



Australian Government

Department of Industry, Science and Resources

Attorney-General's Department

Grant Opportunity Guidelines

Youth Empowerment Program

Opening date:	7 January 2025
Closing date and time:	5.00pm Australian Eastern Daylight Time on 28 January 2025 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Attorney-General's Department
Administering entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	4 December 2024
Type of grant opportunity:	Open competitive

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1. Youth Empowerment Program processes

The Youth Empowerment Program is designed to achieve Australian Government objectives
This grant opportunity contributes to the Attorney-General's Department's Outcome 1.6 – Criminal Justice. The Attorney-General's Department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#). 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 guidelines on business.gov.au and [GrantConnect](#).



You complete and submit a grant application

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



We assess all grant applications

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



We make grant recommendations

We provide advice to the Attorney-General's Department on the merits of each application. The Attorney-General's Department undertakes due diligence assessments 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 is the Commonwealth Attorney-General. 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.



Evaluation of the Youth Empowerment Program

You will be required to undertake an evaluation of your program consistent with these guidelines. The Attorney-General's Department or their representative will evaluate the Youth Empowerment Program as a whole. The Attorney-General's Department base this on information you provide them and that they collect from various sources.

1.1. Introduction

These guidelines contain information for the Youth Empowerment Program (the program).

This document sets out:

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

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

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 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 primarily support crime prevention measures.

2.1. About the Youth Empowerment Program grant opportunity

The grant opportunity will run over 3 years from 2024-25 to 2026-27.

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

Funding of \$28.377 million will be provided to organisations for programs for youth aged 10 to 17 who are engaged in, or at-risk of becoming engaged in, criminal and/or anti-social behaviour. It is expected that activities will be aimed at the participation of young people at-risk aged between 10 to 17 to reduce the incidence of low-level engagement in criminal activity and decrease recidivism rates.

The objectives of the grant opportunity are to:

- provide alternative pathways for young people who are at risk of being engaged in criminal and/or anti-social behaviour
- enable young people at-risk to break patterns of recidivism and cyclical engagement in criminal activity
- help young people at-risk to develop life skills to prevent them from becoming entrenched in the criminal justice system, to promote inclusion, build community resilience and strengthen family support structures.

The intended outcomes of the grant opportunity are:

- improved engagement of young people at-risk in education, work ready programs and the community more generally
- decrease anti-social behaviour or engagement in criminal activity and an increase in positive community and family engagement
- reduce the incidence of low-level engagement in criminal activity by young offenders and decrease recidivism rates among the same cohort.

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

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

3. Grant amount and grant period

3.1. Grants available

For this grant opportunity \$28.377 million is available over 3 years from 2024-25 to 2026-27.

- The minimum grant amount is \$300,000.
- The maximum grant amount is \$1 million.

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

The grant amount will be up to 100 per cent of eligible expenditure.

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

We cannot fund your project if the specific activities you are seeking funding for are already receiving funding from other Commonwealth, state, territory or local government grants.

3.2. Project period

You must complete your project by 31 March 2027.

4. Eligibility criteria

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

4.1. Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- have an account with an Australian financial institution

and be one of the following entities:

- an incorporated association
- an incorporated not for profit organisation.

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.

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

4.2. Additional eligibility requirements

We can only accept applications where you provide a letter from your board or governing committee (or CEO if there is no board or committee) that confirms that your organisation delivers or has delivered programs that engage young people at-risk of engaging in crime or anti-social behaviour. An example template is available on business.gov.au and GrantConnect.

We cannot waive the eligibility criteria under any circumstances.

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

You are not eligible to apply if you are:

- any organisation not included in section 4.1
- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*.
- an organisation currently receiving funding under the Commonwealth's U25-GO grant program
- an individual
- a partnership
- an unincorporated association
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth, state, territory or local government body (including government business enterprises)
- a non-corporate Commonwealth entity
- an organisation undergoing debt recovery action or that has been defunded by state, territory or Australian Government agencies for performance and/or integrity reasons
- an organisation currently under voluntary or involuntary administration.

4.4. What qualifications, skills or checks are required?

If you are successful, all personnel working on the project must complete/maintain the relevant following registrations and checks:

- police clearance
- Working with Children check relevant to the state or territory legislation for your grant location
- Working with Vulnerable People registration relevant to the state or territory legislation for your grant location.

All relevant checks need to be in place for all employees and volunteers before they commence delivering activities under the grant agreement. We cannot waive the requirement of this criteria under any circumstances.

5. What the grant money can be used for

5.1. Eligible grant activities

To be eligible your project must:

- include one or more youth engagement activities which may occur at a single or multiple locations
- have at least \$300,000 in eligible expenditure.

Eligible activities must directly relate to the project and must include at least one of the following:

- services to youths who have been engaged with, or are at risk of becoming engaged with, the criminal justice system
- programs that increase the level of engagement for young people at-risk, with their local communities, by building resilience, cultural connections and skills such as:
 - awareness campaigns and workshops/strategies targeted at young people at-risk to avoid or de-escalate criminal and/or anti-social behaviours
 - healthy decision making to foster positive connections with local communities
 - assisting young people at-risk to prepare for the workforce
 - youth justice conferencing
 - facilitating activities directly related to crime prevention, such as transition from detention
 - providing greater opportunities for young people at-risk to positively engage in community activities, including sports or recreational extra-curricular activities
 - assistance with vocational skills development, including support to address language and literacy issues, undertaking specific job training, as well as practical skills development such as gaining a driver's licence
 - improving foundation skills such as the ability to work in a team, communication skills, motivation and reliability
 - engaging with families of young people at risk of entering, or that are already in contact with the criminal justice system.

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

5.2. Eligible locations

Your project can include activities at different locations, as long as they are all in Australia.

5.3. Eligible expenditure

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

- For guidance on eligible expenditure, refer to appendix A.
- For 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.

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 DISR 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.

5.4. What the grant money cannot be used for

For guidance on ineligible expenditure, refer to appendix B.

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 to applications that score at least 50 per cent against each assessment criterion.

6.1. Assessment criterion 1

The extent that your project will contribute to positive outcomes for youth and divert them from the criminal justice system (45 points).

You must demonstrate this by describing:

- a. how your project will positively assist marginalised young people at-risk to develop life skills to prevent them from becoming entrenched in the criminal justice system, to promote inclusion and build resilience (20 points)
- b. how you will identify young people at-risk to participate in the program, what referral mechanisms are in place for involvement in the program, and an estimated number of young people at-risk that will benefit from the project (20 points)
- c. how you will provide pathways for young people to transition out of your programs as they enter into adulthood, including referrals into suitable new support systems (5 points).

In addition to the mandatory eligibility requirement at 4.2, you must attach evidence to support your claims. Examples of the type of evidence you may wish to provide to support and strengthen your claims include:

- a letter that confirms you have the support of one or more of the following entities to deliver activities in your area(s), and that these supporting entities will refer young people at-risk, to your program:
 - local police
 - local educational institution(s)
 - an Australian local government agency or body as defined in section 14
 - state or territory agency responsible for youth justice crime and/or law enforcement
 - state or territory agency that provides support to families and children.
- letter from the proposed referral partner/s (e.g. school, police) to demonstrate that the referral mechanisms are in place or will be put in place

- letters from the community, partner organisations or other local stakeholders providing support that the proposed initiative will have a beneficial impact on crime and anti-social behaviour for the young people at-risk
- evaluations from previous similar initiatives undertaken with the young people at-risk
- excerpts or documents from published studies that support that the proposed activity is established good practice in youth engagement.

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 project's benefits compared to the estimated costs.

You must demonstrate value for money by:

- a. justifying the cost of your project with respect to its scale and intended benefits. You must attach a detailed project budget, which is supported by evidence such as quotes and staffing details to validate the costs of your project (20 points)
- b. explaining the importance of the grant funding to your project, and how the grant will positively impact your project in terms of scale, timing or reach (10 points).

6.3. Assessment criterion 3

Your capacity, capability and resources to deliver the project (25 points)

You must demonstrate this by:

- a. attaching a project plan, relative to the project size, complexity and grant amount requested, that outlines how you will manage the project and key risks (15 points).

The project plan should include:

- details (including relevant training and qualification) of the key personnel who will manage the delivery of the project
 - risk management strategy
 - evaluation strategy, including how you will measure success of the project.
- b. describing your capacity to undertake program evaluation, including your experience in evaluating similar past projects (10 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 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 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 project budget
- evidence of the extent to which your project will contribute to positive outcomes for young people at-risk and divert them from the criminal justice system
- evidence to validate the costs of your project
- letter(s) of support from project partner organisations (if applicable)
- a letter from your board or committee (or CEO if there is no board or committee) that confirms that your organisation delivers or has delivered programs that focus on youth at high risk of engaging in crime or anti-social behaviour. An example template is available on business.gov.au and GrantConnect.
- attach detailed evidence that supports assessment criteria responses (where applicable)

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

7.2. Joint (consortia) applications

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

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

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

7.3. Timing of grant opportunity processes

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

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

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	3-6 weeks
Approval and announcement of successful applicants	4 weeks
Negotiations and award of grant agreements	3 weeks
Project completion date	31 March 2027
End date of grant commitment	30 June 2027

7.4. Questions during the application process

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

8. The grant selection process

8.1. Assessment of grant applications

We first review your application against the eligibility criteria.

If eligible, 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.²

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

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

If applications are scored the same, the Program Delegate will consider value with relevant money, alignment to the program objectives and geographical spread, to recommend applications for funding.

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

We also consider any national interest, financial, legal/regulatory, governance or other issue or risk that we identify during any due diligence process that we conduct in respect of the applicant. This includes its directors, officers, senior managers, key personnel, its related bodies corporate (as defined in the *Corporations Act*) or its application that could bring the Australian Government into disrepute if it were to fund the applicant. Such issues and risks include where we consider that funding the application under this grant opportunity is likely to directly conflict with Australian Government policy. Where possible³, we will provide you with an opportunity to comment on any material risks identified during this due diligence process prior to our determining the extent (if any) to which those issues or risks affect our assessment of the application and, if so, whether they are sufficient to warrant the exclusion of your application from the assessment process.

8.2. Who will assess applications?

We assess your application against the selection criteria.

8.3. 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 advise you of any specific conditions attached to the grant.

9.1. Feedback on your application

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

10. Successful grant applications

10.1. The grant agreement

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

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

³ Subject to national security and other considerations.

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 Youth Empowerment Program, you cannot receive other grants for the same activities from other Commonwealth, state or territory granting programs.

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

We will use a standard grant agreement, a copy of which is available at business.gov.au.

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 Attorney-General.

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.

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](#)⁴ 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.

⁴ <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

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 entities⁵.

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

11. Announcement of grants

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

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

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

12. How we monitor your grant activity

12.1. Keeping us informed

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

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

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details
- joint/consortia partners and related arrangements (if applicable).

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

⁵ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

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 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 end date. You can submit a variation request via our online portal.

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

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

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

12.5. Compliance visits

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

12.6. Record keeping

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

12.7. Evaluation

The Attorney-General's Department or their representative will evaluate the Youth Empowerment Program grant opportunity to measure how well the outcomes and objectives have been achieved. The Attorney-General's Department or their representative may use information from your application and project reports for this purpose. The Attorney-General's Department or their representative may also interview you, or ask you to provide information to assist their evaluation of the effectiveness of the program in achieving its outcomes.

The Attorney-General's Department or their representative may contact you up to two years after you finish your project for 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.'

13. Probity

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

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

13.1. Enquiries and feedback

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

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

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

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

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

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

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

13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity. There may be a conflict of interest, or perceived conflict of interest, if our staff, representative 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](#)⁶ 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.

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 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](#)⁷ 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.

⁶ <https://www.industry.gov.au/publications/conflict-interest-policy>

⁷ <https://www.industry.gov.au/data-and-publications/privacy-policy>

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 Attorney-General or other Commonwealth Ministers
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

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

13.5. Freedom of information

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

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

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

14. Glossary

Term	Definition
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.
<u>Commonwealth Grants Rules and Principles (CGRPs)</u>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	The expected date that the grant activity must be completed and the grant spent by
date of effect	Can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
defunded	Where an organisation has had Commonwealth, State, Territory or local government funding removed due to non-compliance with the relevant funding terms and conditions/for integrity issues, such as fraud or unethical behaviour/on the basis of national interest, financial, legal/regulatory and/or governance reasons.
Department	The Department of Industry, Science and Resources.
decision maker	The Attorney-General is the decision maker and is the person who makes a decision to award a grant.
eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.

Term	Definition
eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
eligible expenditure guidance	The guidance that is provided at Appendix A.
General Manager	Position title for Senior Executive Service level staff within DISR.
grant	For the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁸ or other Consolidated Revenue Fund (CRF) money⁹ 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.
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 of the grant.
grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Attorney-General's Department Portfolio Budget Statement Program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grantee	The individual/organisation which has been selected to receive a grant

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

⁹ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Local government agency or body	A local governing body as defined in the Local Government (Financial Assistance) Act 1995 (Cth) and the ACT Government
personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	A Manager within the Business Grants Hub in DISR with responsibility for administering the program.
program funding or program funds	The funding made available by the Commonwealth for the program.
project	A project described in an application for grant funding under the program.
selection criteria	Comprises of eligibility criteria and assessment criteria.
young people at-risk	<p>Young people at-risk under the age of 18 (primarily aged between 10-17) refers to individuals who have been referred to the program in an effort to reduce engagement with the youth justice and/or criminal justice system (justice system).</p> <p>A referral to the program can occur for those who have met one or more of the following criteria:</p> <ul style="list-style-type: none"> ▪ engaging in or have had some contact with the justice system; ▪ displayed offending behaviours and are likely to come into contact with the justice system; ▪ have a history of behavioural concerns at home and/or at school that may lead to offending behaviour; ▪ association with individuals engaged in offending behaviours or the justice system including gangs or other organised crime groups.

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

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 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 will be required to provide an independent financial audit of all eligible expenditure from the project.

A.2 Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We consider costs for project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is \$175,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

A.3 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the purchase or provision of computing equipment directly required or related to the delivery of the project

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

A.4 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. 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.5 Travel expenditure

Eligible travel expenditure may include domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia.

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.

A.6 Participant expenditure

Eligible participant expenditure is the cost of subsidising, in part or full, expenses of youths participating in project activities. Eligible participant expenditure may include:

- reasonable travel expenses including accommodation, meals, ground transport and airfares for youths and chaperons where needed who are participating in project activities
- registration costs for events if applicable.

A.7 Other eligible expenditure

Other eligible expenditures for the project may include:

- education and training materials for participants that are primarily used for project activities
- laptops and tablets for use by participants that are primarily used for the delivery of project activities
- rental costs for buildings, facilities or venues specifically used for project activities (this does not include your own premises or office space)
- hire and/or rental of furniture and equipment that is required to deliver project activities (limited to the life of the project)
- costs of running workshops, camps and events for youth participants including reasonable associated costs such as catering and cleaning
- sports equipment, including clothing and accessories, primarily used for the delivery of project activities
- lease of motor vehicles to assist the carrying out of the project activities with youth participants
- work experience costs including clothing and equipment
- evaluation costs up to 1 per cent of total eligible project expenditure
- financial auditing of 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.

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

Evidence you need to supply can 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
- costs incurred prior to us notifying you that the application is successful
- any in-kind contributions
- financing costs, including interest
- major capital expenditure
- expenditure for the purchase of assets such as mobile phones, office furniture and equipment, motor vehicles, desktop computers, printers or photocopiers (unless specified in Appendix A)
- costs involved in the purchase or upgrade/hire of software, including user licences (unless it directly relates to the project)
- construction, renovation or extension of facilities such as buildings
- large-scale capital equipment and capital works
- costs such as rental, renovations and utilities other than rental costs included in Appendix A that relate to rental costs for buildings, facilities or venues specifically used for project activities
- organisational staff training and development costs (unless it directly supports the achievement of project outcomes)
- insurance costs (the participants must hold 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
- maintenance costs
- costs of purchasing, leasing, depreciation of, or development of land
- routine operating expenses not accounted as labour on-costs – 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,
- 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
- overseas travel costs
- fund raising or sponsorship costs
- contingency 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.