- costs incurred in conducting the evaluation of your project.

Other specific expenditures may be eligible as determined by the BWC Program Delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

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

Appendix B. Ineligible expenditure

This section provides guidance further to Section 5, for what we also consider ineligible expenditure. We may update this guidance from time to time, so you should make sure you have the current version from business.gov.au and GrantConnect before preparing your application.

The BWC Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Ineligible expenditure includes:

- goods and services that grant recipients are required to supply and provide under law, for example occupational health and safety requirements and any other regulatory or legislative requirement
- buying, leasing or maintaining a vehicle
- expenditure of a party political or religious nature, for example donations to churches, political parties or electoral candidates
- staff salaries for activities not related to the grant activity
- subsidy of your general ongoing administration costs
- overseas travel
- activities for which other Commonwealth, state, territory, or local government bodies have primary responsibility
- capital works or capital expenditure including infrastructure, assets, capital equipment and depreciation funding existing debt or loan requirements and any costs incurred before the grant agreement is executed
- ongoing expenses, even if these result from purchases that were eligible expenditure, for example no contingent liabilities
- wage subsidies and direct payments to individual project participants
- costs for goods and services that individual project participants and grant recipients can access via an existing program/service, for example, Workforce Australia and/or National Disability Insurance Scheme
- research not directly supporting eligible activities
- activities, equipment or supplies that are already being funded through other sources
- costs incurred prior to us notifying you that the application is eligible and complete
- financing costs, including interest
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as rental and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- sponsorship (for example visa sponsorship)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations

- depreciation of equipment beyond the life of the project
- maintenance costs
- costs of purchasing, leasing, depreciation of, or development of land
- infrastructure development costs, including development of road, rail, port or fuel delivery networks beyond the manufacturing site
- opportunity costs relating to any production losses due to allocating resources to the agreed grant project
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports DEWR require) and preparing any project variation requests
- fund raising activities unless the funds raised are also spent on delivering the project.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the BWC Program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.