



Grant Opportunity Guidelines

Skilling Australia's Defence Industry Grants Program

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Administering entity	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
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1. Skilling Australia's Defence Industry Grants Program: processes

The Skilling Australia's Defence Industry Grants Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to Department of Defence's Defence Industry Skilling and STEM Strategy outcomes. The Department of Defence works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

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



You complete and submit a grant application

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



We assess all grant applications

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



We make grant recommendations

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



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the Skilling Australia's Defence Industry Grants Program

We evaluate the specific grant activity and the Skilling Australia's Defence Industry Grants Program as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The Skilling Australia's Defence Industry Grants Program (the program) will run over three years from 2020-21 to 2022-23. The program is a key initiative of the [Defence Industry Skilling and STEM Strategy](#) launched in February 2019.

The objectives of the program are to:

- reduce barriers faced by Small and Medium Enterprises (SMEs) in the defence sector when upskilling or retraining staff
- develop skills within SMEs in the defence sector
- support SMEs in the defence sector to establish human resources practices and training plans that will build lifelong learning activities into their business.

The intended outcomes of the program are:

- improved human resources practices supporting workforce development training and retention
- SME staff are trained in areas of identified skills gaps
- increased ability of SMEs to attract, develop and retain appropriately skilled staff
- increased short and long term workforce capability and capacity of defence sector SMEs
- a highly skilled SME workforce that can fulfil current and future defence capability needs.

This document sets out:

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

As a COVID recovery support initiative, a co-contribution towards eligible expenditure is not required. The guidelines will be updated should a co-contribution be required for future grants.

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

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

We have defined key terms used in these guidelines in the glossary at Appendix A.

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

3. Grant amount and grant period

The Australian Government has announced a total of approximately \$39 million over three years from 2020-21 to 2022-23 for the program. Approximately \$10 million of the total funding has been allocated to provide support for Naval shipbuilding related skills training across two years from 2020-21 to 2021-22.

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

- The minimum grant amount is \$5,000
- The maximum grant amount is \$500,000.

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

You may apply for multiple grants or group multiple eligible activities into one application; however, the funding is capped at \$500,000 per grantee in a three-year period from 2020-21 to 2022-23.

We cannot fund your project if it receives funding, or is subsidised, from another Commonwealth, State, Territory or local government grant. You can apply for a grant for your project under more than one Commonwealth grant program, but if your application is successful, you must choose either the Skilling Australia's Defence Industry grant or the other grant.

The maximum project period is up to 24 months.

You must complete your project by 30 March 2023.

4. Eligibility criteria

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

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)
- be non-income tax exempt (unless you are a defence industry association training your own staff or facilitating training to businesses you are representing).

and be one of the following entities:

- an entity incorporated in Australia
- an incorporated trustee on behalf of a trust.

We cannot waive the eligibility criteria under any circumstances.

4.2. Additional eligibility requirements

We can only accept applications from:

- SMEs (with less than 200 employees as defined in Appendix A) that currently service, or intend to service, the defence industry sector and meet one of the following requirements:
 - have a current defence contract
 - be currently tendering or preparing to tender for a defence contract
 - be a current subcontractor to a defence prime or contracted through the Prime's supply chain to deliver on defence projects
- defence industry associations for training their own staff or for facilitating training to businesses they are representing.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- income tax exempt (unless you are a defence industry association training your own staff or facilitating training to businesses you are representing)
- an individual
- a partnership
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth, State, Territory or local government body (including government business enterprises)
- a non-corporate Commonwealth entity.

5. What you can use the grant for

5.1. Eligible activities

To be eligible your project must:

- be aimed at increasing Defence related skills capacity or capability within your organisation or within a group of defence industry businesses represented by an industry association, that is required to meet current or future Defence capability needs; and
- be delivered by a registered training organisation (RTO), a tertiary education provider (University or TAFE), an experienced training provider, a professional or industry association, an appropriately qualified employee in your business or an original equipment manufacturer (OEM)

Eligible activities include:

- technical and trade skills training, for example, design, engineering, project/program management, logistics, understanding Commonwealth Government processes, such as procurement services and Defence operations, support services (including information technology and cyber security)
- human resources training and skills development practices with a focus on building lifelong learning including cultural change, change management, human resource strategies/systems, employee training and development facilitation and workforce planning
- micro credentials courses, which may not yet be part of a training package or accredited course but are required to meet defence capability requirements. This can include different combinations of training modules to form new skill sets and training tailored to meet specific business needs
- apprenticeship supervision support to provide supervision, by an appropriately qualified employee in your business, to an apprentice who primarily spends their time on Defence projects according to the following scale per applicant, funding caps may apply:
 - Year 1 - \$4,000 per semester towards the costs of supervision
 - Year 2 - \$3,000 per semester towards the costs of supervision
 - Year 3 - \$2,000 per semester towards the costs of supervision
 - Year 4 - \$1,000 per semester towards the costs of supervision.
- on the job training supervision support where the supervisor providing the training is an appropriately qualified employee in your business, is purely technical in nature and directly supports Defence projects. Support may be funded at an hourly rate of \$80.00 (funding caps may apply) and you must demonstrate that the training:
 - is being supervised by a suitably qualified employee in your business
 - is of a purely technical nature (e.g. machine use)
 - is directly in support of a Defence contract or contracts
 - the level of competency attained can be verified
 - the trainee is not an apprentice
 - the training activity is not classroom based
 - log books (for the training and hours of supervision) can be provided if required by the Commonwealth.
- Original Equipment Manufacturer (OEM) training where the training is not incorporated in the products purchase price for a maximum of three staff (you must provide evidence). You must supply, at the time of application submission:
 - a training plan/syllabus

- an itemised quote for the proposed training
- correspondence from the OEM that clearly states that the training costs were not incorporated in the product purchase price; and if applying for training to be undertaken overseas, correspondence from the OEM that clearly states that the training is not available in Australia.

5.2. Eligible expenditure

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

Eligible expenditure items are:

- staff training costs and on-the-job training fees including TAFE, University, online training courses, training instructors (internal and external) and OEM training
- costs incurred in conducting training activities including training materials, text books, external venue hire and audio visual equipment hire
- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project activities in Australia
- overseas travel limited to the reasonable cost of accommodation and transportation to receive approved training where a comparable alternative is not available in Australia
- Human Resources skills training to directly improve the staff retention capability of the business and encourage staff in continuous learning

Where an internal instructor conducts your training you may claim the costs/wages on a cost recovery basis for the duration of the training. The instructor must be qualified to deliver the training. You will be required to provide evidence of the hourly wage of the qualified instructor (together with a copy of the instructor's qualification documentation), and a detailed course outline, for invoicing and reporting purposes. Commercial charge out rates cannot be used for instructors who are employees.

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is used, only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the grantee will require evidence showing the cost of an economy airfare at the time of travel. Accommodation is capped at \$200 per night (GST exclusive).

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.

Not all expenditure on your project may be eligible for grant funding. The program delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

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

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

You must not commence your project until you execute a grant agreement with the Commonwealth.

5.3. What you cannot use the grant for

Expenditure items that are not eligible are:

- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs associated with the use of an applicant's own equipment during training or onsite training facility costs
- costs associated with maintaining existing industry certifications and accreditations
- costs such as rental, renovations and utilities
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- fees for technical or professional certifications where no associated training has been delivered (e.g. where a professional certification has been awarded solely on recognition of prior learning)
- conference fees
- government and union fees
- wages or cost of time of people being trained
- ground transport (e.g. taxi, ferry or car hire)
- catering, meals and refreshments
- operational program software licenses (e.g. Microsoft, CAD Design, etc.)
- personal protective equipment (PPE)
- course development
- delivery of basic business training
- marketing and promotions.

6. The assessment criteria

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

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

We will only award funding to applications that score highly (more than 50 per cent) against all assessment criteria, as these represent best value for money.

6.1. Assessment criterion 1

How your project improves the capacity and capability of your business to service the defence industry sector (40 points).

Demonstrate this by describing:

- a. the skills your project will develop
- b. the extent that your project will increase the capacity and capability of your business or other businesses
- c. the extent that your project will increase your ability to service or train the defence industry sector
- d. the extent to which your project meets [defence priority areas](#) of STEM, project management, design and/or human resources
- e. the extent to which your project assists in reducing the skills shortages in the following priority areas: engineering design, planning and production management, project management, integrated logistics, systems engineering cyber security, software design and electrical engineering.

6.2. Assessment criterion 2

Your capacity, capability and resources to deliver the project (30 points).

Demonstrate this by describing:

- a. your ability and plan to maximise the skills developed for the business to ensure continuous improvement beyond the life of the project
- b. your track record managing similar projects and access to personnel with the right skills and experience, including management and technical staff
- c. the relevant skills and expertise of your training provider(s)
- d. your strategy to measure the project's success, including any targets and metrics.

You must present a strong case that you are using appropriately skilled and experienced training providers to score greater than 50% against this criterion.

6.3. Assessment criterion 3

Impact of grant funding on your project (30 points).

Demonstrate this by describing:

- a. your value for money proposition, with respect to the scale of the project and its intended outcomes
- b. your demonstrated need for funding, specifying in particular your current challenges with regards to upskilling staff.

7. How to apply

Before applying, you should read and understand these guidelines, the relevant fact sheets, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

To apply, you must:

- complete the online [program application form](#) on business.gov.au

- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

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

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

Provide the following documents with your application:

- trust deed (where applicable)
- itemised quotes for proposed training activities
- itemised quotes for domestic and international travel
- training plan/syllabus (OEM and internal training)
- letter/email from the OEM provider (OEM training)
- Defence Industry Association membership details (where applicable)

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Timing of grant opportunity

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

If you are successful, we expect you will be able to commence your project within one month of receiving the offer of grant funding.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	September 2020
End date of grant commitment	30 June 2023

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money.

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

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

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Who will approve grants?

The program delegate (who is a senior responsible officer within the department with responsibility for the program) decides which grants to approve taking into account the application assessment and the availability of grant funds.

The program delegate's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of funding.

We cannot review decisions about the merits of your application.

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

9. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project. 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 merit assessment.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. You must not start any Skilling Australia's Defence Industry activities 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 funding.

If you enter an agreement under the Skilling Australia's Defence Industry Grants Program you cannot receive other grants for the same activities from other Commonwealth, State or Territory granting programs.

We will use the Commonwealth simple grant agreement for this grant opportunity

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

10.2. Project specific legislation, policies and industry standards

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

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children
- State/Territory legislation in relation to Workplace Health and Safety.

10.3. How we pay the grant

The grant agreement will state the:

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

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

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

10.4. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities².

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

11. Announcement of grants

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

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

12. How we monitor your project

12.1. Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

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

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide sample templates 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:

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

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds

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

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

12.2.1. Progress reports

Progress reports must:

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

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

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

12.2.2. End of project report

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

End of project reports must:

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

12.2.3. Ad-hoc report

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

12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is attached to the sample grant agreement.

12.4. Compliance visits

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

12.5. Grant agreement variations

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

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

Note the program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project end date. We can provide you with a variation request template.

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

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

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

12.6. Evaluation

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

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

12.7. Grant acknowledgement

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

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

13. Probity

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

13.1. Conflicts of interest

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

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- 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
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

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

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)³ of the [Public Service Act 1999 \(Cth\)](#)⁴. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the department's [website](#)⁵.

13.2. How we use your information

Unless the information you provide to us is:

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

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

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

13.2.1. How we handle your confidential information

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

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

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively

³ https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030

⁴ <https://www.legislation.gov.au/Details/C2017C00270>

⁵ <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

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

13.2.3. How we use your personal information

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

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

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

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

We, or the Minister, may:

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

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

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

13.2.4. Freedom of information

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

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

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

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

13.3. Enquiries and feedback

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

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

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

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

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

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

You can also contact the [Commonwealth Ombudsman](#)⁷ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁷ <http://www.ombudsman.gov.au/>

Appendix A. Glossary

Term	Definition
Application form	The document issued by the program delegate that applicants use to apply for funding under the program.
Department	The Department of Industry, Science, Energy and Resources.
Defence Industry Associations	<p>Industry associations for the purposes of SADI are member-based organisations comprising of companies operating in Australian defence industry.</p> <p>Australian defence industry associations consist of businesses with an Australian Business Number and Australian-based industrial capability. (such as Australian company and board presence, skills base, value-add work in Australia, infrastructure); that are providing or have the capacity to provide defence specific or dual use goods or services in a supply chain that leads to the Australian Department of Defence or an international defence force.</p>
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the program delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Experienced training provider	<p>A training business or individual with a demonstrated history of and/or expertise in providing relevant defence industry training.</p> <p>We may request additional information to support claims of training provider experience.</p>
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.

Term	Definition
Minister	The Commonwealth Minister for Defence Industry.
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program delegate	A general manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Registered Training Organisation (RTO)	RTOs include TAFE colleges and institutes, adult and community education providers, private providers, community organisations, schools, higher education institutions, commercial and enterprise training providers, industry bodies, and other organisations that meet registration requirements.
SME in the defence sector	<p>Small and Medium-sized Enterprises currently supplying to, or intending to supply to, the defence sector:</p> <ul style="list-style-type: none"> ▪ micro to small businesses (1-19 employees) ▪ medium businesses (20 to 199 employees).