



**Australian Government**

**Department of Industry, Science and Resources**

**Attorney-General's Department**

## Grant Opportunity Guidelines

# Securing Faith-Based Places

<b>Opening date:</b>	31 July 2023
<b>Closing date and time:</b>	5.00pm Australian Eastern Standard Time on 11 September 2023. Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Attorney-General's Department (AGD)
<b>Administering entity:</b>	Department of Industry, Science and Resources (DISR)
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46
<b>Date guidelines released:</b>	24 July 2023, updated 14 February 2024
<b>Type of grant opportunity:</b>	Open competitive

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# 1. Securing Faith-Based Places grants program - processes

## Securing Faith-Based Places grants program

This grant opportunity contributes to the Attorney-General's Department Outcome 1.6 and has been designed in accordance with the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#). The Department of Industry, Science and Resources (DISR/we) has been engaged to administer the grant opportunity on behalf of the Attorney-General's Department.



## The grant opportunity opens

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



## You complete and submit a grant application

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



## We assess all grant applications

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



## We make grant recommendations

We provide a recommendation to the Attorney-General's Department on the merits of each application. The Attorney-General's Department undertakes due diligence assessment on recommended applications and provides advice to the decision maker (the Attorney-General) on the merits of each eligible application, including a recommendation for funding.



## Grant decisions are made

The decision maker decides which applications are successful.



## We notify you of the outcome

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



## We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved. If you have included ineligible expenditure as part of your grant application, the value of your grant will be reduced to exclude those items from the grant agreement.



## 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 as appropriate.



## Evaluation

The Attorney-General's Department will evaluate both the specific grant activity and the Securing Faith-Based Places program as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1. Introduction

These guidelines contain information for the Securing Faith-Based Places grants program (the program).

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

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.

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

This grant opportunity will be administered by the Department of Industry, Science and Resources (DISR/we) on behalf of the Attorney-General's Department.

These guidelines set out the rules and processes which govern how grants under the program will be awarded and managed.

## 2. About the Grant Program

The Proceeds of Crime Act 2002 (POCA) provides a scheme to trace, restrain and confiscate the proceeds of crime against Commonwealth Law. Assets confiscated from criminals are held within the Confiscated Assets Account (CAA).

Section 298 of the POCA provides a scheme that allows for funds held within the CAA to be given back to the community to prevent and reduce the harmful effects of crime in Australia. Expenditure under this program must be for one or more of the following purposes:

- crime prevention measures
- law enforcement measures
- measures relating to treatment of drug addiction, and/or
- diversionary measures relating to illegal use of drugs.

Grants awarded under this program will assist crime prevention.

### 2.1. About the Securing Faith-based places grant opportunity

The grant opportunity will run over 4 years from 2023-24 to 2026-27.

The grant opportunity is part of the Attorney-General's Department Program 1.6 Criminal Justice.

The objective of the grant opportunity is to support religious schools and pre-schools, places of worship and faith-based community centres to address the risk of crime and violence motivated by religious or racial intolerance through the installation or upgrade of security infrastructure and/or the engagement of security guards at those sites.

The intended outcomes of the grant opportunity are to:

- enable faith-based communities to undertake activities safely and free from harassment
- deter crime and violence at faith-based places
- improve safety within faith-based communities when attending faith-based places, and

- contribute to greater community resilience and wellbeing.

At the completion of the project, organisations will be required to submit an end of project report. This report will capture outcomes and benefits of your project.

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

## 3. Grant amount and grant period

### 3.1. Grants available

For this grant opportunity, a maximum of \$50 million is available over 4 years.

- The minimum grant amount is \$25,000.
- The maximum grant amount is \$500,000.

You can only submit one application for funding. If you wish to apply for funding at multiple locations/campuses, your single application must encompass the activities that will take place at each location/campus.

**For registered schools, pre-schools and places of worship:** If you are the legal entity applying on behalf of a school, pre-school or place of worship you can submit one application for each school, pre-school, or place of worship you are applying on behalf of. In this case, the maximum \$500,000 grant amount applies to the individual school, pre-school or place of worship and not the legal entity who is making the application on their behalf.

### 3.2. Project period

The maximum project period is 40 months.

You must complete your project by 28 February 2027.

## 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria. We cannot waive the eligibility criteria under any circumstances.

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

To be eligible you must:

- be associated with an eligible religion
- have an Australian Business Number (ABN)
- be an eligible legal entity, namely:
  - an entity incorporated in Australia
  - an incorporated association, or
  - an incorporated not for profit organisation, and
  - meet all requirements to enter into a grant agreement.

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

For the purpose of this grant opportunity, an **eligible religion** is any religious group listed in the Australian Bureau of Statistics' [Australian Standard Classification of Religious Groups](#), groups one to six at Table 1.3.

You will need to determine your legal status before applying for a grant. A **legal entity** has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and be held responsible for its actions. An ABN alone does not mean an organisation has the capacity to enter into an agreement with the Commonwealth. For further guidance refer to [www.business.gov.au](http://www.business.gov.au).

If you are a school or pre-school, you will need to determine your legal status before applying for a grant. Only schools who are separate legal entities can apply for a grant themselves. If your school is not a separate legal entity you will need to have your legal entity apply for a grant on your behalf.

## 4.2. Additional eligibility requirements

You must meet all requirements to enter into a grant agreement. We can only accept applications where you can:

- commit to start your project within 8 weeks of executing a grant agreement (can include project planning activities)
- confirm that you have the authority of the site owner or manager to undertake the project at the nominated site(s). You will be required to provide a letter from the site owner or manager using the letter template provided on [business.gov.au](http://business.gov.au) prior to entering into a grant agreement
- provide all mandatory attachments (see section 7.1).

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

You are **not eligible** to apply if you are:

- 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)* (Cth)
- an individual
- a partnership
- an unincorporated association
- any organisation not included in section 4.1
- 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)
- an organisation that is not a legal entity and unable to enter into a funding agreement with the Commonwealth
- an organisation previously defunded by State, Territory or Australian Government agencies for performance and/or integrity reasons
- an organisation undergoing debt recovery action for previous Commonwealth, State, Territory or local Government grant awards
- an organisation that has gone into administration or receivership
- a non-corporate Commonwealth entity.

As part of your application, you are required to provide information about any funding you are currently receiving from other Commonwealth, State, Territory or local government grants for a similar purpose. If the specific activities you are seeking funding for have already received funding from other Commonwealth, State, Territory or local government grants, we are not able to fund the project.

## 5. What the grant money can be used for

### 5.1. Eligible grant activities

To be eligible your project must:

- improve security measures at a religious school, pre-school, place of worship or faith-based community centre that is facing threats, violence and/or security risks associated with religious or racial intolerance.
- have at least \$25,000 in expenditure against eligible activities (**eligible expenditure**, see further below).

For the purpose of this grant opportunity, **eligible activities** are security infrastructure and security guarding services, including:

- the installation or upgrade of security infrastructure such as:
- security camera systems (e.g. CCTV)
- access controls, such as secure exterior doors, intercoms and swipe access
- security lighting
- fencing and gates
- traffic barriers and bollards
- emergency communication systems
- external blast walls
- security windows
- intrusion detection and alarm systems
- engagement of security guards, licenced by the relevant state or territory agency
- associated project management and project audit.

We may also approve other activities associated with the eligible activities above.

### 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. To be eligible, expenditure must:

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

For further guidance on eligible expenditure, refer to **Appendix A**.

For further guidance on ineligible expenditure, refer to **Appendix B**.

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 (who is a manager within DISR) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may be asked to provide evidence of any estimated costs, such as quotes, before we enter into a grant agreement with you.

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

You may start your project from the date we notify you that your application is successful. However, we are not responsible for any expenditure you may incur until a grant agreement is executed.

## 6. The assessment criteria

You must address all assessment criteria in your application.

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 assess your application based on the weighting given to each criterion.

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

### 6.1. Assessment criterion 1

**The extent to which your project will contribute to improved crime prevention or community safety outcomes for your faith-based community and support community members to undertake activities safely and free from religious or racially motivated harm or harassment (50 points).**

You should demonstrate this by describing:

- a. the extent that religious or racially motivated crime and/or violence is an issue in your community, including at the proposed project site(s) **(25 points)**

If you are submitting an application for funding at multiple locations/campuses, you must provide relevant information for each location/campus. This could include:

- details of intimidation, criminal damage, or vandalism
- photographs of recent criminal damage/vandalism
- crime statistics
- police reports
- letters of support from the community or other organisations
- recent media articles or social media posts

- b. how your project will contribute to addressing the risk of crime and/or violence described in paragraph 6.1, at the proposed project site(s) and how your project will support community members to undertake activities safely and free from religious or racially motivated harm or harassment **(25 points)**.

Your application should describe:

- the specific security risks you are trying to address at each location
- the details of proposed project activities at each location
- how the proposed project activities will reduce relevant risks at the project site(s), and
- how the proposed project will assist members of your faith-based community to undertake activities safely and free from harassment.

## 6.2. Assessment criterion 2

### How your project represents value for money (30 points).

Value for money is about achieving the best available outcome for money spent. To do this you need to demonstrate your projects' benefits compared to the estimated costs.

You should demonstrate value for money by:

- a. justifying the costs of your project including through the provision of quotes from multiple suppliers to validate your estimated costs **(10 points)**
- b. outlining how the proposed infrastructure to be installed will be fit-for-purpose and provide ongoing benefits **(5 points)**
- c. demonstrating how the grant funding will assist your organisation by:
  - describing the likelihood the project would proceed without the grant, including impacts on delivery timing, and
  - explaining how the grant will assist members of your faith-based community and
  - describing how you will measure success of the project to ensure that the project achieves its intended goals. **(15 points)**

## 6.3. Assessment criterion 3

### Your capability and resources to deliver the project (20 points).

You should demonstrate this by describing:

- a. your plan to manage the project and key risks **(15 points)**

You must attach a project plan relative to the project size, complexity and grant amount requested.

The project plan should include:

- details of the key personnel who will manage the delivery of the project
- risk management strategy
- how you will gain relevant planning approvals.

If relevant, you should include detail about who will have access to security camera footage and under what circumstances, and how interactions between security guards and people at the site will be managed.

- b. how you propose to fund any ongoing costs of maintenance and operation of the infrastructure beyond the grant funding. If relevant, you should also detail how you propose to support the presence of security guards beyond the grant funding period **(5 points)**.

## 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](http://business.gov.au) and GrantConnect.

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

You will need to set up an account to access our online [portal](#).

To apply, you must:

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

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

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

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

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

### 7.1. Attachments to the application

You must provide the following documents with your application:

- project plan
- letter from your board (or chief executive officer or equivalent if there is no board) detailing your association with an eligible religion (as per template provided on GrantConnect and [business.gov.au](http://business.gov.au))
- information to support your claims under each assessment criterion
- evidence of your incorporation
- letter from the site owner or manager using the template provided on [business.gov.au](http://business.gov.au) confirming that you have permission to undertake the project at the nominated site(s) (if applicable)
- quotes from suppliers outlining estimated costs of your project.

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. Timing of grant opportunity processes

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

If you are successful, we expect you will be able to commence your project around November 2023.

Table 1: Expected timing for this grant opportunity

Activity	Estimated Timeframe
Closing of applications	11 September 2023
Assessment of applications	September/October 2023
Approval and announcement of successful applicants	October/November 2023
Negotiations and award of grant agreements	November/December 2023
Notification to unsuccessful applicants	December 2023
Earliest start date of project	The date we notify you that your application is successful
End of project	28 February 2027

## 8. The grant selection process

### 8.1. Assessment of grant applications

We first review your application against the eligibility criteria.

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

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.<sup>2</sup>

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

- the overall objective/s of the grant opportunity
- the information provided to demonstrate how your project contributes to meeting those objectives
- the costs of services and products and the relative value of the grant sought.

If applications are equally scored following the merit assessment, the program delegate will consider alignment of the proposed project to the program objectives as outlined in Section 2 of these Guidelines.

The program delegate will take into consideration the diversity of faith-based entities recommended and the geographic spread of applications recommended for funding.

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<sup>2</sup> See glossary for an explanation of 'value with money'.

We make recommendations to the Attorney-General's Department who undertake due diligence assessments, related to other Commonwealth and state or territory government funding, on recommended applications.

## 8.2. Who will approve grants?

The Attorney-General's Department will provide a list of recommendations to the decision maker (the Attorney-General) on the merits of each application including the outcome of the due diligence assessments. The Attorney-General decides which grants to approve, taking into account the application's assessment and the availability of grant funds.

The Attorney-General'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 Attorney-General will not approve funding if there are insufficient program funds available across relevant financial years for the program.

## 9. Notification of application outcomes

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

If you are unsuccessful, we will give you an opportunity to seek feedback on your application from us.

## 10. Successful grant applications

### 10.1. The grant agreement

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

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

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

If you enter an agreement under the Securing Faith-Based Places program, you cannot receive other grants for the same activities which you outline in your application from other Commonwealth, state, territory or local government granting programs.

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

### 10.2. Project/Activity specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry

standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/territory legislation in relation to working with children
- Compliance with security guard regulations.

#### 10.2.1. Child safety requirements

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

You must implement the [National Principles for Child Safe Organisations](#)<sup>3</sup> endorsed by the Commonwealth.

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

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

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

### 10.3. How we pay the grant

The grant agreement will state the maximum grant amount we will pay.

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 entities.<sup>4</sup>

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

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<sup>3</sup> <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

<sup>4</sup> See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](http://ato.gov.au)

## 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](#), 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.

### 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
- Impact of your project against the objectives of this grant opportunity.

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

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

#### 12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities

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

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

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

### 12.2.2. Ad-hoc reports

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

### 12.2.3. End of project report

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

End of project reports must:

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

## 12.3. Audited financial acquittal report

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on [business.gov.au](http://business.gov.au) and GrantConnect.

## 12.4. Grant agreement variations

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

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

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. 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
- changes to the timing of grant payments
- availability of program funds.

### 12.5. Compliance visits

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

### 12.6. Record keeping

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

### 12.7. Evaluation

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

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

### 12.8. 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.’

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.

### 13.1. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46, 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 grant opportunity and/or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

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

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

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

We publish our [conflict of interest policy](#)<sup>5</sup> on DISR'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

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<sup>5</sup> [https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf\\_files\\_redirect](https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect)

- 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, and other Commonwealth employees and contractors, so we can:

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

We, or the Attorney-General, may:

- announce the names of successful applicants to the public
- publish personal information on the Attorney-General's Department or DISR websites.

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

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

### 13.4. Confidential information

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

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

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

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

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Attorney-General 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

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<sup>6</sup> <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	The Business Grants Hub at the Department of Industry, Science and Resources
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.
<a href="#"><u>Commonwealth Grants Rules and Guidelines (CGRGs)</u></a>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration.
completion date	The date that the grant activity must be completed and the grant spent by.
decision maker	The Attorney-General.
eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
eligible application	An application or proposal for grant funding under the program that the program delegate has determined is eligible for assessment in accordance with these guidelines.
eligibility criteria	The mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
eligible expenditure	The expenditure incurred by a grantee on a project, and which is eligible for funding support as set out in 5.2.
eligible expenditure guidance	The guidance that is provided at Appendix A.
eligible religion	Religious groups one to six identified in table 1.3 of the Australian Bureau of Statistics' <a href="#"><u>Australian Standard Classification of Religious Groups</u></a> .
Faith-based community centre	A location run by an organisation associated with an eligible religion where members of the community may gather for group activities, education sessions, social support, and other purposes. The locations may or may not be open to broader groups of people.

Term	Definition
grant	<p>For the purposes of the CGRGs, a grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>▪ under which relevant money<sup>7</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>8</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>▪ which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake
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 and conditions of the grant.
grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
grant opportunity	The specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.
grant program	A ‘program’ carries its natural meaning and is intended to cover a potentially wide range of related projects aimed at achieving government policy outcomes.
<a href="#">GrantConnect</a>	The Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grantee	The individual/organisation which has been selected to receive a grant
guidelines	The grant opportunity guidelines that the Minister gives to the Attorney-General’s Department to provide the framework for the administration of the program, as in force from time to time.

<sup>7</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>8</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
PGPA Act	The <i>Public Governance, Performance and Accountability Act 2013</i> (Cth).
Pre-school	<p>A service that provides an early childhood education program, delivered by a qualified teacher, often but not necessarily on a sessional basis in a dedicated service. Alternative terms used for preschool in some jurisdictions include kindergarten, pre-preparatory and reception.</p>
program delegate	A manager within DISR with responsibility for administering the program.
program funding or program funds	The funding made available by the Commonwealth for the program.
project	A project described in an application for grant funding under the program.
School	<p>A school provides organised instruction or training on a regular and continuing basis. The instruction is generally provided in class form. It includes people assembling for regular study of some area of knowledge or activity that is not recreational in character.</p>
selection criteria	Comprises eligibility criteria and assessment criteria.

Term	Definition
value with relevant money	<p>A CGRG requirement which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>▪ the quality of the project proposal and activities</li> <li>▪ fitness for purpose of the proposal in contributing to government objectives</li> <li>▪ that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and</li> <li>▪ the potential grantee's relevant experience and performance history.</li> </ul>



## Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time; check you are referring to the most current version from the [business.gov.au](https://business.gov.au) website before preparing your application.

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 incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities (where applicable)
- meet the eligible expenditure guidelines.

### A.1 How we verify eligible expenditure

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

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you may be required to provide an independent financial audit of all eligible expenditure from the project.

### A.2 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do, for example engaging security guards. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

### A.3 Other eligible expenditure

Other eligible expenditures for the project may include:

- the cost directly associated with the purchase and installation or upgrade of security infrastructure
- project management costs up to 5 percent of the total eligible expenditure claimed
- financial auditing of project expenditure to a maximum of 1 percent of total grant
- contingency costs up to a maximum of 5 percent of the total eligible expenditure claimed. Note that we make payments based on actual costs incurred.

Other specific expenditures may be eligible as determined by the Program Delegate.

Evidence you need to supply may include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

## Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time; check you are referring to the most current version from the [business.gov.au](https://www.business.gov.au) website before preparing your application.

The program delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- activities, equipment or supplies that are already being supported through other sources
- activities, works and equipment that does not have a primary purpose relating to the site's security for example, playground equipment or decorative work
- costs incurred prior to us notifying you that the application is eligible and complete
- any in-kind contributions
- financing costs, including interest
- 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.
- costs such as rental, renovations and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must obtain and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- depreciation of plant and equipment beyond the life of the project
- maintenance costs
- costs of purchasing, leasing, depreciation of, or development of land
- construction, (including of guard houses), major renovation or extension of buildings. Major renovations include but are not limited to building or substantially modifying walls or other building structures
- large-scale capital equipment and capital works such as construction or major upgrades of buildings, roads, bridges, or other structures
- costs related to security infrastructure for buildings that do not exist at the time of your application submission, or that require other major works to be completed first. A building is considered requiring other major works if it is undergoing construction, major renovation, or extension. Major renovations include but are not limited to building or substantially modifying walls or other building structures not being funded by this grant
- staff training and development costs
- routine operating expenses including communications, accommodation, overheads and consumables, e.g. paper, printer cartridges, office supplies
- ongoing upgrades, updates and maintenance of existing ICT systems and computing facilities, including websites, customer relationship management systems, databases, the cost of

ongoing subscription-based software and IT support memberships, and warranties for purchases that are not directly related to the project

- recurring or ongoing operational expenditure (including annual maintenance, rent, water and rates, postage, legal and accounting fees, and bank charges)
- 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
- fund raising or sponsorship costs
- personal protection for specific individuals
- travel or overseas costs.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

## Appendix C. Legal entity guidance and evidence requirements

A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and be held responsible for its actions. An ABN alone does not mean an organisation has the capacity to enter into an agreement with the Commonwealth.

### C.1 Ineligible organisations

You are not eligible to apply for the Securing Faith-Based Places Grant opportunity if your organisation type is listed in section 4.3 of these guidelines. However, where you have an incorporated parent organisation or an incorporated trustee, they could apply on your behalf, provided they also meet the grant opportunity's eligibility criteria.

### C.2 Organisations including community, religious and other not for profit

Only organisations who are legal entities listed in section 4.1 of these guidelines can apply for a grant themselves.

If your organisation is not a legal entity, and you have a parent organisation who is a legal entity, your parent legal entity can apply for a grant on your behalf. For example, if you are a parish church, you may be an unincorporated entity and therefore ineligible to apply for a grant yourself. However, your corporate body could apply on your behalf.

An incorporated trustee, that meets the eligibility criteria in 4.1 of these guidelines, can apply on behalf of a trust.

### C.3 Schools

Only registered schools who are legal entities can apply for a grant themselves. You should check your school's legal entity status before you apply for a grant. If your school is registered but is not a legal entity, you will need to have your legal entity apply for a grant on your behalf.

School/location	Legal entity status
Registered Catholic schools	Your school may not be a legal entity in its own right and may need your legal entity such as the archdiocese, diocese or your education authority in your state or territory to submit an application on your behalf. You should check your legal status before applying for a grant.
Registered Independent Schools	Your school may not be a legal entity in its own right and may need your parent organisation to submit an application on your behalf. You should check your legal entity status before applying for a grant.

## C.4 Evidence you can use to verify your legal entity status

Entity	Evidence that may be used to verify your legal entity status
Incorporated not for profit organisations	Evidence may include: <ul style="list-style-type: none"> <li>▪ State or Territory incorporated association registration number</li> <li>▪ Certificate of incorporation or equivalent documentation.</li> </ul>
Organisations established through specific Commonwealth or state/territory legislation (including public benevolent institutions, churches)	Evidence may include the relevant Act or legislation under which the body was formed.
Trustees on behalf of a trust	Evidence may include: <ul style="list-style-type: none"> <li>▪ Trust deeds confirming the legal relationship between the trust and trustee. We will review these documents to determine capacity to enter into a legal agreement. Proof of legal entity status of the trustee will also be required.</li> </ul>
Commonwealth, local, state or territory government bodies	Evidence may include: <ul style="list-style-type: none"> <li>▪ Confirmation of official government and/or council webpages</li> <li>▪ Possession of a '.gov.au' domain.</li> </ul>