



Australian Government

Department of Industry, Science and Resources

## Grant Opportunity Guidelines

# Great Barrier Reef Citizen Science Program

|                                    |  |
|------------------------------------|--|
| <b>Opening date:</b>               | 29 November 2024   |
| <b>Closing date and time:</b>      | 5:00pm Australian Eastern Daylight Time on 17 January 2025<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>   | 29 November 2024   |
| <b>Type of grant opportunity:</b>  | Open competitive   |

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# 1. Great Barrier Reef Citizen Science Program processes

## **The Great Barrier Reef Citizen Science 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 (DCCEEW)'s Outcome 2: to conserve, protect and sustainably manage Australia's biodiversity, ecosystems, environment and heritage. DCCEEW 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. The committee 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 Great Barrier Reef Citizen Science Program**

DCCEEW will evaluate the specific grant activity and Great Barrier Reef Citizen Science 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 Great Barrier Reef Citizen Science Program.

This document sets out:

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

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (the department/DISR/we) on behalf of the Department of Climate Change, Energy, the Environment and Water (DCCEEW).

We have defined key terms used in these guidelines in the glossary at section 0.

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

## 2. About the grant program

The Great Barrier Reef Citizen Science Program (the program) will run from 2024-25 to 2029-30. The program will tap into local knowledge and target the collection of data and metrics to enhance the understanding of ecological health and resilience indicators of the Great Barrier Reef World Heritage area (the Reef) to help deliver on the goals and strategic actions of the [Reef 2050 Plan](#). Projects deemed successful in this grant process will need to support citizen scientists to generate meaningful data that will inform future decision-making to address key threats to Reef health and resilience, including potential to inform policy and program delivery. The Australian Citizen Science Association's definition of Citizen Science will be observed for this program and is as follows: public participation and collaboration in scientific research with the aim to increase scientific knowledge.

Objectives of the program are to:

- enable the general public to contribute to [Reef Trust Outcomes](#) and the delivery of the [Reef 2050 Plan](#)
- build greater community participation and stewardship
- engage the public in science by offering opportunities to participate, as citizen scientists, in scientific research projects that enhance understanding of the impact of biodiversity conservation efforts and/or water quality improvements
- generate credible, reliable data that directly relates to the Great Barrier Reef which may support policy, program and management decision-making.

The intended outcomes of the program are to:

- support decision-making that is informed by cost effective, credible and reliable citizen science data to address key threats to the Reef's health and resilience
- contribute to Reef Trust Outcomes and the Reef 2050 Plan
- increase uptake of voluntary stewardship behaviours amongst Reef communities

- increase community participation in scientific research projects where participants learn new skills, form new networks, receive acknowledgement for their participation, and receive updates on their participation in specific research projects.

We administer the program according to the Commonwealth Grants Rules and Principles (CGRPs)<sup>1</sup>.

### 3. Grant amount and grant period

#### 3.1. Grants available

The Australian Government has announced a total of up to \$4.3 million from 2024-25 to 2029-30 for the program.

- The minimum grant amount is \$150,000.
- The maximum grant amount is \$2 million.

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

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

We cannot fund your project if 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 Great Barrier Reef Citizen Science Program grant or the other Commonwealth grant.

#### 3.2. Project period

You must complete your project by 31 March 2030.

### 4. Eligibility criteria

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

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

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- an entity, incorporated in Australia
- an Aboriginal and Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)
- an incorporated association
- an incorporated not for profit organisation
- a publicly funded research organisation (PFRO) as defined in section 0
- an Australian local government agency or body as defined in section 0
- a Queensland Government agency or body.

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

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

## 4.2. Additional eligibility requirements

We can only accept applications for projects that:

- have relevant permits and approvals in place, or the ability to obtain relevant permits and approvals
- align with the best practice citizen science advice available on the Australian Citizen Science Association's website
- will generate and make available credible, reliable data on ecological health and resilience indicators that is directly related to the Great Barrier Reef World Heritage Area.

We cannot waive the eligibility criteria under any circumstances.

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

You are not eligible to apply if you are:

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

# 5. What the grant money can be used for

## 5.1. Eligible grant activities

To be eligible your project must:

- support public participation and collaboration in scientific research, tap into local knowledge, and target the collection of data and metrics to enhance the understanding of ecological health and resilience indicators
- support the outcomes and objectives of the Reef 2050 plan, the Reef Trust outcomes, and the [Outstanding Universal Value](#) of the Great Barrier Reef
- target the collection of credible, reliable data and metrics to enhance understanding of the impact of and help address key threats to Reef health and resilience
- include the participation of the public, as citizen scientists, to contribute in a meaningful role in the delivery of the genuine science outcome throughout the project
- be informed by expert advice, including consultation with Traditional Owners where appropriate
- include either data collection or transformation of data.

Eligible activities must directly relate to the project and may include:

- activities that build on or expand existing citizen science projects or programs

- the participation by citizen scientists in various stages of the scientific process, including collecting and/or analysing data, formulating research questions, designing methods, communicating results, co-designing projects and organising research teams
- activities that are co-designed with local Traditional Owners to engage communities in cultural knowledge/science
- analysis and/or transformation of data, at any geographic location, provided that the data was collected in the Great Barrier Reef Marine Park and/or its catchments
- development of outputs to maximise utility of citizen science data (eg decision support tools, data visualisation dashboards).

Eligible projects may be an extension of, or build on, an existing project however you must clearly demonstrate the project is additional to any existing projects or grant activities.

## 5.2. Eligible locations

Any on-ground activities must occur in the Great Barrier Reef Marine Park and/or its catchments.

Your project can include analysis and/or transformation of data at different locations to support citizen scientists participating in various stages of the scientific process, including activities listed in Section 5.1.

## 5.3. Eligible expenditure

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

Eligible expenditure items are:

- labour and on-costs for personnel directly employed in delivering the project activities. This should be calculated on a pro-rata basis relative to the time commitment of the personnel. This excludes project management or project co-ordination costs
- contractor costs for the delivery of eligible project activities. All contractors must have a written contract prior to starting any project work. Invoices from contractors must contain a detailed description and breakdown of the work including hours and hourly rates
- costs associated with administrative support activities up to a maximum of 10 per cent of total eligible expenditure incurred through the delivery of eligible project activities
- costs associated with purchase, lease or hire of equipment where needed to undertake eligible activities
- costs associated with monitoring and reporting activities
- domestic travel (economy class only) limited to the reasonable cost of accommodation and transportation required to conduct agreed project activities in Australia
- staff training that directly supports the achievement of project outcomes
- the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure.

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

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



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

To be eligible, expenditure must:

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

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

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

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

Expenditure items that are not eligible are:

- data collection and analysis activities of which the primary purpose is not related to the project
- activities that are likely to have a significant adverse impact on any matter of national environmental significance under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)
- activities that do not support or contribute to the delivery of the Reef 2050 Plan and Reef Trust Outcomes
- in-kind contributions
- financing costs, including interest
- staff training and development costs not directly related to the project
- maintenance costs
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- recurring or ongoing operational expenditure (including rent, water, rates, postage, legal fees, accounting fees and bank charges).

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where they do not directly support the objectives and outcomes of the program.

## 6. The assessment criteria

You must address all assessment criteria in your application. All assessment criteria are of equal weighting.

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

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

## 6.1. Assessment criterion 1

### **Alignment with the program objectives and outcomes (50 points).**

You should demonstrate this through identifying how your project:

- a. aligns with the [Reef Trust Outcomes](#), including how the data from your project supports the maintenance or enhancement of the [Outstanding Universal Value](#) of the Great Barrier Reef (Reef) World Heritage Area
- b. contributes to the Reef 2050 Plan (in particular, to Enablers A and B)
- c. will strengthen community stewardship and partnerships amongst Great Barrier Reef communities
- d. will have a genuine research outcome and pathway to impact through:
  - i. the collection of credible, reliable data on ecological health and resilience indicators that is directly related to the Great Barrier Reef World Heritage Area
  - ii. the storage and publishing of citizen science-generated research outputs in an open-access format.
- e. intends to use the grant funding to leverage support and funding opportunities from other partners and community stakeholders, to support outcomes of the grant program beyond the life of the project.

## 6.2. Assessment criterion 2

### **Capacity, capability and resources to deliver the project (50 points).**

You should demonstrate this through identifying:

- a. your capacity to deliver the project, including a track record of managing similar projects
- b. your access to key personnel with the right skills and experience including project management, research and technical expertise
- c. how you will manage and monitor the project including how you will manage risks
- d. your readiness to commence the project (with appropriate insurance and approvals if applicable)
- e. how you will monitor and evaluate community stewardship during the project, including:
  - i. baseline data
  - ii. the proposed measures of success/indicators
  - iii. targets linked to the objectives and outcomes of the project and how this information will be used to assess, adapt and report progress.

You may wish to refer to [A pilot toolkit for monitoring community stewardship for the Reef](#) for a universal approach to measuring community Reef stewardship, to guide your monitoring and evaluation approach.

You must provide a detailed project plan to support your response to these criteria, including governance and risk management frameworks.

If your project engages Traditional Owners to incorporate a cultural knowledge component, best efforts should be made to seek consent wherever practicable.

## 7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

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

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

To apply, you must:

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

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

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

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

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

### 7.1. Attachments to the application

You must provide the following documents with your application:

- a project plan (refer to Assessment Criterion 2)
- a detailed project budget
- a risk management and mitigation plan describing how you propose to monitor and manage identified risks
- a letter of support from project partners (where applicable) that includes the details outlined in section 7.2.

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

### 7.2. Joint (consortia) applications

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

- details of the project partner

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

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

### 7.3. Timing of grant opportunity processes

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

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

Table 1: Expected timing for this grant opportunity

| Activity   | Timeframe     |
|--|---------------|
| Assessment of applications                         | 8 weeks       |
| Approval and announcement of successful applicants | 4 weeks       |
| Negotiations and award of grant agreements         | 4 weeks       |
| Notification to unsuccessful applicants            | 2 weeks       |
| Earliest start date of project                     | June 2025     |
| Project completion date                            | 31 March 2030 |
| End date of grant commitment                       | 30 June 2030  |

### 7.4. Questions during the application process

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

## 8. The grant selection process

### 8.1. Assessment of grant applications

We first review your application against the eligibility criteria.

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

We consider your application on its merits, based on:

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

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

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

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

If applications are scored the same, the program delegate will consider value with relevant money.

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<sup>3</sup>, 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?

DISR will assess applications against the eligibility criteria.

DCCEEW will establish a committee composed of employees from DCCEEW to assess eligible applications against the assessment criteria. The committee may also seek additional advice from independent technical experts or advisors to inform the assessment process.

The committee will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund. The committee, and any expert or advisor, will be required to perform their duties in accordance with the CGRPs.

## 8.3. Who will approve grants?

The decision maker (who is a Senior Executive in DCCEEW with policy responsibility for the program) decides which grants to approve taking into account the recommendations of the committee 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.

# 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.

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<sup>3</sup> Subject to national security and other considerations.

### 9.1. Feedback on your application

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

## 10. Successful grant applications

### 10.1. The grant agreement

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

We will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement. We are not responsible for any expenditure you incur 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 program delegate. We will identify these in the offer of grant funding.

If you enter an agreement under the Great Barrier Reef Citizen Science Program you cannot receive other grants for the same activities from other Commonwealth, state or territory granting programs.

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

We will use a standard grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the program delegate.

### 10.2. Specific legislation, policies and industry standards

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

#### 10.2.1. Child safety requirements

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

You must implement the [National Principles for Child Safe Organisations](#)<sup>4</sup> endorsed by the Commonwealth.

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

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

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

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

### 10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage).

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.

We set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

### 10.4. Grant Payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>5</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](#), 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

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<sup>5</sup> See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](#)

- 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.

### 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.

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

#### 12.2.1. Progress reports

Progress reports must:

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

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

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



### 12.2.2. Ad-hoc reports

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

### 12.2.3. End of project report

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

End of project reports must:

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

## 12.3. Audited financial acquittal report

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

## 12.4. Grant agreement variations

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

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

The program does not allow for:

- an increase of grant funds.

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

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

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

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

## 12.5. Compliance visits

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

## 12.6. Record keeping

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

## 12.7. Evaluation

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

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

## 12.8. Acknowledgement

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

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

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

# 13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the 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  
External and Assurance Branch  
Business Grants Hub  
Department of Industry, Science and Resources  
GPO Box 2013  
CANBERRA ACT 2601

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

### 13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity. There may be a conflict of interest, or perceived conflict of interest, if our staff, 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\(7\)\)](#) 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>6</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.

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

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](#)<sup>7</sup> on the department's website for more information on:

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

### 13.4. Confidential information

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

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

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

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

We may disclose confidential information:

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

We may also disclose confidential information if:

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

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

### 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 | Local government bodies and agencies are established by state and territory governments to take responsibility for a number of community services. Their powers are defined by the state or territory government which established them, and those state or territory governments have primary responsibility for funding and supervision of local councils.  |
| citizen science                            | <p>Involves public participation and collaboration in scientific research with the aim to increase scientific knowledge.</p> <p>Citizen science projects have a genuine science outcome (for example, answering a research question, informing conservation action, or facilitating policy decisions).</p> <p>Citizen scientists may participate in various stages of the scientific process. This may include developing research questions, designing methods, gathering and analysing data, and communicating results.</p> |
| co-design with Traditional Owners          | An agreed collaborative approach to design a plan, project or initiative by working with identified parties such as Traditional Owners (see definition below), Aboriginal and Torres Strait Islander Peoples, community and stakeholders in culturally grounded ways, ensuring that there is recognition for Traditional Owner equal power sharing, influence, cultural knowledge and decision making in the process.   |
| committee                                  | The body established by DCCEEW to consider and assess eligible applications and make recommendations for funding under the program. The committee comprises employees from DCCEEW who may consult independent technical experts or advisors during the assessment process.  |

| Term  | Definition  |
|---|---|
| <a href="#"><i>Commonwealth Grants Rules and Principles (CGRPs)</i></a> | The CGRPs 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 in the CGRPs.  |
| 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  | The person who makes a decision to award a grant.   |
| eligible activities   | The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.  |
| eligible application  | An application or proposal for grant funding under the program that the program delegate has determined is eligible for assessment in accordance with these guidelines.   |
| eligibility criteria  | Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.  |
| 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   | <p>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:</p> <ol style="list-style-type: none"> <li>under which relevant money<sup>8</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>9</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ol> |

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

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

| Term                                   | Definition  |
|--|---|
| grant activity/activities              | Refers to the project/tasks/services that the grantee is required to undertake.   |
| grant agreement                        | A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding, and specifies the details of the grant.   |
| grant funding or grant funds           | The funding made available by the Commonwealth to grantees under the program.   |
| grant opportunity                      | Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.   |
| grant program                          | A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single 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 individual/organisation which has been selected to receive a grant.   |
| Great Barrier Reef Catchments          | Catchments and river basins as identified in <a href="#">Great Barrier Reef catchment and river basins region map</a>   |
| Great Barrier Reef Coastal Marine Park | Queensland state marine park that runs the full length of the Commonwealth Great Barrier Reef Marine Park from just north of Baffle Creek (north of Bundaberg) to Cape York, and outlined at <a href="#">Great Barrier Reef Coastal Marine Park</a>                             |
| Minister                               | The Commonwealth Minister for the Environment and Water.  |
| 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).   |
| On-ground                              | On-ground refers to project activities that monitor, survey, and directly make a change to, the state of the natural biophysical environment.   |



| Term   | Definition  |
|--|---|
| personal information                         | <p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>whether the information or opinion is true or not; and</li> <li>whether the information or opinion is recorded in a material form or not.</li> </ol>   |
| program delegate                             | A manager within the department with responsibility for administering the program.  |
| program funding or program funds             | The funding made available by the Commonwealth for the program.   |
| project                                      | A project described in an application for grant funding under the program.  |
| Publicly funded research organisation (PFRO) | All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and state and territory business enterprises which undertake publicly funded research.  |
| selection criteria                           | Comprises of eligibility criteria and assessment criteria.  |
| stewardship                                  | Voluntary actions that aim to deliver positive environmental, social, cultural, and/or economic outcomes for the Great Barrier Reef and its people.   |
| 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> |