



**Australian Government**

**Department of Industry, Science and Resources**

**Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts**

## Grant Opportunity Guidelines

# Regional Airports Program - Round 4

<b>Opening date:</b>	<b>8 October 2024</b>
<b>Closing date and time:</b>	5.00pm Australian Eastern Daylight Time on 18 November 2024 Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA)
<b>Administering entity:</b>	Department of Industry, Science and Resources (DISR)
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	8 October 2024
<b>Type of grant opportunity:</b>	Open competitive

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# 1. Regional Airports Program - Round 4 processes

## **The Regional Airports Program - Round 4 is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to DITRDCA's Outcome 2: *An efficient, sustainable, competitive, safe and secure transport system for all transport users through regulation, financial assistance and safety investigations*, Program 2.3: *Air transport*.

DITRDCA works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#).



## **The grant opportunity opens**

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



## **You complete and submit a grant application**

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



## **We assess all grant applications**

We assess the applications against eligibility criteria and notify you if you are not eligible. The assessment panel which is comprised of representatives from DITRDCA assess eligible applications against the assessment criteria including an overall consideration of value with money and compare it to other eligible applications.



## **DITRDCA make grant recommendations**

DITRDCA provides 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 will be proportional to the risks involved.



## **Delivery of grant**

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



## **Evaluation of the Regional Airports Program**

DITRDCA will evaluate the specific grant activity and Regional Airports Program as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1. Introduction

These guidelines contain information for the Regional Airports Program - Round 4 grants.

This document sets out:

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

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (the department/DISR/we) on behalf of Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA).

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

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

## 2. About the grant program

The Regional Airports Program (the program) was announced as part of the 2019-20 Budget running from 2019-20 to 2024-25.

The Program was provided additional funding as part of the 2024-25 Budget and will run over three years from 2024-25 to 2026-27. It is intended to run two grant rounds.

The objective of the program is to improve the safety and accessibility of airports or aerodromes in regional areas of Australia by assisting airport or aerodrome owners/operators to undertake essential works, promoting aviation safety, access for regional communities, climate resilience and assist air services transition to net zero emissions.

The intended outcomes of the program are to:

- improve the safety of aircraft, operators and passengers using regional airports or aerodromes
- facilitate improved delivery of essential goods and services such as food supplies, health care and passenger air services
- improve the connectivity of Australia's regions to domestic and global market opportunities
- meet the operational requirements of aeromedical and other emergency services in the region
- assist air services to transition to net zero aviation technology.

If there are any further grant opportunities as part of this program we will publish the opening and closing dates and any other relevant information on [business.gov.au](https://business.gov.au) and [GrantConnect](#).

We administer the program according to the [Commonwealth Grants Rules and Principles](#) (CGRPs)<sup>1</sup>.

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<sup>1</sup> <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-principles-2024>

## 3. Grant amount and grant period

### 3.1. Grants available

The Australian Government has announced an additional \$40 million over 3 years for the program. For this grant opportunity \$25 million is available.

- The minimum grant amount is \$20,000.
- The maximum grant amount is \$7.5 million.

We expect most grants will be between \$20,000 and \$3 million, depending on the scope and complexity of the project.

The grant amount will be up to 50 per cent of eligible project costs (grant percentage), unless:

- the applicant (you) and a third party (this could include state, territory or local government or other non-government funding) are both contributing to eligible project costs, the grant amount for this opportunity may be reduced to a third of eligible project costs.

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

Noting the above you can fund your contribution from any source including state, territory and local government. If you are seeking state or territory government co-funding, you should follow the appropriate state or territory government application process where applicable and advise in your application the status of your application, as this may impact your grant percentage. You cannot use funding from another Commonwealth grant to fund your contribution.

Contributions to your project may be cash or in-kind (e.g. volunteer/unpaid labour contributions, loan of heavy plant and/or equipment free of charge, donation of materials, etc).

In-kind values may be included in the total project value but they do not represent eligible expenditure and cannot replace any part of the grantee's agreed cash contribution (where applicable). Grant funds cannot be used to recover in-kind costs.

### 3.2. Project period

The maximum project period is 2 years.

You must complete your project by 30 April 2027.

## 4. Eligibility criteria

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

### 4.1. Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- be an owner and/or operator of an existing aerodrome or airport in a regional area in Australia

and be one of the following entities:

- an entity, incorporated in Australia
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- an incorporated trustee on behalf of a trust
- an Australian local government agency or body as defined in section 14

- an Australian state/territory government agency or body
- a corporate Commonwealth entity.

State agencies or other eligible entities may apply on behalf of aerodrome owners/operators. In such cases, the state agency or other eligible entity will be the lead applicant in a joint application and will be wholly responsible for the project, including administering, reporting and acquitting all project expenditure. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.

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

## 4.2. Additional eligibility requirements

We can only accept applications where:

- your aerodrome is identified as Inner Regional or Outer Regional as defined by the 2021 Australian Statistical Geographic Standard (ASGS) Remoteness Area<sup>2</sup> (check your aerodrome location is Inner Regional or Outer Regional using [nationalmap.gov.au](http://nationalmap.gov.au))
- your aerodrome or airport's passenger throughput was below 250,000 passengers (from all flight types) in 2019
- you can provide evidence from your board or council (or chief executive officer (CEO) or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding.

We cannot waive the eligibility criteria under any circumstances.

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

You are not eligible to apply if you are:

- any organisation not included in section 4.1
- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*
- an individual
- a partnership
- the owner/operator of a federally-leased airport
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity.

# 5. What the grant money can be used for

## 5.1. Eligible grant activities

To be eligible your project must:

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<sup>2</sup><http://www.abs.gov.au/websitedbs/D3310114.nsf/home/remoteness+structure>

- be aimed at improving safety and accessibility and/or the transition to net zero at airports or aerodromes in regional areas of Australia
- have at least \$20,000 in eligible expenditure.

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

- works to improve all weather capability of the aerodrome and aircraft safety including:
  - sealing and/or re-sealing and/or re-sheeting of aircraft pavements
  - extending or strengthening a runway, taxiway, parking bays and/or related areas
  - repair, restoration and/or reconstruction of the airstrip, taxiway and/or apron
  - airside drainage works
  - basic airside ambulance and passenger shelters to support patient health in transit.
- works to enhance aerodrome safety for aircraft operations including:
  - installation or restoration of animal fencing
  - provision of navigational aids and safety equipment
  - works to reduce safety hazards at an aerodrome
  - provision of safety related operational and/or training manuals and training for key operational personnel.
- works to better enable night time operations including:
  - installation of runway and taxiway lighting
  - provision of power for aerodrome lighting
  - installation of Pilot Activated Lighting Control systems.
- works to support air services transition to net zero including, for example:
  - works to support use of sustainable aviation fuel, differently fuelled, fuel efficient and lower emission aircraft operations
  - electric chargers, hydrogen fuel storage and refuelling.

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

## 5.2. Eligible expenditure

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

Eligible expenditure items are:

- contractor costs:
  - costs associated with contractors who undertake project activities (including capital items and materials purchased by contractor).
- employee costs:
  - the portion of employee costs directly related to undertaking core elements of the project.
- aviation-safety related staff training:
  - costs associated with the provision of aviation-safety related staff training including in the safe use of low or zero carbon fuels.



- capital expenditure:
  - for the purchase of assets, including:
    - power provisions
    - lighting and control systems
    - markers and navigational aids
    - training materials
    - low or zero carbon fuel storage, hydrogen fuelling or storage facilities, electric chargers.
- materials:
  - costs associated with the purchase of materials for:
    - airstrip sealing, re-sealing and sheeting
    - repair, restoration and reconstruction or drainage works
    - fencing
    - airside ambulance and passenger shelters.
- tender design and process costs:
  - costs associated with final engineering specifications and drawings required for tender design and construction process maximum of 5 per cent of eligible project cost
  - contingency costs up to a maximum of 10 per cent of the eligible project cost. Noting that we only make payments based on actual cost incurred.
- independent audit:
  - the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure or a maximum of \$5,000 (mandatory for projects over \$500,000 or where we request one).

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

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

Not all expenditure on your project may be eligible for grant funding. The program delegate (who is a manager within the department with responsibility for administering the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You 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 the grant money cannot be used for

Expenditure items that are not eligible are:

- costs that cannot be directly linked to improving the safety and accessibility of your aerodrome or assisting aircraft operations to transition to net zero aviation technology
- payment of salaries for existing staff or contractors not directly employed on core elements of the project
- in-kind or volunteer expenditure
- aerodrome landside infrastructure costs such as works on terminals, hangars, commercial developments and aerodrome buildings (excluding basic ambulance and patient shelters for patients in transit or works associated with transition to net zero)
- security screening equipment, staff or buildings
- purchase and maintenance of motor vehicles, heavy plant and equipment (may be considered where associated with works supporting transition to net zero)
- project planning and design, research or feasibility costs and all other costs associated with pre-development approval
- costs associated with the introduction or expansion of commercial air services to the aerodrome
- safety related staff training costs not directly related to aviation safety
- routine operational expenses, including communications, administrative overheads, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- ongoing routine maintenance activities such as vegetation and weed control slashing and mowing of project site.

## 6. The assessment criteria

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

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

The assessment panel will only award funding to applications that score at least 50 per cent against each assessment criterion on the basis that these represent the best value for relevant money.

### 6.1. Assessment criterion 1

#### **Demonstrated need for your project (50 points).**

You should demonstrate this by explaining:

- a. the extent of need to improve general access, all weather access and/or safety of the airstrip to facilitate delivery of essential services to the community and/or the extent to which the project

- will support air services transition to net zero (where applicable, attach evidence to support your application, including airstrip inspection or engineering reports)
- b. the extent to which upgrades are required to support the operation of aeromedical flights, aerial firefighting services and/or other essential air services to the community
  - c. the extent to which the project is time critical and the extent to which it cannot proceed without grant funding.

## 6.2. Assessment criterion 2

### **Capacity, capability and resources to deliver the project (25 points).**

You should demonstrate this by explaining:

- a. your track record managing similar projects
- b. your plan to manage the project including addressing scope, implementation plan, procurement and works, timeframes, budget and risk management (including work health and safety)
- c. your strategy to maintain the project outcomes beyond the term of the grant funding.

## 6.3. Assessment criterion 3

### **Impact/benefit of grant funding on your project (25 points).**

You should demonstrate this by explaining:

- a. the benefits to be provided to the communities serviced by the aerodrome and nation more broadly including alignment with broader Government priorities such as improved climate resilience, First Nations priorities, air services transition to net zero and provision of essential services for which the community relies upon the airport for such as employment, health access, emergency medical and other services
- b. total investment the grant will leverage (including the level of state/territory government co-funding you expect to receive for 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.

Applicants should read all eligibility and assessment criteria closely and attach detailed evidence that supports the assessment criteria.

You will need to set up an account to access our online [portal](#). You can only submit an application during a funding round.

To apply, you must:

- complete and submit the application through the online [portal](#)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

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

After submitting your application, we can contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit. The acceptance of any additional information provided after the submission of your application is at the discretion of the program delegate. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

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

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](#) at [business.gov.au](http://business.gov.au) or by calling 13 28 46.

## 7.1. Attachments to the application

You must provide the following documents with your application:

- a project plan to support your claims against assessment criterion 2
- project budget
- evidence of support from the council, board, CEO or equivalent (template provided on [business.gov.au](http://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)
- for projects supporting the transition to net zero: supporting documentation on the proposal covering for example, the status of any regulatory approvals required, proposed timing, demand and users, frequency of use, safety and any other relevant matters.

You should provide documentation to support your application such as:

- airstrip inspection or engineering reports
- quotes (where available)
- photos of the issue to be addressed
- applications seeking over \$4 million as a grant: an airport financial management framework, evidence of co-funding, quotes/cost breakdown, written support from the state or territory government's relevant transport department for your proposal and use of a project manager.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. Individual file sizes cannot be greater than 2MB, while the total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

## 7.2. Joint (consortia) applications

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

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

- details of a nominated management level contact officer.

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

### 7.3. Timing of grant opportunity processes

You can only submit an application between the published opening and closing dates. We cannot accept late applications except where there is a system fault or where the project is urgent due to emergency circumstances. To apply under these circumstances contact us at 13 28 46 or at [business.gov.au](http://business.gov.au).

If you are successful, we expect you will be able to commence your project around March 2025.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval and announcement of successful applicants	4 weeks
Negotiations and award of grant agreements	5 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	The date we notify you that your application has been successful (We are not responsible for any expenditure you incur until a grant agreement is executed).
Project completion date	No later than 30 April 2027
End date of grant commitment	30 June 2027

### 7.4. Questions during the application process

If you have any questions during the application period, [contact us](http://business.gov.au) at [business.gov.au](http://business.gov.au) or by calling 13 28 46.

## 8. The grant selection process

### 8.1. Assessment of grant applications

We first review your application against the eligibility criteria. If eligible, your application will be assessed against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.<sup>3</sup>

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<sup>3</sup> See glossary for an explanation of 'value with money'.

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

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

If applications are scored the same, the assessment panel will consider value with relevant money and alignment to the program objectives/ geographical spread/ other program specific requirement to recommend applications for funding.

We also consider any national interest, financial, legal/regulatory, governance or other issue or risk that we identify during any due diligence process that we conduct in respect of the applicant. This includes its directors, officers, senior managers, key personnel, its related bodies corporate (as defined in the *Corporations Act*) or its application that could bring the Australian Government into disrepute if it were to fund the applicant. Such issues and risks include where we consider that funding the application under this grant opportunity is likely to directly conflict with Australian Government policy. Where possible<sup>4</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.

## 8.2. Who will assess applications?

DISR assess your application against the eligibility criteria.

We will refer eligible applications to an assessment panel composed of representatives from DITRDCA to assess applications. The assessment panel may also seek additional advice from independent technical experts or advisors to inform the assessment process.

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

The assessment panel may seek additional information about you or your application from state/territory government, stakeholder group representatives and independent technical experts. We may also use the assessment panel for out-of-round applications where the project is urgent due to emergency circumstances.

## 8.3. Who will approve grants?

The Minister decides which grants to approve taking into account the recommendations of the assessment panel 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.

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<sup>4</sup> Subject to national security and other considerations.

The Minister will not approve funding if there are insufficient program funds available across relevant financial years for the program.

## 9. Notification of application outcomes

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

You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

### 9.1. Feedback on your application

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

## 10. Successful grant applications

### 10.1. The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. 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 will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement. We are not responsible for any expenditure you incur and cannot make any payments until a grant agreement is executed.

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

If you enter an agreement under the Regional Airports Program, you cannot receive other grants for this project for the same activities from other Commonwealth 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 or Minister.

### 10.2. Specific legislation, policies and industry standards

In particular, you will be required to comply with state/territory legislation in relation to working with children.

#### 10.2.1. Building and construction requirements

Wherever the government funds building and construction activities, the following special regulatory requirements apply.

- Australian Government Building and Construction WHS Accreditation Scheme ([WHS Scheme](#))<sup>5</sup>

These regulations are subject to the level of funding you receive as outlined below.

#### 10.2.1.1. WHS Scheme

The WHS Scheme is administered by the [Office of the Federal Safety Commissioner](#)<sup>6</sup>.

The Scheme applies to projects that are directly or indirectly funded by the Australian Government where

- the value of the Australian Government contribution to the project is at least \$6 million and represents at least 50 per cent of the total construction project value; or
- the Australian Government contribution to a project is \$10 million (GST inclusive) or more, irrespective of the proportion of Australian Government funding; and
- a head contract under the project includes building work of \$4 million or more (GST Inclusive).

### 10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any financial contribution provided by you or a third party.

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

### 10.4. Grant Payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>7</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

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of execution.

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Principles](#), Section 5.4. We may also publish this information on business.gov.au. This information may include:

- name of your organisation

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<sup>5</sup> <https://www.fsc.gov.au/how-do-i-know-if-i-need-use-accredited-builder>

<sup>6</sup> <https://www.fsc.gov.au/about-fsc>

<sup>7</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au



- 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. You must notify us in advance of your intention to produce media or social media material relating to your project and provide an opportunity for the Minister or their representative to contribute.

### 12.2. Reporting

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

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

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

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

#### 12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date

- include evidence of expenditure
- include how the project contributed to Closing the Gap outcomes (for example employment or procurement opportunities, socioeconomic outcomes, education, provision of health care)
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

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

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

### 12.2.2. Ad-hoc reports

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

### 12.2.3. End of project report

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

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include how the project contributed to Closing the Gap outcomes (for example employment or procurement opportunities, socioeconomic outcomes, education, provision of health care)
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

## 12.3. Audited financial acquittal report

We 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. 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, and in exceptional circumstances it may be extended beyond the maximum time period allowed in program guidelines subject to funds being available
- changing project activities
- varying 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. You can submit a variation request via our online portal.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between

financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

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

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

## 12.5. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

## 12.6. Record keeping

We may also inspect the records you are required to keep under the grant agreement.

## 12.7. Evaluation

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

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

## 12.8. Acknowledgement

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

‘This project received grant funding from the Australian Government.’

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 CGRPs.

These guidelines may be changed from time-to-time by DISR. When this happens, the revised guidelines will be published on GrantConnect.

## 13.1. Enquiries and feedback

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

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

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

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

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

General Manager  
External and Assurance Branch  
Business Grants Hub  
Department of Industry, Science and Resources  
GPO Box 2013  
CANBERRA ACT 2601

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

### 13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the Regional Airports Program – Round 4. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of an assessment panel or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of 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\(7\)\)](#) of the [Public Service Act 1999](#). Assessment panel members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)<sup>8</sup> on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

### 13.3. Privacy

Unless the information you provide to us is:

- confidential information as per below, or
- personal information as per below.

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<sup>8</sup> <https://www.industry.gov.au/publications/conflict-interest-policy>

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

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

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

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

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

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

We, or the Minister, may:

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

You may read our [Privacy Policy](#)<sup>9</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

#### 13.4. Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

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

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

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<sup>9</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

We may disclose confidential information:

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

We may also disclose confidential information if:

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

### 13.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

## 14. Glossary

Term	Definition
Aboriginal and Torres Strait Islander Corporation	An Aboriginal and Torres Strait Islander Corporation registered under the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> (Cth).
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
administrative overheads	Administrative overheads include rent, tax, office and administrative space expenses, repairs, maintenance, depreciation, office furniture and equipment costs, insurance, office supplies.
aerodrome	A defined area of land used for the arrival, departure and surface movement of aircraft, including taxi ways, aprons and parking positions.
airport	A complex of runways and buildings for the take-off, landing, and maintenance of civil aircraft, with facilities for passengers.
application form	The document issued by the program delegate that applicants use to apply for funding under the program.
assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.
assessment panel	Assessment panel with representatives from the Department of Infrastructure, Transport, Regional Development, Communications and the Arts for assessment. The Assessment Panel may also have stakeholder group representatives. The panel assesses eligible applications and makes recommendations to the Minister for funding under the program.
<a href="#">Commonwealth Grants Rules and Principles (CGRPs)</a>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	The expected date that the grant activity must be completed and the grant spent by.

Term	Definition
Closing the Gap	Additional information on Closing the Gap measures can be found on the <a href="#">National Agreement on the Closing the Gap</a> and <a href="#">National Agreement Socio-economic Targets</a> websites.
date of effect	Can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
Department	The Department of Industry, Science and Resources.
decision maker	The person who makes a decision to award a grant.
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.
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
financial management framework	A framework for the airport generally covering the following: airport income and expenditure, including maintenance and capital costs, usage, audit and assurance, risk management and asset management plans covering a period of not less than 5 years.
grant	<p>For the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>10</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>11</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ol>
grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake

<sup>10</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>11</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.



Term	Definition
grant agreement	A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding, and specifies the details of the grant.
grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single DITRDCA Portfolio Budget Statement 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 CGRPs.
grantee	The individual/organisation which has been selected to receive a grant
In-kind	<p>Contributions to your project may be cash and/or in-kind.</p> <p>An in-kind contribution is a non-cash contribution of goods or a service. In-kind includes labour; use of heavy plant and or equipment that has not been invoiced/paid for; donation of materials; or donation of services. In-kind values may be included in the total project value but they do not represent eligible expenditure and cannot be included as part of the grantee's agreed cash contribution (where applicable). Conversely, grant funds cannot be used to recover in-kind costs.</p>
local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995 (Cth)</i> .
Minister	The Commonwealth Minister for Infrastructure, Transport, Regional Development and Local Government or delegated portfolio Minister.

Term	Definition
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	A manager within the department with responsibility for administering the program.
program funding or program funds	The funding made available by the Commonwealth for the program.
project	A project described in an application for grant funding under the program.
regional	Localities classified as <i>Inner Regional</i> or <i>Outer Regional</i> using the 2021 Australian Statistical Geographic Standard (ASGS) Remoteness Area. A map of the classification area, and search by location, can be found at <a href="http://nationalmap.gov.au">nationalmap.gov.au</a>
selection criteria	Comprises of eligibility criteria and assessment criteria.
value with money	<p>Value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>▪ the quality of the project proposal and activities;</li> <li>▪ fitness for purpose of the proposal in contributing to government objectives;</li> <li>▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and</li> <li>▪ the potential grantee’s relevant experience and performance history.</li> </ul>