



**Australian Government**

**Department of Industry, Science and Resources**

## Grant Opportunity Guidelines

# Inspiring Australia - Science Engagement Program: National Science Week Grants 2024

<b>Opening date:</b>	31 October 2023
<b>Closing date and time:</b>	5:00pm Australian Eastern Daylight Time on 11 December 2023 Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Department of Industry, Science and Resources (DISR)
<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>	31 October 2023
<b>Type of grant opportunity:</b>	Open competitive

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# 1. Inspiring Australia - Science Engagement Program: National Science Week Grants 2024 processes

## **The Inspiring Australia - Science Engagement Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to Department of Industry, Science and Resources (the department) Outcome One: *Support economic growth, productivity and job creation for all Australians by investing in science, technology and commercialisation, growing innovative and competitive businesses, industries and regions, and supporting resources.* The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



## **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 of the eligibility and assessment criteria in order for your application to be considered.



## **We assess all grant applications**

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



## **We make grant recommendations**

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



## **Grant decisions are made**

The decision maker decides which applications are successful.



## **We notify you of the outcome**

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



## **We enter into a grant agreement**

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



## **Delivery of grant**

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



### **Evaluation of the National Science Week Grants 2024**

We evaluate the specific grant activity and National Science Week Grants 2024 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 National Science Week Grants 2024.

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 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 Inspiring Australia - Science Engagement Program

The Inspiring Australia - Science Engagement Program (the program) provides funding for a range of initiatives delivered under the Inspiring Australia banner.

The program contributes to the Government's vision for an Australian society engaged in and enriched by science. Through this program and other science engagement activities, the Government aims to:

- increase Australian community engagement with the sciences, through activities and events
- increase positive public sentiment and awareness of the contribution and achievements of Australian scientists and innovators
- improve communication between Australian scientists, the general public, businesses and government
- enhance focus on building skills and capability in science, technology, engineering and mathematics (STEM) and digital literacy in Australian schools and communities
- increase engagement and participation in groups historically under-represented in STEM.

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

### 2.1. About the National Science Week Grants 2024 grant opportunity

These guidelines contain information for the National Science Week Grants 2024.

National Science Week is Australia's major national celebration of the sciences, occurring in August each year. National Science Week will be held from 10 to 18 August 2024. National Science Week provides the opportunity for community participation in high profile science engagement activities across the nation.

The objectives of the grant opportunity are to:

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

- inspire wide community participation in STEM
- provide an opportunity to acknowledge and celebrate the contributions of Australian scientists to the world of knowledge
- encourage an interest in science pursuits among the general public
- encourage younger people to become fascinated by the world we live in
- encourage new and innovative ways of engaging with audiences.

The intended outcomes of the grant opportunity are to:

- increase national and international interest in Australian science
- improve critical engagement with key scientific issues by the public
- increase inspiration drawn from science and improve the value of science as perceived by the public.

This document sets out:

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

If you are successful, you will have until 30 June 2024 to register your event/s on the National Science Week website.

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

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

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

### **3. Grant amount and grant period**

The Australian Government has announced a total of \$7.23 million per year in ongoing funding for the program. For National Science Week 2024 grants, up to \$500,000 is available per year.

#### **3.1. Grants available**

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

- The minimum grant amount is \$2,000
- The maximum grant amount is \$20,000.

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

We will only award applications of exceptional merit the maximum grant amount of \$20,000.

We cannot fund your project if it receives funding from another Commonwealth, state, or territory government grant for the same activities. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the National Science Week 2024 grant or the other Commonwealth grant.

### 3.2. Project period

Your project must be focussed on conducting eligible activities that take place during National Science Week 2024, or where appropriate, in the week before or after National Science Week 2024. Your activity must commence no earlier than 3 August 2024 and be completed no later than 25 August 2024.

Your project period will begin from the date your grant agreement is executed and will cease four weeks following the end of National Science Week 2024, unless otherwise agreed by the program delegate. Eligible expenditure cannot be incurred prior to grant agreement execution.

The project period is longer than the activity period to accommodate for any work required to prepare for your National Science Week 2024 activities and to allow you to finalise any payments following the completion of your activities.

You must complete your project by 16 September 2024.

## 4. Eligibility criteria

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

### 4.1. Who is eligible?

To be eligible you must:

- be an individual 18 years of age or older, or
- have an Australian Business Number (ABN)

Joint applications are acceptable, provided you have a lead applicant 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. Who is not eligible?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has [not complied](#) with the [Workplace Gender Equality Act \(2012\)](#)
- a non-corporate Commonwealth entity (unless you are a publicly funded research organisation, as defined in section 14).

### 4.3. What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the project must maintain the following registration/checks:

- Working with Children Check
- Working with Vulnerable People registration.

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

### 5.1. Eligible grant activities

To be eligible your project must:



- be directed towards a science-related activity that will be conducted in Australia during National Science Week 2024, or where appropriate, in the week before or after National Science Week 2024
- address one or more of the following purposes:
  - draw the nation's attention towards the sciences
  - spark broad interest and engagement in the sciences
  - provide an opportunity for all Australians, including those historically under-represented in the sciences, to participate in science events and activities
  - foster partnerships between the community, research organisations and industry
  - trial new and innovative science communication activities
- engage the community, be available to the general public, and be delivered in at least one of the following formats:
  - an in-person event involving physical attendance
  - an online event involving two-way audience participation or involvement
- include eligible project activities.

Examples of eligible activities include:

- events relating to existing exhibitions (including travelling exhibitions)
- cinema and theatre
- debates
- quizzes
- open days
- interactive presentations and workshops
- expos and fairs
- forums
- events that relate to the theme for that particular year
- online events that include two-way audience participation or involvement, such as interactive virtual tours, online Q&As or online workshops.

We may also approve other activities.

## 5.2. Eligible expenditure

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

Eligible expenditure items are:

- travel and accommodation
- external venue and equipment hire
- consumable materials used during your event (for example workbooks, chemicals etc.)
- external presenter fees and travel
- prizes
- event advertising and promotion, including graphic design
- displays

- costs associated with a change in delivery method (e.g. virtual tours and online streaming of events), if required.

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 makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you 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.

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

Expenditure items that are not eligible are:

- infrastructure and support costs associated with ongoing activities
- salaries and related expenses
- general administration
- administrative levies/fees imposed by a parent organisation
- internal charges such as venue hire
- training programs or professional development for teachers
- teaching resources and curriculum development materials
- events that are predominately targeted at school groups
- capital expenditure
- activities of a solely commercial nature
- research projects including surveys
- conferences and meetings
- hospitality or catering
- expenses incurred prior to grant agreement execution
- expenditure items that receive funding under another Commonwealth program, or from a National Science Week state or territory Coordinating Committee, in the same year.

Other expenditure may be ineligible as determined by the program delegate.

## 6. The assessment criteria

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

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

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

## 6.1. Assessment criterion 1

### **The reach and impact of the project (60 points)**

You should demonstrate this through identifying:

- a. the size and composition of your intended audience, including geographical reach and whether the project targets historically under-represented groups in the sciences
- b. the quality of your National Science Week project, including the likely impact and benefit of your activities on your intended audience, including any innovative approaches to engage your audience
- c. details of any proposed linkages with key cohorts (such as Aboriginal or Torres Strait Islander community groups or Traditional Owners).

## 6.2. Assessment criterion 2

### **Your capacity, capability and resources to carry out the project (40 points)**

You should demonstrate this through identifying:

- a. your ability to run this type of project, including access to personnel with the right skills and experience, and any similar events or projects you have run previously
- b. your access to appropriate venues, infrastructure, capital equipment, technology, and any required regulatory or other approvals
- c. why grant funding is necessary to deliver your project.

## 7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on [business.gov.au](#) and [GrantConnect](#). 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](#). You can only submit an application during a funding round.

To apply, you must:

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

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

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider

that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

After submitting your application, we may 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.

If you need further guidance around the application process, or if you have any issues with the portal, or if you are unable to submit an application online, [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:

- proof of age for individuals 18 years or older (where applicable)
- letters of support from project partners (where applicable)
- trust deed (where applicable).

Where applicable, applicants are encouraged to upload letters of support from any key stakeholders or communities, which can be used as evidence to support relationships or stated linkages within the assessment criterion responses.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. The total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

### 7.2. 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 should identify all members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

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

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

### 7.3. Timing of grant opportunity processes

You can only submit an application between the published opening and closing dates. We cannot accept late applications. If you are successful we expect you will be able to commence your project around April 2024.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	7 weeks
Approval and announcement of successful applicants	6-7 weeks
Negotiations of grant agreements	4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	Date of execution of your grant agreement
Activity period	3 August 2024 to 25 August 2024 (inclusive)
Project completion date	16 September 2024

## 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. Only eligible applications will proceed to the assessment stage.

We refer your application to the National Science Week Grants Committee, an independent committee of experts.

The committee will assess your application, including your project proposal and attachments, against the assessment criteria and compare it to other eligible applications in a funding round before recommending which projects to fund.

The committee will be required to perform their duties in accordance with the CGRGs.

We consider your application on its merits, based on:

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

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

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

In order to support a spread of projects across Australia and increase accessibility of STEM-related activities and events, the program delegate/committee will also take into account the science discipline, modes of delivery, organisational distribution, geographic location of the activities and events, proposed target audiences, historically under-represented groups addressed, when recommending projects for funding.

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

The committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if you do not nominate the sources as referees. The committee may also consider information about you or your application that is available as a result of the due diligence process or through the normal course of business.

## 8.2. Who will approve grants?

The program delegate, who is a manager in the Grants Delivery and Business Services Division within DISR, decides which grants to approve taking into account advice of the committee and the availability of grant funds.

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

## 9. Notification of application outcomes

If you are successful, you will receive a written offer from us, including any specific conditions attached to the grant. You will then have until 30 June 2024 to register your event/s on the National Science Week website.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

## 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](https://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 National Science Week 2024 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. Exchange of letters grant agreement

We will use an exchange of letters grant agreement. 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 that both you and the Commonwealth have accepted the agreement. You will have 30 days from the date of our letter to sign and return to us otherwise the offer may lapse.

## 10.3. 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 any applicable legislation/policies/industry standards. 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:

- any public health related measures and restrictions that are in place when delivering your project activities
- working with vulnerable people
- state/territory legislation in relation to working with children.

### 10.3.1. 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>2</sup> endorsed by the Commonwealth.

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

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

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

## 10.4. 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)

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<sup>2</sup> <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

- any in-kind contributions you will make (where applicable)
- any financial contribution provided by you or a third party (where applicable).

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

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

## 10.5. 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

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

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

Information collected on the application forms of successful projects will also be used to inform the public about the grant outcomes, and also to inform Questacon and the relevant state and territory National Science Week Coordinating Committees for the purpose of helping to promote events. Successful project applicant contact details will be added to the National Science Week stakeholder database, which is not available to the public. Applicants may request to be removed from the database at any time.

## 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:

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



- 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.

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 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. 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. Compliance visits

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

## 12.5. Grant agreement variations

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

- changing project milestones
- changing project activities.

The program does not allow for:

- an increase of grant funds
- your eligible activities to occur at any other time other than 3 August 2024 to 25 August 2024 inclusive, unless approved by the program delegate.

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

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 outcomes
- consistency with the program policy objectives, grant opportunity guidelines and any relevant policies of the department.

## 12.6. Record keeping

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

## 12.7. Evaluation

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

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

## 12.8. Grant acknowledgement

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

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

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

## 13. Probity

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

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

### 13.1. Enquiries and feedback

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

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

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

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

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

Manager  
Portfolio Program Delivery  
Department of Industry, Science and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>4</sup> 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>5</sup> on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

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

### 13.3. Privacy

Unless the information you provide to us is:

- confidential information as per section 13.4, 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, the committee, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities
- identify and manage any financial, legal/regulatory, governance, national interest, or national security risks.

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>6</sup> on the department's website for more information on:

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

### 13.4. Confidential information

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

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

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<sup>6</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

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

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

We may disclose confidential information:

- to 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.

### 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.

### 13.6. National security

Eligible activities under this grant may have national security implications. It is your responsibility to consider any such implications of the proposed project and identify and manage any risks, particularly relating to export controls, intellectual property protection, espionage and foreign interference and unwanted transfer of technology, data or other knowledge.

You must inform the department if you identify any material risks relating to national security. To assist with managing security risks, you are strongly encouraged to review the department's [Guide to undertaking international collaboration](#).<sup>7</sup>

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<sup>7</sup> <https://www.industry.gov.au/strategies-for-the-future/increasing-international-collaboration/a-guide-to-undertaking-international-collaboration>

### 13.6.1. Know Your Partner

You should ensure that you know who you are collaborating with by undertaking appropriate due diligence, proportionate to the risk and subject to available information, on all partners and personnel participating in the project. This should take into account any potential security, ethical, legal and reputational risks, and, where necessary, you should be prepared to demonstrate how you will manage and mitigate any identified risks.

### 13.7. Disclosure of Commonwealth, state or territory financial penalties

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

## 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.
<a href="#"><u>Commonwealth Grants Rules and Guidelines (CGRGs)</u></a>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. 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 by which the grant activity must be completed and the grant spent.
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 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 5.2.
Manager	A manager in the Grants Delivery and Business Services Division within DISR.

Term	Definition
Grant	<p>For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <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>
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.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The individual/organisation which has been selected to receive a grant
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 DISR Portfolio Budget Statement Program.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.

<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
Groups historically under-represented in STEM	<p>The National School Reform Agreement and Advancing Women in STEM strategy defines under-represented groups to include:</p> <ul style="list-style-type: none"> <li>▪ women and girls</li> <li>▪ Aboriginal and/or Torres Strait Islander Peoples</li> <li>▪ people living in regional and rural or remote areas</li> <li>▪ people with disability</li> <li>▪ people from educationally disadvantaged backgrounds.</li> </ul>
Minister	The Commonwealth Minister for Industry and Science.
National Science Week Coordinating Committee	The volunteer committee that is responsible for local co-ordination of National Science Week in their state or territory, and (if applicable) the distribution of any state or territory National Science Week grants.
National Science Week Grants Committee	The body established by the delegate to consider and assess eligible applications and make recommendations to the department for funding under the program.
Non-corporate Commonwealth entity	A non-corporate Commonwealth entity is a Commonwealth entity that is part of the Commonwealth and which represents and acts on behalf of the Commonwealth. They are Commonwealth departments, such as a department of state (e.g. Department of Industry, Science and Resources), as recognised by the Administrative Arrangements Orders, or a Parliamentary Department.
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	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Program delegate	A manager in the Grants Delivery and Business Services Division within DISR.
Program funding or program funds	The funding made available by the Commonwealth for the program.

Term	Definition
Project	A project described in an application for grant funding under the program.
Publicly funded research organisation	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 eligibility criteria and assessment criteria.
The sciences	<p>Means any or all of:</p> <ul style="list-style-type: none"> <li>▪ the natural and physical sciences, such as biology, physics, chemistry and geology</li> <li>▪ the applied sciences, such as engineering, medicine and technology</li> <li>▪ newly emerging and interdisciplinary fields, such as environmental science, nanotechnology and phenomics</li> <li>▪ mathematics.</li> </ul>
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>