



Australian Government

Department of Industry, Science and Resources

Department of Home Affairs

Grant Opportunity Guidelines

Health Sector Information Sharing and Analysis Centre Acceleration Grants Program

Opening date:	28 June 2024
Closing date and time:	5:00pm Australian Eastern Standard Time on 25 July 2024 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Home Affairs
Administering entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	28 June 2024 25 November 2024 (decision maker updated)
Type of grant opportunity:	Open competitive

Contents

1. Health Sector Information Sharing and Analysis Centre Acceleration Grants Program: processes	4
1.1. Introduction	6
2. About the grant program.....	6
3. Grant amount and grant period	7
3.1. Grants available	7
3.2. Project period	7
4. Eligibility criteria	7
4.1. Who is eligible to apply for a grant?.....	7
4.2. Additional eligibility requirements	8
4.3. Who is not eligible to apply for a grant?.....	8
4.4. What qualifications, skills or checks are required?	8
5. What the grant money can be used for	9
5.1. Eligible grant activities	9
5.2. Eligible expenditure.....	9
5.3. What the grant money cannot be used for.....	10
6. The assessment criteria.....	10
6.1. Assessment criterion 1	10
6.2. Assessment criterion 2.....	10
6.3. Assessment criterion 3.....	11
7. How to apply.....	11
7.1. Attachments to the application.....	12
7.2. Joint (consortia) applications	12
7.3. Timing of grant opportunity processes.....	12
7.4. Questions during the application process.....	13
8. The grant selection process	13
8.1. Assessment of grant applications	13
8.2. Who will assess applications?	14
8.3. Who will approve grants?	14
9. Notification of application outcomes.....	14
9.1. Feedback on your application	14
10. Successful grant applications	14
10.1. The grant agreement	14
10.2. Specific legislation, policies and industry standards.....	15
10.3. How we pay the grant	15
10.4. Grant Payments and GST	16
11. Announcement of grants	16
12. How we monitor your grant activity	16

12.1.	Keeping us informed	16
12.2.	Reporting	17
12.2.1.	Progress reports.....	17
12.2.2.	Ad-hoc reports.....	17
12.2.3.	End of project report	17
12.3.	Audited financial acquittal report.....	17
12.4.	Grant agreement variations	18
12.5.	Compliance visits	18
12.6.	Record keeping.....	18
12.7.	Evaluation	18
12.8.	Acknowledgement.....	18
13.	Probity.....	19
13.1.	Enquiries and feedback	19
13.2.	Conflicts of interest	19
13.3.	Privacy	20
13.4.	Confidential information	20
13.5.	Freedom of information.....	21
14.	Glossary.....	22

1. Health Sector Information Sharing and Analysis Centre Acceleration Grants Program: processes

The Health Sector Information Sharing and Analysis Centre Acceleration Grants Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Home Affairs Outcome 1 to Protect Australia from national security and criminal threats, and support national resilience, through effective national coordination, policy and strategy development, and regional cooperation. The Department of Home Affairs works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

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



You complete and submit a grant application

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



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with money and compare it to other eligible applications. We refer eligible applications to a departmental panel (the Panel).

The Panel assess eligible applications against the assessment criteria including an overall consideration of value with money and compare it to other eligible applications.



The Panel make grant recommendations

The Panel provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which application is 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 the successful applicant.



We enter into a grant agreement

We will enter into a grant agreement with the successful applicant. 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. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Health Sector Information Sharing and Analysis Centre Acceleration Grants Program

The Policy agency will evaluate the specific grant activity and Health Sector Information Sharing and Analysis Centre Acceleration Grants 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 Health Sector Information Sharing and Analysis Centre Acceleration Grants Program.

This document sets out:

- the purpose of the grant program/grant opportunity
- 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 (the department/DISR) on behalf of the Department of Home Affairs.

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 grant program

The Health Sector Information Sharing and Analysis Centre Acceleration Grants Program opportunity supports Program 1.3 Cyber Security within Outcome 1 of the Department of Home Affairs' Portfolio Budget Statement – Protect Australia from national security and criminal threats, and support national resilience, through effective national coordination, policy and strategy development and regional cooperation.

The [2023-2030 Australian Cyber Security Strategy \(the Strategy\)](#) sets out the Australian Government's vision to be a world leader in cyber security by 2030. A key aspect of the Strategy is to improve cyber threat information sharing and blocking across Australian Government and industry. To achieve this, the Australian Government committed to establishing the Health Sector Information Sharing and Analysis Centre Acceleration Grants Program over 3 years from 2024-25 to 2026-27.

This grant program will establish a Health Sector Information Sharing and Analysis Centre (ISAC) to support industry-to-industry threat intelligence sharing in the health sector. The ISAC will provide an environment that encourages threat sharing and facilitates direct engagement between industry partners.

ISACs provide an intelligence-sharing platform where participants interact and share information regarding cyber threats on their gateways and networks. ISACs can offer a 24/7 capability and interactive forums to facilitate coordination between participants. ISACs provide benefit to all members regardless of size to foster information sharing and good cyber practices.

The health sector and its supply hold highly sensitive and personal data about the health and wellbeing of Australians. As the health industry sector continues its digital transformation with more wearable technologies, smart devices being used and personal records being digitised, the sector must be able to respond to cyber threats as they arise. Due to variances in the health sector's cyber maturity, some organisations holding sensitive information are unable to adopt adequate cyber security practises to protect themselves and share cyber threat intelligence. A dedicated ISAC will foster this capability and assist entities to better collaborate to protect critical health systems and data.

The objectives of the program are to:

- establish a new ISAC, or upscale the operations of an existing ISAC, to facilitate ongoing industry-to-industry threat intelligence sharing within the health sector
- improve capabilities with participating member organisations both to prevent, through emphasising hardening and resilience, and respond to cyber threats
- establish an intelligence-sharing forum where participants interact and share information regarding cyber threats
- drive benefit from, and provide benefit to, the National Cyber Threat Picture by ensuring any technical, machine speed threat intelligence sharing is compatible with the national cyber threat intelligence platform, Australian Signals Directorate's Cyber Threat Intelligence Sharing (ASD CTIS)
- establish and maintain relationships with existing threat intelligence sharing forums to enable sharing of meaningful threat intelligence to the healthcare ecosystem.

The intended outcomes of the program are:

- improved collaboration, information sharing, cyber threat capabilities and good cyber practices within the health sector
- alternative mechanisms for industry to share cyber threat intelligence between industry partners, sectors and government
- establishment of an ISAC that is self-sustaining at the conclusion of the grant funding period.

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

3. Grant amount and grant period

3.1. Grants available

The Australian Government has announced a total of \$6.423 million over three years from 2024-2025. There is no maximum grant amount but the grant cannot exceed the amount of available funds. Funding is only available for one grant.

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

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

3.2. Project period

The maximum project period is 36 months.

You must complete your project by 30 June 2027.

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?

To be eligible you must:

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

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

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 your organisation is one or more of the following:

- an existing ISAC
- a health sector group
- specialist in generating and disseminating cyber threat intelligence
- a membership organisation for cyber professionals

and:

- provides a holistic information security management plan to manage security risk and personnel specific to the project, i.e. vetting people, policies and technology, and/or be certified against cyber security standards ([ISO/IEC 27001](#) or equivalent).

We cannot waive the eligibility criteria under any circumstances.

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

You are not eligible to apply if you are:

- 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
- an unincorporated association
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- an international entity, although international entities may partner with an eligible entity to deliver the project
- any organisation not included in section 4.1.

4.4. What qualifications, skills or checks are required?

If you are successful your organisation must maintain certification against cyber security standards (such as ISO/IEC 27001 or equivalent).

5. What the grant money can be used for

5.1. Eligible grant activities

To be eligible your project must:

- establish a new ISAC, or upscale the operations of an existing ISAC, to facilitate industry-to-industry threat intelligence sharing within the health sector
- facilitate interoperability and threat intelligence sharing with existing government platforms, including ASD's CTIS platform.

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

- establishment of a structured cyber security platform that enables industry participants to collaboratively exchange information across the health sector in a standardised and organised manner
- development of self-sustaining funding pathways at the conclusion of the grant period
- a proposed best-practise blueprint for the establishment and interoperability of ISACs.

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

5.2. Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items specific to the project are:

- labour expenditure
- labour on-costs and administrative overhead
- threat sharing platform, licencing, program development software and fees
- project management activities contract expenditure (cost of any agreed project activities that you contract others to do)
- travel (up to 5 per cent of eligible expenditure)
- staff training that directly supports the achievement of project outcomes
- the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure.

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

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

Not all expenditure on your project may be eligible for grant funding. The program delegate (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
- 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 must not commence your project until you execute a grant agreement with the Commonwealth. 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 the grant money cannot be used for

Expenditure items that are not eligible are:

- capital expenditure (other than threat sharing platform, licencing, program development software and fees directly related to the project)
- routine operational costs such as rent, utilities, communications, stationery
- equipment hire
- costs incurred in the preparation of a grant application or related documentation
- construction/capital works
- delivery of work that does not fall within the scope of this grant program.

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.

We will only award funding applications that score at least 50 per cent against each assessment criterion.

6.1. Assessment criterion 1

Project alignment with policy intent (program objectives/outcomes) (35 points).

You must demonstrate this through identifying:

- a. how your project will establish a new ISAC or upscale operations of an existing ISAC to facilitate ongoing industry-to-industry threat intelligence sharing within the health sector
- b. how your project will facilitate industry-to-industry, and industry to government cyber threat intelligence sharing, including through compatibility with ASD's CTIS platform
- c. self-sustaining funding pathways to maintain the ISAC at the conclusion of the grant period (for at least two years).

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (35 points).

You must demonstrate this through identifying:

- a. your track record in establishing and managing similar projects and outline the project outcomes

- b. how you will build and establish trust relationships within the health sector, including private and public sector entities
- c. your access to personnel with expertise specific to the project in both cyber security and the health industry. The skills and experience of key personnel must be attached as per 7.1
- d. your plan for managing the project, including implementation methodology, timeframes, itemised budget, and risk management. The project plan must be attached.
- e. your holistic information security management plan to manage security risk and personnel specific to the project, i.e. vetting people, policies and technology, and/or evidence of certification against cyber security standards such as ISO/IEC 27001 or equivalent. The plan must be attached.

6.3. Assessment criterion 3

Broader national benefits (30 points).

You must demonstrate this through identifying:

- a. the extent to which your project will provide broader national cyber security benefits, such as contributing to the national cyber threat picture and expanding the nation's threat sharing and analysis capabilities
- b. how your project will ensure connectivity to existing ISACs and threat sharing platforms, such as the ASD's CTIS platform
- c. how your project will promote better uptake of, and contribute to, cyber threat intelligence sharing networks in Australia
- d. how you will work collaboratively with the lead and contributing government agencies (such as the Australian Digital Health Agency, Department of Home Affairs and the Australian Signals Directorate as identified in the [National Cyber Security Strategy Action Plan](#)) to launch an ISAC for the health sector.

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](#).

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 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.

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 organisation is eligible to apply as per 4.2 (an existing ISAC, a health sector group, a specialist in generating and disseminating cyber threat intelligence, or a membership organisation for cyber professionals)
- a project plan including implementation methodology, timeframes, budget and risk management framework (up to 10 pages)
- skills and experience of key personnel
- detailed plan for management of security risks and personnel specific to the project (up to 5 pages)
- letter of support from each project partner (where applicable)
- 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 (consortia) 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 that meets the eligibility criteria detailed in section 4. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

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

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

7.3. Timing of grant opportunity 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 July 2024.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval and announcement of successful applicant	4 weeks
Negotiation and award of grant agreement	4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	July 2024
Project completion date	30 June 2027
Program end date	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

We 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.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.²

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

- 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.

We also 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 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 possible³, 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)

² See glossary for an explanation of 'value with money'.

³ Subject to national security and other considerations.

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.

8.2. Who will assess applications?

We assess your application against the selection (eligibility and merit) criteria.

We refer all eligible applications to a departmental panel comprised of officials from relevant government Departments, including representatives from the Australian Digital Health Agency and the Department of Home Affairs. The Panel may seek additional advice from independent technical experts or advisors.

The Panel will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund. The Panel, and any expert or advisor, will be required to perform their duties in accordance with the CGRGs.

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

The Panel may seek additional information about you or your application. They may do this from within the Commonwealth, even if you do not nominate the sources as referees. The 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.

8.3. Who will approve grants?

The Department of Home Affairs First Assistant Secretary, Critical Infrastructure Partnership and Policy Division decides which grants to approve taking into account the application assessment and/or the recommendations/advice of the Panel and the availability of grant funds.

The First Assistant Secretary'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 First Assistant Secretary 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, we will give you an opportunity to discuss the outcome with us.

10. Successful grant applications

10.1. The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. Each grant agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on business.gov.au and GrantConnect. 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. You must not start any Health Sector Information Sharing and Analysis Centre Acceleration 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 Minister. We will identify these in the offer of grant funding.

If you enter an agreement under the Health Sector Information Sharing and Analysis Centre Acceleration Grants Program, you cannot receive other grants for the same activities from other Commonwealth, state or territory granting programs.

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 Minister.

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 comply with:

- state/territory legislation in relation to working with children
- Privacy Act 1988
- ISO/IEC 27001 or equivalent.

10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage).

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.

We may need to adjust your progress payments to align with available program funds across financial years.

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 Guidelines](#), Section 5.3,. 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.

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

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
- 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
- be submitted by the report due date.

12.3. Audited financial acquittal report

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 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 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.

12.5. 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

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

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

12.8. 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.’

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.

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 Programs Branch
Business Grants Hub and Integrity Division
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 Health Sector Information Sharing and Analysis Centre Acceleration Grants program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of the Panel 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 the Panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

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

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

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

We 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 Panel, and other Commonwealth employees and contractors, so we can:

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

We, or the Minister, may:

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

You may read our [Privacy Policy](#)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

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

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

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 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 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.

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 Guidelines (CGRGs)</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.
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.
Department	The Department of Industry, Science and Resources.
decision maker	The person who makes a decision to award a grant. The Department of Home Affairs First Assistant Secretary, Critical Infrastructure Partnership and Policy Division is the decision maker for this grant.
the Panel	The body established by the Department of Home Affairs to consider and assess eligible applications and make recommendations to the Minister for funding under the program. The Panel comprises officials from relevant government Departments, including representatives from the Australian Digital Health Agency and the Department of Home Affairs.
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
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 expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
General Manager	Position title for Senior Executive Service level staff within DISR.
grant	For the purposes of the CGRGs, 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 funding or grant funds	The funding made available by the Commonwealth to grantees under the 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 Department of Home Affairs 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 CGRGs.

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
grantee	The individual/organisation which has been selected to receive a grant.
ISAC	Information Sharing and Analysis Centre.
Minister	The Commonwealth Minister for the Department of Home Affairs.
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	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: <ul 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.
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.
selection criteria	Comprises of eligibility criteria and assessment criteria.
value with money	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. 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: <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; and ▪ the potential grantee's relevant experience and performance history.