



Australian Government

Department of Industry, Science and Resources

**Department of Climate Change, Energy,
the Environment and Water**

Grant Opportunity Guidelines

Reefwise Wetlands Program Grant Opportunity Guidelines

Opening date:	14 March 2025
Closing date and time:	5:00PM Australian Eastern Standard Time on 23 May 2025 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Climate Change, Energy, the Environment and Water (DCCEEW)
Administering entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	14 March 2025
Type of grant opportunity:	Open Competitive

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1. Reefwise Wetlands Program processes

The Reefwise Wetlands Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Climate Change, Energy, the Environment and Water's (DCCEEW) Outcome 2: Conserve, protect and sustainably manage Australia's biodiversity, ecosystems, environment and heritage through research, information management, supporting natural resource management, establishing and managing Commonwealth protected areas, and reducing and regulating the use of pollutants and hazardous substances. DCCEEW works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#).



The grant opportunity opens

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



DCCEEW make grant recommendations

DCCEEW 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 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 Reefwise Wetlands Program

DCCEEW will evaluate the specific grant activity and Reefwise Wetlands 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 Reefwise Wetlands Program.

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) on behalf of Department of Climate Change, Energy, the Environment and Water (DCCEEW).

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 Reefwise Wetlands Program (the program) seeks to maximise water quality improvements to strengthen the resilience of the Great Barrier Reef (the Reef), through the rehabilitation, restoration and/or modification of large-scale coastal wetland and riparian systems or reinstatement of wetlands in areas that were previous wetlands. Projects will support progress towards the [Reef 2050 Water Quality Improvement Plan](#) water quality targets and actions by using coastal wetland and riparian systems to process priority pollutants including dissolved inorganic nitrogen (DIN), pesticides and/or fine sediment.

The objectives of the program are to:

- implement on ground activities to rehabilitate, restore, and/or modify wetland and riparian systems at large-scales, targeting poor water quality in Reef catchments, to maximise water quality improvements.
- apply a whole of system, values-based approach to projects that will recognise, measure and optimise the co-benefits associated with the rehabilitation, restoration, and/or modification of wetland and riparian systems as part of a treatment train approach within catchments of the Reef.

The intended outcomes of the program are:

- improved ecosystem function of Reef coastal wetland and riparian systems, accelerating progress towards meeting water quality targets, while aligning with the objectives of the Reef 2050 Plan, the Reef 2050 Wetlands Strategy and the Water Quality Improvement Plan
- increased participation and partnerships with community and First Nations peoples in Great Barrier Reef catchments
- tangible and reportable benefits and improvements for the Reef environment and catchment, leading to an increase in habitat condition and biodiversity outcomes in Great Barrier Reef catchments
- contribution to [Reef Trust Outcomes](#)

- that wetland and riparian systems rehabilitated under the program are being maintained, leveraging input from innovative funding models including emerging domestic and international environmental markets where applicable.

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

2.1. About the Reefwise Wetlands Program grant opportunity

The program will run from 2024-25 to 2029-30. The program will fund projects that rehabilitate, restore and/or modify large scale Reef wetland and riparian systems or reinstate wetlands in areas that were previous wetlands, to maximise water quality improvements while measuring and optimising identified co-benefits.

Project activities will contribute to at least one [Reef Trust Outcomes](#):

- Reef Trust Outcome 1 - Improve the quality of water entering the Great Barrier Reef from broad-scale land use to increase the health and resilience of the Great Barrier Reef.
- Reef Trust Outcome 2 - Improve the health and resilience of coastal habitats.
- Reef Trust Outcome 3 - Improve and protect marine biodiversity.

Project activities will also contribute to achieving the [Reef 2050 Plan](#) as well as the [Reef Wetlands Strategy](#) and the [Reef 2050 Water Quality Improvement Plan](#).

The Reefwise Wetlands program is part of the [Clearer Water for a Healthy Reef Package](#).

3. Grant amount and grant period

3.1. Grants available

The Australian Government has announced a total of up to \$50 million from 2024-25 to 2029-30.

- the maximum grant amount is \$19.75 million
- the minimum grant amount is \$5 million.

The grant amount will be up to 100 per cent of eligible expenditure (excluding any co-investment cash contributions or in-kind contributions).

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

If you enter into a grant agreement under the program, you cannot receive other grants for the same project activities from other Commonwealth, state or territory government granting programs.

3.2. Project period

You must complete your project by 31 March 2030.

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)

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

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 association
- an incorporated not for profit organisation
- a publicly funded research organisation (PFRO) as defined in section 14
- an Australian local government agency or body as defined in section 14
- an Australian state/territory government agency or body
- a Corporate Commonwealth entity (CCE).

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 provide:

- a detailed Project Plan as defined in section 7.1
- all mandatory attachments
- identification of all landowners and/or land managers where your project will take place and in-principle landowner/land manager consent (if applicable).

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 entity 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 (as defined in section 14)
- an unincorporated association
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity (NCE).

5. What the grant money can be used for

5.1. Eligible grant activities

To be eligible your project must be aimed at the program objectives and outcomes outlined in section 2.

Eligible activities can include but are not limited to:

- projects and/or the coordination of multiple projects that rehabilitate, restore or modify multiple different connected Reef coastal wetland and riparian ecosystems, to maximise and/or return ecosystem system services, with a particular focus on water quality
- wetland and riparian rehabilitation projects designed to deliver tangible and reportable improvement for wetland and riparian ecosystems in Great Barrier Reef catchments
- activities that utilise coastal wetland and riparian systems as part of a treatment train, to prevent, process and/or capture priority pollutants including dissolved inorganic nitrogen (DIN), fine sediment and pesticides in strategic locations across Great Barrier Reef catchments
- activities that build on small scale pilot projects that have previously successfully trialled site -specific rehabilitation, restoration or modification methods.

Eligible projects may be an extension of, or build on, an existing project, however you must clearly demonstrate the project is additional to any existing projects or grant activities.

5.2. Eligible locations

Your project can include activities at different locations, as long as they are all in the [Great Barrier Reef Coast Marine Park](#), the Great Barrier Reef Natural Resource Management regions or habitats/ecosystems within the [Great Barrier Reef Catchments](#) that have a clear and direct effect on the Great Barrier Reef Coast Marine Park and wider Great Barrier Reef Marine Park.

The latest [Reef Water Quality Report Card](#) or alternative credible sources, including information on the [DCCEEW website](#), should be used to prioritise catchments/basins that will provide maximum progress towards meeting water quality targets.

For the purpose of this program, Great Barrier Reef wetland ecosystems that are eligible for rehabilitation, restoration and/or modification activities are ecosystems defined as a wetland using the definition stated in the Glossary, or reinstatement of wetlands in areas that were previous wetlands. Evidence of past wetland existence will be required to satisfy technical advisors at the criteria assessment stage.

5.3. 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 include the following, where they are directly related to the project:

- labour and on-costs for personnel directly employed in delivering the project activities (this should be calculated on a pro-rata basis relative to their time commitment). This excludes project management or project co-ordination costs which are covered under administrative support below
- contractor costs for the delivery of eligible project activities. All contractors must have a written contract prior to starting any project work. Invoices from contractors must contain a detailed description and breakdown of the work including hours and hourly rates
- costs associated with administrative support activities up to a maximum of 10 per cent of total eligible expenditure incurred through the delivery of eligible project activities
- costs associated with purchase of materials, and lease or hire of equipment where needed to undertake eligible activities
- costs associated with monitoring, research and reporting activities

- domestic travel and accommodation that directly supports the achievement of project outcomes and is required to conduct agreed project activities is limited to 5 per cent of total eligible project expenditure
- staff training that directly supports the achievement of project outcomes
- sharing of information and key learnings via various promotional activities that contribute to the knowledge base for wetlands' role in water quality improvement up to a maximum of 1 per cent of total eligible project expenditure
- the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure.

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 in the grant agreement 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.

5.4. What the grant money cannot be used for

Expenditure items that are not eligible are:

- activities that fall outside of the Great Barrier Reef Coast Marine Park, Great Barrier Reef Natural Resource Management regions or habitats/ecosystems within the Great Barrier Reef Catchments that do not have a clear and direct effect on the Great Barrier Reef Coast Marine Park and wider Great Barrier Reef Marine Park
- activities that are likely to have a significant adverse impact on any matter of national environmental significance under the Environment Protection and Biodiversity Conservation Act 1999 ([EPBC Act](#)) or matters of state environmental significance
- activities that do not support or contribute to the delivery of the Reef 2050 Plan and Reef Trust Outcomes
- cost of fencing that is a landholder's normal responsibility (for example stock fencing or boundary fencing)
- research activities not directly supporting eligible activities
- restoration and/or rehabilitation activities where the habitat/ecosystem did not historically exist
- restoration and/or rehabilitation activities where the environmental conditions are not suitable to support the survival of rehabilitated and/or restored habitat/ecosystem
- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to us notifying you that the application is successful

- financing costs, including interest
- non-project-related staff training and development costs
- depreciation of plant and equipment beyond the life of the project
- maintenance costs
- recurring or ongoing operational expenditure (including rent, water and rates, postage, legal and accounting fees and bank charges).

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program. You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

6. The assessment criteria

You must address all assessment criteria in your application. 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 character limits for each response.

We may only consider funding applications that score at least 50 per cent against each assessment criterion.

6.1. Assessment criterion 1

Alignment with the program objectives and outcomes (30 points)

You should demonstrate this through identifying how your project will:

- a. **Strategic Alignment:** support the delivery of the Reef Trust Outcomes Reef 2050 Long-Term Sustainability Plan, and Reef 2050 Wetlands Strategy
- b. **Project Scale and Connectivity:** maximise water quality improvements for the Reef by rehabilitating, restoring and/or modifying large-scale wetlands and riparian systems, or reinstatement of wetlands in areas that were previously wetlands. Applications should include multiple, interlinked on-ground interventions and demonstrate how these interventions are part of a treatment train and targeted to address sources of poor water quality in Great Barrier Reef catchments
- c. **Water Quality Outcomes:** produce tangible, and measurable water quality improvements, contributing to the Reef 2050 Water Quality Improvement Plan water quality targets by utilising wetland and riparian systems to process priority pollutants including dissolved inorganic nitrogen (DIN), pesticides and fine sediment in strategic locations across Great Barrier Reef catchments, including how water quality improvements will be measured.

6.2. Assessment criterion 2

Co-benefits and Site Maintenance (30 points)

You should demonstrate this through identifying how your project will:

- d. **Co-benefits:** apply a whole of system values-based approach, including stakeholder engagement and the leveraging of wetland and riparian system rehabilitation, restoration

and/or modification activities, to recognise, measure and optimise co-benefits, and demonstrate how co-benefits will be measured

- e. **Alignment with other Reef water quality programs:** align with and/or contribute to and/or leverage other Great Barrier reef water quality programs, including, but not limited to the [Landscape Repair Program](#), the [Reef Coastal Restoration Program](#), the [Reefwise Farming Program](#), and the [Queensland Wetlands Program](#)
- f. **Ongoing Maintenance:** address project legacy, including any anticipated ongoing maintenance and monitoring costs and a funding strategy to manage these that may involve co-contribution and the adoption of innovative funding models such as credit schemes.

To support your response to this criterion, you must attach a plan for the maintenance of the system into the future, including how you propose this will be funded.

6.3. Assessment criterion 3

Project Management - capacity, capability and resources to deliver the project (40 points)

You should demonstrate this through identifying:

- g. your track record of successfully managing similar projects
- a. your access to personnel with the right skills and experience in delivering your project activities
- b. how you will manage the project including identifying and obtaining all necessary approvals, permits and licences, your project scope, a comprehensive project budget showing all income sources including details of any co-investment and in-kind contributions, risk analysis and management, governance structure and an engagement plan including Traditional Owners and stakeholders.
- c. your monitoring and evaluation framework, including project timeline, proposed measures/indicators of success and targets linked to objectives and outcomes of the project, and how this information will be used to assess, adapt and report progress.

To support your response to this criterion, you must attach a detailed project plan as outlined in section 7.1.

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](#).

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.

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 or by calling 13 28 46.

7.1. Attachments to the application

You must provide the following documents with your application:

- a detailed Project Plan that includes:
 - project scope including project locations, activities, objectives and intended outcomes
 - a comprehensive project budget showing all proposed income sources and eligible expenditure items
 - a governance structure outlining the roles and responsibilities of all project partners and community stakeholders involved in the project
 - a summary of required relevant works permit/s, licences and/or approvals (if applicable) and how this will be obtained and managed during your project
 - a project risk analysis, including identified risks, likely impacts and proposed mitigation/management measures
 - a project timeline and work breakdown structure, showing key milestones
 - engagement plan, including Traditional Owner and stakeholder engagement aligning with Free, Prior and Informed Consent (FPIC) processes where appropriate.
- evidence that supports assessment criteria responses as outlined in section 6 (where applicable)
- letters of support from each project partner (where applicable) that includes the details outlined in section 7.2
- written landowner/s and/or land manager/s consent, or written in-principal support, for works on land not owned or managed by the applicant.
- evidence of entity incorporation status
- evidence of entity's not-for-profit status (where applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. 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, or information provided in web page or cloud storage links.

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 (who meets the eligibility requirements as outlined in section 4.1) 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.

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

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	6 weeks
Approval and announcement of successful applicants	4 weeks
Negotiations and award of grant agreements	4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	The date you are notified that your application is successful
Project completion date	March 2030
End date of grant commitment	June 2030

7.4. Questions during the application process

If you have any questions during the application period, [contact us](#) at 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, DCCEEW will assess your application against the assessment criteria. Only eligible applications will proceed to the assessment stage.

DCCEEW will 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 the extent to which the application represents value with relevant money, DCCEEW 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.

If applications are scored the same, DCCEEW will consider value for money and alignment to the program objectives to recommend applications for funding.

8.2. Who will assess applications?

We assess your application against the eligibility criteria.

If eligible, DCCEEW will assess your application against the assessment criteria. DCCEEW will complete due diligence checks for any conflicts of interest.

DCCEEW will establish a committee comprised of employees from DCCEEW to assess applications. The committee may also seek additional advice from independent technical experts or advisors to inform the assessment process.

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

The committee may seek additional information about you or your application from other sources. They may do this from within the Commonwealth, even if you do not identify these sources within the application. The Committee may also consider information about you or your application that is available as a result of the due diligence process or through the normal course of business.

8.3. Who will approve grants?

The Decision Maker (who is a Senior Executive in DCCEEW with policy responsibility for the program) decides which grants to approve taking into account the recommendations of the committee and the availability of grant funds.

The Decision Maker'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 Decision Maker 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.

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 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 Program Delegate. We will identify these in the offer of grant funding.

If you enter an agreement under the program, you cannot receive other grants for the same activities from other Commonwealth, state or territory granting programs.

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

We will use a standard grant agreement.

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 Decision Maker.

10.2. Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

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

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](https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations)² 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.

² <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

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 (grant percentage)
- any financial contribution provided by 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 entities³.

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 \(CGRPs\)](#) Section 5.4. 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.

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

12. How we monitor your grant activity

12.1. Keeping us informed

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

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

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details
- joint/consortia partners and related arrangements (if applicable)
- you may also be required to attend meetings chaired by DCCEEW, as required and which will not take place more than once per year.

If you become aware of a breach of the 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 and outcomes
- project expenditure, including expenditure of grant funds
- In addition to milestone progress reports, you may be required to submit technical and outcome-focused reports to DCCEEW through ad-hoc reporting. These reports should detail the technical aspects of the project, including methodologies, challenges, and solutions, as well as the outcomes achieved. You will be required to submit a final technical report to DCCEEW to help the Commonwealth evaluate the project's environmental outcomes. The reporting submitted to DCCEEW will not duplicate milestone reporting requirements.

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

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

12.2.1. Progress reports

Progress reports must:

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

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

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

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

12.2.2. 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 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 will 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. 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
- changing project activities.

The program does not allow for:

- an increase of grant funds.

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

DCCEEW 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.

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. 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 grant opportunity. 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\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)⁴ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

13.3. Privacy

Unless the information you provide to us is:

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

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

⁴ <https://www.industry.gov.au/publications/conflict-interest-policy>

- 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..

We, or the Minister, may:

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

You may read our [Privacy Policy](#)⁵ on the department's website for more information on:

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

13.4. 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.

We may disclose confidential information:

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

We may also disclose confidential information if:

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

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

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
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.
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.
Australian local government agency or body	Local government bodies and agencies are established by state and territory governments to take responsibility for a number of community services. Their powers are defined by the state or territory government which established them, and those state or territory governments have primary responsibility for funding and supervision of local councils.
Co-benefits	The additional positive environmental, socio-economic and First Nations outcomes delivered by a project, beyond improved water quality outcomes.
Commonwealth Grants Rules and Principles (CGRPs)	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.
Committee	The body established by the Minister to consider and assess eligible applications and make recommendations to the decision maker for funding under the program. The Committee comprises of employees from DCCEEW to assess applications.
completion date	The expected date that the grant activity must be completed and the grant spent by.
Corporate Commonwealth entity (CCE)	A CCE is a body corporate that has a separate legal personality from the Commonwealth and can act in its own right exercising certain legal rights such as entering into contracts and owning property. Most CCEs are financially separate from the Commonwealth. CCE list

Term	Definition
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 4.6.
Free, Prior and Informed Consent (FPIC)	<p>Free implies that there is no coercion, intimidation or manipulation.</p> <p>Prior implies that consent is to be sought sufficiently in advance of any authorisation or commencement of activities and respect is shown to time requirements of Indigenous consultation/consensus processes.</p> <p>Informed implies that information is provided that covers a range of aspects including:</p> <ul style="list-style-type: none"> • the nature, size, pace, reversibility and scope of any proposed project or activity; • the purpose of the project as well as its duration; locality and areas affected; • a preliminary assessment of the likely economic, social, cultural and environmental impact, including potential risks; • personnel likely to be involved in the execution of the project; and • procedures the project may entail. <p>This process may include the option of withholding consent. Consultation and participation are crucial components of a consent process.</p> <p><i>Source: Traditional Owners of the Great Barrier Reef: The Next Generation of Reef 2050 Actions, 2018</i></p>
General Manager	Position title for Senior Executive Service level staff within DISR.

Term	Definition
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> <ul style="list-style-type: none"> a. under which relevant money⁶ or other Consolidated Revenue Fund (CRF) money⁷ is to be paid to a grantee other than the Commonwealth; and a. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives.
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 entity Portfolio Budget Statement 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 CGRPs.
grantee	The individual/organisation which has been selected to receive a grant
Great Barrier Reef Catchments	Catchment river basins map
Industry Innovation and Science Australia	The statutory board established by the <i>Industry Research and Development Act 1986</i> (Cth) and named in that Act as Industry Innovation and Science Australia.

⁶ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁷ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Large scale	<p>Large scale for the purposes of the Reefwise Wetlands program means delivering on-ground works that will have a significant impact on improving water quality.</p> <p>This may mean projects that consist of a program of connected on-ground works across or within a Reef catchment or sub-catchment wetland and/or riparian system as part of a treatment train</p> <p>The program is seeking to avoid a patchwork of siloed site-specific works, which, while very impactful at a local scale, are not as impactful at a Reef catchment scale.</p> <p>Large scale impact does not necessarily mean large geographical scale, acknowledging that some wetland systems may not have an extensive geographical footprint, but may have the potential to deliver very significant water quality improvements, while also delivering a range of other co-benefits.</p>
Minister	The Commonwealth Minister of Department of Climate Change, Energy, the Environment and Water
Non-corporate Commonwealth entity (NCE)	<p>Non-corporate Commonwealth entities (NCEs) are legally and financially part of the Commonwealth. Examples of NCEs include departments of state, parliamentary departments or listed entities.</p> <p>NCE list</p>
partnership	A partnership is a business structure made up of 2 or more people who distribute income or losses between themselves.
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"> whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.
Program Delegate	A Manager within the Business Grants Hub in DISR 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.
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth).

Term	Definition
Reef Catchment coastal ecosystems	Coastal ecosystems occurring within Reef Catchments. These may include seagrass, coastline, estuaries, freshwater wetlands, mangroves, forested floodplains, heath and shrublands, grass and sedgeland, woodlands, forests, and rainforests. Some remain in their natural state while others have been modified through changes in land use.
Riparian Area	The riparian area is relating to, or situated on, the bed and banks of a river or watercourse or defined as any area within 100m of a (mapped) stream or riverine wetland.
selection criteria	Comprises of eligibility criteria and assessment criteria.
Treatment Train	A sequence of management actions to change the quantity and characteristics of water run-off/discharge, starting with prevention and involving one or more treatment stages.
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"> ▪ the quality of the project proposal and activities; ▪ fitness for purpose of the proposal in contributing to government objectives; ▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and ▪ the potential grantee’s relevant experience and performance history.

Term	Definition
Wetlands	<p>(Reef 2050 Wetlands Strategy definition) Wetlands are areas of permanent or periodic/ intermittent inundation, with water that is static or flowing, fresh, brackish or salt, including areas of marine water the depth of which at low tide does not exceed six metres. To be a wetland the area must have one or more of the following attributes:</p> <ul style="list-style-type: none"> ▪ at least periodically, the land supports plants or animals that are adapted to and dependent on living in wet conditions for at least part of their life cycle, or ▪ the substratum is predominantly undrained soils that are saturated, flooded or ponded long enough to develop anaerobic conditions in the upper layers, or ▪ the substratum is not soil and is saturated with water or covered by water at some time.
Whole of system, values-based framework or whole-of-system approach	<p>The whole-of-system, values-based framework provides an integrated approach to catchment management and protecting, maintaining and rehabilitating wetland systems. The framework uses a holistic management approach that considers the biophysical environment alongside social, economic and cultural outcomes. This is integrated with an understanding of how catchments function.</p> <p>More information on the framework, including details on how to apply it, can be found at <i>WetlandInfo</i> whole-of-system, values based framework. Whole-of-System, Values-Based Framework (Department of Environment, Science and Innovation) (des.qld.gov.au).</p>