



Grant Opportunity Guidelines

National Soil Carbon Innovation Challenge – Feasibility Study Grants

Opening date:	10 November 2021
Closing date and time:	5:00PM Australian Eastern Daylight Time on 10 December 2021 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Industry, Science, Energy and Resources
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	29 October 2021
Type of grant opportunity:	Open competitive

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1. National Soil Carbon Innovation Challenge: Feasibility Study Grants processes

The National Soil Carbon Innovation Challenge: Feasibility Study Grants program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to the Department of Industry, Science, Energy and Resources' Outcome 2. The Department of Industry, Science, Energy and Resources works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.



You complete and submit a grant application

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



We assess all grant applications

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



We make grant recommendations

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



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the National Soil Carbon Innovation Challenge: Feasibility Study Grants

We evaluate the specific grant activity and National Soil Carbon Innovation Challenge program as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The National Soil Carbon Innovation Challenge program (the program) is part of the \$1.2 billion *Technology Co-Investment Facility* to support low emissions technology investment and advance the Australian Government's technology-focused approach to reducing emissions while supporting business and economic growth, as outlined in the [Technology Investment Roadmap](#). The program will run over three years from 2021-22 to 2023-2024.

The \$50 million program seeks to encourage industry and researchers to develop lower-cost, accurate technological solutions for soil carbon measurement and meet the economic stretch goal from the [Low Emissions Technology Statement](#) of measurement under \$3 per hectare, per year.

In the longer-term, the Australian Government anticipates that through improving low cost and accurate soil carbon measurement, there will be an increase in soil carbon sequestration in Australian soils and increased participation in the Emissions Reduction Fund. Improving soil carbon content will improve farm productivity and crop yields through better nutrient and water retention, and boost resilience to drought and erosion.

In the 2021-22 Budget the Australian Government committed \$196.9 million in new funding to implement the [National Soil Strategy](#) and associated measures (led by Department of Agriculture, Water and the Environment). The program will complement and support this work and the Soil Carbon Data Program, which received funding in the 2020-21 Budget. These programs aim to strengthen soil knowledge and capability to improve understanding of Australia's soil condition and how soil health, productivity and carbon sequestration can be optimised.

The objectives of the program are to:

- fast-track the development of lower-cost, accurate technical approaches to enable land managers to quantify the impact of their land management activities on soil organic carbon
- secure co-investment and foster partnerships that trial and deploy novel soil carbon measurement technological solutions.

The intended outcomes of the program are:

- advancing novel soil carbon measurement technologies with a clear plan for commercialisation and adoption
- lowered costs for users of soil carbon measurement technologies
- improved understanding of activities that increase soil carbon in Australian landscapes and increased uptake of these land management activities
- improved accounting to quantify the impact of land management activities on soil organic carbon through accelerating the development of innovative and accurate soil carbon measurement technologies
- an improved systematic approach to measuring soil carbon over time, in a broad range of farming environments in Australia.

This program will include grants for the following stages of technology development:

- **feasibility study** development to determine the feasibility of your solution in addressing the challenge of developing lower-cost, accurate soil carbon measurement technologies appropriate to Australian soil conditions
- **proof of concept** activities to build on your feasibility study, test your solution through on-farm trials and produce working prototypes or demonstrations

- **validation and deployment** activities to further test your solution, validate with existing and new data and deploy through on-farm trials engaging land managers across varied landscape conditions and management practices in a real world setting in Australia.

National Soil Carbon Innovation Challenge: Feasibility Study Grants will support the feasibility stage of your technology development. There will be other grant opportunities as part of this program, supporting proof of concept and validation and deployment stages of technology development. We will publish the opening and closing dates and any other relevant information on business.gov.au and [GrantConnect](https://grantconnect.gov.au).

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

2.1. About the National Soil Carbon Innovation Challenge: Feasibility Study Grants Opportunity

These guidelines contain information for National Soil Carbon Innovation Challenge: Feasibility Study Grants. The purpose of this grant opportunity is to determine feasibility of lower-cost, accurate technical solutions to measurement of soil organic carbon. Successful applicants will be required to deliver a completed feasibility study that demonstrates the technical viability and commercial potential of their proposed solution.

This document sets out:

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

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

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.

3. Grant amount and grant period

The Australian Government has announced a total of \$50 million over 3 years for the program. For this grant opportunity, \$1 million is available in 2021-22.

3.1. Grants available

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

- the minimum grant amount is \$50,000
- the maximum grant amount is \$100,000.

Co-contribution is not mandatory. However, we expect that competitive applications will leverage additional investment in the form of cash or in-kind contributions. Co-investment can come from State and Territory government grants or project partners. Where you provide in-kind contributions such as labour, equipment or materials, you must calculate the equivalent dollar value.

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

We cannot fund your project if it receives funding from another Commonwealth government grant. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the National Soil Carbon Innovation Challenge grant or the other Commonwealth grant.

You are responsible for any eligible project expenditure not covered by the grant, plus any ineligible expenditure.

3.2. Project period

The maximum project period for your National Soil Carbon Innovation Challenge: Feasibility Study Grants is three months.

You must complete your project by 31 May 2022.

4. Eligibility criteria

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

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- an entity, incorporated in Australia
- a publicly funded research organisation (PFRO) as defined in section 14
- an Australian State/Territory Government agency or body.

Joint applications are acceptable and encouraged. To submit a joint application you must have a, lead organisation who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.2.

4.2. Additional eligibility requirements

We can only accept applications:

- where you certify that your project is supported by your board (or chief executive officer or equivalent if there is no board), and that you can complete the project and meet the costs of the project not covered by grant funding
- where you certify that you have or will have relevant intellectual property arrangements in place in order to undertake your project, should you proceed to subsequent stages of the grant program.
- where you certify that you will be willing to provide research data and outputs to the government and any nominated third party for the purposes of improving knowledge of quantifying soil carbon under different management practices, if you proceed to future stages of the program.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- an individual
- partnership
- an unincorporated association
- any organisation not included in section 4.1
- a non-corporate Commonwealth entity

If you are ineligible to apply, you can be a partner to a joint application where the lead organisation is eligible to apply.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible, your project must:

- test the feasibility of your solution to low-cost and accurate soil carbon measurement.
- have at least \$50,000 in eligible expenditure.

Eligible activities may include:

- developing a feasibility study outlining your proposed novel method to enable land managers to quantify the impact of their land management activities on soil organic carbon
- collaborating with project partners to plan, design and construct the feasibility study
- activities that assist in the collection or provision of data or research that is directly relevant to the feasibility study. This work may include preliminary work on the technical viability of the proposed solution, the novelty of the proposed solution compared to current methods used and the commercial potential and viability of the proposed solution in Australian settings.

We may also approve other activities.

5.2. The feasibility study

Your feasibility study must outline:

- the technical viability of your proposed solution for low-cost and accurate soil carbon measurement
- the novelty of your proposed solution compared to existing offerings, for an improved systematic approach to measuring soil carbon over time, under different land management practices
- potential capabilities and partnerships which may be required to deliver your solution
- the commercial potential of your proposed solution in Australia and internationally
- how you will measure the success of your proposed solution
- any security issues relating to your proposed solution

5.3. Eligible expenditure

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

Eligible expenditure items are:

- salaries and on-costs for personnel directly employed for the project activities
- staff training that directly supports the achievement of project outcomes
- contract expenditure, i.e. the cost of any agreed project activities that you contract to others
- purchase or hire of equipment directly related to delivering your project, including computing equipment and software
- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia
- project input expenses relevant to the completion of a feasibility study.

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.

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 an AusIndustry manager within the department with responsibility for 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 must not commence your project until you execute a grant agreement with the Commonwealth.

5.4. What you cannot use the grant for

Expenditure items that are not eligible are:

- project costs that are not directly related to this feasibility study (Stage 1)
- costs of purchasing, leasing, depreciation of, or development of land
- activities, equipment, services or supplies that are already being supported through other sources
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers not directly related to the project
- insurance costs (participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- overseas travel

- costs incurred in the preparation of a grant application or related documentation.

6. The assessment criteria

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

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

We will only consider funding applications that score at least 50% per cent against each assessment criterion, as these represent best value for money.

6.1. Assessment criterion 1

How your proposed solution could provide lower-cost and accurate soil carbon measurement (30 points).

You should demonstrate this by identifying:

- a. how your proposed solution will meet the challenge
- b. how your proposed solution complements, builds on and utilises current research
- c. how your proposed solution is different to or improving what is already in the market.

6.2. Assessment criterion 2

Your market opportunity of your proposed solution (30 points).

You should demonstrate this by identifying:

- a. the market need for your proposed solution
- b. the landscapes and management contexts your proposed solution will be used in
- c. your plan to deliver the solution and the route to local and/or global markets (a market analysis should be included)
- d. how you will measure the success of your project.

Note: more detailed commercialisation planning will be requested if you apply for future National Soil Carbon Innovation Challenge grants.

6.3. Assessment criterion 3

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

You should demonstrate this by identifying:

- a. your track record managing similar projects and access to personnel with the right skills and experience
- b. your access, or future access to, any infrastructure, capital equipment, technology and intellectual property
- c. how you will plan to manage and monitor the project including mitigating delivery risks (including national and cyber security risks) and secure any required regulatory approvals.

6.4. Assessment criterion 4

Impact of grant funding (10 points).

You should demonstrate this by describing:

- a. the quantum of co-investment (cash or in-kind contributions from your entity, other levels of government or project partners)
- b. how the grant will impact your project scope including the likelihood your project would not proceed without the grant
- c. the predicted outcomes (environmental/social/scientific/technological) of your proposed solutions
- d. any additional investment the grant will leverage and explain how this benefits your project.

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.

To apply, you must:

- complete the online [application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria

You should retain a copy of your application for your own records.

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

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

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

7.1. Joint 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 should 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.

7.2. Timing of grant opportunity

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

If you are successful we expect you will be able to commence your project around February 2022.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	February 2022 (or from date of execution of grant agreement)
End date of grant commitment	31 May 2022

8. The grant selection process

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

We consider your application on its merits, based on:

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

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

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

We will establish a committee comprised of Australian government representatives and independent technical experts to assess applications.

The committee will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund.

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

8.1. Who will approve grants?

The Minister decides which grants to approve taking into account the recommendations of the committee and the availability of grant funds.

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

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

We cannot review decisions about the merits of your application.

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

9. Notification of application outcomes

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

10. Successful grant applications

10.1. Grant agreement

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

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. You must not start any National Soil Carbon Innovation Challenge – Feasibility Study Grants activities until a grant agreement is executed.

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

If you enter an agreement under the program, you cannot receive other grants for this project from other Commonwealth 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 and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children
- [Australian Code for the Responsible Conduct of Research 2018](#)
- environmental protection
- management of wildlife and listed threatened species
- agricultural and veterinary chemicals use, including the AgVet Codes
- biosecurity, to prevent the spread of weeds, pests and diseases.

10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay

- proportion of eligible expenditure covered by the grant (grant percentage)

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

10.4. Tax obligations

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

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

11. Announcement of grants

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

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

12. How we monitor your 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.

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

² 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
- project expenditure, including expenditure of grant funds

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

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

12.2.1. 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.

12.2.2. 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.

12.3. Independent audits

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

12.4. Compliance visits

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

12.5. Grant agreement variations

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

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in 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. We can provide you with a variation request template.

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

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

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

12.6. Evaluation

We will evaluate the grant 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.

12.7. Grant acknowledgement

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

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

13. Probity

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

13.1. Conflicts of interest

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

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

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

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

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

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

13.2. How we use your information

Unless the information you provide to us is:

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

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

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

13.2.1. How we handle your confidential information

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

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

13.2.2. When we may disclose confidential information

We may disclose confidential information:

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

³ <https://www.legislation.gov.au/Details/C2019C00057>

⁴ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

We may also disclose confidential information if

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

13.2.3. How we use your personal information

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

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

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

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

We, or the Minister, may:

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

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

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

13.2.4. Freedom of information

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

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

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

13.3. National Security

You and any individuals participating in the project must disclose all foreign ownership (including foreign government ownership), affiliations with foreign governments, organisations, institutions or companies, or membership of foreign government talent programs. You must report any material

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

changes in the nature of the activity or key personnel involved, including affiliations/links with foreign governments or companies.

If you have acknowledged in the declaration that, you can appropriately manage national security risks, we may ask you to provide a satisfactory risk assessment plan outlining your approach as a condition of funding.

13.4. Disclosure of financial penalties

You must disclose whether any of your board members, management or persons of authority have been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, State, or Territory court or a Commonwealth, State, or Territory entity. If this is the case, you must provide advice to the department regarding the matter for consideration.

13.5. 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:

Head of Division
AusIndustry
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁶ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁶ <http://www.ombudsman.gov.au/>

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for services or grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 0.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Minister	The Commonwealth Minister for Industry, Energy and Emissions Reduction.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: <ul style="list-style-type: none"> Information or an opinion about an identified individual, or an individual who is reasonably identifiable: <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.

Term	Definition
Program Delegate	An AusIndustry manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and State and Territory business enterprises which undertake publicly funded research.
Soil carbon	The term soil carbon is used to refer to the organic carbon present within a soil