



## Grant Opportunity Guidelines

# Methane Emissions Reduction in Livestock – Stage 2: Feasibility and Development Grants

<b>Opening date:</b>	21 February 2022
<b>Closing date and time:</b>	5:00 pm Australian Eastern Daylight Time on 18 March 2022 Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Department of Industry, Science, Energy and Resources
<b>Administering entity:</b>	Department of Industry, Science, Energy and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	21 February 2022
<b>Type of grant opportunity:</b>	Open competitive

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# 1. Methane Emissions Reduction in Livestock - Stage 2: Feasibility and Development Grants process

## **The Methane Emissions Reduction in Livestock – Stage 2: Feasibility and Development Grants Program is designed to achieve Australian Government objectives**

This grants program contributes to the Department of Industry, Science, Energy and Resources' Outcome 2. The Department of Industry, Science, Energy and Resources 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.



### **Evaluation of the Methane Emissions Reduction in Livestock program**

We evaluate the specific grant opportunity as a whole at the end of Stage 3. We base this on information you provide to us over Stage 2 and Stage 3 and what we collect from various sources.

## 2. About the grants program

The Methane Emissions Reduction in Livestock (MERiL) program (the Program) is part of the Australian Government's technology-led approach to reducing emissions while supporting economic growth and job creation, as outlined in the *Technology Investment Roadmap*. The Government has identified livestock feed supplements as a promising emerging technology in the *Low Emissions Technology Statement 2021*.

Enteric methane from livestock is the largest source of greenhouse gas emissions in the agriculture sector and contributes around 10 per cent of Australia's total emissions. The uptake and effectiveness of low emission feed supplements will initially be greater in production systems where delivery of feed is more controlled, like in feedlots and dairy farms. As around ninety-five per cent of livestock in Australia are in dispersed grazing systems, overcoming barriers to uptake in these systems would deliver significant potential abatement on a national scale. Voluntary adoption of supplements will be greatest where they can be delivered to grazing animal in a cost-effective way within common management operations and where they demonstrate productivity gains.

Stages 2 and 3 of the MERiL program aim to reduce Australia's livestock emissions by supporting the development and commercial readiness of technology solutions to deliver low emission feed supplements to grazing animals (beef and dairy cattle, and sheep).

Stages 2 and 3 will also build on research from the [MERiL Stage1: Research Grants](#), to quantify emissions and productivity impacts from the use of low emission feed technologies, and inform updates to the livestock emissions framework. The livestock emissions framework aims to support updates to the National Greenhouse Gas Inventory, potential Emissions Reduction Fund methods (subject to Ministerial prioritisation) and carbon neutral certifications.

Stages 2 and 3 of the Program provide \$20 million of grant funding over five years from 2021-22 to 2025-2026 for:

- Stage 2: Feasibility and Development
- Stage 3: Validation and Demonstration.

The objectives of Stages 2 and 3 of the MERiL program are to:

- fast-track the development and commercial readiness of technology solutions to deliver low emission feed supplements to grazing animals at large-scale (considering market reach and productivity and abatement impacts), with a particular emphasis on solutions that have the potential to increase the productivity of the national herd and grazing production systems
- collect data on the productivity (including labour productivity) and abatement impacts from low emissions feed supplements delivered using technology solutions to grazing animals, to inform updates to the livestock emissions framework
- engage and collaborate with livestock producers to ensure technology solutions can be implemented in a cost-effective (and ideally productivity-enhancing) way within common grazing management operations and build market interest and acceptance
- leverage co-investment to develop, validate and demonstrate the technology solutions.

The intended outcomes of the Program are:

- cost-effective (and ideally productivity-enhancing) technology solutions for delivering low emission feed supplements to grazing animals are available for voluntary adoption by livestock producers in a range of Australian production systems
- the reduced emissions from delivering low emission feed supplements to grazing animals using the technology solutions can be estimated in the National Greenhouse Gas Inventory.

The Program includes grants for the following Technology Readiness Levels (TRLs):

Stage 2			Stage 3					
1	2	3	4	5	6	7	8	9
Basic principles observed	Technology concept formulated	Experimental proof of concept	Technology validation in lab	Technology valid in relevant environment	Demonstration in relevant environment	Demonstration in operational environment	System complete and qualified	Successful mission operations

### Stage 2: Feasibility and Development – TRL 3, 4 and 5

- determine the feasibility of new and / or repurposed technology solutions to deliver low emission feed supplements to grazing animals. This includes designing and developing prototypes, verifying the technology solution works through small-scale trials with low emission feed supplements (or analogous proxies) and assessing their commercial and abatement potential and productivity (including labour productivity) impacts.

### Stage 3: Validation and Demonstration – TRL 5, 6 and 7

- validate and demonstrate the technology solution through large-scale trials that incorporate low emission feed supplements. This includes demonstrating the technology's effectiveness at delivering a reliable dose, identifying any safety concerns, and measuring and validating the productivity (including labour productivity) and emissions impacts under conditions representative of commercial production systems. Trial results and market research will inform a commercialisation plan.

The guidelines for Stage 3: Validation and Demonstration Grants are being released concurrently with Stage 2. Stage 3 will be open to both Stage 2 recipients and to new applicants.

We will publish the opening and closing dates and any other relevant information on [business.gov.au](https://www.business.gov.au) and [GrantConnect](https://www.grantconnect.gov.au) and we will administer the Program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>1</sup>.

These guidelines relate to Stage 2: Feasibility and Development Grants only.

## 2.1. About the Methane Emissions Reduction in Livestock – Stage 2 Feasibility and Development Grants

These guidelines contain information for the MERiL – Stage 2: Feasibility and Development Grants. The purpose of this grant opportunity is to determine feasibility of technology solutions for delivering low emission feed supplements to grazing animals. Successful applicants will deliver a feasibility study that demonstrates the technical viability and commercial and abatement potential of their proposed technology solution, including its potential to increase productivity.

The objectives of the grant opportunity are:

- to fast track the development of new and / or repurposed technology solutions for delivering low emission supplements to grazing animals at large-scale
- demonstrate the feasibility of potential technology solutions through small-scale trials.

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

The intended outcomes of the grant opportunity are:

- multiple cost-effective technology solutions ready to undertake validation and demonstration activities in the relevant environments
- improved understanding of the commercial, abatement and productivity improvement potential of different technology solutions.

This document sets out:

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

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

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 \$20 million over 5 years for stages 2 and 3 of the MERiL program. For Stage 2: Feasibility and Development Grants, \$5 million is available.

#### **3.1. Grants available**

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

- The minimum grant amount is \$250,000.
- The maximum grant amount is \$1 million.

You are responsible for any eligible project expenditure not covered by the grant, plus any ineligible expenditure.

Co-contribution is not mandatory. However, we will favour applications with cash contributions to eligible project expenditure greater than 25 per cent. These and in-kind contributions will be considered in the assessment of applications against Assessment Criterion 4. Where you provide in-kind contributions, you must calculate the equivalent dollar value. You should use the retail or market price for any goods to be purchased.

#### **3.2. Project period**

The minimum project length is 6 months.

The maximum project period is 12 months.

You must complete your project by June 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:

- have an Australian Business Number (ABN)

and be one of the following entities:

- an entity, incorporated in Australia
- a co-operative
- an incorporated trustee on behalf of a trust
- a publicly funded research organisation (PFRO) as defined in section 14
- an Australian State/Territory Government agency or body.

Joint applications are acceptable and encouraged. To submit a joint application you must 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 project is supported by your board (or chief executive officer or equivalent if there is no board), and that you can complete the project and meet the costs of the project not covered by grant funding
- where you certify that you have or will have relevant intellectual property arrangements in place in order to undertake your project
- where you certify that you will collect and provide research data and outputs to the department and any nominated third party for the purpose of supporting updates to the livestock emissions framework
- where you meet the application deadline and provide all mandatory information and attachments with your application.

We cannot waive the eligibility criteria under any circumstances.

#### 4.3. Who is not eligible?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' ([www.nationalredress.gov.au](http://www.nationalredress.gov.au))
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*
- an individual
- unincorporated association
- any organisation not included in section 4.1
- a non-corporate Commonwealth entity.

If you are ineligible to apply, you can be a partner to a joint application where the lead organisation is eligible to apply.



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

### 5.1. Eligible activities

To be eligible for Stage 2 your project must:

- involve a study demonstrating the feasibility of your new and / or repurposed technology solution for delivering low emission feed supplements to grazing animals. The technology solution must include the physical mechanism for administering supplements to grazing animals
- be aimed at demonstrating and estimating the productivity (including labour productivity) impacts and abatement potential of your new and or repurposed technology solution, and
- have at least \$250,000 in eligible expenditure.

Eligible activities may include:

- designing and developing a prototype of your technology solution
- demonstrating the technical viability of your technology solution by conducting small-scale trials with low emission feed supplements or analogous proxies
- assessing the commercial, abatement and productivity (including labour productivity) improvement potential of your technology solution. This could include engaging external professionals, to determine the market opportunity, develop a draft business model, identify potential partners, develop an intellectual property strategy, identify capital sources
- activities that assist in the collection or provision of data or research that is directly relevant to your feasibility study.

We may also approve other activities.

### 5.2. Contents of your feasibility study

Your feasibility study must outline:

- details of your technology solution, including how its operation would fit in common grazing practices and an assessment of its technology readiness level
- the technical viability of your technology solution to effectively and reliably deliver low emission feed supplements to grazing animals at scale
- methods and results of small-scale trials, using the technology prototype(s)
- the commercial, abatement and productivity (including labour productivity) improvement potential of your technology solution in Australia including market research results and expected cost of technology
- capabilities, partnerships and regulatory arrangements which may be required to deliver your technology solution at a commercial scale
- any sensitivities, risks and risk management strategies relating to your proposed technology solution.

### 5.3. 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:

- salaries and on-costs for personnel directly employed for the project activities
- staff training that directly supports the achievement of project outcomes
- contract expenditure, i.e. the cost of any agreed project activities that you contract to others
- purchase or hire of equipment directly related to delivering your project, including prototype expenditure, enteric emissions measurement equipment, computing equipment and software
- other trial expenses
- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia
- project expenses relevant to the completion of a feasibility study.

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 an AusIndustry 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.

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

Expenditure items that are not eligible are:

- project costs that are not directly related to this Stage 2 grant opportunity
- costs of purchasing, leasing, depreciation of, or development of land
- activities, equipment, services or supplies that are already being fully supported through other 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 to commercially market or advertise your technology solution
- insurance costs (participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- overseas travel
- costs incurred in the preparation of a grant application or related documentation.

## 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 proposed technology solution could deliver low emission feed supplements to Australian grazing animals at scale (30 points).**

You should demonstrate this by describing how the:

- a. proposed technology solution is expected to operate
- b. technical viability of the proposed technology solution will be demonstrated
- c. proposed technology solution complements, builds on and utilises current research.

### 6.2. Assessment criterion 2

#### **Market opportunity of your technology solution (30 points).**

You should demonstrate this by identifying:

- a. the environments and grazing production systems your proposed technology solution could be used in
- b. the potential for your technology solution to increase production system productivity and otherwise any productivity (including labour productivity) impacts
- c. the potential for the technology solution to be able to deliver a variety of low emissions feed supplements
- d. how your technology solution would operate within common grazing management practices in Australia.

### 6.3. Assessment criterion 3

#### **Capacity, capability and resources to deliver the project (30 points).**

You should demonstrate this by identifying:

- a. your track record managing similar projects and access to personnel with the right skills and experience (including experience with grazing production systems)
- b. your access, or future access to, any infrastructure, capital equipment, technology and intellectual property
- c. how you will plan to manage and monitor the project including mitigating delivery risks and secure any required regulatory approvals.

## 6.4. Assessment criterion 4

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

You should demonstrate this by describing:

- a. the quantum of co-investment (cash or in-kind contributions from your entity, other levels of government or project partners) and any additional investment the grant will leverage and explain how this benefits your project
- b. how the grant will impact your project scope including the likelihood your project would not proceed without the grant
- c. the predicted outcomes (environmental/social/scientific/technological) of your proposed technology solutions.

## 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 should retain a copy of your application 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:

- project plan
- project budget
- accountant declaration (template provided on [business.gov.au](#) and [GrantConnect](#))
- evidence of funding strategy, e.g. financial statements, loan agreements, cash flow documents
- evidence of support from the board, CEO or equivalent (template provided on [business.gov.au](#) and [GrantConnect](#)). Where the CEO or equivalent submits the application, we will accept this as evidence of support.
- 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.

If you are successful, we expect you will be able to commence your project around June 2022.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	2 weeks
Negotiations and award of grant agreements	3 weeks
Notification to unsuccessful applicants	1 weeks
Earliest start date of grant activity	June 2022
End date of grant commitment	June 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
- any national interest, financial, legal/regulatory, governance or other issue or risk that we identify during any due diligence process that we conduct in respect of the applicant. This includes its directors, officers, senior managers, key personnel, its related bodies corporate (as defined in the *Corporations Act*) or its application that could bring the Australian Government into disrepute if it were to fund the applicant. Such issues and risks include where we consider that funding the application under this grant opportunity is likely to directly conflict with Australian Government policy. Where possible<sup>2</sup>, we will provide you with an opportunity to comment on any material risks identified during this due diligence process prior to our determining the extent (if any) to which those issues or risks affect our assessment of the application and, if so, whether they are sufficient to warrant the exclusion of your application from the assessment process.

We will establish a committee comprised of Australian government representatives and independent experts 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 before recommending which projects to fund.

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 decides which grants to approve taking into account the application assessment or the advice 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.

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<sup>2</sup> Subject to national security and other considerations.

## 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.

## 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](http://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 program, you cannot receive other grants for this project from other Commonwealth, State or Territory granting programs.

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

### 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 Commonwealth/State/Territory legislation in relation to:

- working with children
- [Australian Code for the Responsible Conduct of Research 2018](#)
- environmental protection
- management of wildlife and listed threatened species
- agricultural and veterinary chemicals use, including the AgVet Codes
- biosecurity, to prevent the spread of weeds, pests and diseases
- animal care and protection, including the ethical treatment of and prevention of cruelty to animals.

### 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 financial contribution provided by you or a third party.

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

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

## 10.4. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>3</sup>.

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

## 11. Announcement of grants

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

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

## 12. How we monitor your grant activity

### 12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

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

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

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

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<sup>3</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au



## 12.2. Reporting

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

- progress against agreed project milestones
- 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
- 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](http://business.gov.au) and GrantConnect.

## 12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

## 12.5. Grant agreement variations.

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

- changing project milestones
- extending the timeframe for completing the project but within the maximum grant length of 12 months
- 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 opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

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

## 12.7. Grant acknowledgement

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

'This project received grant funding from the Australian Government.'

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

## 13. Probity

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

### 13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or 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\(7\)\)<sup>4</sup>](#) of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

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

### 13.2. How we use your information

Unless the information you provide to us is:

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

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

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

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<sup>4</sup> <https://www.legislation.gov.au/Details/C2019C00057>

<sup>5</sup> [https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf\\_files\\_redirect](https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect)

### 13.2.1. How we handle your confidential information

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

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

### 13.2.2. When we may disclose confidential information

We may disclose confidential information:

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

We may also disclose confidential information if:

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

### 13.2.3. How we use your personal information

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

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

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can:

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

We, or the Minister, may:

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

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

- what is personal information
- how we collect, use, disclose and store your personal information

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

- 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:

Head of Division

AusIndustry

Department of Industry, Science, Energy and Resources

GPO Box 2013

CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>7</sup> with your complaint (call 1300 362 072).

There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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<sup>7</sup> <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.
AusIndustry	The division of the same name within the department.
Commercial readiness	The commercial proposition of the technology solution has progressed to a point where successful outcomes of demonstration trials in an operational environment (or representative) have reduced commercial uncertainty and strengthened the case for third-party investment.
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 5.3.
Emerging technologies	Emerging technologies are those likely to play an important role in Australia's transition to lower emissions.
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.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Grazing animals	For the purpose of these Guidelines, grazing animals means beef cattle, dairy cattle and sheep.
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.

Term	Definition
Low emission (feed) supplements	Dietary additives provided to ruminant livestock to reduce enteric methane by interrupting processes in the animal's gut.
Minister	The Commonwealth Minister for Energy and Emissions Reduction.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Program Delegate	An AusIndustry 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.
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and State and Territory business enterprises which undertake publicly funded research.
Technology Readiness Levels	A benchmarking tool used to track the progress of the development of specific technological innovations, from blue-sky research (TRL 1) to full system demonstration under expected market conditions (TRL 9).
Technology Solution	The technology solution must include the physical mechanism for administering low emission feed supplements to grazing animals (e.g. intra-ruminal bolus, in paddock feeder), and may include, but not limited to, the following enabling technologies, feed supplement delivery formulations, digital products to improve usability and monitoring, and changes in herd management and husbandry (e.g. early life programming).