



## Grant Opportunity Guidelines

# COP31 Climate Conference Travel Support Program

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|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Opening date:</b>               | <b>7 July 2026</b>                                                                                                                        |
| <b>Closing date and time:</b>      | 5:00PM Australian Eastern Standard Time on 27 July 2026<br>Please take account of time zone differences when submitting your application. |
| <b>Commonwealth policy entity:</b> | Department of Climate Change, Energy, the Environment and Water (DCCEEW)                                                                  |
| <b>Administering entity:</b>       | Department of Industry, Science and Resources (DISR)                                                                                      |
| <b>Enquiries:</b>                  | If you have any questions, contact us on 13 28 46.                                                                                        |
| <b>Date guidelines released:</b>   | 7 July 2026                                                                                                                               |
| <b>Type of grant opportunity:</b>  | Open competitive                                                                                                                          |

# Contents

|                                                                           |           |
|---------------------------------------------------------------------------|-----------|
| <b>1. COP31 Climate Conference Travel Support Program processes .....</b> | <b>4</b>  |
| 1.1. Introduction .....                                                   | 6         |
| <b>2. About the grant program.....</b>                                    | <b>6</b>  |
| <b>3. Grant amount and grant period .....</b>                             | <b>7</b>  |
| 3.1. Grants available .....                                               | 7         |
| 3.2. Project period.....                                                  | 7         |
| <b>4. Eligibility criteria.....</b>                                       | <b>7</b>  |
| 4.1. Who is eligible to apply for a grant? .....                          | 7         |
| 4.2. Additional eligibility requirements .....                            | 7         |
| 4.3. Who is not eligible to apply for a grant?.....                       | 8         |
| <b>5. What the grant money can be used for.....</b>                       | <b>8</b>  |
| 5.1. Eligible grant activities .....                                      | 8         |
| 5.2. Eligible expenditure .....                                           | 8         |
| 5.3. What the grant money cannot be used for.....                         | 9         |
| <b>6. The assessment criteria .....</b>                                   | <b>9</b>  |
| 6.1. Assessment criterion 1 .....                                         | 10        |
| <b>7. How to apply.....</b>                                               | <b>10</b> |
| 7.1. Attachments to the application .....                                 | 11        |
| 7.2. Timing of grant opportunity processes.....                           | 11        |
| 7.3. Questions during the application process .....                       | 11        |
| <b>8. The grant selection process.....</b>                                | <b>11</b> |
| 8.1. Assessment of grant applications .....                               | 11        |
| 8.2. Who will assess applications? .....                                  | 12        |
| 8.3. Who will approve grants? .....                                       | 12        |
| <b>9. Notification of application outcomes .....</b>                      | <b>13</b> |
| 9.1. Feedback on your application .....                                   | 13        |
| <b>10. Successful grant applications.....</b>                             | <b>13</b> |
| 10.1. The grant agreement.....                                            | 13        |
| 10.2. Approval letter grant agreement .....                               | 13        |
| 10.3. Exchange of letters grant agreement .....                           | 13        |
| 10.4. Specific legislation, policies and industry standards.....          | 14        |
| 10.5. How we pay the grant.....                                           | 14        |

|                                                     |           |
|-----------------------------------------------------|-----------|
| 10.6. Grant Payments and GST .....                  | 14        |
| <b>11. Announcement of grants .....</b>             | <b>14</b> |
| <b>12. How we monitor your grant activity .....</b> | <b>15</b> |
| 12.1. Keeping us informed .....                     | 15        |
| 12.2. Reporting .....                               | 15        |
| 12.2.1. Ad-hoc reports .....                        | 15        |
| 12.2.2. End of project report .....                 | 15        |
| 12.3. Grant agreement variations.....               | 16        |
| 12.4. Record keeping .....                          | 16        |
| 12.5. Evaluation .....                              | 16        |
| 12.6. Acknowledgement.....                          | 17        |
| <b>13. Probity .....</b>                            | <b>17</b> |
| 13.1. Enquiries and feedback .....                  | 17        |
| 13.2. Conflicts of interest .....                   | 17        |
| 13.3. Privacy .....                                 | 18        |
| 13.4. Confidential information .....                | 19        |
| 13.5. Freedom of information .....                  | 19        |
| <b>14. Glossary .....</b>                           | <b>20</b> |

# 1. COP31 Climate Conference Travel Support Program processes

## **COP31 Climate Conference Travel Support Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to the Department of Climate Change, Energy, the Environment and Water's Outcome 1: Provide international and national leadership and coordination to: support the transition of Australia's economy to net-zero emissions by 2050; transition energy to net zero while maintaining security, reliability and affordability; support actions to promote adaptation and strengthen resilience of Australia's economy, society and environment; and re-establish Australia as a global leader in responding to climate change. The Department of Climate Change, Energy, the Environment and Water works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#).



## **The grant opportunity opens**

We publish the grant guidelines on [business.gov.au](https://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 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 will be proportional to the risks involved.



### **Delivery of grant**

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



### **Evaluation of the COP31 Climate Conference Travel Support Program**

The Department of Climate Change, Energy, the Environment and Water will evaluate the specific grant activity and COP31 Climate Conference Travel Support Program as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1. Introduction

These guidelines contain information for the COP31 Climate Conference Travel Support 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 (we/the department/DISR) on behalf of the Department of Climate Change, Energy, the Environment and Water (DCCEEW).

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

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

## 2. About the grant program

This grant opportunity was announced as part of the 2026-27 Budget.

The objective of the grant opportunity is to support the travel of individuals from diverse and underrepresented groups, primarily First Nations Australians and youth (over the age of 18), to attend and contribute to Australia's inclusive climate engagement at COP31, to be held in Antalya, Türkiye, from 9 to 20 November 2026.

The intended outcomes of the grant opportunity are:

- enhance inclusion and diversity of Australian participation in COP31, the Australian National Pavilion and the COP Climate Action Agenda
- promote voices and perspectives of First Nations Australians and youth (over the age of 18)
- enhance relationships between the Australian Government and Australian stakeholders
- support participation and engagement in the Australian Pavilion's events program and the COP Action Agenda
- facilitate support and engagement with Australia's climate negotiations teams
- build practical and operational understanding of the UNFCCC and COP's process amongst Australian groups and stakeholders.

We administer the program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#)<sup>1</sup>

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

## 3. Grant amount and grant period

### 3.1. Grants available

The Australian Government has announced a total of \$650,000 over the 2026-27 financial year for this grant opportunity.

- The minimum grant amount is \$15,000.
- The maximum grant amount is \$20,000.

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

### 3.2. Project period

You must complete your project by 31 January 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)

and be one of the following entities:

- an entity, incorporated in Australia
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- a company limited by guarantee
- an incorporated trustee on behalf of a trust
- a co-operative
- a partnership
- an incorporated not for profit organisation
- an unincorporated association.

### 4.2. Additional eligibility requirements

We will only consider one application per organisation under this grant opportunity. If more than one application is submitted, we will assess the application submitted closest to the application closing time. Any prior submitted applications will be ineligible.

Applicants must declare that, if successful, acceptance of grant funding requires active participation in, attendance at and contribution to COP31-related activities.

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)*
- a Regional Development Australia Committee
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity
- an Australian local government agency or body as defined in section 14
- an Australian state/territory government agency or body
- a publicly funded research organisation (PFRO) as defined in section 14
- individual/sole trader.

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

### 5.1. Eligible grant activities

To be eligible your project must:

- support the travel of Australian individuals from diverse backgrounds, with a prioritisation of First Nations Australians and Australian youth (over the age of 18), to attend and contribute to Australia's inclusive engagement at COP31 in Türkiye in November 2026
- engage and demonstrate Australia's leadership in mobilising climate action, with a particular focus on showcasing Australia's work engaging with and promoting the voices of First Nations Australians and Australia's relationship with Pacific Island Countries.

Eligible activities must directly relate to the project and must include travel to Antalya, Türkiye, and participation in COP31 in November 2026.

We may also approve other activities. Other activities must also demonstrate value with relevant money and alignment with the program objectives and outcomes (see section 2).

### 5.2. Eligible expenditure

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

Eligible expenditure items are:

- domestic and international travel, including flights (economy class only unless clear evidence is provided regarding the need of another travel type, and approval is granted by the Program Delegate) and ground transportation, limited to the reasonable cost of travel and overseas accommodation (capped at 14 days) required to conduct agreed project activities
- travel insurance

- travel cancellation costs (not covered by travel insurance)
- telecommunications and related charges (e.g. SIM and data cards)
- information materials directly related to engagement at COP31
- costs related to engagement at COP31 including but not limited to registration fees, meals whilst in attendance (excluding alcoholic beverages), passports, and visas.

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

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

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

To be eligible, expenditure must:

- be a direct cost of the project.

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

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

### 5.3. What the grant money cannot be used for

Expenditure items that are not eligible are:

- domestic accommodation unless required to access an international flight
- costs associated with grantees' regular professional engagements such as salaries, which will be met by their employer or another funding source
- costs related to domestic travel for planning meetings and associated activities
- costs related to preparing the grant application, preparing any project reports and preparing any project variation requests
- alcoholic beverages
- supporting the travel of youth under the age of 18 years to attend and participate in COP31.

## 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.

COP31 Climate Conference Travel Support Program

Grant opportunity guidelines

May 2026

| [business.gov.au](https://business.gov.au)

We will only award funding to applications that score highly against each assessment criterion.

## 6.1. Assessment criterion 1

### **Application alignment with policy intent (100 points).**

You should demonstrate this through describing:

- a. how your participation will enhance inclusive and diverse Australian representation at COP31, particularly by promoting the voices and perspectives of First Nations Australians and/or youth (18 years and over)
- b. how your organisation will actively contribute to COP31-related activities, including, but not limited to, Australian Government led or supported activities, Local Communities and Indigenous Peoples Platform events, high-level events, and Youth or Indigenous caucus activities, including through their pavilions or events
- c. who will represent your organisation, how their background or lived experience aligns with Australia's international climate priorities, and the preparations made to support their attendance, including travel and relevant visas
- d. any financial or non-financial contributions you will make to support participation.

## 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](https://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. The use of artificial intelligence and other forms of automation is permissible in developing your application, but you remain responsible for the accuracy, security and suitability of all information submitted as part of your application.

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 will not contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit.

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:

- trust deed (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 25MB, while the total of all attachments cannot exceed 50MB. We will not consider information in attachments that we do not request.

## 7.2. Timing of grant opportunity processes

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

If you are successful, we expect you will be able to commence your project around September 2026.

**Table 1: Expected timing for this grant opportunity**

| Activity                                           | Timeframe                              |
|----------------------------------------------------|----------------------------------------|
| Assessment of applications                         | 4 weeks                                |
| Approval and announcement of successful applicants | 2 weeks                                |
| Negotiations and award of grant agreements         | 5 weeks                                |
| Earliest start date of project                     | Notification of successful application |
| Project completion date                            | 31 January 2027                        |

## 7.3. 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.<sup>2</sup>

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

- the overall objective/s of the grant opportunity
- the relative value of the grant sought
- the overall mix of successful applicants to support a balanced representation of diverse and underrepresented groups
- the balance of successful applicants' experience in attending COP.

If applications are scored the same, a Senior Responsible Officer within DCCEEW will consider value with relevant money to recommend applications for funding.

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 possible, 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?

A Senior Responsible Officer within DCCEEW (the decision maker) decides which grants to approve taking into account the application assessment and the availability of grant funds.

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

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

## 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. We use two types of grant agreements in this program. Our selection will depend on the size and complexity of your project. Each grant agreement has general terms and conditions that cannot be changed. Sample [grant agreements](#) are available on [business.gov.au](#) and GrantConnect.

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

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

If you enter an agreement under the COP31 Climate Conference Travel Support 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.

### 10.2. Approval letter grant agreement

We will use an approval letter grant agreement for small projects when we have no need to clarify or amend any details in your application. This grant agreement comprises your completed application and the approval letter we send advising that your application has been successful. We consider the agreement to be executed (take effect) from the date of our approval letter.

### 10.3. Exchange of letters grant agreement

We will use an exchange of letters grant agreement when we need to clarify or amend details in your application form. We will send you a letter of offer advising that your application has been successful. You accept the offer by signing and returning to us. We consider the agreement to be executed from the date we receive your signed document. You will have 30 days from the date of our letter to sign and return to us otherwise the offer may lapse.

## 10.4. Specific legislation, policies and industry standards

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

In particular, you will be required to comply with:

- state/territory legislation in relation to working with children.

## 10.5. How we pay the grant

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

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

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

## 10.6. Grant Payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>3</sup>.

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

## 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.

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<sup>3</sup> See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](#)

## 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.

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

### 12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

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

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount. The use of artificial intelligence and other forms of automation is permissible in meeting your reporting requirements, but you remain responsible for the accuracy, security and suitability of all information submitted in your reports.

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. 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.

#### 12.2.2. End of project report

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

End of project reports must:

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

### 12.3. 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 before 31 January 2027.

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

If you want to propose changes to the grant agreement, you must put them in writing before the project grant agreement end date. You can submit a variation request via our online portal.

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

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

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

### 12.4. Record keeping

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

### 12.5. Evaluation

DCCEEW 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.

## 12.6. 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.

### 13.1. Enquiries and feedback

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

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

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

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

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

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

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

### 13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the COP31 Climate Conference Travel Support Program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

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

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

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

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

We publish our [conflict of interest policy](#)<sup>4</sup> 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](#)<sup>5</sup> on the department's website for more information on:

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

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

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

## 13.4. Confidential information

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

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

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

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

We may disclose confidential information:

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

We may also disclose confidential information if:

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

## 13.5. Freedom of information

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

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

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

## 14. Glossary

| Term                                                             | Definition                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| administering entity                                             | When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.                                                                                                                                                                                                                      |
| application form                                                 | The document issued by the Program Delegate that applicants use to apply for funding under the program.                                                                                                                                                                                                                                                                 |
| assessment criteria                                              | The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.                                                                                                                                 |
| Australian local government agency or body                       | A local governing body as defined in the Local Government (Financial Assistance) Act 1995 (Cth).                                                                                                                                                                                                                                                                        |
| <a href="#">Commonwealth Grants Rules and Principles (CGRPs)</a> | 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.                                                                                                                                                                    |
| Department                                                       | The Department of Industry, Science and Resources.                                                                                                                                                                                                                                                                                                                      |
| decision maker                                                   | A Senior Responsible Officer within DCCEEW 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                                                                                                                                                                                                                                                              |

| Term                         | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | eligible for assessment in accordance with these guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| eligibility criteria         | Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.                                                                                                                                                                                                                                                                                                                                                                                                               |
| eligible expenditure         | The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 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"> <li>a. under which relevant money<sup>6</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>7</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul> |
| grant activity/activities    | Refers to the project/tasks/services that the grantee is required to undertake                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| grant agreement              | A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding, and specifies the details 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                                                                                                                                                                                                                                                                                                                                             |

<sup>6</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>7</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

| Term                                         | Definition                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              | opportunities under a single DCCEEW Portfolio Budget Statement Program.                                                                                                                                                                                                                                                                       |
| <a href="#">GrantConnect</a>                 | The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.                                                                                                                                                               |
| grantee                                      | The organisation which has been selected to receive a grant                                                                                                                                                                                                                                                                                   |
| Minister                                     | The Commonwealth Minister for Climate Change and Energy.                                                                                                                                                                                                                                                                                      |
| non-income-tax-exempt                        | Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).                                                                                                                                                         |
| personal information                         | Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:<br><br>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:<br><br>a. whether the information or opinion is true or not; and<br><br>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.                                                                                                                                                                                                                                                                    |
| Publicly funded research organisation (PFRO) | All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and state and territory business enterprises which undertake publicly funded research.                                                                                                |
| selection criteria                           | Comprises of eligibility criteria and assessment criteria.                                                                                                                                                                                                                                                                                    |

| Term             | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| value with 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"> <li>▪ the quality of the project proposal and activities;</li> <li>▪ fitness for purpose of the proposal in contributing to government objectives;</li> <li>▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and</li> <li>▪ the potential grantee’s relevant experience and performance history.</li> </ul> |