



Grant Opportunity Guidelines

Koala Conservation and Protection - Koala Health Grants

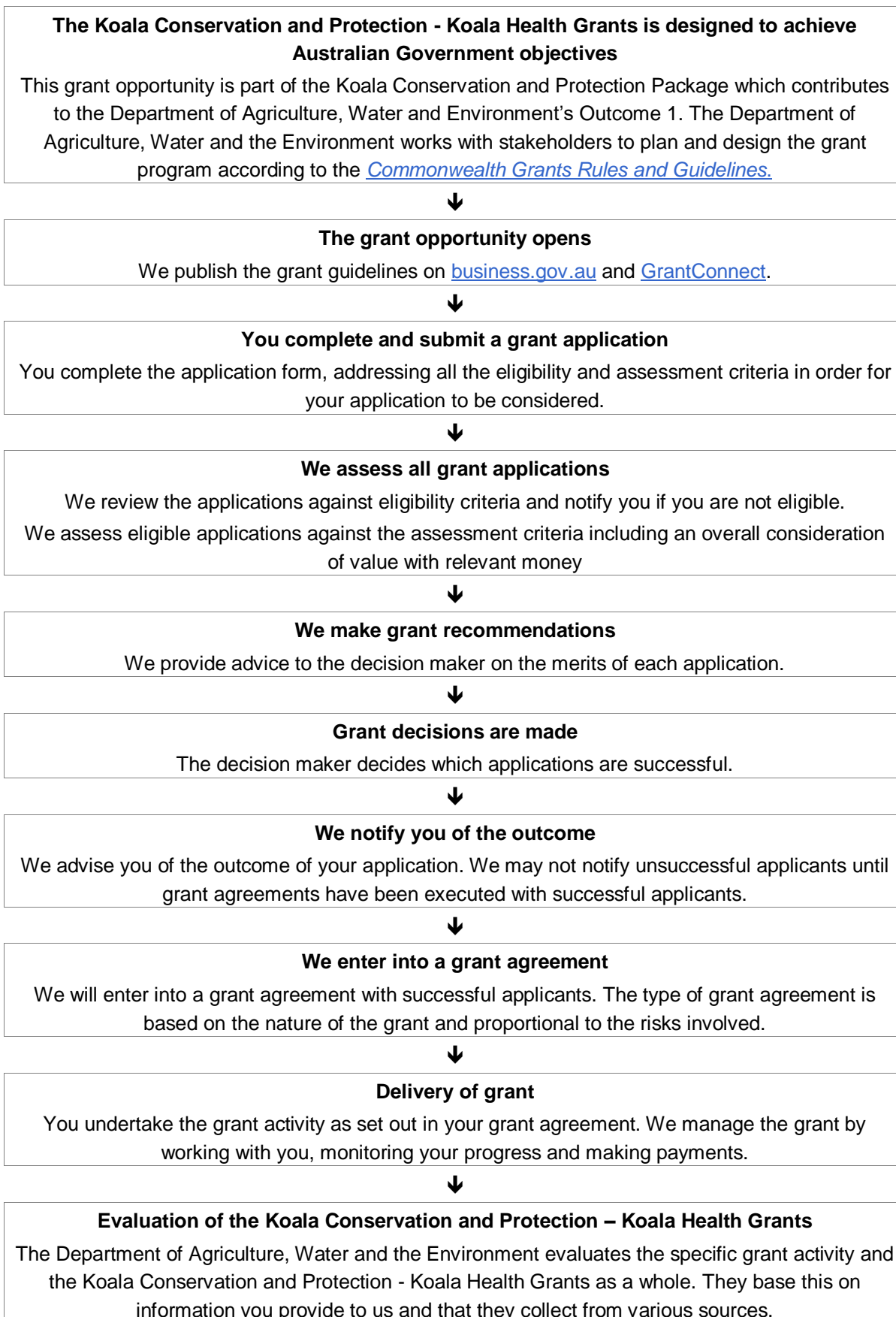
Opening date:	Since the time that the guidelines were first released, the Australian Government entered into a caretaker period for the 2022 general election. Now that the caretaker period has ended, the formal opening date for this round will be published as soon as possible.
Closing date and time:	5.00pm Australian Eastern Standard Time on 30 June 2023 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	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:	2022
Type of grant opportunity:	Closed non-competitive

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1. Koala Conservation and Protection - Koala Health Grants process



2. About the Koala Conservation and Protection Package

The Koala Conservation and Protection Package (Package) was announced on 29 January 2022 by the Prime Minister, the Hon Scott Morrison MP and the Minister for the Environment, the Hon Sussan Ley MP and provides \$50 million over four years from 2021-22 to 2024-25 to maintain and support the recovery and protection of the Koala.

The Package will support the restoration and protection of Koala habitats, extend and expand Koala monitoring and the improvement of Koala health and care in response to natural disasters such as bushfires and diseases such as Chlamydia. It includes:

- large and medium scale projects to support on-ground actions to support Koala habitat protection, restoration and threat mitigation
- small-scale community projects for habitat protection and restoration, threat mitigation and improving health outcomes
- extending the National Koala Monitoring Program
- addressing Koala health challenges and improving health outcomes
- supporting training in Koala treatment and care.

This funding builds on the \$18 million Koala conservation package announced in 2020. This package delivered on-ground conservation actions, supported coordination and delivery of more effective health research and Koala veterinary activities, and the design and implementation of a National Koala Monitoring Program.

The Package aligns with the Australian Government's efforts to protect and restore Australia's threatened species and places through the Threatened Species Strategy 2021-2031 and the Strategy's first Action Plan 2021-2026. The Package also aligns with the National Recovery Plan for the Koala *Phascolarctos cinereus* combined populations of Queensland, New South Wales and the Australian Capital Territory, in effect under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) from 8 April 2022.

The objective of the Package is to support efforts to improve the trajectory of the Koala combined populations of Queensland, New South Wales and the Australian Capital Territory (listed Koala, [see glossary](#)).

The intended outcomes of the Package are to:

- improve the extent, quality and connectivity of the nationally listed Koala's habitat and reduced local threats
- improve data and knowledge of Koala populations and health across their range
- increase understanding and management of disease and injury affecting Koala health and lift capability in on-ground care, treatment and triage of Koalas
- strengthen coordination of recovery efforts for the Koala and cross-sector engagement, collaboration and capability

There may be other grant opportunities as part of this Package and we will publish the opening and closing dates and any other relevant information on business.gov.au and [GrantConnect](#).

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

2.1. About the Koala Conservation and Protection - Koala Health Grant Opportunity

The Koala Conservation and Protection - Koala Health Grants Opportunity (the program) will run over 3 years from 2022-23 to 2024-25. This program will invest up to \$2 million to address health challenges and improve health outcomes for the Koala.

The objective of this program is to:

- support efforts to improve the trajectory of the Koala through applied research activities and practical application of research outcomes to address Koala health challenges and improve health outcomes.

The intended outcomes of this program are to:

- improve data and knowledge of Koala populations and health across their range to support effective decision making and conservation action
- increase understanding and management of disease and injury affecting Koala health; and
- strengthen coordination of recovery efforts for the Koala and cross-sector engagement, collaboration and capability.

This document sets out:

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

The Department of Industry, Science, Energy and Resources (the department) is responsible for administering this program 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 up to \$2 million over 3 years from 2022-23 to 2024-25 for the program.

3.1. Grants available

Eligible organisations will be invited to apply for this grant opportunity. Organisations invited to apply are listed at Appendix A, with the corresponding maximum grant amounts available.

Co-contributions are strongly encouraged to amplify the impact of the program. This could include funding provided to initiatives and programs already announced that the program would build on.

Contributions to your project may be cash or in-kind, including volunteer contributions.

Other funding can come from other sources including, State, Territory and local government grants.

We cannot fund your project if it receives funding from another Commonwealth government grant. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the Koala Conservation and Protection - Koala Health grant or the other Commonwealth grant.

3.2. Project period

You must complete your project by 30 April 2025.

4. Eligibility criteria

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

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)
- be an organisation invited to apply and listed in Appendix A.

We cannot waive the eligibility criteria under any circumstances.

4.2. Who is not eligible?

You are not eligible to apply if you are:

- an organisation not listed in Appendix A
- 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' (www.nationalredress.gov.au)
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- be aimed at addressing the program objective and intended outcomes as outlined in section 2.1
- be consistent with the relevant project description provided in Appendix A
- include activities that will benefit the listed Koala combined populations of Queensland, New South Wales and the Australian Capital Territory (see listed Koala in the [glossary](#))
- be aimed at improving Koala health outcomes through applied research activities and the practical application of research outcomes
- demonstrate collaboration and/or consultation with researchers and others working in the Koala and wildlife health sector.

Eligible activities may include:

- Koala health research projects that build on research initiatives delivered under the \$18 million Koala conservation package that could be nationally applied in practical settings to assist Koala management decisions and contribute to improved Koala health and conservation outcomes
- facilitate collaboration and consultation with other researchers and those working in the Koala health and recovery sector
- develop and trial new disease treatments and vaccinations
- activity, including research activities, informed by emerging results and knowledge from the National Koala Disease Risk Assessment (soon to be published) such as:
 - existing and potential diseases that require intervention
 - effective mitigation strategies
 - research gaps
- activity, including research activities, emerging from work on Koala health and condition monitoring that is a component of the National Koala Monitoring Program.

We may also approve other activities.

5.2. Eligible expenditure

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

Eligible expenditure items are:

- purchase (or hire) of equipment and supplies to support eligible project activities
- salaries and on-costs for personnel directly employed in delivering the project activities (this should be calculated on a pro-rata basis relative to their time commitment). This excludes project management or project co-ordination costs which are covered under administrative support below
- staff training that directly supports the achievement of project outcomes
- contract expenditure being the cost of any agreed project activities that you contract to others directly relating to the program objectives. All contractors must have a written contract prior to starting any project work
- engagement, communication, educational materials and promotional costs directly related to achieving project outcomes
- domestic travel to and from the on-ground activity location limited to the reasonable cost of accommodation and transportation required to conduct the agreed project activities
- venue hire
- administrative support and overheads additional to the normal day to day running costs of the organisation, including project management or project co-ordination (maximum 10 per cent of the grant)
- costs incurred in obtaining planning, environmental or other regulatory approvals during the project period
- 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.

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

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 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 may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

5.3. What you cannot use the grant for

Expenditure items that are not eligible are:

- the provision of goods, services or support for activities not directly related to eligible grant activities
- costs for monitoring or modelling activities that are not part of an eligible project
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- 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 for activities that are required to be carried out by law or by a private contractual obligation
- major capital expenditure, such as construction or capital works (excluding fencing) with a GST exclusive value of \$10,000 or more per item, unless identified in the application and approved
- the purchase of land or the purchase of other assets, being an item of tangible property purchases, leased, hired, financed, created or otherwise brought into existence either wholly or in part with the use of the grant and which has a GST exclusive value of \$10,000 or more per asset, unless identified in the application and approved
- the covering of retrospective costs
- any in-kind contributions
- costs incurred in the preparation of a grant application or related documentation
- administration costs and overheads related to the ongoing operations of an organisation, including costs such as rental, renovations and utilities
- 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, or not supported by Registered Aboriginal Parties or the relevant Traditional Owner representative group, without approval through relevant State, Territory or Commonwealth legislation
- lobbying activities and media campaigns that could be considered political in nature (whole or part)
- international travel, and business class domestic travel
- costs for activities outside of Australia unless identified in the application and approved.

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

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

6. The assessment criteria

You must address all assessment criteria in your application.

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 will improve health outcomes for the Koala through applied research activities and practical application of research outcomes (50 points)

You should demonstrate this by describing your project and provide information that demonstrates:

- a. how your project will support activities that contribute to the program objective and intended program outcomes listed in section 2.1
- b. how the project addresses a significant problem for listed Koala health, conservation or population management
- c. the benefits provided by your project activities and how these benefits will be practically applied within the project. This could be demonstrated through:
 - an explanation of how knowledge and research outcomes will be applied to improve on-ground management of Koalas, and improve Koala health and conservation outcomes within the project
 - consideration of how the knowledge and outcomes from the project can link with or contribute to the National Koala Monitoring Program
 - how the project supports collaboration across the Koala health sector
- d. where you are expanding an existing research project and activities are complementary to work that is underway, demonstrate alignment by:
 - filling a critical gap
 - expanding or supplementing an existing activity, or

- extending the timeframe of an existing activity.

6.2. Assessment criterion 2

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

You should demonstrate this by describing:

- a. your track record in delivering the same or similar projects and your access to personnel with the knowledge, skills and experience in delivering your project activities
- b. your plan to manage the project, including a sound budget, timelines, risk management and governance arrangements (you will be required to attach a project plan to your application with detail appropriate to the size of your project)
- c. your readiness to commence the project with appropriate insurance, relevant approvals in place or ability to have them in place prior to commencement and allowing for restrictions arising from COVID-19
- d. how you will monitor and measure the success of your project.

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](#).

You will need to create an account to access our online [portal](#). The portal allows you to apply for and manage a grant or service in a secure online environment.

To apply, you must:

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

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

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

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.

7.1. Impact of COVID-19

When preparing your application, you need to take into consideration the timeframes and any constraints that may impact the delivery and participation of your activities resulting from the impact of the COVID-19 pandemic. Projects need to be designed to ensure participants' safety and health.

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.

7.2. Attachments to the application

You must provide the following documents with your application:

- project plan
- project budget
- trust deed (where applicable).

You must attach supporting documentation in line with the instructions provided in 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.

7.3. Timing of grant opportunity

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

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of submitted applications	4 weeks
Approval of outcomes of selection process	3 weeks
Negotiations and award of grant agreements	1- 4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	You may commence your project from the date we notify you that your application was successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.
End date of grant commitment	The end date specified in your grant agreement.

8. The grant selection process

We 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
- 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 employees from the Department of Agriculture, Water and the Environment and the Department of Industry, Science, Energy and Resources 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 will recommend which projects to fund. The committee may also take into account other factors such as best available Koala health, disease and condition monitoring research and data at the time of assessment.

The committee will be required to perform their duties in accordance with the CGRGs.

The committee 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 committee 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.

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 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 are insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

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

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

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 this 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 for medium or larger projects where we consider your project to be more complex.

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.

In particular, you will be required to comply with:

State/Territory legislation in relation to:

- working with children
- working with vulnerable people
- interstate movement of native plants and animals
- animal welfare

Commonwealth/State/Territory legislation in relation to:

- workplace health and safety
- animal care and protection, including prevention of cruelty to animals
- management of wildlife and listed threatened species
- quarantine, national parks and wildlife, biosecurity, and biodiversity conservation
- agricultural and veterinary chemicals use, including the AgVet Codes
- biosecurity, to prevent the spread of pests and diseases
- native vegetation and environment protection
- Indigenous heritage and relics
- management of forests and waterways.

Whilst you are required to be compliant with all relevant laws and regulations, you must comply with the following requirements:

- requirements relating to state/territory regulated activities, such as take from the wild
- hold relevant permits or be otherwise accredited with, or authorised by, the relevant state or territory government(s) to undertake the proposed activities in those jurisdictions
- relevant codes of practice, standards and guidelines, and threatened species conservation programs (where applicable)

- you and other people engaged in the grant activity must not trespass on property in the course of undertaking your grant activity nor endorse, sanction, or give comfort to acts of trespass or unauthorised access to private property.

You must also comply with any government measures and requirements in relation to COVID-19 (Coronavirus).

If the grant activity is proposing to directly affect Indigenous places, values or communities, the applicant must have the consent of the Traditional Owners.

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)
- 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.

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

10.4. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related 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 the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

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

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

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

12.2.1. Progress reports

Progress reports must:

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

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

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

12.2.2. End of project report

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

End of project reports must:

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

12.2.3. Ad-hoc reports

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

12.3. Independent audits

We may ask you to provide an independent audit report. 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 to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

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

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines
- changing project activities

The program does not allow for:

- an increase of grant funds

If you want to propose changes to the grant agreement, you must put them in writing before the 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

The Department of Agriculture, Water and the Environment 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's \$50 million Koala Conservation and Protection Package.'

You must include the Australian Government logo in all promotional materials, publications and websites. Do not modify the logo's colour, shape, form, font or design in any way. Do not place it over an image or heavily textured background or as a tint of a colour. You cannot use the logo to give the impression that the Australian Government has published a product or endorsed another organisation.

If you promote your project on social media, where character limits allow please use the following handles and hashtags:

- Twitter - @TSCCommissioner, @envirogov
- Facebook - @TSCCommissioner, @awegov (Australian Department of Agriculture, Water and the Environment)
- Instagram - @tscommissioner, @awegov

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

13. Probity

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

13.1. Conflicts of interest

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

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

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

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)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 policy](#)⁴ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

13.2. How we use your information

Unless the information you provide to us is:

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

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

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

13.2.1. How we handle your confidential information

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

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

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to 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:

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 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.

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

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 Ombudsman⁶](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

14. Glossary

Term	Definition
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.
Conservation advice	The Conservation Advice for <i>Phascolarctos cinereus</i> (Koala) combined populations of Queensland, New South Wales and the Australian Capital Territory , in effect under the <i>Environment Protection and Biodiversity Conservation Act 1999</i> from 12 February 2022.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant 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.

⁶ <http://www.ombudsman.gov.au/>

Term	Definition
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.
Listed Koala	The legal entity covered by this program, being <i>Phascolarctos cinereus</i> (combined populations of Queensland, New South Wales and the Australian Capital Territory) which is listed as Endangered under the EPBC Act. This entity is considered to be a “species” for the purposes of the EPBC Act. See also see Species (legal definition), in this glossary.
Minister	The Commonwealth Minister for the Environment.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <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.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <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.
The Committee	The body comprised of employees from the Department of Agriculture, Water and the Environment and the Department of Industry, Science, Energy and Resources to consider and assess eligible applications and make recommendations to the Minister for funding under the program.
Program	The Koala Conservation and Protection – Koala Health Grants opportunity announced on 29 January 2022, providing up to \$2 million in grants to support efforts to improve the trajectory of the Koala through applied research activities and practical application of research outcomes.
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.

Term	Definition
Project	A project described in an application for grant funding under the program.
The National Recovery Plan for the Koala	The National Recovery Plan for the Koala <i>Phascolarctos cinereus</i> (combined populations of Queensland, New South Wales and the Australian Capital Territory) in effect under the <i>Environment Protection and Biodiversity Conservation Act 1999</i> from 8 April 2022.
Species (legal definition)	<p>Following the EPBC Act (s528) a species is a group of biological entities that (a) interbreed to produce fertile offspring; or (b) possess common characteristics derived from a common gene pool; and includes (c) a sub-species.</p> <p>Under section 517 of the EPBC Act, the Minister for the Environment may determine that a distinct population of biological entities is a species for the purposes of the Act. On 27 April 2012, the <i>Phascolarctos cinereus</i> (combined populations of Queensland, New South Wales and the Australian Capital Territory) was determination under this provision to be a species. In this program, the legal entity is referred to as the 'listed Koala'</p>
Threatened Species Strategy 2021-2031 and Action Plan	Policy document - Australian Government's forward plan to improve the outlook of Australia's plants, animals and ecological communities over the next ten years.

Appendix A. Eligible Applicants

Organisation	State	Title	Description	Completion date	Grant amount (GST excl)