



Australian Government

Department of Industry, Science and Resources

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

Grant Opportunity Guidelines

Saving Native Species - Grants for game changers for threatened species

Opening date:	24 January 2024
Closing date and time:	5:00 PM Australian Eastern Daylight Time on 21 February 2024 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:	21 December 2023
Type of grant opportunity:	Open competitive

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1. Saving Native Species - Grants for game changers for threatened species processes

The Saving Native Species - Grants for game changers for threatened species 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's) Outcome 2: Conserve, protect and sustainably manage Australia's biodiversity, ecosystems, environment and heritage through research, 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 Guidelines \(CGRGs\)](#).



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



We make grant recommendations

The committee provides advice to the Minister for Environment and Water on the merits of each application.



Grant decisions are made

The Minister for Environment and Water 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 grant opportunity

DCCEEW will evaluate the specific grant activity and Saving Native Species - Grants for game changers for threatened species based on information you provide to us and that we collect from various sources.

1.1. Introduction

These guidelines contain information for the Saving Native Species - Grants for game changers for threatened species grant opportunity.

This document sets out:

- the purpose of the 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 the 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 [Saving Native Species Program](#) (the program) will run over four years from 2022-23 to 2025-26. The program delivers the government's election commitment to boost outcomes for threatened native plants and animals.

The objectives of the program are to:

- conserve, protect and sustainably manage Australia's biodiversity, ecosystems and environment
- deliver the objectives and targets in the [Threatened Species Action Plan](#) (the Action Plan).

The intended outcomes of the program are to:

- reduce the risk of extinction for all priority species
- improve the condition for all priority places
- prevent new extinctions of plants and animals
- protect and conserve at least 30 per cent of Australia's land mass.

There are other grant opportunities as part of the program and we will publish the opening and closing dates and any other relevant information on [business.gov.au](#) and [GrantConnect](#).

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

2.1. About the Saving Native Species - Grants for game changers for threatened species grant opportunity

The Saving Native Species - Grants for game changers for threatened species grant opportunity was announced as part of the program to support the implementation of the [Action Plan](#).

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

The objective of the grant opportunity is to deliver improved long-term outcomes for threatened species by developing new tools to mitigate the impact of broad-scale threats on threatened species (Target 19, [Action Plan](#)).

The grant opportunity will deliver this objective by funding innovative approaches (such as new methods, tools, technologies, or products) where the proof of concept has already been completed and there is an identified path to using this innovation for conservation threat abatement within Australia.

This funding will deliver benefits to biodiversity by assisting in the management of significant threats to threatened species and ecological communities. In particular, the proposed projects to be funded must identify one or more key threatening processes under the *Environment Protection and Biodiversity Conservation Act 1999* ([EPBC Act](#)) that will be abated or partially abated by the project. Where there is an associated statutory threat abatement plan, threat abatement advice or national action plan (including draft plans), an action in the plan or advice must identify the need for the project. It is expected that the project will also be identified as part of necessary threat mitigation action in recovery plans or conservation advice made under the [EPBC Act](#).

A secondary objective of the grant opportunity is to assist in contributing to one or more [Action Plan](#) targets including:

- Target 1: All priority species are on track for improved trajectory
- Target 4: All priority places are on track to have improved condition
- Target 7: Impacts of climate change on priority species and places are identified and actions are underway to strengthen resilience and adaptive capacity
- Target 21: At least half the number of projects that benefit priority species and priority places receive private investment or support from partners.

3. Grant amount and grant period

The Australian Government has announced a total of \$224.5 million over four years for the program. For this grant opportunity up to \$11.5 million is available.

3.1. Grants available

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

- The minimum grant amount is \$30,000.
- The maximum grant amount is \$3,000,000.

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

We cannot fund your project if it receives funding from another Commonwealth government grant, or if the project's viability is dependent on another grant or funding source that is unconfirmed at the time of submitting your application. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the Saving Native Species - Grants for game changers for threatened species grant or the other Commonwealth grant.

3.2. Project period

The maximum project period is 24 months.

You must complete your project by 31 March 2026.

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)

and be one of the following entities:

- an entity, incorporated in Australia
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- an incorporated trustee on behalf of a trust
- a publicly funded research organisation (PFRO) as defined in section 14
- an Australian local government agency or body as defined in section 14
- a Commonwealth corporate entity
- a state or territory Government agency or body.

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. Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

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

4.3. Additional eligibility requirements

We can only accept applications from a corporate Commonwealth entity or state/territory Government agency or body if the application is a joint application with at least one non-government entity listed in section 4.1.

We can only accept applications where you declare:

- that the proposed project does not duplicate other Commonwealth, state and territory government-funded management actions that are already underway in the location you are proposing to undertake activities
- you can provide letter/s of support from the site or landowner/s where your project will be taking place on a site or location that you do not own, where applicable
- you can provide a letter of support for your project from relevant Traditional Owners or Indigenous organisations with landowning/management rights or responsibilities, or with these rights being determined, where applicable
- you can provide a current letter or email from applicable government authorities demonstrating preliminary discussions related to activities requiring permits, where applicable.

5. What the grant money can be used for

5.1. Eligible grant activities

To be eligible your project must:

- be aimed at mitigating the impact of broad-scale threats or key threatening processes on threatened species to deliver improved long-term outcomes for threatened species
- address an abatement requirement for a listed EPBC Act Key Threatening Process and, desirably, an action in an EPBC Act Threat Abatement Plan, threat abatement advice or national action plan
- have proof of concept (i.e. initial research and development has been conducted and the method, tool, technology or product is viable and requires additional assistance to get to the conservation/nature repair market)
- contribute to threat abatement, that is faster, more effective or more humane than what is currently available
- be ethically acceptable, including cultural and social values, humaneness, public health impacts, non-target impacts and environmental externalities
- be a method, tool, technology or product that can be legally used in at least one state or territory in Australia, or would be a method, tool, technology or product that a regulatory agency would consider an application for registration (e.g. Australian Pesticides and Veterinary Medicines Authority)
- have a defined pathway to market.

5.2. Eligible expenditure

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

Eligible expenditure items may include:

- build, purchase or hire of equipment or assets required to deliver eligible activities (individual items in excess of \$10,000 (GST exclusive) must be itemised and justified in your application and approved by the program delegate)
- salaries 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
- staff training that directly supports the achievement of project outcomes (maximum 5 per cent of eligible project expenditure)
- contract expenditure, being the cost of any agreed project activities that you contract to others directly relating to the program objectives. All contractors must have a written contract in place covering the work to be undertaken, prior to starting any project work
- costs for legal and financial advice that are directly related to the project
- costs for communication and engagement activities that are directly related to the project including promotional activities
- domestic travel (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 what an economy airfare costs at the time of travel)

- contingency costs of up to a maximum of 10 per cent of the eligible project expenditure
- administrative support and overheads additional to the normal day to day running costs of the organisation, including project management or project co-ordination (maximum 10 per cent of eligible project expenditure)
- the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure.

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

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

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

To be eligible, expenditure must:

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

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

You may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

5.3. What the grant money cannot be used for

Expenditure items that are not eligible are:

- provision of goods, services or support for activities that are not directly related to eligible grant activities
- research not directly supporting eligible activities
- purchase of land
- purchase of large assets unless approved by the Program Delegate as outlined in section 5.2
- retrospective costs
- routine operation, business as usual or running costs including but not limited to accommodation, office facilities, IT hardware, software or user licences, printing and stationery, postage, legal and accounting fees, and bank charges
- activities that are required to be carried out by law or by a private contractual obligation, unless approved by the Program Delegate where there is an overlap between a mitigation measure and legislative responsibility
- financial costs, including interest and debt financing
- catering expenses, except for the provision of light refreshments/drinks that support safe community participation at community events (e.g. to maintain hydration)

- the introduction of plants, animals or other biological agents that are known to be, or that could become, environmental or agricultural weeds, pests or pathogens
- major capital expenditure, such as construction or capital works (excluding fencing) with a GST exclusive value of \$10,000 or more per item, unless identified in the application and approved by the Program Delegate
- depreciation of plant and equipment beyond the life of the project
- activities likely to have a significant adverse impact on any matter of national environmental significance under the *Environment Protection and Biodiversity Conservation Act 1999*
- activities likely to have a significant adverse impact on Indigenous cultural heritage, or not supported by Registered Aboriginal Parties or the relevant Traditional Owner representative group, without approval through relevant state, territory or Commonwealth legislation
- activities, equipment or supplies that are already being supported through other sources, including another Commonwealth, state or territory, or local government program
- activities outside of Australia unless identified in the application and approved by the Program Delegate.

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 will only award funding applications that score at least 50 per cent against each assessment criterion overall as these represent best value for money.

You must provide a project plan and project budget to support your response to the assessment criterion.

6.1. Assessment criterion 1

Project alignment with policy intent (60 points)

You should demonstrate this by describing:

- a. how the project you are proposing will abate one or more key threatening processes under the [EPBC Act](#) and deliver improved long-term outcomes for threatened species
- b. the critical gap or expansion of an existing activity
- c. how the project is supported by a proof of concept
- d. the uniqueness of your proposed solution relative to what is already currently available
- e. what are the benefits provided by the project and how will these be practically applied, including the social, environmental and economic benefits
- f. the extent to which your project contributes to other [Action Plan](#) targets listed in Section 2.1

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (40 points)

You should demonstrate this by describing:

- a. your expertise concerning the threat your project intends to abate and your access to personnel with the right expertise and experience, including commercialisation
- b. your track record managing similar projects and your plan to implement and monitor the project and risks
- c. your readiness to commence the project, this may include owning or access to the intellectual property and research, appropriate insurance, regulatory or other relevant approvals in place or ability to have them in place prior to commencement
- d. your strategy for a pathway to delivery and maintain the outcomes delivered by the project beyond the term of funding
- e. leadership or participation by First Nations peoples, community involvement, and/or private investment or support from partners in your project, to the extent possible or appropriate

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 may 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 Department. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

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

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

7.1. Attachments to the application

You must provide the following documents with your application:

- a project plan

- a detailed project budget
- letter/s of support from each project partner including details specified in section 7.2 where the application is a joint application
- trust deed (where applicable)
- proof of IP ownership or permission, including any patents
- proof of concept.

If your application is successful, you will be required to provide the following documents before entering into a contract, if applicable:

- letter/s of support from the site or landowner/s where your project will be taking place on a site or location that you do not own
- a letter of support for your project from relevant Traditional Owners or Indigenous organisations with landowning/management rights or responsibilities, or with these rights being determined
- a current letter or email from applicable government authorities demonstrating preliminary discussions related to activities requiring permits.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. The total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

7.2. Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver a project or be required to as stipulated in Section 4.3. In these circumstances, you must appoint an eligible lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

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

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

7.3. Timing of grant opportunity processes

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

You can submit an application at any time while the grant opportunity remains open.

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
Project completion date	31 March 2026
End date of grant commitment	30 June 2026

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

We consider your application on its merits, based on:

- how well it meets the assessment criteria
- how it compares to other applications
- whether it provides value with relevant money.²

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

- the overall objective/s of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought
- the projects addressing a range of key threatening processes.

If applications are scored the same, the program delegate will consider value with money and alignment to the program objectives and the effectiveness of threat abatement to recommend applications for funding.

8.2. Who will assess applications?

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

² See glossary for an explanation of 'value with relevant money'.

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 CGRGs.

8.3. Who will approve grants?

The Minister for the Environment and Water (the Minister) decides which grants to approve taking into account the application assessment and the availability of grant funds.

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

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

We cannot review decisions about the merits of your application.

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

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.

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 Minister. We will identify these in the offer of grant funding.

If you enter an agreement under the Saving Native Species – Grants for game changers for threatened species, you cannot receive other grants for this project from other Commonwealth, state or territory granting programs.

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

We will use a standard grant agreement for medium or larger projects where we consider your project to be more complex.

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 Minister.

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 legislation and regulatory requirements relating to:

- working with children
- working with vulnerable people
- interstate movement of native plants and animals
- animal welfare
- workplace health and safety requirements (federal, state and territory)
- animal care and protection, including prevention of cruelty to animals
- management of wildlife and listed threatened species
- quarantine, national parks and wildlife, biosecurity, and biodiversity conservation
- agricultural and veterinary chemicals use, including the AgVet Codes
- biosecurity, to prevent the spread of pests and diseases
- native vegetation and environment protection
- First Nations heritage and relics
- management of forests and waterways
- requirements relating to state/territory regulated activities.

You will also be required to:

- hold relevant permits or be otherwise accredited with, or authorised by, the relevant state or territory government(s) to undertake the proposed activities in those jurisdictions
- comply with relevant codes of practice, standards and guidelines, and threatened species conservation programs (where applicable)
- not trespass on property in the course of undertaking your grant activity nor endorse, sanction, or give comfort to acts of trespass or unauthorised access to private property
- if the grant activity is proposing to directly affect Indigenous places, values or communities, you must have the consent of the relevant Traditional Owners.

10.3. How we pay the grant

The grant agreement will state the:

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

We will 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. 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 execution.

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#), Section 5.3,. We may also publish this information on business.gov.au. This information may include:

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

12. How we monitor your grant activity

12.1. Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

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

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
- contributions of participants directly related to the project.

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

Unless advised otherwise be required to report to DCCEE using the Monitoring, Evaluation, Reporting and Improvement Tool (MERIT reporting tool) to help the Commonwealth evaluate environmental outcomes at a project and program level.

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 and actions undertaken during the reporting period
- identify 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 evidence of expenditure
- 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 but within the maximum time period allowed in program guidelines
- changing project activities.

The program does not allow for an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project 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. For large or complex projects, we may visit you after you finish your project. 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 opportunity to measure how well the outcomes and objectives have been achieved. DCCEEW may use information from your application and project reports for this purpose. DCCEEW 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.

DCCEEW 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 Saving Native Species Program.'

You must include the Australian Government logo in all promotional materials, publications and websites. Do not modify the logo's colour, shape, form, font or design in any way. Do not place it over an image or heavily textured background or as a tint of a colour. You cannot use the logo to give the impression that the Australian Government has published a product or endorsed another organisation.

If you promote your project on social media, where character limits allow please use the following handles and hashtags:

- X (Twitter): @TSCommissioner, @dcceew
- Facebook: @TSCommissioner, @dcceew
- Instagram: @tscommissioner, @dcceew

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

13. Probity

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

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

13.1. Enquiries and feedback

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

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

Our [Customer Service Charter](#) is available at business.gov.au. 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
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 Saving Native Species - Grants for game changers for threatened species. 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
- 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 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
- to whom we give your personal information.

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

We may give the personal information we collect from you to our employees, contractors, the committee and other and contractors 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](#)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

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

- someone other than us has made the confidential information public.

13.5. Freedom of information

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

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

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

14. Glossary

Term	Definition
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	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995 (Cth)</i> .
committee	The body established to consider and assess eligible applications and make recommendations to the Minister for funding under the program.
Department	The Department of Industry, Science and Resources.
eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
eligible application	An application 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 that is eligible for funding support as set out in 5.2.
grant	Is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <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 b) which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.

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
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.
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 organisation which has been selected to receive a grant.
IP ownership or permission	The organisation who is the entitled owner of intellectual property (IP); the creator of the intellectual property or purchased the intellectual property rights from the creator or previous owner
proof of concept	Evidence which demonstrates that a design concept is feasible
Minister	The Commonwealth Minister for the Environment and Water.
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> <ul style="list-style-type: none"> a) whether the information or opinion is true or not; and b) whether the information or opinion is recorded in a material form or not.
Program Delegate	A manager within the department with responsibility for 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) and corporate Commonwealth entities, and state and territory business enterprises which undertake publicly funded research.
selection criteria	Comprises of eligibility criteria and assessment criteria.

Term	Definition
value with relevant money	<p>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.