



Australian Government

Department of Industry, Science and Resources

## Grant Opportunity Guidelines

# Carbon Farming Outreach Program

<b>Opening date:</b>	13 June 2023
<b>Closing date and time:</b>	5:00PM Australian Eastern Daylight Time on 14 August 2023 Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Department of Climate Change, Energy, the Environment and Water (DCCEEW)
<b>Administering entity:</b>	Department of Industry, Science and Resources (DISR)
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	9 June 2023
<b>Type of grant opportunity:</b>	Open competitive

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# 1. Carbon Farming Outreach Program processes

**The Carbon Farming Outreach Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to the Department of Climate Change, Energy, the Environment and Water's (DCCEEW) Outcome 1. DCCEEW 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](http://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. The Committee 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 may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



**We enter into a grant agreement**

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



**Delivery of grant**

You complete 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 Carbon Farming Outreach Program**

DCCEEW will evaluate the specific grant activity and Carbon Farming Outreach Program as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1. Introduction

These guidelines contain information for the Carbon Farming Outreach Program.

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 and Resources (the department/DISR) is responsible for administering this grant opportunity on behalf of the Department of Climate Change, Energy, the Environment and Water (DCCEEW).

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.

## 2. About the Carbon Farming Outreach Program

The Carbon Farming Outreach Program (the program) will run over 4 years from 2022-23 to 2025-26. The program has two aspects, a procurement process to develop a training package on behalf of DCCEEW and a grant program to deliver the training package.

The program aims to support Australian farmers and land managers to reduce emissions and sequester carbon to contribute to Australia's climate change commitments.

The program contributes to the Australian Government's response to the Independent Review of Australian Carbon Credit Units, which recommended the Government continue to support the capacity and capability of rural and remote communities, including First Nations Australians, to participate in and benefit from the Australian Carbon Credit Unit scheme.

The objectives of the program are:

- support farmers and land managers to make decisions to reduce emissions
- build capacity of trusted advisers to deliver independent advice
- facilitate access to clear, consistent and culturally appropriate information on carbon farming and low-emissions technologies and practices.

The intended outcomes of the program are:

- farmers and land managers make informed decisions to lower emissions
- increased knowledge of greenhouse gas emission management amongst farmers and land managers
- trusted advisers have the information resources, knowledge and skills to continue to provide advice beyond the life of this grant opportunity.

### 2.1. About the Carbon Farming Outreach grant opportunity

The purpose of this grant opportunity is to deliver training and advice to empower Australian farmers and land managers, including First Nations peoples, to participate in carbon markets and integrate low emission technologies and practices into their farming operations and land management practices.

Funding will support projects by trusted advisers to deliver training and advice to farmers and land managers across Australia on:

- farm and land emissions and carbon storage
- options to reduce emissions and sequester carbon
- carbon markets and certifications
- legal and financial implications
- benefits and trade-offs, including co-benefits such as biodiversity, climate adaptation, improved farm resilience and productivity
- interactions with natural capital markets and schemes
- case studies tailored to regional conditions
- relevant international context.

Trusted advisers will be provided with a training package and support from DCCEEW, via train-the-trainer sessions and networking opportunities.

Organisations that we would expect to be funded under the Carbon Farming Outreach Program's grants include rural service and extension providers, natural resource management organisations and First Nations groups. These grants are not intended to fund Carbon Service Providers (see Glossary).

Successful applicants will receive training developed by DCCEEW (via a train-the-trainer model), information and tools under the program to support their extension activities.

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

### 3. Grant amount and grant period

The Australian Government has announced a total of \$17.5 million over 3 years from 2023-24 to 2025-26 for this grant opportunity.

#### 3.1. Grants available

The grant amount will be up to 100 per cent of eligible project expenditure (grant percentage).

- The minimum grant amount is \$1 million.
- The maximum grant amount is \$17.5 million.

You are responsible for the remaining eligible and ineligible project costs.

You cannot use funding from other Commonwealth, state, territory or local government grants for the same activities funded by this grant opportunity.

#### 3.2. Project period

The minimum project period is 24 months.

You must complete your project by 31 March 2026.

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

## 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)

and be one of the following entities:

- an entity, incorporated in Australia
- state, territory or local government body
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) or other state and territory legislation
- an incorporated trustee on behalf of a trust.

If you are applying as an incorporated trustee on behalf of a trust, you must provide a trust deed as evidence of this arrangement (see section 7.1).

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.2.

### 4.2. Additional eligibility requirements

We can only accept applications:

- where you include all the mandatory attachments including the 'Financial Interests and Related Carbon Service Provider Entities Declaration form' (refer to section 7.1).

We cannot waive the eligibility criteria under any circumstances.

### 4.3. Who is not eligible?

You are not eligible to apply if you are:

- any organisation not included in section 4.1
- the successful service provider developing the training package for the Program, or a partner and/or subcontractor engaged by that successful service provider
- an organisation, or your project partner 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'
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*
- an individual
- a partnership
- an unincorporated association
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a corporate Commonwealth entity
- a non-corporate Commonwealth entity
- an organisation, or your project partner is an organisation, that is a Carbon Service Provider (see Glossary)

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

### 5.1. Eligible activities

To be eligible your project must:

- aim to support Australian farmers and land managers to reduce emissions and sequester carbon to contribute to Australia's climate change commitments
- include participation in training provided by DCCEEW
- deliver the training package developed by DCCEEW
- have at least \$1 million in eligible expenditure.

Eligible activities may include:

- delivering training and advice to farmers and land managers through avenues such as shed meetings, farm days, show day expos and formal training programs
- using training materials provided by DCCEEW and tailoring advice to local circumstances
- monitoring and evaluation activities that seek to collect information and stakeholder feedback to inform future land and agriculture emissions reduction training programs and measures
- attending and participating in training, networking events and conferences to share information.

We may also approve other activities at our discretion.

### 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:

- direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions
- costs of delivering training courses and advice that are part of the core elements of this program and additional to business as usual (e.g. printing flyers and factsheets, venue hire, catering and advertising)
- up to 30% labour on costs to cover employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers for staff directly working on the project
- domestic travel limited to the reasonable cost of accommodation, transportation and food required to conduct agreed project activities in Australia
- contract expenditure covering the cost of eligible project activities that are contracted to others
- the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure.

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 (who is a manager within the department with responsibility for administering the 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 a direct cost of the project; and
- be incurred by you for required project audit activities.

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

You may elect to commence 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. 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.

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

Expenditure items that are not eligible are:

- research not directly supporting eligible activities
- activities, equipment or supplies that are already being supported through other sources
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- non-project-related staff training and development costs
- provision of advice outside the scope of the training package, including financial advice
- services associated with establishing and managing Carbon Credit Projects.

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.

## 6. The assessment criteria

You must address all assessment criteria in your application. The committee will assess your application based on the weighting given to each criterion. More information about the committee and assessment process is available in section 8.

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.

We will only consider funding applications that score at least 50 per cent against assessment criterion 1-3, as these represent best value for money. First Nations organisations applying as the lead organisation will receive an additional 10 points as outlined at assessment criterion 4.

In addition to responses to assessment criteria, the committee will also consider the geographical spread of projects when deciding which applications to fund. The purpose of this is to promote services with broad geographical coverage across Australia.

## 6.1. Assessment criterion 1

### **Alignment to program objectives (50 points)**

You should demonstrate this by describing:

- a. how your project will increase the awareness and knowledge of greenhouse gas emissions management amongst farmers and land managers
- b. how your project will support farmers and land managers to understand how to participate in carbon markets and integrate low emissions technologies and practices into their farming operations
- c. the reach and coverage of your project, including your target audience, cultural competency to engage participants, including First Nations groups (where appropriate), expected number of participants and geographic coverage
- d. your strategy to maintain the project outcomes beyond the term of the grant funding.

## 6.2. Assessment criterion 2

### **Capacity, capability and resources to deliver your project (40 points)**

You should demonstrate this by identifying:

- a. your capacity and capability to provide trusted and independent advice
- b. your track record managing similar projects and access to personnel with the right skills and experience, including management and technical staff
- c. how you will engage with relevant stakeholders and leverage existing connections to achieve your project outcomes
- d. your access, or future access to, any infrastructure, equipment, technology, intellectual property and required regulatory or other approvals
- e. how you will plan to manage and monitor the project including mitigating delivery risks and collecting participant feedback
- f. a sound project plan to manage and monitor the project, including a project budget.

## 6.3. Assessment criterion 3

### **Impact of grant funding (10 points)**

You should demonstrate this by:

- a. describing the likelihood the project would proceed without the grant, and how the grant will impact the scope and timing of your project
- b. justifying the funding amount requested with respect to the scale of the project and intended outcomes
- c. the predicted outcomes of your proposed project
- d. any additional investment that the grant will leverage and explain how this benefits your project.

## 6.4. Assessment criterion 4

### **First Nations organisations (10 points)**

First Nations organisations will be awarded an additional 10 points.

## 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 and attach detailed evidence that supports the assessment criteria.

You will need to set up an account to access our online [portal](#). You can only apply during a funding round.

To apply, you must:

- complete and submit your application through the online portal
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

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

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. The acceptance of any additional information provided after the submission of your application is at the discretion of the Program Delegate. 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.

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:

- Declaration of Financial Interests and Related Carbon Service Provider Entities for you and any project partner(s) (you must use the template available on [business.gov.au](#))
- project plan
- engagement strategy
- evaluation plan
- project budget
- trust deed (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. The total of all attachments cannot exceed 20MB. 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 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 apply 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 November 2023.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval and announcement of successful applicants	4 weeks
Negotiations of grant agreements	3-5 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	The date we notify you that your application is successful
Project completion date	31 March 2026
End date of grant commitment	30 June 2026

## 8. The grant selection process

We first review your application against the eligibility criteria. If eligible, an assessment committee will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage. The committee will be made up of officers from DCCEEW and independent experts/advisors. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The committee will 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
- the geographical spread of projects to promote Australia-wide outcomes.

When assessing whether the application represents value with relevant money, the committee 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.

If applications are scored the same, the committee will consider value for money and alignment to the program objectives to recommend applications for funding.

The committee will assess your application against the assessment criteria and compare it to other eligible applications in a funding round before recommending which projects to fund. The committee will be required to perform their duties in accordance with the CGRGs.

### 8.1. Who will approve grants?

The decision maker (the Assistant Secretary, Land and Climate Active Branch, Emissions Reduction Division in DCCEEW) decides which grants to approve considering the recommendations of the committee 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.

The decision maker will not approve funding if there is 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 will 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 (if any). 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](#) 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. We are not responsible for any expenditure you incur and cannot make any payments to you 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 decision maker. We will identify these in the offer of grant funding.

If you enter an agreement under the Carbon Farming Outreach Program, you cannot receive funding from Commonwealth, state or territory programs for the same activities funded by this grant.

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

## 10.2. Project/Activity 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 comply with:

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

## 10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- any financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

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

## 10.4. 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>2</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.

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<sup>2</sup> See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](http://ato.gov.au)

## 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.

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.

### 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.

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 will ask you to provide an independent audit 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](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
- changing project activities.

The 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 grant agreement 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
- 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

DCCEEW will evaluate the grant opportunity 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 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, 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 adviser and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who can influence the application selection process, such as an Australian Government officer 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 an interest is declared, we may determine that certain mitigation measures are required to minimise the impact of the conflict. You must implement the mitigation measure we prescribe to the greatest extent possible.

If after submitting your conflict of interest declaration, 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* (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>3</sup> on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its 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
- 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 committee 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

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<sup>3</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 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 committee, 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>4</sup> 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.

### 13.2.4. 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](http://business.gov.au).

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<sup>4</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

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

Our [Customer Service Charter](#) is available at [business.gov.au](http://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  
Business Grants Hub  
Department of Industry, Science and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact [the Commonwealth Ombudsman](#)<sup>5</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
Administering entity	The entity that is not responsible for the policy however 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.
Carbon Credit Project	A project whereby a landholder, land manager, business, state or territory government or local council can earn carbon credits through undertaking activities that result in the sequestration of carbon or avoidance of greenhouse gas emissions.

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<sup>5</sup> <http://www.ombudsman.gov.au/>

Term	Definition
Carbon Service Provider	A business that offers a range of services to landholders and land managers interested in establishing and managing a Carbon Credit Project in exchange for a fee (for example by direct payment, or other incentive such as apportionment of proceeds of carbon credits issued for a project). Services may include (but are not limited to) management of, or being the project proponent for Carbon Credit Projects, provision of mapping and feasibility studies and facilitating the trading, buying and selling of carbon credits.
Committee	The body established to consider and assess eligible applications and make recommendations to the decision maker for funding under the program.
Decision maker	Assistant Secretary, Land and Climate Active Branch, Emissions Reduction Division in DCCEE
Department	The Department of Industry, Science 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.
Eligibility criteria	The mandatory criteria, which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Financial Interest	A pecuniary interest in carbon or climate-related activities. Examples of Financial Interests include (but are not limited to) the interests of the applicant (or its principals, owners, directors, officers or other like individuals) and/or its project partner (or its principals, owners, directors, officers or other like individuals) in carbon markets, carbon credits, Carbon Credit Projects, carbon mutuals, carbon- or climate-neutral certifications, carbon accounting tools and sales of emissions-reduction technologies.
First Nations organisation	<p>An organisation is considered a First Nations organisation where:</p> <ul style="list-style-type: none"> <li>▪ at least 51% of the organisation's members or proprietors are First Nations people; or</li> <li>▪ where at least 51% of the organisation's board or management are First Nations people.</li> </ul>
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.

Term	Definition
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the 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 CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
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.
Minister	The Commonwealth Minister for Climate Change and Energy.
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
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	A manager within the department 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.

Term	Definition
Related Carbon Service Provider Entity	<p>A Carbon Service Provider that:</p> <ol style="list-style-type: none"> <li>a. can control, or materially influence, the activities or internal affairs of the applicant and/or its project partner(s);</li> <li>b. has the capacity to determine, or materially influence, the financial and operating policies of the applicant and/or its project partner(s);</li> <li>c. is financially interested in the success or failure or apparent success or failure of the applicant and/or its project partner(s);</li> <li>d. if the applicant or any of its project partners is a company, a Carbon Service Provider that: <ol style="list-style-type: none"> <li>(i) is a holding company of the applicant or a project partner;</li> <li>(ii) a subsidiary of the applicant or a project partner; or</li> <li>(iii) a subsidiary of a holding company of the applicant and/or a project partner;</li> </ol> </li> <li>e. has principals, owners, directors, officers or other like individuals in common with the applicant and/or its project partner(s); or</li> <li>f. has principals, owners, directors, officers or other like individuals who are in a familial or spousal relationship with the principals, owners, directors, officers or other like individuals of the applicant and/or a project partner.</li> </ol>
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"> <li>▪ the quality of the project proposal and activities;</li> <li>▪ fitness for purpose of the proposal in contributing to government objectives;</li> <li>▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and</li> <li>▪ the potential grantee’s relevant experience and performance history.</li> </ul>