



Australian Government
Department of Industry, Science,
Energy and Resources
Department of Agriculture,
Water and the Environment

Business

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Grant Opportunity Guidelines

Indigenous Fire and Land Management Workshops program

Opening date:	02 November 2020
Closing date and time:	5.00pm Australian Eastern Daylight Time on 10 December 2020 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	The Department of Agriculture, Water and the Environment
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	16 October 2020 1 April 2022 (program extension)
Type of grant opportunity:	Targeted competitive

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1. Indigenous Fire and Land Management Workshops grants processes

The Indigenous Fire and Land Management Workshops 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 Agriculture, Water and the Environment's Outcome 1. The Department of Agriculture, Water and the Environment works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.



You complete and submit a grant application

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



We assess all grant applications

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



We make grant recommendations

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



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We 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 undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Indigenous Fire and Land Management Workshops grant opportunity

We evaluate the specific grant activity and Indigenous Fire and Land Management Workshops grant opportunity as a whole. We base this on information you provide to us and information that we collect from various sources.

2. About the grant program

The Indigenous Fire and Land Management Workshops program (the program) will run over three years from 2020-2021 to 2022- 2023 to support Indigenous-led knowledge sharing of Indigenous fire and land management practices delivered through workshops Australia wide. The program is part of the Australian Government's \$200 million investment in bushfire recovery for native plants, animals, ecological communities and natural assets. This funding aims to support the recovery and long-term resilience of wildlife and their habitat.

The objectives of the program are to:

- support Indigenous-led knowledge sharing of Indigenous fire and land management practices
- strengthen the knowledge and understanding of traditional Indigenous fire and land management practices
- support Indigenous communities to benefit from traditional fire and land management knowledge.

The intended outcomes of the program are:

- Indigenous-led fire and land management workshops that support a greater understanding of Indigenous fire and land management practices within Indigenous communities
- to support the inclusion of Indigenous fire and land management practices in wider conventional fire and land management arrangements
- Indigenous communities are empowered to progress Indigenous fire and land management activities.

Indigenous burning techniques can provide environmental, cultural and sometimes commercial gains for both landowners and Indigenous communities. This is achieved through weed control, stronger growth in native pastures, carbon abatement and reduction in fuel loads. Indigenous communities apply Indigenous fire knowledge to burn contemporary landscapes through a range of conservation, carbon offset and natural resource management agreements (A national framework to report on the benefits of Indigenous cultural fire management (2018)).

There is a high level of interest in Indigenous fire and land management practices following the 2019–20 bushfires across eastern and southern Australia. Where appropriate, the program may support the sharing of knowledge and improved collaboration between Traditional Owners and Indigenous enterprises, and agencies responsible for conventional approaches to fire management, such as fire management agencies, State and local governments, and landowners.

While some small on ground demonstration activities may be considered when running workshops, these grants are not for landscape burning activities.

The program is available to Traditional Owners and Indigenous enterprises only.

This is a community-based program which seeks to support Indigenous fire and land management knowledge. Small to medium Indigenous communities and enterprises with an interest in local traditional fire and land management practice are encouraged to apply.

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

This document sets out:

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

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

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering this grant opportunity on behalf of the Department of Agriculture, Water and the Environment.

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

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

3. Grant amount and grant period

The Australian Government has announced a total of \$2 million over three years for the program from 2020-21 to 2022-23.

3.1. Grants available

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

- The minimum grant amount is \$20,000 (GST exclusive).
- The maximum total grant amount is \$200,000 (GST exclusive).

You can submit a maximum of one application per organisation for this grant opportunity. There would be efficiencies where more than one workshop is delivered per grant application.

Joint applications are possible, however a lead organisation must be identified as the main driver of the project. The lead organisation must be eligible to apply (refer section 4.1). For further information on joint applications, refer to section 7.2.

You can apply to more than one Commonwealth, State, Territory or local government program to fund your project. If more than one application is successful, you cannot receive other grants for the same activities from other Commonwealth, State, Territory or local government granting programs.

3.2. Project period

The minimum project period is one month, and the maximum project period is 24 months.

You must complete your project by 1 April 2023.

4. Eligibility criteria

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

4.1. Who is eligible?

To be eligible you must:

- be a Traditional Owner, Indigenous Organisation or an Indigenous Enterprise as defined in section 14. If you don't have an Indigenous Corporation Number (ICN), you may provide a statutory declaration stating that you are a Traditional Owner or that your organisation is at least 51 per cent owned or controlled by Indigenous persons or the Indigenous Enterprise has 50 per cent Indigenous Ownership

- have an Australian Business Number (ABN)

and be one of the following entities:

- an entity, incorporated in Australia
- an Indigenous not-for-profit corporation, council or incorporated association
- an incorporated trustee on behalf of a trust
- an Indigenous government agency or body.

If applying as a not-for-profit organisation listed above, you should demonstrate your 'not-for-profit' status through one of the following:

- State or Territory incorporated association registration number or certificate of incorporation, e.g. clubs and other associations
- current Australian Charities and Not for profits Commission's (ACNC) registration, e.g. for organisations registered as a charity
- constitutional documents that demonstrate the not-for-profit character of the organisation
- legislation that demonstrates the not for profit nature of the organisation.

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 certify that your proposed project does not duplicate other government-funded management actions that are already underway in the location you are proposing to undertake activities
- where you certify that you do not have any overdue reports, acquittals or debt associated with previous Australian Government funding.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- a non-Indigenous organisation
- an unincorporated association
- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust provided they meet the eligibility requirements in 4.1)
- an individual
- an Australian Commonwealth/State/Territory/Local Government agency or body (however, an Indigenous government agency or body may apply as per 4.1).

4.4. What qualifications or skills are required?

If you are successful, relevant personnel working on the project must maintain the following registration/checks:

- Working with Children check (as required)
- Working with Vulnerable People registration (as required).

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- deliver Indigenous-led workshops which are designed to address one or more of these points:
 - strengthen traditional fire and land management knowledge within Indigenous communities
 - develop actions to safeguard traditional fire and land management knowledge, including through engagement and knowledge sharing protocols
 - have collaboration between Indigenous communities, fire and land management partners and interested parties to share knowledge, improve understanding and inclusion of Indigenous fire and land management practices in conventional fire and land management arrangements
 - develop partnerships between Indigenous communities and fire and land managers to address barriers to implementing Indigenous fire and land management practice in conventional fire and land management arrangements
- be delivered in partnership with local Traditional Owners
- have at least \$20,000 in eligible expenditure
- be completed by 1 April 2023
- include eligible activities and eligible expenditure.

We may also approve other activities.

5.2. Workshops

Your workshop/s must focus on Indigenous knowledge sharing. Projects must not duplicate existing work but should demonstrate how the workshops will build on work that has been done and how the workshop outcomes might support future projects.

Your project can include workshops at different locations around Australia. Workshops must be delivered in partnership with the local Traditional Owners.

Your work with local Traditional Owners and the community may also relate to agreeing approaches, practices, protocols and preferences around traditional Indigenous fire and land management knowledge. Communities may also choose to engage with local councils, fire management agencies, State agencies and national program partners, community, business, landowners, NGOs and other interested parties to discuss how Indigenous fire and land management may be included in conventional fire and land management arrangements.

This approach recognises the need for communities to come together to discuss fire and land management practice and that conventional fire management is controlled through a complex regulatory and operational environment.

To support workshop objectives around inclusion and knowledge sharing, applicants are encouraged to organise separate workshops for women and young people where appropriate.

While some small on ground demonstration activities may be considered as part of the workshops, these grants are not for landscape burning activities.

5.3. Impact of COVID-19

When preparing your application, you should outline how you will adapt the project if Government restrictions in response to the COVID-19 pandemic impact project delivery and participation in the workshops. Projects need to be designed to ensure participants' health and safety.

5.4. 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:

- planning and delivery of Indigenous fire and land management workshops
- hire of venues, and hire or purchase of equipment, services and supplies to support the activity (this may include catering, communication material, accessing digital communication facilities to enable remote participation)
- salaries and on-costs for personnel directly employed for the project activities (this should be calculated on a pro-rata basis relative to their time commitment)
- fees for Indigenous experts in fire and land management up to a maximum daily rate of \$1,200 (not including travel and accommodation)
- training costs relevant to the project (this may include costs for small on ground demonstration activities for training purposes, such as permits)
- contract expenditure, the cost of any agreed project activities that you contract to others
- contingency costs up to a maximum of 10 per cent of the eligible project costs. Note that we make payments based on actual costs incurred.
- domestic travel to and from the workshop for facilitators, Indigenous experts and participants limited to the reasonable cost of accommodation and transportation required to conduct the agreed project
- administrative support and overheads additional to the normal day to day running costs of the organisation (maximum 10 per cent of the grant)
- reporting on project outcomes (maximum of 5 per cent of the grant).

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 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.

5.5. What you cannot use the grant for

Expenditure items that are not eligible are:

- provision of goods, services or support for activities not directly related to eligible grant activities
- capital expenditure, unless identified in the application and agreed to by the department in writing
- costs associated with landscape burning activities (except for small on ground demonstration activities for training purposes as per section 5.4)
- any permit, approvals or licence costs, both associated with or without, land or landscape burning activities (except for small on ground demonstration activities for training purposes as per section 5.4)
- costs of purchasing, leasing, depreciation of, or development of land
- costs incurred prior to a grant agreement being executed
- activities, equipment, services or supplies that are already being supported through other Australian, state or territory, or local government sources
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers not directly related to the project
- costs such as rental, renovations and utilities
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- costs incurred in the preparation of a grant application or related documentation
- activities likely to have a significant adverse impact on any matter of national environmental significance under the *Environment Protection and Biodiversity Conservation Act 1999*
- activities likely to have a significant adverse impact on Indigenous cultural heritage
- lobbying activities and media campaigns that could be considered political in nature (whole or part)
- activities outside of Australia.

6. The assessment criteria

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

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

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

6.1. Assessment criterion 1

How your project aligns with the program objectives and outcomes (50 points)

You should demonstrate this by describing:

- a. how your project will strengthen traditional knowledge and understanding of Indigenous fire and land management practices and, where appropriate, further its inclusion as part of conventional fire and land management arrangements
- b. how your project will support Indigenous communities to benefit from traditional fire and land management knowledge, including through the employment of Indigenous people to assist with the delivery of the workshop/s
- c. how you will safeguard Indigenous knowledge, follow cultural protocols and include Traditional Owners
- d. the challenges your workshop will address and what groups you will collaborate with to achieve this, both Indigenous and non-Indigenous.

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (50 points)

You should demonstrate this by describing:

- a. your workshop facilitator and project team's knowledge, skills and experience in effectively delivering similar workshops, including experience with cultural competency and engagement with Indigenous communities
- b. how you will manage your project, including project governance and risk management arrangements including your readiness to commence the project with relevant approvals planned for or in place including consideration for possible COVID-19 restrictions
- c. a project budget including justification of the funding amount requested with respect to the scale of the project and intended outcomes
- d. how you will measure the success of the project, including monitoring and evaluation activities.

7. How to apply

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

To apply, you must:

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

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

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

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

7.1. Attachments to the application

You must provide the following documents with your application:

- If you don't have an ICN, you may provide a statutory declaration stating that you are a Traditional Owner or that your Indigenous Organisation is at least 51 per cent owned or controlled by Indigenous persons or the Indigenous Enterprise has 50 per cent Indigenous Ownership (where applicable).
- evidence of your not-for-profit status (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. We will not consider information in attachments that we do not request.

7.2. Joint applications

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

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

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

7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications, unless you were unable to submit your application due to a technical issue with our system.

If you are successful, we expect you will be able to commence your project in the first quarter of 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe (up to)
Assessment of applications	6 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	Early 2021
End date of grant commitment	01 April 2023

8. The grant selection process

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

We consider your application on its merits, based on:

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

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

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

We will establish a committee comprised of departmental representatives from the Department of Agriculture, Water and the Environment including members of the Department's Indigenous Advisory Committee to assess applications. The committee may also seek additional advice from independent technical experts.

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. They will also consider the following factors when making recommendations:

- geographical spread of projects across Australia
- variety of organisation types and sizes (small, medium and large).

To recommend a project for funding it must score highly against each assessment criterion. While we assess all eligible applications against the same assessment criteria, we will score your application relative to the project size, complexity and grant amount requested.

The committee will make recommendations to the Minister for the Environment about which applications should be approved for funding.

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

8.1. Who will approve grants?

The Minister for the Environment decides which grants to approve taking into account the application assessment, the recommendations of the committee and the availability of grant funds.

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

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

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there 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 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.

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

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

If you enter an agreement under the Indigenous Fire and Land Management Workshops grants program, you cannot receive other grants for the same activities from other Commonwealth, State, Territory or local government granting programs.

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

We will use a simple grant agreement.

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

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

10.2. Project/Activity specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the

grant funding that you meet these requirements. We will include these requirements in your grant agreement.

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
- the financial year in which we will pay the grant
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make

any financial contribution provided by you or a third party. We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

You must submit a satisfactory end of project report demonstrating you have completed outstanding obligations for 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 entities².

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

11. Announcement of grants

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

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

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

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 sample templates 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
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

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

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

12.2.2. End of project report

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

End of project reports must:

- include the agreed evidence as specified in the grant agreement

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

12.2.3. Ad-hoc reports

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

12.3. Independent audits

We may ask you to provide an independent audit report. 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. 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 (with program delegate approval)
- 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 project end date. We can provide you with a variation request template.

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

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

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

12.6. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We

may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

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

12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in 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.

13.1. Conflicts of interest

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

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- 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\(7\)\)³](#) 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 policy⁴](#) on the department’s website.

13.2. How we use your information

Unless the information you provide to us is:

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

³ <https://www.legislation.gov.au/Details/C2019C00057>

⁴ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

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

We may also disclose confidential information if:

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

13.2.3. How we use your personal information

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

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

We may give the personal information we collect from you to our employees and contractors, the 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](#)⁵ 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.

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:

Chief Finance Officer
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁶ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁵ <https://www.industry.gov.au/data-and-publications/privacy-policy>

⁶ <http://www.ombudsman.gov.au/>

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.4.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
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. www.grants.gov.au
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.
Indigenous Enterprise	An entity with at least 50 per cent Indigenous ownership, as outlined in the Indigenous Procurement Policy.
Indigenous fire management	Indigenous fire management can be defined as fire deliberately put into the landscape authorised and led by the Traditional Owners of that Country, for a variety of purposes. Purposes include ceremony, protection of cultural and natural assets, fuel reduction, regeneration and management of food, fibre and medicines, flora regeneration, fauna habitat protection and healing Country's spirit. It may also be referred to as cultural fire or cultural burning.

Term	Definition
Indigenous Organisation	An organisation with at least 51 per cent Indigenous ownership and/or at least 51 per cent controlled by Indigenous Australians (29-5, <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> and part 2, regulation 6 of the <i>Corporations (Aboriginal and Torres Strait Islander) Regulations 2017</i>).
Minister	The Minister for the Environment
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 style="padding-left: 40px;">Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <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 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.
Traditional Owner	<p>Means a local descent-based group of Indigenous persons with responsibility for caring for country.</p> <p>Where a native title determination has been made, it means the Registered Native Title Body Corporate (RNTBC).</p> <p>Where a statutory grant of land rights has been made, it means the representative entity for that grant.</p> <p>Where an authorised Area Agreement and accompanying registered Indigenous Land Use Agreement has been negotiated, it means the native title group or representative body for that agreement area.</p>
Workshop	Refers to a meeting at which a group of people engage in discussion and activity on a particular subject.