



Australian Government
Department of Industry, Science,
Energy and Resources
Department of Education,
Skills and Employment

Business

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Grant Opportunity Guidelines

National Careers Institute Partnership Grants – Round 2

Opening date:	10 May 2021
Closing date and time:	5.00PM Australian Eastern Standard Time on 23 June 2021 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Education, Skills and Employment
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Type of grant opportunity:	Open competitive

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1. National Careers Institute Partnership Grants – Round 2 processes

The National Careers Institute Partnership Grants is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to Department of Education, Skills and Employment's Outcome 3. The Department of Education, Skills and Employment works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

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



You complete and submit a grant application

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



We assess all grant applications

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



We make grant recommendations

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



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the National Careers Institute Partnership Grants

We evaluate the specific grant activity and National Careers Institute Partnership Grants as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The [National Careers Institute](https://nci.dese.gov.au/) (NCI)¹ was established to ensure people have access to authoritative and accurate careers information and support irrespective of their age or career stage.

The National Careers Institute Partnership Grants program (the program) was announced as part of the 2019-20 Federal Budget measure, 'Delivering Skills for Today and Tomorrow'.

The program supports the Australian Government's commitment to creating an effective and efficient skills and training system that is industry led and delivers the skills Australian employers need.

Australia's economic growth depends significantly on the availability of skilled and educated workers. In recent decades the economy has been undergoing a gradual transition, in parallel with changes in the composition of our workforce. As Australia grows, there is a strong ongoing need for workers with diverse education, training and skills, including tertiary educated professionals, people with vocational qualifications and tradespeople.

In the modern Australian economy, on average, most workers will have five to seven career moves in a lifetime if they aspire to update or advance their skills and qualifications, or switch careers.²

Research shows people are twice as likely to be engaged in work if they have the opportunity to engage in high quality careers guidance and are more productive in the workplace.³

The program provides grants to assist organisations to deliver innovative career guidance services for people at all stages of their careers.

The objectives of the program for round 2 are to:

- improve the quality of, and access to, locally based, personalised career guidance
- demonstrate the value of career guidance to those seeking to re-enter the workforce, change or further develop their careers, primary school students and students in years 7 to 10
- increase knowledge and create greater awareness of career paths and career guidance in the above cohorts
- develop and deliver innovative locally based approaches to delivering career guidance services.

The intended outcomes of the program are:

- enhanced career pathways that help all people reach their full career potential
- increased understanding of skills sought by employers, particularly at a local level
- stronger local collaboration in the delivery of career guidance
- improved quality of locally based career guidance.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines) (CGRGs)⁴.

¹ <https://nci.dese.gov.au/>

² <https://www.yourcareer.gov.au/get-career-resources/>

³ Whiston, S. C., Li, Y., Goodrich Mitts, N., & Wright, L, (2017), *Effectiveness of career choice interventions: A meta-analytic replication and extension*, Journal of Vocational Behaviour, 100, 175–184.

⁴ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

2.1. About the National Careers Institute Partnership Grants – Round 2 grant opportunity

Round 2 Partnership Grants projects will be delivered through collaborative partnerships between industry or business organisations and schools or community organisations.

This funding round will support locally based, face-to-face (including virtual face-to-face) career guidance projects, activities and services and is aimed at supporting:

- adults looking to re-enter the workforce or change careers, or people developing their career.
- primary school students and their influencers (such as parents, carers and peers)
- students in years 7 to 10 and their influencers (such as parents, carers and peers).

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 (the department) is responsible for administering this grant opportunity on behalf of the Department of Education, Skills and Employment.

We have defined key terms used in these guidelines in the glossary at section 0.

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

3. Grant amount and grant period

The Australian Government announced a total of \$10 million over four years for the program.

For the Round 2 grant opportunity there is up to \$6.1 million 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 \$20,000.
- The maximum grant amount is \$525,000, (maximum of \$350,000 paid per year).

To be competitive you should provide an additional contribution. Your contribution can be either cash and/or in-kind. Where you provide in-kind contributions, you must calculate the equivalent dollar value. You should use the retail or market price for any goods that you would have otherwise purchased.

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 National Careers Institute Partnership Grant or the other Commonwealth grant.

You are responsible for any ineligible expenditure.

3.2. Project period

The maximum project period is 18 months.

You must complete your project by 31 May 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
- an incorporated not for profit organisation
- a primary or secondary school that is registered with a state or territory authority
- an Australian local government agency or body as defined in section 0
- an Australian State/Territory Government agency or body.

A government school that does not have its own ABN may apply using their state or territory department's ABN in their application.

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

4.2. Additional eligibility requirements

We can only accept applications where:

- you deliver the project through a collaborative partnership (refer to glossary) with at least:
 - a school/group of schools, or a community organisation/group, or a career advisory organisation/bodyand
 - a business, industry body or training organisation (including business bodies and group training organisations)
- you provide all the mandatory attachments (see section 7.1).

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)⁵
- an individual
- an unincorporated association
- any organisation not included in section 4.1

⁵ The National Redress Scheme has been created in response to [recommendations](#) by the [Royal Commission into Institutional Responses to Child Sexual Abuse](#).

- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity.

4.4. What qualifications or skills are required?

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

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

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- provide locally focussed, face-to-face (including virtual face-to-face) activities and services for career guidance as referred to in the glossary in section 14
- be aimed at developing or expanding innovative approaches to improving career guidance projects, activities or services
- address career guidance service gaps by developing and/or enhancing partnerships between schools/community groups and industry/business or training organisations
- target one or more of the following cohort groups:
 - adults looking to re-enter the workforce or change careers, or people developing their career
 - primary school students and their influencers (such as parents, carers and peers)
 - school students in years 7 to 10 and their influencers (such as parents, carers and peers).
- have at least \$20,000 in eligible expenditure.

Eligible activities may include but are not limited to:

- delivering innovative locally focussed face-to-face career guidance programs, initiatives or services directly assisting:
 - those whose careers have been impacted by COVID-19
 - unemployed adults
 - mature-aged adults
 - school students
 - women
 - Indigenous school students and adults
 - Migrants.
- schools establishing or enhancing career guidance programs, initiatives or services with business/industry partners
- activities that build career guidance capacity in schools and facilitate stronger links between schools, industry/employers and training organisations
- engaging with a range of stakeholders, including career advisors, parents, teachers, employers and industry

- supporting career influencers to access careers guidance that can be used to help career decision makers (e.g. students, career changers, job seekers).

We may also approve other activities.

The [National Careers Institute](https://nci.dese.gov.au/)⁶ provides a variety of career information and support services including:

- Your Career website
- My Skills website
- School Leavers Information Kit and School Leavers Information Service
- Australian Training Awards
- Australian VET Alumni
- VET Information Strategy.

We recommend that your proposed project complement the work of the National Careers Institute.

Applications proposing projects that duplicate the programs or services provided by the National Careers Institute will not be eligible.

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:

- salaries and on-costs for personnel directly employed for the project activities (this should be calculated on a pro-rata basis relative to their time commitment)
- contractor costs
- costs related to recruiting or contracting specialist staff directly related to the project
- purchase of computing equipment and software directly related to the project
- costs of developing and delivering workshops, professional development, networking events forums, and courses (including travel costs for key participants)
- developing and producing communications and marketing collateral, e.g. brochures, pamphlets and promotional items that are directly related to the project
- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia
- the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure.

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

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

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is a manager within the department with responsibility for 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:

⁶ <https://nci.dese.gov.au/>

- 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:

- overheads and consumables, e.g. paper, printer cartridges, office supplies, brochures and other marketing materials
- ongoing upgrades, updates and maintenance of existing ICT systems, including websites, customer relationship management systems, databases, the cost of ongoing subscription based software and IT support memberships, and warranties for purchases that are not directly related to the project
- recurring or ongoing operational expenditure (including annual maintenance, rent, water and rates)
- promotional events and activities such as career expos, conferences, forums
- developing and producing communications and marketing collateral, e.g. brochures, pamphlets and promotional items for general purposes
- developing technological solutions such as websites, mobile apps, online programs
- skills training and skills development programs
- pre-employment programs
- job matching activities
- research or study projects
- activities that duplicate the programs or services provided by the National Careers Institute
- programs or services funded for delivery by the Australian Government.

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.

Your response to the assessment criteria is the primary information on which your application is assessed. Information included in your attachments must support your responses to the assessment criteria. Your attachments are not scored.

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

The extent that your partnership project will deliver an innovative locally based approach to help people develop careers that can adapt to the workforce of today and the future (45 points).

You should demonstrate this by describing:

- a. how your project will lead to improvements in the quality and/or access to quality career guidance
- b. how your partnerships and linkages with relevant stakeholders will work together to achieve your project outcomes
- c. how your project will deliver innovative, locally based career guidance programs, activities or services
- d. how your project will build on existing programs, services, information and products to improve the effectiveness and efficiency of career guidance programs, activities and services
- e. how you intend to promote and showcase your project to the broader community and reach your target audience.

6.2. Assessment criterion 2

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

You should demonstrate this through describing:

- a. you and your partners track record managing similar projects, and the access to personnel with relevant skills and experience
- b. your plan to manage the project, addressing scope, implementation plan, timeframes, budget risks and contingencies
- c. your strategy to maintain the project outcomes beyond the term of the grant funding
- d. how you will measure the success of the project.

You must attach a project plan and budget to your application. The project plan must address scope, implementation plan, timeframes, risk and contingencies and budget (including quantified in-kind contributions). Project plan is not in lieu of assessment criteria response.

6.3. Assessment criterion 3

Impact of grant funding on your project (20 points).

You should demonstrate this through:

- a. your project benefits to:
 - the targeted cohort/s
 - your locality and the broader community
 - the careers sector, and how the project complements the work of the National Careers Institute
- b. justifying the funding amount requested, with respect to the scale and intended outcomes of the project
- c. your additional cash and/or in-kind contribution to the 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. The grant agreement has general terms and conditions that cannot be changed.

You can only submit an application during a funding round.

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
- letter/s of support from the CEO or equivalent of each project partner
- trust deed (where applicable).
- where your project relies on third party data or information, you must provide evidence of the formal agreement permitting the use of this data or information (where applicable).

You may also provide up to three additional attachments to support your response to the assessment criteria. These documents are in addition to the mandatory attachments and you should only provide the relevant section of the document.

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.

For the purposes of this grant opportunity, partnership refers to collaboration between organisations towards shared goals. Applicants are not required to set up formal business partnership structures for the program, however, as noted in the assessment criteria you must demonstrate evidence that partners are committed to the goals of the project.

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 October 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	6 weeks
Committee assessment	4 weeks
Approval of outcomes of selection process	6 weeks
Negotiations and award of grant agreements	1-4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	October 2021
End date of grant commitment	30 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.

We will establish a committee comprised of Australian Government departmental representatives 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.

Applications proposing projects that duplicate the programs or services provided by the National Careers Institute will not be supported.

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 Executive Director of the National Careers Institute (SES Band 2 officer), decides which grants to approve taking into account the application assessment, the recommendations of the committee and the availability of grant funds.

The Executive Director'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 Executive Director will not approve funding if there is insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

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

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 Executive Director. We will identify these in the offer of grant funding.

If you enter an agreement under the National Careers Institute Partnership Grant, 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 simple grant agreement.

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

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

10.2. Project 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.

10.2.1. Child safety requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the [National Principles for Child Safe Organisations](#)⁷ endorsed by the Commonwealth.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant
- any financial or in-kind contributions 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

⁷ <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁸.

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.

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

⁸ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- 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.

If requested, you will need to provide agreed evidence along with your 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
- changing project activities
- extending the project period.

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 grant agreement end date. We can provide you with a variation request template.

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

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

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

12.6. Evaluation

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

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

12.7. Grant acknowledgement

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

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

13. Probity

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

13.1. Conflicts of interest

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

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer 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\(7\)\)](#)⁹ 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](#)¹⁰ on the department's website.

13.2. How we use your information

Unless the information you provide to us is:

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

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:

⁹ <https://www.legislation.gov.au/Details/C2019C00057>

¹⁰ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

- 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](#)¹¹ 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.

¹¹ <https://www.industry.gov.au/data-and-publications/privacy-policy>

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

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

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Chief Financial Officer
Corporate and Digital Division
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman¹²](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

¹² <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.
Australian local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).
Career advisor	A person who provides information, advice and assistance relating to a wide range of matters, such as career planning and management, training and studying, and looking for work.
Career influencer	A person or people who provide informal advice and guidance such as parents, family members and friends.
Career guidance	<p>The process of managing learning, work, leisure and transitions throughout life to meet our personal aspirations and goals. Career guidance includes career advice, career education, career information, career pathways, career technology.</p> <p>Career advice: The formal advice, predominantly offered by practitioners, education institutions or government.</p> <p>Career education: The process which empowers people to navigate their own career, capturing skills such as CV writing, communication and presentation.</p> <p>Career information: A critical component of functioning career development. In Australia it is largely delivered online and targeted at young or unemployed people.</p> <p>Career pathways: A broad range of initiatives, activities and support to link those in education and training or seeking employment to the workplace.</p> <p>Career technology: This includes technologies that improve users' ability to navigate the career information landscape, to smart tools such as augmented reality and games that can train people to adapt to the changing world of work.</p>
Committee	The body established by the Executive Director to consider and assess eligible applications and make recommendations to the Executive Director for funding under the program.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.

Term	Definition
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.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Minister	The Commonwealth Minister for Employment, Skills, Small and Family Business
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"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	A manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Partnership	For the purposes of this grant opportunity, partnership refers to collaboration between organisations towards shared goals. Applicants are not required to set up formal business partnership structures for the program, however, as noted in the assessment criteria you must demonstrate evidence that partners are committed to the goals of the project.