



**Australian Government**

**Department of Industry, Science and Resources**

**Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts**

## Grant Opportunity Guidelines

# Regional Precincts and Partnerships Program – Stream One: Precinct development and planning

|                                    |  |
|------------------------------------|--|
| <b>Opening date:</b>               | 24 August 2023   |
| <b>Commonwealth policy entity:</b> | Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA) |
| <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>   | 24 August 2023   |
| <b>Type of grant opportunity:</b>  | Open non-competitive   |

# Contents

|   |           |
|---|-----------|
| <b>1. Regional Precincts and Partnerships Program – Precinct development and planning processes</b> ..... | <b>4</b>  |
| 1.1. Introduction .....   | 5         |
| <b>2. About the grant program</b> .....   | <b>5</b>  |
| 2.1. About the Stream One Precinct Development and Planning grant opportunity .....                       | 7         |
| 2.2. Partnerships .....   | 7         |
| <b>3. Grant amount and grant period</b> .....   | <b>8</b>  |
| 3.1. Grants available .....   | 8         |
| 3.2. Project period .....   | 8         |
| <b>4. Eligibility criteria</b> .....  | <b>8</b>  |
| 4.1. Who is eligible to apply for a grant?.....   | 8         |
| 4.2. Additional eligibility requirements .....  | 9         |
| 4.3. Who is not eligible to apply for a grant?.....   | 9         |
| <b>5. What the grant money can be used for</b> .....  | <b>9</b>  |
| 5.1. Eligible grant activities .....  | 9         |
| 5.2. Eligible locations .....   | 10        |
| 5.3. Ineligible locations.....  | 10        |
| 5.4. Eligible expenditure.....  | 10        |
| <b>6. The assessment criteria</b> .....   | <b>11</b> |
| 6.1. Assessment criterion 1.....  | 11        |
| 6.2. Assessment criterion 2.....  | 11        |
| 6.3. Assessment criterion 3.....  | 11        |
| 6.4. Assessment criterion 4.....  | 12        |
| <b>7. How to apply</b> .....  | <b>12</b> |
| 7.1. Attachments to the application.....  | 13        |
| 7.2. Timing of grant opportunity processes.....   | 13        |
| 7.3. Questions during the application process.....  | 14        |
| <b>8. The grant selection process</b> .....   | <b>14</b> |
| 8.1. Assessment of grant applications .....   | 14        |
| 8.2. Who will assess applications? .....  | 15        |
| 8.3. Who will approve grants? .....   | 15        |
| <b>9. Notification of application outcomes</b> .....  | <b>16</b> |
| 9.1. Feedback on your application .....   | 16        |
| <b>10. Successful grant applications</b> .....  | <b>16</b> |
| 10.1. The grant agreement .....   | 16        |
| 10.2. Specific legislation, policies and industry standards.....  | 17        |
| 10.3. How we pay the grant .....  | 17        |
| 10.4. Grant Payments and GST .....  | 17        |

|   |           |
|---|-----------|
| <b>11. Announcement of grants .....</b>                 | <b>18</b> |
| <b>12. How we monitor your grant activity .....</b>     | <b>18</b> |
| 12.1. Keeping us informed .....                         | 18        |
| 12.2. Reporting .....                                   | 18        |
| 12.2.1. Progress reports .....                          | 19        |
| 12.2.2. Ad-hoc reports .....                            | 19        |
| 12.2.3. End of project report .....                     | 19        |
| 12.3. Audited financial acquittal report.....           | 19        |
| 12.4. Grant agreement variations .....                  | 19        |
| 12.5. Compliance visits .....                           | 20        |
| 12.6. Record keeping.....                               | 20        |
| 12.7. Evaluation .....                                  | 20        |
| 12.8. Acknowledgement.....                              | 20        |
| <b>13. Probity.....</b>                                 | <b>20</b> |
| 13.1. Enquiries and feedback .....                      | 21        |
| 13.2. Conflicts of interest .....                       | 21        |
| 13.3. Privacy .....                                     | 22        |
| 13.4. Confidential information .....                    | 22        |
| 13.5. Freedom of information.....                       | 23        |
| <b>14. Glossary.....</b>                                | <b>24</b> |
| <b>Appendix A. Eligible expenditure.....</b>            | <b>28</b> |
| A.1 How we verify eligible expenditure .....            | 28        |
| A.2 Partnership Establishment and operation costs ..... | 28        |
| A.3 Labour expenditure .....                            | 29        |
| A.4 Labour on-costs and administrative overhead.....    | 29        |
| A.5 Contract expenditure.....                           | 30        |
| A.6 Travel expenditure .....                            | 30        |
| A.7 Other eligible expenditure .....                    | 31        |
| <b>Appendix B. Ineligible expenditure.....</b>          | <b>32</b> |

# 1. Regional Precincts and Partnerships Program – Precinct development and planning processes

## **The regional Precincts and Partnerships program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA)'s Outcome 3. The Department of Industry, Science and Resources (DISR) works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



## **The grant opportunity opens**

DISR publish the grant guidelines on [business.gov.au](#) and [GrantConnect](#).



## **You complete and submit a grant application**

You complete the application form and provide a proposal that addresses all the eligibility and assessment criteria in order for your application to be considered.



## **We assess all grant applications against eligibility**

DISR assess the applications against eligibility criteria and notify you if you are not eligible.



## **The Panel assess eligible grant applications**

Applications are batched twice a year and reviewed by an Independent Expert Panel (the Panel). The Panel assesses eligible applications against the assessment criteria including an overall consideration of value for money. The Panel provides a list of meritorious applications to DITRDCA.



## **DITRDCA provide policy advice on grant applications**

DITRDCA provide advice to the decision maker on how the meritorious proposals meet policy and program objectives.



## **Grant decisions are made**

The decision maker decides which applications are successful.



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

DISR 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 regional Precincts and Partnerships Program**

DITRDCA will evaluate the specific grant activity and regional Precincts and Partnerships 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 regional Precincts and Partnerships Program (the program).

This document sets out:

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

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (the department/DISR) on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA).

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

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

## 2. About the grant program

The program will run over 3 years from 2023-24 to 2025-26. The program was announced as part of the 2022-23 October Budget and reflects the Government's Regional Investment Framework, which:

- values local voices and priorities
- is informed by and builds on the evidence-base
- operates with flexibility and transparency and
- guides coordinated responses across government.

The program seeks to deliver transformative investment in regional, rural and remote Australia based on the principles of unifying regional places, growing their economies and serving their communities.

The program will focus on a **partnership approach**, bringing together governments and communities to deliver regional precincts that are tailored to local needs and have a shared vision in how that precinct connects to the region.

The program presents a new opportunity for regional investment through a unique grants process, which features a strong focus on collaboration and joint investment opportunities. The establishment of partnerships, that include local perspectives, will be critical to delivering place-based infrastructure supported by the community. The program allows governments and communities to establish long-term partnerships and jointly invest in genuine regional priorities. The Government is committed to regional development, renewal and supporting population growth by delivering the infrastructure and housing required to create strong and vibrant communities.

The program will support the planning and delivery of regional, rural and remote precincts. Regional precincts or 'places with a purpose' are user-defined geographic areas with a specific shared need or theme. Regional precincts may include business districts, neighbourhoods, activity centres, commercial hubs or community and recreational areas. They will be located in renewal areas and growth areas in regional centres, regional corridors, regional cities, as well as smaller

town centres that serve as service hubs in more remote communities. The scale of regional precinct projects will vary depending on their location and objectives.

Precincts support better integration of land use and ensure the infrastructure investment complements the broader region and its surrounding communities, spaces, transport and activities. The program's place-based, partnership approach will ensure that precinct proposals are suitably and strategically designed for their specific contexts and maximise outcomes for their communities.

The objectives of the Program are to:

- facilitate place-based approaches to planning, characterised by collaborative partnerships engaging in shared design, stewardship and accountability of planned outcomes
- provide targeted benefits related to productivity, equity and resilience for the people of regional, rural or remote Australia
- support community priorities for regional cities, rural or remote centres and areas
- reflect the Government's approach to regional investment as outlined under the Regional Investment Framework.

The intended outcomes of the Program are to:

- demonstrate the value of partnerships between governments, communities and businesses for effective planning, coordination and delivery of regional infrastructure
- develop and deliver regional precincts comprised of multiple infrastructure components, which provide benefits related to productivity, equity and resilience
- contribute to the Australian Government's current policy priorities, including but not limited to Closing the Gap, transition to a net zero economy, Australia's emission reduction goals, social and affordable housing, and National Cultural Policy.

It is the intent of the Program to:

- deliver grants across a broad geographic spread of regional Australia, including remote and very remote areas
- support precinct projects of differing scales and functionalities
- encourage projects from lesser-resourced applicants.

The regional Precincts and Partnerships Program will be an open grants process, meaning applications can be submitted at any time once the program opens. The program is a non-competitive program to avoid the direct, competitive comparison of applications from organisations of differing sizes and levels of resourcing. This approach provides the ability to ensure the equitable distribution of grants across the country based on the individual merits of a precinct proposal and its benefits to the local community. This allows the opportunity to balance small and large projects and different types of precincts within the funding profile.

There are two grant opportunities as part of this program:

- Stream One - Precinct development and planning: to activate partnerships and to deliver an investment- ready precinct plan
- Stream Two - Precinct delivery: to deliver a specified project or projects as part of a precinct.

We will publish the opening and closing dates and any other relevant information on [business.gov.au](https://business.gov.au) and [GrantConnect](#).

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

## 2.1. About the Stream One Precinct Development and Planning grant opportunity

This grant opportunity is part of the regional Precincts and Partnerships Program.

The Precinct Development and Planning grant opportunity provides opportunities to develop a precinct idea through to investment-ready stage. The rationale for Stream One is to recognise that financial constraints can inhibit great concepts being explored further and developed into realistic, well-designed and planned projects.

For Stream One, the **project** is considered to be a plan for the entire precinct, even if you are only considering future investment in one element of the precinct. This contrasts with Stream Two, where the project is one or more elements of a precinct.

The objective of the grant opportunity is to activate partnerships to jointly deliver precinct plans.

The intended outcomes of the grant opportunity are to:

- establish partnerships comprised of relevant government entities, community organisations and businesses that have a shared vision for a regional precinct
- deliver precinct plans that are tailored to their local contexts and based on community feedback and engagement
- support precinct plans to become investment ready.

## 2.2. Partnerships

The establishment of a partnership is essential to the program, which has a focus on bringing together all relevant interested parties to collaboratively plan or deliver precinct proposals. These partnerships are intended to be conglomerates of relevant entities as well as other local stakeholders, including but not limited to:

- State and Territory government
- Local government
- Regional universities
- Not-for-profit entities
- First Nations groups
- Regional Development Australia committees
- Community organisations
- Private enterprise
- Australian Government agencies that have policy/program interests or responsibilities.

Not all entity types listed above are eligible to apply for program funding (see section 4: Eligibility Criteria), however they can form part of the partnership.

The intention behind a partnership is to ensure the precinct is well-considered and allows an opportunity for relevant parties to work through issues, consult early and be investment ready.

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

First Nations groups should be involved in the design phase to help shape projects and influence a stronger outcome that incorporates First Nations experiences, culture and design.

### 3. Grant amount and grant period

#### 3.1. Grants available

The Australian Government has announced a total of \$400 million over 3 years for the program's two streams. For this grant opportunity we estimate a total of \$80 million is available over 3 years from 2023-24, noting this may be reviewed and balanced between streams to meet demand or until funding is exhausted.

- The minimum grant amount is \$500,000.
- The maximum grant amount is \$5 million.

The grant amount will be up to 100 per cent of the eligible expenditure for the project to a maximum amount of \$5 million.

Grants are intended to support a broader commitment to the precinct concept, therefore you are required to demonstrate your contribution and commitment to the proposed precinct in assessment criteria 4. Your contributions can be cash or in-kind (such as land or resources), or a combination of both. We are looking for applicants to show what they can do, monetarily or otherwise to ensure the success of the project.

Any partner contributions and other funding for your project can come from other sources including state, territory and local government grants. Other Commonwealth funding cannot be used for the project. You are responsible for the remaining eligible and ineligible costs.

#### 3.2. Project period

You must complete your project by 31 March 2026.

### 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) or Office of the Registrar of Indigenous Organisations (ORIC) registration

and be one of the following entities:

- an Australian State/Territory Government agency or body
- an Australian local government agency or body as defined in section 14
- a Regional University which may be for-profit as defined in section 14
- an incorporated not-for-profit organisation. As a not-for-profit organisation you must demonstrate your not-for-profit status through one of the following:
  - current Australian Charities and Not-for-profits Commission's (ACNC) Registration
  - state or territory incorporated association status
  - constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.



## 4.2. Additional eligibility requirements

We can only accept proposals where you:

- have authority or are close to seeking authority for use of the land or infrastructure required to undertake the proposed project at a nominated site (if you have authority, you are required to provide a letter to confirm this authority from the land or infrastructure owner)
- can identify the intended project partner/s that form your partnership supported with a proposed governance structure for your precinct
- can provide evidence that the relevant State or Territory government have been invited to participate in the partnership
- can provide evidence that the relevant local government agency or body have been invited to participate in the partnership
- can provide evidence that the following organisations have been contacted to seek their support for the concept of the precinct:
  - the relevant Regional Development Australia (RDA) committee
  - the relevant Traditional Owner/First Nations groups for the 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:

- 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)*
- for-profit organisations (with the exception of regional universities). However, they can form part of the partnership
- any organisation not included in section 4.1.

# 5. What the grant money can be used for

## 5.1. Eligible grant activities

To be eligible your project must:

- be aimed at meeting the objectives of the grant opportunity, as outlined in Section 2.1
- have at least \$500,000 in eligible expenditure.

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

- scoping, planning, design and consultation activities for the proposed precinct
- development, formalisation and operation of partnership relationships and responsibilities
- business cases and feasibility studies.

We may also approve other activities and studies which are linked to the objectives and outcomes of the program, including but not limited to geotechnical, surveying, flora and fauna, and heritage assessments/investigations.

## 5.2. Eligible locations

The proposed project must be in a regional, rural or remote location, delineated as entirely outside the Australian Bureau of Statistics' Greater Capital City Statistical Areas (GCCSA).

Use the [mapping tool](#) to determine eligibility of your project location.

## 5.3. Ineligible locations

The following are ineligible locations:

- Greater Capital City Statistical Areas - Greater Sydney
- Greater Capital City Statistical Areas - Greater Melbourne
- Greater Capital City Statistical Areas - Greater Perth
- Greater Capital City Statistical Areas - Greater Adelaide
- Greater Capital City Statistical Areas - Greater Brisbane
- Greater Capital City Statistical Areas - Greater Darwin
- Greater Capital City Statistical Areas - Greater Hobart
- All of the Australian Capital Territory (ACT).

## 5.4. Eligible expenditure

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

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

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

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

Not all expenditure on your project may be eligible for grant funding. The program delegate (who is a manager within 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.

## 6. The assessment criteria

You must address all assessment criteria in your application. The Independent Expert Panel (the Panel) 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.

Demonstrating value for money is a key requirement and will be assessed by comparing the projected benefits and opportunities created by the project against the estimated cost (refer to Section 8.1). Your response to the below assessment criteria should clearly articulate the expected benefits and opportunities that the project will create.

Only applications that score at least 50 per cent against each assessment criterion will be deemed as meritorious and considered for award of grant funding.

### 6.1. Assessment criterion 1

#### **Project alignment with program objectives and Australian Government priorities (35 points).**

You should demonstrate this through identifying how your proposal:

- a. aligns with regional plans, community priorities and other regional investment strategies and activities
- b. supports a place-based approach to planning, including better integration of land use and regional development and/or renewal
- c. provides economic opportunities, and enhances productivity, equity and resilience
- d. considers and/or measures climate and energy impacts such as disaster risk, emissions reduction, biodiversity, decarbonisation, circular economies, and energy and water efficiency
- e. contributes to the achievement of Australian Government policy priorities and program objectives, including but not limited to Closing the Gap, transition to a net zero economy, Australia's emission reduction goals, social and affordable housing, and National Cultural Policy, relative to the type of project being considered.

### 6.2. Assessment criterion 2

#### **Project Need (35 points).**

You should demonstrate this through identifying:

- a. how your proposal will address an existing public infrastructure gap
- b. how the precinct will deliver improvements and public benefits and/or services in your region
- c. evidence as to why investment in the proposal is needed, including any barriers preventing investment to date
- d. rationale for the elements you are considering for inclusion in the precinct and how these link a place with a purpose.

### 6.3. Assessment criterion 3

#### **Community engagement, collaboration, and partnership (20 points).**

You should demonstrate this through identifying:

- a. how your precinct development and planning process intends to engage with the local community, draw upon local knowledge and information, and identify and leverage opportunities and address challenges within your region
- b. how you and your partnership will work together to achieve the project based on the values of shared design, stewardship and accountability of planned outcomes
- c. the proposed governance arrangements of the partnership and how they will support, enhance or achieve community engagement, and collaboration for the project
- d. how First Nations groups could be involved in the design and planning phase to help shape the proposal and influence a stronger outcome that incorporates First Nations experiences, culture and design.

#### 6.4. Assessment criterion 4

##### **Capacity, capability and resources to deliver a sound precinct proposal (10 points).**

You should demonstrate this by providing evidence of:

- a. your ability to undertake or manage the development of project proposals, including your track record of managing similar projects and your access to personnel with the right skills and experience
- b. your proven ability to manage and monitor timeframes, consultation processes, budget and risk management
- c. a resource plan that includes how the project will be supported and the cost of that resourcing
- d. any contributions you or your partners will be providing that would help to strengthen the delivery of the project. Contributions can be non-monetary.

## 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](http://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 or preliminary project outline
- a project budget
- confirmation that you have authority for use of the land or infrastructure at the proposed site, if one has been selected. If the proposed site is not confirmed, you should clearly outline this in your application
- evidence to support your intended partnership (e.g. a letter from project partner/s or other type of agreement), including details of all project partners
- a proposed governance structure for your precinct outlining the roles and responsibilities of each project partner
- evidence of support from local community and business as relevant
- evidence that the relevant State or Territory government and local government agency or body has been invited to participate (e.g. an email or letter)
- evidence that the relevant RDA committee and Traditional Owner/First Nations groups for the area have been contacted to seek their support (e.g. an email, or letter)
- evidence of not-for-profit status (where applicable)
- detailed evidence that supports assessment criteria responses (where applicable)
- trust deed (where applicable).

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

## 7.2. Timing of grant opportunity processes

You can submit an application at any time while the grant opportunity remains open. Proposals will be batched and announcements made twice per financial year, at a minimum until funding is exhausted.

If you are successful we expect you will be able to commence your project within 3 months of receiving the offer of grant funding.

Table 1: Expected timing for this grant opportunity

| Activity   | Timeframe  |
|--|--|
| Assessment of applications                         | September/October and March/April                                |
| Approval and announcement of successful applicants | November/December and May/June                                   |
| Negotiations and award of grant agreements         | 1-3 weeks  |
| Notification to unsuccessful applicants            | 2 weeks  |
| Earliest start date of project                     | The date you are notified that your proposal has been successful |
| Project completion date                            | 31 March 2026  |
| End date of grant commitment                       | 30 June 2026   |

### 7.3. Questions during the application process

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

## 8. The grant selection process

### 8.1. Assessment of grant applications

The program's non-competitive process means applicants will be assessed on their individual merit against the assessment criteria, and will not be compared to other applications.

It is intended that applications will be batched a minimum of twice a year, however the number of batches and the timing of each batch may vary depending on the volume and quality of applications received.

We first review your application against the eligibility criteria.

If eligible, your application will be assessed against the assessment criteria by the Independent Expert Panel.

Only eligible applications will proceed to the assessment stage. Any ineligible proposals will not proceed and are excluded from funding consideration.

We consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money and represents an efficient, effective, economical and ethical use of public resources.<sup>2</sup>

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

- the overall objective/s of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the spread of projects across geographic areas, precinct types and government objectives

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

- the relative resources of the applicant and need for the project
- the relative value of the grant sought.

## 8.2. Who will assess applications?

An Independent Expert Panel will assess all eligible proposals and make determinations regarding which proposals are meritorious. The Panel will comprise three members from the Urban Policy Forum, who were selected for their expertise in regional development and urban design and renewal. This will enable them to make assessments based on a thorough understanding of regional needs, best practice planning and sustainable development. The Panel will assess proposals against the assessment criteria, applying their expertise, before determining which are meritorious. Only proposals that have been deemed as meritorious in the assessment process will be provided to the Minister for final decision making.

The Panel will have robust governance arrangements and will meet twice per year to assess the proposals across the two grant funding streams.

The Panel members will be required to perform their duties in accordance with the CGRGs and will be subject to probity requirements as outlined in section 13.

DITRDCA will provide policy advice on meritorious proposals based on policy considerations and the funding envelope available.

DITRDCA's recommendations on meritorious proposals will be based on:

- the Independent Expert Panel's assessment
- alignment with the Government's approach to regional investment as outlined in the Regional Investment Framework
- alignment with current Australian Government policy priorities, and program objectives including but not limited to:
  - [Closing the Gap](#)
  - transition to a net zero economy
  - [Australia's emission reduction goals](#)
  - delivery of housing, particularly social and affordable housing
  - [National Cultural Policy](#)
- budget allocation available to fund projects
- balance of projects between each Stream across budget allocation
- geographic area, Government's policy priorities and types of precincts.

DITRDCA will also identify meritorious applications which propose projects that are:

- located in 'remote and very remote locations'
- submitted by First Nations Community Controlled Organisations
- submitted by 'low rate based' councils.

This information will allow DITRDCA to provide the decision maker with information regarding the diverse range of applicants, particularly lesser-resourced applicants that have submitted proposals assessed as meritorious by the Independent Expert Panel.

## 8.3. Who will approve grants?

DITRDCA will recommend which meritorious proposals should be considered for funding. The Minister decides which grants to approve taking into account the recommendations of DITRDCA,

the availability of grant funds, and, where necessary, advice from relevant Minister/s for meritorious proposals relevant to their specific portfolio responsibilities.

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

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

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient program funding 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.

Due to the nature of the application process, if you are not found meritorious, you will be notified and can submit a new application for the same project while the grant opportunity remains open. You should include new or additional information to improve upon your previous application.

If you were found meritorious but unsuccessful, you will be notified and you can choose to withdraw your application from future panel consideration or submit a variation to your previous application. This variation should include any new or additional information which may enhance your previous application. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

The previous online proposal can be accessed in [portal.business.gov.au](http://portal.business.gov.au) after logging in if you wish to build on the information previously provided. You should select 'My applications', click on the Application Summary and select 'view submitted application'. Alternatively, you can request a pdf of your unsuccessful proposal by contacting [regionalprecincts@industry.gov.au](mailto:regionalprecincts@industry.gov.au).

### 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](http://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 or Minister. We will identify these in the offer of grant funding.

If you enter an agreement under this grant opportunity, you cannot receive other grants for the same activities from other Commonwealth 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 Minister.

## 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.

In particular, you will be required to comply with:

- State/territory legislation 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)
- any financial contribution provided by you or a third party.

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments six monthly in arrears, based on your actual eligible expenditure. 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>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.

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<sup>3</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

## 11. Announcement of grants

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

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#), Section 5.3,. We may also publish this information on [business.gov.au](http://business.gov.au). This information may include:

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

## 12. How we monitor your grant activity

### 12.1. Keeping us informed

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

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

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

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

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

### 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
- contributions of participants directly related to the project

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
- identify the objectives and outcomes the project has achieved
- be submitted by the report due date.

## 12.3. Audited financial acquittal report

We will ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on [business.gov.au](http://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 that do not change the outcome of the project.

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 to review your compliance with the grant agreement. For large or complex projects, we may visit you after you finish your project. 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

DITRDCA will evaluate your project and the grant program to measure how well the outcomes and objectives have been achieved. To support the evaluation of your project, you will be required to collect baseline and routine data as part of your progress reporting, and complete evaluation activities as part of the end of project report.

To support the broader program evaluation, 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

Signage and communications requirements will be stipulated in your grant agreement.

# 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:

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

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

### 13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity and/or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a panel 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](#). Panel members and other officials including the decision maker must also declare any conflicts of interest.

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

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<sup>4</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 below, or
- personal information as per below.

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

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

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

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

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

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

We, or the Minister, may:

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

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

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

### 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>5</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 Panel 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.

## 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 body or agency                              | A local governing body as defined under the Local Government (Financial Assistance) Act 1995 (Cth) as a local governing body established by or under a law of a State.  |
| <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 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. For this program this is the Commonwealth Minister for Infrastructure, Transport, Regional Development and Local Government.  |
| 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.   |



| Term   | Definition  |
|--|---|
| 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 5.4.   |
| eligible expenditure guidance                    | The guidance that is provided at Appendix A.  |
| First Nations community-controlled organisations | These organisations are an Indigenous Organisation or enterprise and have an Indigenous Corporation Number (ICN) or can declare that they are a Traditional Owner or that their organisation is at least 51 per cent owned or controlled by Indigenous persons or the Indigenous Enterprise has 50 per cent Indigenous ownership.   |
| 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> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>6</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>7</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul> |
| grant activity/activities                        | Refers to the project/tasks/services that the grantee is required to undertake  |
| grant agreement                                  | A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding and specifies the details of the grant.  |
| grant funding or grant funds                     | The funding made available by the Commonwealth to grantees under the program.   |
| grant opportunity                                | Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.   |

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

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

| Term                                 | Definition  |
|--------------------------------------|---|
| 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 DITRDCA 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 CGRGs.   |
| grantee                              | The organisation which has been selected to receive a grant   |
| 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.   |
| Independent Expert Panel (the Panel) | The body established to assess eligible applications and determine which are meritorious. Panellists comprise a subset of the Urban Policy Forum.   |
| Low rate-based councils              | Low rate based councils are determined using the ratio of Financial Assistance Grant to Net Rate Income and are as follows: Yarrabah Aboriginal Shire Council; Cherbourg Aboriginal Shire Council; Shire of Woodanilling; District Council of Orroroo Carrieton; Shire of Tammin; District Council of Peterborough; Shire of Wyalkatchem; Shire of Wickepin; Shire of Dowerin; District Council of Karoonda East Murray; Shire of Kellerberrin; Hay Shire Council; Coolamon Shire Council; Lockhart Shire Council; Balranald Shire Council; Weddin Shire Council; Murrumbidgee Council; Tenterfield Shire Council; Narrandera Shire Council; Wentworth Shire Council; Bland Shire Council; Lachlan Council. |
| Minister                             | The Commonwealth Minister for Infrastructure, Transport, Regional Development and Local Government  |
| partnership                          | For the purposes of the grant opportunity – partnership refers to collaboration between organisations/entities towards a shared goal. Applicants are not required to set up formal business partnership structures for the program, however, as noted in the assessment criteria you must demonstrate evidence that partners are committed to the goals of the project.   |

| 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>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>   |
| Precinct                         | Place of purpose as outlined in this document   |
| 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.  |
| proposal                         | A detailed outline of project/s described in your application   |
| Regional University              | For the purposes of the grant opportunity – regional university refers to universities with a main campus or presence or universities that wish to establish a campus or presence within a regional area as stipulated by the Greater Capital City Statistical Area.  |
| remote or very remote location   | Refers to projects located in ‘remote’ or ‘very remote’ locations per the Australian Bureau of Statistics’ Remoteness Structure   |
| selection criteria               | Comprises of eligibility criteria and assessment criteria.  |
| 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> |

## Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time; check you are referring to the most current version from the [business.gov.au](https://business.gov.au) website before preparing your application.

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

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities (where applicable)
- meet the eligible expenditure guidelines.

### A.1 How we verify eligible expenditure

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

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

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

### A.2 Partnership Establishment and operation costs

We consider the costs associated with the establishment of a Partnership as eligible expenditure.

We will not make any payments to you for any expenditure you have incurred prior to the execution of your grant agreement. Examples of eligible Partnership establishment costs can include:

- meeting costs e.g. hiring meeting spaces, hospitality costs, facilitators to bring all parties together in the establishment phase, and for consultation sessions and meeting of partners during the project.
- advertising, social media, publicity associated with consultation activities
- establishing governance arrangements including professional and legal advice

You may show expenditure on the establishment of a Partnership by providing evidence of:

- purchase price
- payments (e.g. tax invoices and receipts from suppliers confirming payment)
- commitment to pay for the services

If you claim expenditure for the establishment of a partnership, we limit this to 10 per cent of the total grant funding amount.

### A.3 Labour expenditure

We consider the costs associated with the establishment and management of a partnership as eligible expenditure. This includes labour costs. We will not make any payments to you for any expenditure you have incurred prior to the execution of your grant agreement.

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

We consider direct costs for technical, administrative and management related to the partnership establishment and its ongoing management through the life of the project. However, we limit these costs to 20 per cent of the total amount of eligible labour expenditure claimed.

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

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is \$200,000 per financial year.

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

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

### A.4 Labour on-costs and administrative overhead

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

You should calculate eligible salary costs using the formula below:

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

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

Evidence you will need to provide can include:

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

## A.5 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

Where possible, you should engage local labour and services. Eligible contract expenditure may include:

- Legal services
- Architect services
- Design services
- Project management
- Quantity surveying
- Building services.
- Expertise relating to the development of business cases
- Data or research commissioned for the purpose of the project

## A.6 Travel expenditure

Eligible travel expenditure may include:

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

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the grantee will require evidence showing what an economy airfare costs at the time of travel.

## A.7 Other eligible expenditure

Other eligible expenditures for the project may include:

- costs associated with consultation sessions including venue hire and light refreshments (excluding alcohol)
- marketing and branding costs
- administration costs directly related to the project and partnership establishment and management including communications and consultation materials
- staff training that directly supports the achievement of project outcomes
- financial auditing of project expenditure, the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period, However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- contingency costs up to a maximum of 10 per cent of the eligible project costs. Note that we make payments based on actual costs incurred.

Other specific expenditures may be eligible as determined by the program delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

## Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time; check you are referring to the most current version from the [business.gov.au](https://www.business.gov.au) website before preparing your application.

The program delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- research not directly supporting eligible activities
- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to us notifying you that the application is eligible and complete
- financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as renovations and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must affect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- ongoing maintenance costs
- ongoing upgrades, updates and maintenance of existing ICT systems and computing facilities
- routine operating expenses not accounted for as labour on-costs – including accommodation, overheads and consumables, e.g. paper, printer cartridges, office supplies
- recurring or ongoing operational expenditure (including annual maintenance, rent, water and rates, postage, legal and accounting fees and bank charges)
- costs related to preparing the grant application
- overseas travel costs.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.