Women in STEM and Entrepreneurship Round 2

Version October 2017
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### 1. Women in STEM and Entrepreneurship Round 2 Processes

**The Women in STEM and Entrepreneurship Program is designed to achieve Australian Government objectives**

The Women in STEM program is an investment by the Australian Government to provide funding to support women in STEM, to eliminate barriers for women's participation in STEM education and careers, including entrepreneurship. The Department of Industry, Innovation and Science (we) will administer the program.

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<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>The grant opportunity opens</strong></td>
<td>We publish the grant guidelines and advertise on <a href="https://grantconnect.gov.au">GrantConnect</a> and <a href="https://business.gov.au">business.gov.au</a>.</td>
</tr>
<tr>
<td><strong>You complete and submit a grant application</strong></td>
<td></td>
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<tr>
<td><strong>We assess all grant applications</strong></td>
<td>We assess the applications against the eligibility criteria and notify you if you are not eligible. We then assess your application against the merit criteria including an overall consideration of value for money and compare it to other applications.</td>
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<tr>
<td><strong>We make grant recommendations</strong></td>
<td>We provide advice to the decision maker on the merits of each application.</td>
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<td><strong>Grant Decisions are made</strong></td>
<td>The decision maker decides which applications are successful.</td>
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<td><strong>We notify you of the outcome</strong></td>
<td>We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.</td>
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<tr>
<td><strong>We enter into a grant agreement</strong></td>
<td>We will enter into a grant agreement with successful applicants.</td>
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<tr>
<td><strong>Delivery of grant</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Evaluation of the Women in STEM and Entrepreneurship Program</strong></td>
<td>We will evaluate the specific grant activity and Women in STEM and Entrepreneurship Program as a whole. We base this on information you provide us and that we collect from various sources.</td>
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2. Introduction

These guidelines set out the funding rules for the Women in STEM (Science, Technology, Engineering, and Mathematics) and Entrepreneurship program (the program) for applicants. The program is part of the National Innovation and Science Agenda and aligns with the requirements of the Commonwealth Grants Rules and Guidelines.¹

The Department of Industry, Innovation and Science is responsible for administering the program. The program was announced as part of the Inspiring all Australians in Digital Literacy and STEM element of the National Innovation and Science Agenda. The Australian Government has allocated $8 million for the first four years from 2016-17 to 2019-20. These guidelines relate to the second round of the program. Future rounds will depend on available program funds.

Applications open: 4 pm AEDT 6 October 2017
Applications close: 5 pm AEDT 15 November 2017

The department may set a targeted round that will focus on a particular theme, group or sector. The department will publish the opening and closing dates and any other information relevant to a funding round on business.gov.au. We have defined key terms used in these guidelines in Appendix A.

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

3. Program overview

STEM encompasses a wide range of study, research and work. It includes physics, astronomy, chemistry, geology, biology, agriculture, environmental studies, information and communications technologies, engineering, mathematics and their many related fields.

There are persistent challenges in attracting and retaining girls and women in STEM studies and careers, including entrepreneurship. This is shown by low and declining female enrolments in science and mathematics at school, persistent underrepresentation of women in IT and engineering courses at universities, and a low proportion of women in senior and leadership positions in research organisations. Women comprise over half the science PhD graduates and early career researchers in some fields but only 17 per cent of the senior academics in Australian universities and research institutes.

Girls are often discouraged from undertaking STEM studies by their parents, teachers and peers, largely based on perceptions of limited career options, poor remuneration and residual beliefs that STEM is ‘not for girls’. Women are squeezed out of science careers by systemic and inherently inequitable structural barriers, institutional policies, and poor career pathways. As entrepreneurs, women have access to fewer key resources than men, including access to business networks, financial capital and management experience.

Supporting girls and women in STEM and entrepreneurship is not just about increasing the number of female students in STEM fields or the number of firms owned by women, but also about raising their performance and capabilities to build sustainable careers, grow those firms and fulfil their potential. Addressing the barriers to women’s participation in STEM and entrepreneurship studies and careers will improve women’s overall workforce participation and help drive cultural change including increased innovation. It is a key goal of Towards 2025: An Australian Government

**strategy to boost women’s workforce participation**, a new strategy which outlines the practical work the Government is doing to help more women participate in the workforce.

Further, addressing these challenges helps to implement Australia’s international obligations under the *Convention on the Elimination of All Forms of Discrimination Against Women* to take all appropriate measures to ensure the full development and advancement of women and to firmly establish equality between men and women in relation to STEM and entrepreneurship participation.

With these aims in mind, the program provides funding to support women in STEM and to eliminate barriers for women’s participation in STEM education and careers, including entrepreneurship. The program supports outreach programs targeting girls and women to foster interest in STEM and entrepreneurship, to develop scientific and entrepreneurial knowledge and skills, and to build professional networks. The program also provides funding to identify and celebrate STEM role models in science and research, entrepreneurship and corporate leadership to inspire school-age girls.

The program’s objectives are to:

- increase awareness and participation of girls and women in STEM and entrepreneurship education and careers, including in schools through to university and to the research sector
- increase participation of girls and women in other parts of the innovation ecosystem including innovative businesses, start-ups and entrepreneurial activities and careers
- stimulate an increase in the number of women in senior leadership and decision making positions in government, research organisations, industry and businesses.

The program’s intended outcomes are to:

- increase the number of girls and women participating in STEM education and careers at schools, in universities and in research organisations
- increase participation by girls and women in other parts of the innovation ecosystem such as innovative businesses, start-ups and other entrepreneurial activities and careers
- increase the awareness of the range of opportunities for girls and women arising from STEM education
- increase the number of women role models in STEM and entrepreneurial sectors
- contribute to the evidence base for future policies by providing data on girls’ and women’s participation in STEM education and careers, including entrepreneurship
- produce effective strategies for improving gender equity in STEM-based organisations.

Given the complex nature of the challenges this program is intended to address, it is likely that significant and measurable outcomes can only be delivered over the medium to long term.

### 4. Grant amount and grant period

#### 4.1 Grants available

- The minimum grant is $5,000 per project.
- The maximum grant is $250,000 per project.

#### 4.2 Project duration

- The maximum project duration is 24 months.
- There is no minimum project duration.
- We measure project duration from the project start date as identified in the grant agreement.
5. Eligibility criteria

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

5.1 Who is eligible?

To be eligible you must have an Australian Business Number (ABN) and be one of the following:

- an entity incorporated in Australia
- a publicly funded research organisation (PFRO) as defined in Appendix A, or
- a government or non-government vocational education and training (VET) provider as defined in Appendix A, or technical and further education (TAFE) institution
- a not for profit organisation registered, or that will register prior to receiving funding if successful, with the Australian Charities and Not-for-Profits Commission.

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible as per the list above.

You are not eligible to apply as a lead applicant if you are:

- a primary or secondary school (however, primary and secondary schools may be part of a joint application if the lead applicant is eligible)
- an individual or trust (however, a corporate trustee may apply on behalf of a trust)
- a Commonwealth, state and local government agency or body (including government business enterprises other than eligible PFROs, VET providers and TAFE institutions)
- currently receiving funding through a previous round of the program (identified by the ABN used in your application).

In order to be eligible you must provide evidence from the lead applicant’s governing or managing Board (or support from the owner or Chief Executive Officer or equivalent if there is no Board) that the project is supported, and that the applicant(s) can complete the project and meet the costs of the project not covered by grant funding.

5.2 Eligible projects

To be eligible your project must:

- include eligible activities and eligible expenditure
- have at least $5,000 in total eligible expenditure
- take no longer than 24 months to complete
- be aimed at addressing discrimination against or inequality for girls and women in STEM and entrepreneurship by:
  - increasing awareness and participation of girls and women in STEM and/or entrepreneurship education and careers, including in schools through to university and the research sector; or
  - increasing participation of girls and women in other parts of the innovation ecosystem including innovative businesses, start-ups and entrepreneurial activities and careers; or
  - stimulating an increase in the number of women in senior leadership and decision making positions in government, research organisations, industry and businesses.
5.3 Eligible activities

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

- developing and delivering workshops, conferences, networking events and other forums (including travel costs of up to 10 per cent of total project costs for key participants such as keynote speakers or role models)
- developing and delivering education and professional development activities including courses and training
- developing and distributing educational materials, curriculum content, toolkits or similar activities
- developing and delivering change management programs and industry transformation activities
- research activities directly in support of the activities above.

The Program Delegate may also approve other activities.

Ineligible activities include:

- capital for start-ups
- recruitment for business as usual activities
- salary for staff involved in activities that are not directly related to the project
- research activities which are not linked to any other project activities
- training course attendance including personal development courses and conferences that are not directly linked to any other eligible activities
- routine operational activities, including running costs.

5.4 Eligible expenditure

You can only spend grant funds on eligible expenditure. We will only fund eligible expenditure on an approved project.

- For guidelines on eligible expenditure, see Appendix B.
- For guidelines on ineligible expenditure, see Appendix C.

The Program Delegate may issue further information outlining eligible and ineligible expenditure.

We may update the guidelines on eligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project. You must incur the project expenditure between the approved project start and end date for it to be eligible. You may start your project from the date that we notify you that your application is eligible and complete. If you choose to start your project before you enter into a grant agreement with the Commonwealth, you do so at your own risk.

6. The merit criteria you need to address

To be competitive, you will need to address each merit criterion in your application. We will assess your application against each merit criterion using the weighting indicated. The application form asks questions that relate to the merit 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. The application form displays text limits.

We will only award funding to applications that score highly against all merit criteria.
6.1 Merit criterion 1

Expected impact and benefits of the project (50 points)

a. Identify the specific problem, gap or opportunity that you aim to address through your project. Your project must relate to Australian girls and women’s participation in STEM and/or entrepreneurship education and careers.

b. Explain how your project will address the problem, gap or opportunity that would otherwise not be addressed.

c. Explain the expected reach and/or impact of the project and how the project will:
   - increase awareness and participation of girls and women in STEM and/or entrepreneurship education and careers, including in schools through to university and the research sector; and/or
   - increase participation of girls and women in other parts of the innovation ecosystem including innovative businesses, start-ups and entrepreneurial activities and careers; and/or
   - stimulate an increase in the number of women in senior leadership and decision making positions in government, research organisations, industry and businesses.

6.2 Merit criterion 2

Demonstrated capacity and capability to carry out the project (30 points)

a. Describe your track record and/or experience with similar projects.

b. Describe your access to resources and personnel including their skills and experience.

6.3 Merit criterion 3

Impact of grant funding on your project (20 points)

You should demonstrate this through identifying:

a. Your need for funding and the likelihood that your project would not proceed without the grant. Explain how the grant will positively impact your project, for instance in terms of size, scale and timing.

b. The total investment the grant will leverage. Describe cash and/or in-kind contributions from partners including state, territory or local governments, philanthropic organisations and the private sector. To be competitive against this criterion you should make an in-kind or cash contribution to the project commensurate with the size of your project grant amount and your available resources.

7. How to apply

Before applying you should read and understand these guidelines, the sample application form and the sample grant agreement.

Your organisation (identified by the ABN used in your application) can only submit one application as the lead applicant per application round. We will publish the opening and closing date for each round on business.gov.au.
To apply, you must:

- complete the online Women in STEM and Entrepreneurship application form on business.gov.au
- provide all the information that is needed for us to assess your application
- address all eligibility and merit criteria, ensuring each requirement has been considered
- ensure all mandatory attachments are included.

When you submit your online application we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your complete application.

You are responsible for making sure your application is complete and accurate. We will investigate false or misleading information and may exclude your application from consideration. If you find an error in your application after submitting it you should phone 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. This should not change the nature of your application. However we can also refuse to accept any additional information, or requests to change submissions from you 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 call the contact centre on 13 28 46.

8. How we assess your application (selection process)

We first assess your application against the eligibility criteria. Only eligible applications will proceed to the merit assessment stage.

We then refer your application to a departmental selection committee (the Committee) to provide advice on the relative merits of eligible applications. The Committee will be gender balanced consistent with the Government Board Diversity Target.

The Committee may seek additional advice from Australia’s Chief Scientist (or delegate), independent technical experts from the science and research sector and the entrepreneurial sector.

The Committee will assess your application against the merit criteria and compare it to other eligible applications. In order for the Committee to recommend your application it must rank highly against each merit criterion. While the Committee assesses all applications against the same merit criteria, it will assess your application relative to others based on the project size, complexity and grant funding amount requested.

8.1 Final decision

The Program Delegate decides which grants to approve taking into account the recommendations of the Committee and the available grant funds.

The Program Delegate is the AusIndustry General Manager who is authorised by the Minister to administer the program.

If you are successful, you will receive a written offer.

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

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

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

The Program Delegate must not approve funding if they reasonably consider the program funding available across financial years will not accommodate the funding offer.

We cannot review decisions.

### 8.2 Attachments to the application

The following is required with your application:

- evidence of support from the your governing or managing Board (or support from the owner or Chief Executive Officer or equivalent if there is no Board).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request. We assess your application based on the information you provide in the application form. You should refer to any supporting attachments in your application form under the relevant merit criterion.

### 8.3 Joint applications

We recognise that some organisations may want to join 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 partner organisation including organisation name, ABN and address
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities the partner organisation will undertake, and the resources and funding it will contribute (if any)
- details of a nominated management level contact officer.

### 9. If your application is successful

#### 9.1 Grant agreement

You must enter into a grant agreement with the Commonwealth. Sample grant agreements are available on business.gov.au.

We must execute a grant agreement with you before we can make any payments. If you choose to start your project before you have an executed grant agreement, you do so at your own risk.

The funding approval 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.
If you enter an agreement under the Women in STEM and Entrepreneurship program, you cannot receive other Australian Government grants for the same project activities funded under this program.

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

You will have 45 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.

9.1.1 Exchange of letters grant agreement

For grants up to $50,000 we will use an exchange of letters grant agreement. We will send you a letter of offer advising that your application has been successful. You accept the offer by signing and returning to us. We consider the agreement to be executed (take effect) from the date you sign the letter.

9.1.2 Simple grant agreement

For grants of more than $50,000 we will use the simple grant agreement.

9.2 How we pay the grant

The grant agreement will state the maximum grant amount to be paid.

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

The grant agreement will specify the payment schedule and milestones necessary to receive payments. Subject to available funding, we will make the following payments.

For grants up to $50,000 we will pay the entire grant amount on execution of a grant agreement.

For grants over $50,000, we will make an initial payment of up to 50 per cent of the grant on execution of the grant agreement. We will make subsequent payments progressively based on your progress reports.

For grants over $50,000, we set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final 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 to ensure we retain a minimum 10 per cent of grant funding for the final payment.

9.3 How we monitor your project

You must submit progress and financial 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. 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
- contributions of participants directly related to the project
- project expenditure, including expenditure of grant funds.
The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

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

9.3.1 Progress reports

Progress reports must

- include evidence of your progress towards completion of agreed project activities
- 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.

9.3.2 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 within 3 months of completing the project.
- be in the format provided in the grant agreement.

9.3.3 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.

9.4 Project variations

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

- changing project milestones
- extending the timeframe for completing the project but within the maximum 2 year period
- changing project activities.

Note the program does not allow for an increase to the agreed amount 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 will not consider changes after the grant agreement end date.

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 funding in the relevant year to allow for the revised payment schedule.
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 and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

9.5 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.

9.6 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 two years after you finish your project for more information to assist with this evaluation.

9.7 Tax obligations

If you are registered for the Goods and Services Tax (GST), we will add GST to your grant payment and provide you with a recipient created tax invoice.

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.

10. Conflicts of interest

10.1 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.

10.2 Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, advisory committee members 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). We publish our conflict of interest policy on the Department of Industry, Innovation and Science 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 applications under the program.

11. How we use your information

Unless the information you provide to us is

- confidential information as per 11.1, or
- personal information as per 11.3,

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.

11.1 How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets one of the four conditions below

1. You clearly identify the information as confidential and explain why we should treat it as confidential.

2. The information is commercially sensitive.

3. Disclosing the information would cause unreasonable harm to you or someone else.

4. You provide the information with an understanding that it will stay confidential.

11.2 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 Parliamentary Secretary
- 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.

11.3 How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the Privacy Act 1988. 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[^3] 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.

11.4 Public announcement

We will publish non-sensitive details of successful projects on, business.gov.au and the Department’s website[^4] [Grant Connect when available] website. We are required to do this by the Commonwealth Grants Rules and Guidelines and the Australian Government Public Data Policy Statement[^5], unless otherwise prohibited by law. This information may include
- name of your organisation

11.5 Freedom of information

The Freedom of Information Act 1982 (FOI Act) applies to all documents we create, receive or store about the program. 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.

12. Grant Acknowledgement

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

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

13. 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.


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 Business Services
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.

## Appendix A. Definitions of key terms

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<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Application form</td>
<td>The document issued by the Program Delegate that applicants use to apply for funding under the program.</td>
</tr>
<tr>
<td>AusIndustry</td>
<td>The division of the same name within the department.</td>
</tr>
<tr>
<td>Department</td>
<td>The Department of Industry, Innovation and Science.</td>
</tr>
<tr>
<td>Eligible activities</td>
<td>The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.3.</td>
</tr>
<tr>
<td>Eligible application</td>
<td>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.</td>
</tr>
<tr>
<td>Eligible expenditure</td>
<td>The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.4.</td>
</tr>
<tr>
<td>Eligible expenditure guidelines</td>
<td>The guidelines that are at Appendix B.</td>
</tr>
<tr>
<td>Ineligible expenditure guidelines</td>
<td>The guidelines that are at Appendix C.</td>
</tr>
<tr>
<td>Grant agreement</td>
<td>A legally binding contract between the Commonwealth and a grantee for the grant funding</td>
</tr>
<tr>
<td>Grant funding or grant funds</td>
<td>The funding made available by the Commonwealth to grantees under the program.</td>
</tr>
<tr>
<td>Grantee</td>
<td>The recipient of grant funding under a grant agreement.</td>
</tr>
<tr>
<td>Guidelines</td>
<td>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.</td>
</tr>
<tr>
<td>Personal information</td>
<td>Has the same meaning as in the Privacy Act 1988 (Cth)</td>
</tr>
<tr>
<td>Program funding or Program funds</td>
<td>The funding made available by the Commonwealth for the program.</td>
</tr>
<tr>
<td>Project</td>
<td>A project described in an application for grant funding under the program.</td>
</tr>
<tr>
<td>Publicly funded research organisation (PFRO)</td>
<td>All higher education providers listed at Table A and Table B of the Higher Education Support Act 2003 (Cth) as well as corporate Commonwealth entities, and state and territory government departments or agencies which undertake publicly funded research.</td>
</tr>
<tr>
<td>Selection committee</td>
<td>The body established to consider and assess eligible applications and make recommendations to the program delegate for funding under the program.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Vocational education and training (VET) provider</td>
<td>Training providers registered by the Australian Skills Quality Authority or a state regulator to deliver vocational education and training services.</td>
</tr>
</tbody>
</table>
Appendix B. Guidelines on eligible expenditure

This section provides guidelines on the eligibility of expenditure. We will update these guidelines from time to time, so you should make sure you have the current version from business.gov.au 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 the grantee within the project period
- be a direct cost from the project
- meet the eligible expenditure guidelines.

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 milestone achievement reports.

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

Eligible expenditure

Grant funds must be eligible expenditure directly related to the project. Eligible expenditure can include:

- salaries for staff and direct salary and on-costs for personnel directly employed for the project activities (on a pro-rata basis relative to their time commitment)
- contractor costs
- costs of developing and delivering in workshops, conferences, networking events and other forums (including travel costs for key participants)
- costs of developing and delivering education and professional development activities including courses and training
- costs of developing and distributing educational materials, curriculum content, toolkits or similar
- costs associated with industry transformation activities for a particular sector
- research costs to help support the project outcomes
- communication and promotional costs directly related to the project
- staff training costs including personal development courses and attending conferences, where the expenditure directly supports the achievement of project outcomes
- costs of international travel for bringing experts into Australia of up to 10% of eligible expenditure. The Program Delegate may consider requests for an increased funding cap for international travel if they consider the expenditure is within the objectives of the program.
- workshops in support of the activities, knowledge transfer and capability development.

Other specific expenditures may be eligible as determined by the Program Delegate.
Appendix C. Ineligible expenditure

This section provides guidelines on the ineligible expenditure of Commonwealth Government grant funds. We will update these guidelines from time to time, so you should make sure you have the current version from the 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
- any in-kind contributions
- financial costs, including interest
- costs incurred to prepare the application
- 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 rental, renovations and utilities
- 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)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- travel or overseas costs that exceed 10 per cent of total project costs except where otherwise approved by the Program Delegate.

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. The principal participant must ensure it has adequate funds to meet the costs of any ineligible expenditure associated with the project.