



Australian Government

Department of Industry,  
Innovation and Science

Department of Infrastructure,  
Regional Development and Cities

Business

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## Grant Opportunity Guidelines

# Drought Communities Programme - Drought Community Support Initiative

<b>Opening date:</b>	28 November 2018
<b>Closing date:</b>	3 December 2018
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Regional Development and Cities
<b>Administering entity</b>	Department of Industry, Innovation and Science
<b>Enquiries:</b>	If you have any questions, contact us at <a href="http://business.gov.au">business.gov.au</a> .
<b>Date guidelines released:</b>	November 2018 and March 2019
<b>Type of grant opportunity:</b>	Closed non-competitive

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# A message from the Minister



With drought severely impacting communities across Australia, the Liberal National Government is focused on supporting farming communities and households so they can keep living and working on the land and in their towns.

The Government will provide \$30 million to charities to deliver support to at least 10,000 households facing hardship due to one of the worst droughts on record.

The Drought Community Support Initiative will provide immediate assistance to eligible farmers, farm workers and farm suppliers/contractors living or working in an eligible Local Government Area facing financial hardship as a result of the drought. Up to \$3,000 will be available per household, in a combination of cash and vouchers, to ensure practical assistance is available to help cover urgent bills such as food, petrol and utilities.

This initiative is a stream under the Drought Communities Programme, which supports the most drought-affected regions of Australia by funding eligible Local Government Areas for local infrastructure projects and other drought-relief activities.

There are a number of major community and not-for-profit organisations already delivering much needed support to farmers, their families and communities. Through the Drought Community Support Initiative, we will continue to work with organisations such as the Country Women's Association, the Salvation Army, St Vincent de Paul Society and Rotary Australia World Community Services, ensuring that financial support is available in the areas it is most needed.

Importantly, the injection of funds will support local businesses in rural communities, which are also suffering from the effects of drought.

With regional Australia accounting for around two-thirds of our exports and employing hundreds of thousands of Australians, supporting our farmers is critical so that we can keep the economy growing and our communities strong.

**Senator the Hon Bridget McKenzie**

# 1. Drought Communities Programme - Drought Community Support Initiative grant opportunity - processes

**The Drought Communities Programme - Drought Community Support Initiative grant opportunity is designed to achieve Australian Government objectives**

This grant opportunity contributes to the Department of Infrastructure, Regional Development and Cities Outcome 3. The Department works with stakeholders to plan and design the grant opportunity according to the Commonwealth Grants Rules and Guidelines.



**The grant opportunity opens**

Charity organisations are invited to submit a proposal via an application. We will publish grant guidelines and applicant information on [business.gov.au](http://business.gov.au) and [GrantConnect](http://GrantConnect).



**Invited charity organisations complete and submit a grant application**



**We assess all grant applications**

We assess the applications for completeness and against all the eligibility and merit criteria.



**We make grant recommendations**

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



**Grant decisions are made**

The Program Delegate decides which applications are successful taking into consideration the proper use of public resources.



**We notify you of the outcome**

We advise you of the outcome of your application.



**We enter into a grant agreement**

We will enter into a grant agreement with successful charity organisations



**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 Drought Communities Programme - Drought Community Support Initiative grant opportunity**

We evaluate the specific grant activity and Drought Communities Programme - Drought Community Support Initiative grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

The Drought Community Support Initiative is a stream under the Drought Communities Programme. The Drought Communities Programme aims to support communities in the most drought-affected regions of Australia by funding Eligible Local Government Areas for local infrastructure projects and other drought-relief activities.

The Drought Community Support Initiative was announced by the Australian Government at the National Drought Summit on 26 October 2018.

The objectives of the Drought Community Support Initiative are to:

- provide immediate assistance to farmers, farm workers and farm suppliers/contractors who are facing hardship arising from the impact of drought in eligible Local Government Areas under the [Drought Communities Programme](#). Refer to the list of eligible Local Government Areas listed on [business.gov.au](http://business.gov.au) and [GrantConnect](#).

The intended outcomes of the Drought Community Support Initiative are to:

- help with immediate assistance for farmers, farm workers and farm suppliers/contractors who are facing hardship arising from the impact of drought
- improve levels of economic activity in regions and support local communities.

## 3. About the grant opportunity

These guidelines contain information for the Drought Community Support Initiative grant opportunity.

This grant opportunity will be delivered through a closed non-competitive selection process. To enable timely and effective delivery of the grant opportunity, the Department of Infrastructure, Regional Development and Cities has consulted with charity organisations prior to the grant opportunity opening to applications and considers that this is an appropriate selection process as the selected charity organisations:

- have a well-established record of delivering the same or similar activities; and
- will be able to move quickly to deliver immediate assistance in the eligible drought-affected communities through their established networks.

Selected charity organisations will provide immediate financial support to eligible recipients in accordance with the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs)<sup>1</sup>.

Eligible recipients must be individuals 18 years of age or older, who are farmers, farm workers and farm suppliers/contractors facing hardship as a result of drought and are living or working in the eligible Local Government Areas listed under the [Drought Communities Programme](#).

Immediate financial support to eligible recipients may constitute up to \$3,000 per household using a combination of up to \$2,000 in cash and up to \$1,000 in vouchers.

The Department of Industry, Innovation and Science (the department/we) is responsible for administering the grant opportunity on behalf of the Department of Infrastructure, Regional Development and Cities.

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<sup>1</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

We administer this program according to the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs)<sup>2</sup>.

We will publish the [opening and closing dates](#) and any other relevant information on [business.gov.au](http://business.gov.au) and [GrantConnect](#)<sup>3</sup>.

This document sets out:

- the eligibility criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the grant opportunity.

We have defined key terms used in these guidelines in Appendix A.

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

## 4. Grant amount

The Australian Government has agreed up to \$33.0 million in 2018-19 for this grant opportunity.

Each selected charity (you) can receive funding to provide immediate financial support in the form of cash payments and vouchers to eligible recipients.

The grant will be paid in instalments and may include funding for administration costs for each of the charity organisations.

### 4.1. Project duration

You may start your project from the date of execution of your grant agreement with the Commonwealth.

You must complete your project by 30 June 2019.

## 5. Eligibility criteria

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

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

To be eligible you must:

- have an Australian Business Number (ABN) and
- be one of the following charity organisations:
  - Country Women's Association of Australia (CWA)
  - Rotary Australia World Community Services
  - St Vincent de Paul Society
  - The Salvation Army.

Other charities may be invited to apply at the discretion of the Minister for Regional Services.

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<sup>2</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

<sup>3</sup> <http://www.grants.gov.au/>

## 5.2. Additional eligibility requirements

We can only accept applications:

- submitted by the Chief Executive Officer of the charity organisation listed in section 5.1 or other charity organisation officer authorised to sign a grant agreement
- that include a declaration that you will comply with specific regulatory requirements as outlined in section 11.3.

## 6. Eligible grant activities

### 6.1. Eligible projects

To be eligible your project must:

- include eligible activities and eligible expenditure
- establish eligibility criteria for the provision of financial assistance to eligible recipients of cash payments and/or vouchers as per section 6.2
- keep a record of provided assistance and submit aggregated data reports to the department
- be completed by 30 June 2019.

### 6.2. Eligible recipients of cash payments and/or vouchers

To be eligible to receive cash payments and/or vouchers the recipient of the benefit must be:

- 18 years of age or older and a farmer, farm worker or farm supplier/contractor who:
  - lives and/or works in an eligible Local Government Area
  - is in need of financial assistance to pay for food, petrol, utility bills or another need, or is at imminent risk of not being able to pay for these goods and services.
- the benefit provided is limited to one per household to a maximum of up to \$3,000 that can comprise a combination of up to \$2,000 cash payments and up to \$1,000 in vouchers (to be expended before 30 June 2019).

Eligible Local Government Areas are those specified by the Minister responsible for Local Government and listed on [business.gov.au](http://business.gov.au) and [GrantConnect](#) under the Drought Communities Programme.

### 6.3. Eligible grant activities

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

- raising awareness of the assistance available to eligible drought-affected communities
- identifying eligible recipients
- providing cash payments and/or vouchers to eligible recipients
- managing and reporting on outcomes to the Australian Government
- coordination and collaboration between the selected charity organisations managing this grant opportunity.

We may also approve other activities.

### 6.4. Eligible expenditure

You can only spend grant funds on eligible expenditure as defined in your grant agreement. 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
- a direct cost of the project
- incurred by you to undertake required project audit activities.

Eligible expenditure items can include:

- funding and vouchers to be allocated to eligible recipients
- other eligible expenditure as approved by the program delegate
- administration expenses directly related to the provision of services will be eligible in addition to the funding provided under this grant opportunity for the Drought Community Support Initiative.

These expenses may include:

- staff salaries and on-costs which can be directly attributed to the provision of the Drought Community Support Initiative
- costs for coordinating with the successful charity organisations
- telephones
- rent and outgoings
- computer/information technology/website/software
- insurance
- utilities
- postage, stationery and printing
- accounting and auditing.

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

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

## 6.5. Ineligible expenditure

Examples of ineligible expenditure include:

- wages not directly related to the delivery of the Drought Community Support Initiative
- purchase of land
- financing costs, including debt financing and interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers

- 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
- non-project-related staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- costs related to preparing this grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests.

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 grant opportunity.

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

## 7. The merit criteria you need to address

You must address both merit criteria in your application. Both merit criteria are of equal weighting.

The application form asks questions that relate to the merit criteria below. You should provide evidence to support your answers. The application form displays size limits for answers (up to 5000 characters including spaces and paragraph returns) for each merit criterion.

We will only award funding to applications that score highly against the merit criteria, as these represent best value for money.

### 7.1. Merit criterion 1

#### **Describe your organisation and its capacity to deliver the Drought Community Support Initiative.**

Your response must include information about:

- your organisation and the services it delivers, including your knowledge of, and experience with, delivering assistance to drought-impacted households and communities
- access to appropriately skilled and experienced personnel
- your footprint in the identified eligible Local Government Areas under the Drought Communities Programme, and which areas will be in scope for your organisation to deliver support
- how you will maintain records for reporting purposes
- your organisation's administrative budget for this project.

### 7.2. Merit Criterion 2

#### **Explain how your organisation will deliver the Drought Community Support Initiative.**

Your response must include information about how your organisation will:

- assess clients to determine they are eligible to receive financial support under the Drought Community Support Initiative
- determine the level of benefit to be provided to eligible recipients (cash and vouchers)

- manage households who are not eligible for the Drought Community Support Initiative
- reach eligible households who are unlikely to seek help and support through the Drought Community Support Initiative
- collaborate with other charity organisations and other organisations to deliver and communicate this initiative
- coordinate with other charity organisations to manage any potential overlap of services
- manage and mitigate potential fraudulent practices such as individuals/households attempting to make multiple claims and/or the misuse of vouchers
- work with other charity organisations to mitigate households making claims with each charity organisation
- manage and mitigate conflict of interest and project risks.

## 8. 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](http://business.gov.au) and [GrantConnect](#).

To apply, you must:

- be listed as an eligible charity organisation in section 5.1 or invited by the Minister to submit an application
- complete the application form
- provide all the information requested
- address all eligibility and merit 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 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

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

If you need further guidance around the application process, [contact us](#) at [business.gov.au](http://business.gov.au) or by calling 13 28 46.

### 8.1. Timing of grant opportunity

You can only submit an application between the published opening and closing dates.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Earliest start date of project	From the date you execute your grant agreement with the Commonwealth
End date of grant commitment	30 June 2019

## 9. The selection process

We first assess your application against the eligibility criteria.

Only eligible applications will proceed to the merit assessment stage.

To recommend an application for funding it must meet the merit criteria.

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.

### 9.1. Final decision

The Program Delegate (an AusIndustry senior responsible officer with responsibility for the program), decides which grants to approve taking into account the application assessment and the availability of grant funds.

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

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

## 10. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

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

## 11. If your application is successful

### 11.1. Grant agreement

You must enter into a grant agreement with the Commonwealth. We will use the Commonwealth standard grant agreement for this program. A sample [grant agreement](#) is available on [business.gov.au](http://business.gov.au) and [GrantConnect](#).

We must execute a grant agreement with you before we can make any payments. We are not responsible for any expenditure you incur before 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 funding.

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

## 11.2. Standard grant agreement

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Program Delegate.

## 11.3. Project specific legislation, policies and industry standards

You are required to be compliant with all relevant laws and regulations in undertaking your project.

Under State and Territory legislation, it is a requirement for people in roles that have direct, unsupervised contact with children to undertake a working with children/vulnerable people check.

You are responsible for ensuring that you have met relevant State or Territory legislation obligations related to working with children and/or vulnerable people, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children/vulnerable people check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

We do not provide advice on working with children/vulnerable people legislation, and you are responsible for seeking your own advice from the authority in your relevant State or Territory.

In addition, 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 will also need to establish a training and compliance regime to ensure staff are aware of, and comply with, the risk assessment requirements as well as relevant legislation.

To be eligible, you must declare in your application that you comply with these requirements. You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

## 11.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- eligible expenditure covered by the grant.

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

## 11.5. How we monitor your project – reporting requirements

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from [business.gov.au](http://business.gov.au) and [GrantConnect](http://GrantConnect). We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones

- project expenditure, including expenditure of grant funds.

We will expect you to provide a record of assistance for each payment under the Drought Community Support Initiative. An example of the type of information we require for you to collect is at Appendix B. A client application form is not mandatory.

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.

## 11.6. 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.

## 11.7. Final report

When you complete the project, you must submit a final report.

Final reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

## 11.8. Ad-hoc report

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.

## 11.9. Independent audit 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 attached to the sample grant agreement.

## 11.10. 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. 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.

### 11.11. 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 project period (i.e. no later than 30 June 2019) referred to in section 4.1.
- changing project activities
- 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. We can provide you with a variation request template.

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.

### 11.12. 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.

### 11.13. Evaluation

We may evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. 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 one year after you finish your project for more information to assist with this evaluation.

## 11.14. Tax obligations

If you are registered for the Goods and Services Tax (GST), we will add GST to your grant payment where applicable 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.

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.

## 11.15. Grant acknowledgement

If you make a public statement about a project funded under the program we require you, at a minimum, to acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

# 12. Conflicts of interest

## 12.1. Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

## 12.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, and others delivering the program between:

- their program duties, roles and responsibilities and
- their private interests.

We manage our conflicts of interest according to the APS Code of Conduct (section 13 (7) of the *Public Service Act 1999* (Cth)). We publish our [conflict of interest policy<sup>4</sup>](#) on the department's website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

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<https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>



## 13. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.1, or
- personal information as per 13.3,

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

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

### 13.1. How we handle your confidential information

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

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

### 13.2. When we may disclose confidential information

We may disclose confidential information:

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

We may also disclose confidential information if

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

### 13.3. How we use your personal information

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

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

We may give the personal information we collect from you to our employees and contractors, 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. Public announcement

We will publish non-sensitive details of successful projects on GrantConnect and business.gov.au. We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)<sup>6</sup>, unless otherwise prohibited by law. 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.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

### 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. 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.

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<sup>5</sup> <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

<sup>6</sup> <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

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

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

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

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

Head of Division

AusIndustry - Support for Business

Department of Industry, Innovation and Science

GPO Box 2013

CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman<sup>7</sup>](#) with your complaint (call 1300 362 072).

There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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<sup>7</sup> <http://www.ombudsman.gov.au/>

## Appendix A. Definitions of key terms

Term	Definition
Application form	The details that applicants provide to apply for funding under the grant opportunity.
AusIndustry	The division of the same name within the department.
Eligible Local Government Areas	Eligible Local Government Areas under the Drought Communities Programme are those specified by the Minister responsible for Local Government and listed on <a href="http://business.gov.au">business.gov.au</a> and <a href="http://GrantConnect">GrantConnect</a> .
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 6.3.
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.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 6.4.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program
Household	A person living alone or a group of related or unrelated people who usually live in the same private dwelling.
Minister	The Commonwealth Minister responsible for Local Government.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: <ul style="list-style-type: none"> <li>Information or an opinion about an identified individual, or an individual who is reasonably identifiable: <ul 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> </ul> </li> </ul>
Program Delegate	An AusIndustry senior responsible officer within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.

## Appendix B. Example record of provided financial support for each household payment

	Client	Client	Client	Client
<b>Date</b>	1/12/18			
<b>Age group</b>				
18-24				
25-34				
35-44				
45-54	✓			
55-64				
68-74				
75+				
<b>Gender</b>				
Male	✓			
Female				
<b>Composition of household</b>				
<b>Local government area?</b>	Parkes			
<b>Occupation</b>				
Farmer				
Farm worker	✓			
Farm supplier/contractor				
<b>Support provided</b>				
<b>\$ Amount</b>	\$2,000			
<b>Purpose, if known</b>	pay bills			
<b>Voucher?/equivalent \$ amount</b>	Yes/\$1,000			
<b>Type/s of voucher/s</b>	Supermarket, petrol, pharmacy			
<b>Referred from/to another service/s? Yes, No</b>	Yes			
<b>If yes, type of service?</b>	<u>From:</u> Rural Financial Counselling Service <u>To:</u> family counselling			
<b>Is the client receiving other drought assistance?</b>	Yes – church food care package			