



Australian Government
Department of Industry, Science,
Energy and Resources
Department of Education,
Skills and Employment

Business

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Grant Opportunity Guidelines

National Careers Institute Partnership Grants Round One

Opening date:	30 March 2020
Closing date and time:	5:00PM Australian Eastern Standard Time on 30 June 2020 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Education, Skills and Employment
Administering entity	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	30 March 2020
Type of grant opportunity:	Open competitive

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1. National Careers Institute Partnership Grants Round One processes

The National Careers Institute Partnership Grants Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to Department of Education, Skills and Employment's Outcome 2. The Department of Education, Skills and Employment works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.



You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

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



We make grant recommendations

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



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the National Careers Institute Partnership Grants

We evaluate the specific grant activity and National Careers Institute Partnership Grants 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 National Careers Institute Partnership Grants program (the program) was announced as part of the 2019-20 Federal Budget measure, 'Delivering Skills for Today and Tomorrow'.

The program supports the Australian Government's commitment to innovative education and training pathways aligned to employer needs.

Australian employers are struggling to find employees with the skills and education they need to grow and compete. For example, there are over 580,000 young people who are not fully engaged in employment or study, while employers struggle to find skilled employees.¹ This program is aiming to overcome this disconnect between the education and training sector and the needs of employers.

Successful applicants will establish collaborative arrangements to deliver innovative projects that help Australians to develop dynamic careers that can adapt to the workforce of today and the future. Best practice career development services will inform and enhance people's jobs, industry, education and training decisions and help them to find and succeed at work.

Funding will support projects that improve careers information and advice and address service gaps by enhancing partnerships between industry, employers, schools and tertiary providers.

The program is aimed at supporting:

- people at all stages of their careers, including students, job seekers, people developing their career, and people looking to change careers - because research shows they're twice as likely to be engaged in work if they have the opportunity to engage in high quality careers development, and are also more productive in the workplace.²
- career advisors - because research shows that 68% would like greater contact with employers/industry to enhance their role³
- career influencers, parents and peers - because we know that 48% of young people get their most trusted career advice from parents/carers⁴
- employers - because research shows that a lack of career development is one of the top reasons why an employee leaves a job, and it costs employers an average of \$27,000 to replace an employee.⁵

The objectives of the program are to:

- improve the quality of, and access to, careers information and advice
- build an evidence-base for best practice career development
- demonstrate the value of career development

¹ *Investing in our Youth: Australia*, https://www.oecd-ilibrary.org/social-issues-migration-health/investing-in-youth-australia/executive-summary_9789264257498-3-en

² Whiston, S. C., Li, Y., Goodrich Mitts, N., & Wright, L. (2017), *Effectiveness of career choice interventions: A meta-analytic replication and extension*, *Journal of Vocational Behaviour*, 100, 175–184.

³ Career Industry Council of Australia & McCrindle, *The Role of Career Practitioners in Our Schools*, <https://mccrindle.com.au/insights/blogarchive/the-role-of-career-practitioners-in-our-schools/>

⁴ Year 13, *After the ATAR*, https://cica.org.au/wp-content/uploads/Y13_YS_ResearchPaper.compressed.pdf

⁵ Work Institute, *2017 Retention Report*, <https://cdn2.hubspot.net/hubfs/478187/2017%20Retention%20Report%20Campaign/Work%20Institute%202017%20-Retention%20Report.pdf>

- increase knowledge and create greater awareness of career paths and career information
- develop and showcase innovative approaches to delivering career development services.

The intended outcomes of the program are:

- enhanced career pathways that help all Australians to reach their full career potential
- increased understanding of skills sought by employers
- stronger collaboration in the delivery of careers information and advice
- improved quality of careers information and advice.

Examples of the types of project we expect to fund under this program include, but are not limited to:

- establishing virtual workspaces with industry partners
- growing career advisor capacity and capability and industry engagement to new cohorts
- increasing the reach and impact of existing proven programs
- supporting career influencers to help career decision-makers
- research projects to inform government policy.

Refer to Section 5 for further detail regarding eligible grant activities.

Preference will be given to projects that directly deliver innovative approaches to career development services, however research projects or scoping studies will also be eligible. Note that you will be required to justify the amount of funding you request against project scale and outcomes.

For the purposes of this grant opportunity, partnership refers to collaboration between organisations towards shared goals. Applicants are not required to set up formal business partnership structures for the program.

2.1. About the National Careers Institute Partnership Grants Round One grant opportunity

These guidelines contain information for the National Careers Institute Partnership Grants Round One.

The Department of Industry, Science, Energy and Resources (we/the department) is responsible for administering this grant opportunity on behalf of the National Careers Institute.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)⁶.

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.

This document sets out:

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

⁶ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

There will be other grant opportunities as part of this program and we will publish the opening and closing dates and any other relevant information on business.gov.au and GrantConnect.

3. Grant amount and grant period

The Australian Government has announced a total of \$10 million for the program over four years from 2019-20 to 2022-23. Grants will be delivered across two funding rounds.

We expect that \$5 million will be available for Round One. Remaining funding will be available for Round Two, expected to open mid-2021.

3.1. Grants available

- The minimum grant amount is \$20,000
- The maximum grant amount is \$700,000, with a maximum of \$350,000 paid per year.

The grant amount will be up to 100 per cent of eligible project expenditure however we expect that to be competitive you will provide some additional contribution. Your contribution may be in cash or in-kind.

3.2. Project period

Projects in Round One will be funded for up to two years.

4. Eligibility criteria

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

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- an entity, incorporated in Australia
- an Australian local government agency or body as defined in section 14
- an Australian State/Territory Government agency or body.

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

4.2. Additional eligibility requirements

We can only accept applications where:

- you can provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding
- you provide all the mandatory attachments (see section 7.1).

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual

- an unincorporated association
- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity.

4.4. What qualifications or skills are required?

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

- Working with Children Check (as required)
- Working with Vulnerable People registration (as required).

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- be aimed at developing or expanding innovative approaches to improving careers information
- address career advisory service gaps by enhancing partnerships between industry, employers, schools and tertiary providers
- have at least \$20,000 in eligible expenditure.

Eligible activities may include but are not limited to:

- delivering innovative approaches to providing career advice
- establishing partnerships and linkages between secondary, VET and Higher Education, employers and careers advisors
- showcasing quality practice
- establishing an evidence-base to support the adoption of best practice
- undertaking proof-of-concept and feasibility studies for new techniques or practices
- conducting research projects to inform government policy to build the career development evidence base about why careers advice is important and what quality delivery looks like
- engaging with a range of stakeholders, including careers advisors, parents, teachers, and employers
- providing capability development opportunities to careers advisors and influencers
- supporting career influencers to access careers advice that can be used to help decision makers (e.g. students, career changers, job seekers) at all stages of their careers
- building career advice capacity in schools and facilitating stronger links between schools, industry and employers
- growing careers advisor industry awareness of new and emerging industries and skills in demand, enhancing connections to industry and employers
- monitoring and evaluation activities.

We may also approve other activities that contribute to the objectives of the program.

Activities that are not eligible include:

- delivering established career development activities, e.g. career expos

- developing and producing communications and marketing collateral, e.g. brochures, pamphlets and promotional items that do not contribute to meeting your grant project objectives
- developing digital communications content that does not contribute to your meeting grant project objectives.

5.2. Eligible expenditure

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

To be eligible, expenditure must be a direct cost of the project.

Eligible expenditure items include:

- salaries and on-costs for personnel directly employed for the project activities (this should be calculated on a pro-rata basis relative to their time commitment)
- contractor costs
- costs related to recruiting or contracting specialist staff directly related to the project
- purchase of computing equipment and software directly related to the project
- costs of developing and delivering workshops, professional development, networking events forums, and courses (including travel costs for key participants)
- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia
- 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.

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

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.

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

You must not commence your project until you execute a grant agreement with the Commonwealth.

5.3. What you cannot use the grant for

Expenditure items that are not eligible are:

- overheads and consumables, e.g. paper, printer cartridges, office supplies, brochures and other marketing materials
- ongoing upgrades, updates and maintenance of existing ICT systems, including websites, customer relationship management systems, databases, the cost of ongoing subscription based software and IT support memberships, and warranties for purchases that are not directly related to the project

- recurring or ongoing operational expenditure (including annual maintenance, rent, water and rates).

6. The assessment criteria

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

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

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

6.1. Assessment criterion 1

The extent that your project will deliver an innovative approach to help Australians develop careers that can adapt to the workforce of today and the future (45 points).

You should demonstrate this by describing:

- how your project will lead to improvements in the quality of, and/or access to quality career information and advice
- how your project will take a novel approach to career development and career information delivery
- how you will establish productive partnerships and linkages with relevant stakeholders to achieve your project outcomes
- how your project will build on existing evidence, information and products to improve the effectiveness and efficiency of career development services
- how you intend to showcase your project to the broader community and reach your target audience.

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (25 points).

You should demonstrate this through:

- your track record managing similar projects, and your access to personnel with relevant skills and experience
- your plan to manage the project, addressing scope, implementation plan, timeframes, budget and risk
- your strategy to maintain the project outcomes beyond the term of the grant funding
- how you will measure the success of the project.

You must attach a project plan and budget to your application.

6.3. Assessment criterion 3

Impact of grant funding on your project (30 points).

You should demonstrate this through:

- a. the likelihood the project would proceed without the grant and how the grant will benefit the size and timing of your project
- b. how the funding amount requested with respect to the scale of the project and intended outcomes can be justified
- c. any additional investment that your project will leverage, such as in-kind support.

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.

To apply, you must:

- complete the online [application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You should retain a copy of your application for your own records.

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

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, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

You must provide the following documents with your application:

- project plan
- project budget
- evidence of support from the board, CEO or equivalent (template provided on [business.gov.au](#) and [GrantConnect](#)). Where the CEO or equivalent submits the application, we will accept this as evidence of support.
- trust deed (where applicable).

You may also provide up to three additional attachments to support your response to assessment criteria. You must attach supporting documentation to the application form in line with the instructions provided within the form.

7.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application

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

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

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

7.3. Timing of grant opportunity

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

If you are successful we expect you will be able to commence your project around September-October 2020.

You can submit an application at any time while the grant opportunity remains open.

Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	September-October 2020
End date of grant commitment	30 June 2023

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

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

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

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

We will establish a committee of Australian Government departmental representatives to assess applications. The committee may seek advice from independent technical experts.

The committee will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund.

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.

8.1. Who will approve grants?

The delegate, currently the Assistant Secretary of the National Careers Institute, decides which grants to approve taking into account the application assessment, the recommendations of the committee and the availability of grant funds.

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

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

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

10. Successful grant applications

10.1. Grant agreement

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

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed. You must not start any National Careers Institute Partnership Grants program activities 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 Assistant Secretary. We will identify these in the offer of grant funding.

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

10.2. Project specific legislation, policies and industry standards

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

10.2.1. Child safety requirements

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

You must implement the [National Principles for Child Safe Organisations](https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations)⁷ endorsed by the Commonwealth.

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

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

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

10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant
- 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 payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.4. Tax obligations

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 entities⁸.

⁷ <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

⁸ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

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

11. Announcement of grants

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

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

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
- 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
- include the agreed evidence as specified in the grant agreement
- show the total eligible expenditure incurred to date
- 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. End of project report

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

End-of-project reports must:

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

12.2.3. 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.

12.3. Independent audits

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

12.4. Compliance visits

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

12.5. Grant agreement variations

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

- changing project milestones
- changing project activities.

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

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.

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.

12.6. Evaluation

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

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

12.7. Grant acknowledgement

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

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

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.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor, and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation that is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- 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\(7\)\)](#)⁹ of the [Public Service Act 1999 \(Cth\)](#)¹⁰. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the department's [website](#)¹¹.

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1 or
- personal information as per 13.2.3.

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.

13.2.1. 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.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the committee and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister

⁹ https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030

⁵ <https://www.legislation.gov.au/Details/C2019C00057>

¹¹ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

- 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
- someone other than us has made the confidential information public.

13.2.3. 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, the committee, and other Commonwealth employees and contractors, so we can:

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

We, or the Minister, may:

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

You may read our [Privacy Policy](#)¹² 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.

13.2.4. Freedom of information

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

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

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

13.3. 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.

¹² <https://www.industry.gov.au/data-and-publications/privacy-policy>

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:

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](#)¹³ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

14. Glossary

Term	Definition
Application form	The document issued by the program delegate that applicants use to apply for funding under the program.
Assistant Minister	The Commonwealth Assistant Minister for Vocational Education, Training and Apprenticeships
AusIndustry	The division of the same name within the department.
Australian local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).

¹³ <http://www.ombudsman.gov.au/>

Term	Definition
Career development	<p>The process of managing learning, work, leisure and transitions throughout life to meet our personal aspirations and goals. Career development includes career advice, career education, career information, career pathways, career technology.</p> <p><u>Career advice</u></p> <p>The formal advice, predominantly offered by practitioners, education institutions or government.</p> <p><u>Career education</u></p> <p>The process which empowers people to navigate their own career, capturing skills such as CV writing, communication and presentation.</p> <p><u>Career information</u></p> <p>A critical component of functioning career development. In Australia it is largely delivered online and targeted at young or unemployed people.</p> <p><u>Career pathways</u></p> <p>A broad range of initiatives, activities and support to link those in education and training or seeking employment to the workplace.</p> <p><u>Career technology</u></p> <p>This includes technologies that improve users' ability to navigate the career information landscape, to smart tools such as augmented reality and games that can train people to adapt to the changing world of work.</p>
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 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.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
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.

Term	Definition
GrantConnect	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 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, as in force from time to time.
Innovation and Science Australia	The statutory board established by the <i>Industry Research and Development Act 1986</i> (Cth) and named in that Act as Innovation and Science Australia.
Minister	The Commonwealth Minister for Employment, Skills, Small & Family Business.
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: a. whether the information or opinion is true or not b. whether the information or opinion is recorded in a material form or not.
Program delegate	An AusIndustry manager 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.