

Australian Government

Department of Industry, Science and Resources

Department of Climate Change, Energy, the Environment and Water

Grant Opportunity Guidelines

Methane Emissions Reduction in Livestock – Stage 3: Validation and Demonstration Round 2

Opening date:	7 February 2024
Closing date and time:	5.00pm Australian Eastern Daylight Time on 20 March 2024
	Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Climate Change, Energy, the Environment and Water (DCCEEW)
Administering entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	22 January 2024
Type of grant opportunity:	Open competitive

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1. Methane Emissions Reduction in Livestock – Stage 3: Validation and Demonstration Round 2 processes

The Methane Emissions Reduction in Livestock (MERiL) - Stage 3: Validation and Demonstration Round 2 Grant Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Climate Change, Energy, the Environment and Water's Outcome 1. The Department of Climate Change, Energy, the Environment and Water (DCCEEW) works with stakeholders to plan and design the grant program according to the <u>Commonwealth Grants Rules and Guidelines (CGRGs)</u>.

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

DCCEEW make grant recommendations

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

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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 will be proportional to the risks involved.

Delivery of grant

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

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Evaluation of the MERiL – Stage 3: Validation and Demonstration Round 2 program

DCCEEW will evaluate the specific grant activity and MERiL – Stage 3: Validation and Demonstration Round 2 program as a whole. DCCEEW base this on information you provide to us and that we collect from various sources.

1.1. Introduction

These guidelines contain information for the Methane Emissions Reduction in Livestock (MERiL) grants.

This document sets out:

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

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (the department/DISR) on behalf of the Department of Climate Change, Energy, the Environment and Water (DCCEEW).

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

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

2. About the grant program

The Methane Emissions Reduction in Livestock (MERiL) program (the Program) contributes to the Australian Government's commitment of reducing greenhouse gas emissions by 43 per cent below 2005 levels by 2030 and net zero by 2050. The program also supports the Global Methane Pledge, which is a voluntary commitment to reduce global methane emissions across all sectors by 30 per cent below 2020 levels by 2030.

Enteric methane from livestock is the largest source of greenhouse gas emissions in the agriculture sector. In 2022 it contributed around 11 per cent of Australia's total emissions¹. There are currently limited options to reduce these emissions, especially in grazing systems. Methane-inhibiting livestock feed-supplements and forage feeds have shown promise in reducing livestock emissions. These work by inhibiting the production of methane in the animals' digestive systems.

The uptake and effectiveness of methane-inhibiting livestock feed-supplements and other solutions to reduce methane emissions from livestock, will initially be greater in production systems where delivery of feed is more controlled, like in feedlots and dairy farms. As around ninety-five per cent of livestock in Australia are in dispersed grazing systems, overcoming barriers to uptake in these systems would deliver significant potential abatement on a national scale. Voluntary adoption of supplements and other solutions will be greatest where they can be delivered to grazing animals in a cost-effective way within common management operations.

The results from the MERiL program will support the livestock sector reduce its emissions and will inform updates to the National Greenhouse Gas Inventory, potential Australian Carbon Credit Unit (ACCU) methods and Climate Active certifications.

<u>MERiL Stage 1 Research Grants</u>, provided \$4 million in grants to quantify the abatement potential and productivity impacts from the use of low emission methane-inhibiting livestock feed-

¹ <u>National Greenhouse Gas Inventory Quarterly Update: June 2022 - DCCEEW</u>

supplements and forage feeds. This stage was launched in May 2021 and is now closed for applications.

<u>MERiL Stages 2 and 3</u>, which provide \$20 million of grant funding from 2022-23 to 2026-27 launched in February 2022.

Stage 2: Feasibility and Development. The grants are supporting studies that demonstrate the technical and commercial viability and abatement potential for the delivery of low emission feed supplements to grazing animals. This stage is now closed for applications.

Stage 3: Validation and Demonstration. This stage aims to support the development and commercial readiness of solutions to deliver methane-inhibiting livestock feed-supplements to grazing animals at large-scale (beef and dairy cattle, and sheep) and other solutions to reduce methane emissions from grazing animals. Stage 3 has two rounds:

- Stage 3 Round 1 grants are now closed, projects commenced in 2022-23 and will be completed in 2025-26.
- Stage 3 Round 2 is the current funding opportunity, which will build on research from the Stages 1, and 2.

This round of the MERiL program includes grants for the following Technology Readiness Levels (TRLs):

				Stage 3 Round 2				
1	2	3	4	5	6	7	8	9
Basic	Technology	Experimental	Technology	Technology	Demonstration	Demonstration	System	Successful
principles	concept	proof of	validation in	valid in	in relevant	in operational	complete	mission
observed	formulated	concept	lab	relevant	environment	environment	and qualified	operation
				environment				

Stage 3, Round 2: Validation and Demonstration is at TRL 4, 5, 6 and 7

We administer the program according to the <u>Commonwealth Grants Rules and Guidelines</u> (CGRGs)²

2.1. About the Methane Emissions Reduction in Livestock – Stage 3: Validation and Demonstration Round 2 grant opportunity

This grant opportunity was announced as part of the DCCEEW's Outcome 1: Support the transition of Australia's economy to net-zero emissions by 2050; transition energy to support net zero by maintaining security, reliability and affordability; support actions to promote adaptation and strengthen resilience of Australia's economy, society and environment; and take a leadership role internationally in responding to climate change.

The purpose of this grant opportunity is to validate and demonstrate the delivery solutions of methane-inhibiting livestock feed-supplements to grazing animals at large-scale (beef, dairy cattle,

² <u>https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines</u>

and sheep). Successful applicants will demonstrate how their proposed feed-supplement delivery solution is safe and effective at reducing enteric emissions in an operational environment.

Other solutions to reduce methane emissions from grazing animals (beef, dairy cattle, and sheep), at TRL levels 4, 5, 6 and 7 will also be considered for funding under this round. Methane-inhibiting livestock feed supplement delivery technologies along with other solutions to reduce methane emissions from grazing animals from hereafter will be referred as 'methane-reducing solutions'.

Trial results and data will be provided to DCCEEW to inform updates to a livestock emissions framework developed under <u>Stage 1</u> of the program, which provides dose-response models for estimating emission reductions from the use of the feed-additives at farm, industry, state and national scales, feeding into the National Greenhouse Gas Inventory.

The objectives of the grant opportunity are to:

- fast-track the development and commercial readiness to deliver methane-reducing solutions to grazing animals at large-scale
- validate and demonstrate the impacts, effectiveness and safety of methane-reducing solutions under Australian operational environments
- engage and collaborate with livestock producers to ensure methane-reducing solutions can be adopted in a cost-effective way within common grazing management operations
- leverage co-investment to develop, validate and demonstrate benefits of the methane-reducing solutions.

The intended outcomes of the grant opportunity are:

- cost-effective delivery of methane-reducing solutions to grazing animals ready for commercialisation
- improved estimation of the emissions from grazing animals receiving methane-reducing solutions
- increased market interest in and acceptance of methane-reducing solutions for grazing animals.

3. Grant amount and grant period

3.1. Grants available

The Australian Government has announced a total of \$20 million over five years for Stages 2 and 3 of the program. For Stage 3: Validation and Demonstration Grants, \$15 million is available over two application rounds. Up to \$9 million is available for this grant opportunity.

- The minimum grant amount is \$1 million
- The maximum grant amount is \$3 million.

The grant amount will be up to 80 per cent of eligible expenditure.

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

Contributions to your project may be cash or in-kind and may come from you and/or your project partners. Where you provide in-kind contributions, you must calculate the equivalent dollar value. You should use the retail or market price for any goods purchased.

No more than 80 per cent of your total eligible project expenditure can be funded from Commonwealth government grants.

3.2. Project period

You must complete your project by 31 March 2027.

4. Eligibility criteria

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

4.1. Who is eligible to apply for a grant?

To be eligible you must:

have an Australian Business Number (ABN)

and be one of the following entities:

- an entity, incorporated in Australia
- an incorporated trustee on behalf of a trust
- a co-operative
- a publicly funded research organisation (PFRO) 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 declare that you have or will have relevant intellectual property arrangements in place in order to undertake your project
- where you declare that your project is supported by your board (or chief executive officer or equivalent if there is no board), and that you can complete the project and meet the costs of the project not covered by grant funding
- where you declare that you will collect and provide research data and outputs to DCCEEW, and any nominated third party for the purpose of supporting updates to the livestock emissions framework and to the National Greenhouse Gas Inventory
- where you declare that you will have access to appropriate volumes of the material for methane-reducing solutions to undertake the project activities
- where you declare that your proposed solution is at TRL 4, 5, 6 or 7.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the <u>National Redress</u> <u>Scheme's website</u> on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has <u>not complied</u> with the Workplace Gender Equality Act (2012)
- an individual
- an unincorporated association
- any organisation not included in section 4.1

• a non-corporate Commonwealth entity.

5. What the grant money can be used for

5.1. Eligible grant activities

To be eligible your project must:

- involve large-scale trials to deliver methane-reducing solutions to grazing animals under Australian operational environments to:
 - validate and demonstrate methane emissions reduction
 - validate and demonstrate the effectiveness and safety of methane-reducing solutions
 - collect data on the methane abatement impacts and provide the data to DCCEEW for informing updates to the Livestock Emissions Framework and to the National Greenhouse Gas Inventory.
- involve validation and demonstration activities conducted in Australia
- publish (or have submitted for publishing) outcomes of validation and demonstration activities in a peer-reviewed publication
- involve engagement and collaboration with livestock producers to ensure methane-reducing solutions can be implemented in a cost-effective way within common grazing management operations
- develop a commercialisation plan for how the methane-reducing solution would be scaled up and brought to market
- have at least \$1,250,000 in eligible expenditure.

Eligible activities may include:

- trials to validate and demonstrate the effectiveness and safety of the methane-reducing solution under relevant environments and abatement impacts
- working with livestock producers to plan, design, construct and conduct trials in an Australian operational environment
- preparing, publishing, presenting or otherwise disseminating project data and outcomes to inform stakeholders of the outcomes of project trials.

We may also approve other activities.

5.2. Eligible expenditure

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

Eligible expenditure items are:

- labour for personnel directly employed for the project activities
- labour on-costs up to 30 per cent of the total eligible labour costs
- staff training that directly supports the achievement of project outcomes
- contract expenditure, i.e. the cost of any agreed project activities that you contract to others. All
 contractors must have a written contract in place covering the work to be undertaken, prior to
 starting the relevant project activity
- purchase or hire of equipment directly related to delivering your project, including enteric emissions measurement equipment, computing equipment and software relating to field trials

- project input expenses, such as animals, feed and feed supplements
- construction costs for creating trial sites, including purchasing materials, fencing, planning, construction and maintenance for the duration of the project
- domestic travel (limited to economy fares only) limited to 10 per cent of the total eligible project expenditure, for the cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia
- the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure.

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

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

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

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

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

5.3. What the grant money cannot be used for

Expenditure items that are not eligible are:

- project costs that are not directly related to this grant opportunity
- costs of purchasing, leasing, depreciation of, or development of land
- activities, equipment, services or supplies that are already being fully supported through other sources
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- capital expenditure for the purchase of assets not directly related to project activities such as
 office furniture and equipment, motor vehicles, computers, printers or photocopiers not directly
 related to the project
- costs to commercially market or advertise your feed-supplement solution
- insurance costs (participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- overseas travel
- costs incurred in the preparation of your grant application or related documentation.

6. The assessment criteria

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

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

We will only award funding applications that score at least 50 per cent against each assessment criterion.

6.1. Assessment criterion 1

Feasibility of your methane-reducing solutions for grazing animals (beef and dairy cattle, and sheep) (30 points).

You should demonstrate by describing:

- a. the solution you plan to utilise and how it would operate within common grazing management practices in Australia
- b. the technical viability of your solution including an assessment of its TRL
- c. results of previous testing and small-scale trials of the proposed solution and abatement impacts, and any sensitivities or risks identified.

6.2. Assessment criterion 2

Market opportunity of your solution (30 points).

You should demonstrate this by describing and providing the justification for the:

- a. commercial potential of your solution including market research results and the expected net deployment cost for users
- b. abatement potential of your solution in Australia including the potential level of uptake, and mitigation efficiency in the different environments and grazing systems
- c. ability of your delivery-solution to deliver one or more of methane-inhibiting options (if applicable).

6.3. Assessment criterion 3

Capacity, capability and resources to deliver the project (30 points).

You should demonstrate this by describing:

- a. your and your project partners track record managing similar projects and access to personnel with the right skills and experience (including experience with grazing production systems and enteric emissions measurement equipment)
- b. your access, or future access to any infrastructure, capital equipment (including enteric emissions measurement equipment), inputs required for your methane-reducing solution and intellectual property needed to undertake the project. You should provide supporting documentation to demonstrate this. For example, this could include letters of agreement from a low emissions feed supplement supplier.

You must attach a project plan and communication plan to support your response to this assessment criterion. Your project plan and communication plan should meet the requirements outlined in section 7.1.1.

6.4. Assessment criterion 4

Impact of grant funding (10 points).

You should demonstrate this by describing:

- a. the amount of co-investment (cash and/or separately in-kind contributions, from your entity, other levels of government or project partners) and any additional investment the grant will leverage and explain how this benefits your project
- b. how the grant will impact your project scope including the likelihood your project would not proceed without the grant
- c. the predicted outcomes (environmental/ social/ scientific/ technological) of your proposed solutions.

7. How to apply

Before applying you should read and understand these guidelines, the sample <u>application form</u> and the sample <u>grant agreement</u> published on business.gov.au and GrantConnect.

Applicants should read all eligibility and assessment criteria closely and attach detailed evidence that supports the assessment criteria.

You will need to set up an account to access our online portal.

To apply, you must:

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

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

After submitting your application, we can contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

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

If you need further guidance around the application process, or if you have any issues with the portal, <u>contact us</u> 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:

- a project plan in line with section 7.1.1
- a project communication plan in line with section 7.1.1
- a project budget
- evidence to support your responses to the assessment criteria (where applicable)
- accountant declaration (template provided on <u>business.gov.au</u> and <u>GrantConnect</u>)
- trust deed (where applicable)
- letter of support from project partner/s in line with section 7.2.

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

7.1.1. Project plan and communication plan

Your project plan should demonstrate how you plan to:

- manage the project including scope, implementation methodology and timeframes (you must justify the appropriateness of the proposed sample sizes for the large-scale trials in an operational environment)
- mitigate delivery risks
- secure any required regulatory or other approvals.

Your communication plan should demonstrate how you plan to:

- publish outcomes of your project (including in peer-reviewed publications)
- disseminate information to producers, agricultural advisers or suppliers, and other industry stakeholders.

7.2. Joint (consortia) applications

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

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

If you are successful, we expect you will be able to commence your project around July 2024.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval and announcement of successful applicants	4 weeks
Negotiations and award of grant agreements	4 weeks
Notification to unsuccessful applicants	2 weeks
Project completion date	31 March 2027

7.4. Questions during the application process

If you have any questions during the application period, <u>contact us</u> at business.gov.au or by calling 13 28 46.

8. The grant selection process

8.1. Assessment of grant applications

We first review your application against the eligibility criteria.

If eligible, your application will be assessed 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.³

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

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

8.2. Who will assess applications?

We will establish a committee comprised of Australian government officials and independent experts to assess applications. The Committee may also seek additional advice from independent technical experts or advisors to inform the assessment process.

The Committee will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund. The Committee, and any expert or advisor, will be required to perform their duties in accordance with the CGRGs.

The Committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if you do not nominate the sources as referees. The

³ See glossary for an explanation of 'value with money'.

Committee may also consider information about you or your application that is available as a result of the due diligence process or through the normal course of business.

8.3. Who will approve grants?

The decision maker (who is a delegate in DCCEEW with policy responsibility for the program) decides which grants to approve taking into account the application assessment or the advice of the Committee and the availability of grant funds.

The decision maker'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 decision maker will not approve funding if there are 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 advise you of any specific conditions attached to the grant.

9.1. Feedback on your application

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

10. Successful grant applications

10.1. The grant agreement

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

We will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement. You must not start any MERiL Stage 3: Validation and Demonstration Round 2 activities until a grant agreement is executed. We are not responsible for any expenditure you incur and cannot make any payments until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the decision maker. 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.

We will use a standard grant agreement. You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the decision maker.

10.2. Specific legislation, policies and industry standards

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

In particular, you will be required to comply with:

- State/territory legislation in relation to working with children
- Australian Code for the Responsible Conduct of Research 2018
- environmental protection
- management of wildlife and listed threatened species
- agricultural and veterinary chemicals use, including the AgVet Codes
- biosecurity, to prevent the spread of weeds, pests and diseases
- animal care and protection, including the ethical treatment of and prevention of cruelty to animals.

10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or a third party.

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

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

10.4. Grant Payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁴.

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 <u>Australian Taxation Office</u>. We do not provide advice on tax.

11. Announcement of grants

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

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

⁴ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

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

12. How we monitor your grant activity

12.1. Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

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

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones and outcomes
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

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

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date

 be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.2.3. End of project report

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

End of project reports must:

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

12.3. Audited financial acquittal report

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

12.4. Grant agreement variations

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

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines period
- 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 project end date. You can submit a variation request via our online portal.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

how it affects the project outcome

- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.5. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6. Record keeping

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

12.7. Evaluation

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

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

12.8. Acknowledgement

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

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

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

13. Probity

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

13.1. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by <u>web chat</u> or through our <u>online enquiry form</u> on business.gov.au.

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

Our <u>Customer Service Charter</u> is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

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

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

General Manager Internal Programs Branch Business Grants Hub and Integrity Division Department of Industry, Science and Resources GPO Box 2013 CANBERRA ACT 2601

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

13.2. Conflicts of interest

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

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian <u>Public</u> <u>Service Code of Conduct (Section 13(7))</u> of the <u>Public Service Act 1999</u>. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our <u>conflict of interest policy</u>⁵ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

13.3. Privacy

Unless the information you provide to us is:

- confidential information as per below, or
- personal information as per below.

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

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

⁵ <u>https://www.industry.gov.au/publications/conflict-interest-policy</u>

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 <u>Privacy Policy</u>⁶ on the department's website for more information on:

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

13.4. Confidential information

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

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

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

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

We may disclose confidential information:

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

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

• to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

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

13.5. Freedom of information

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

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

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

14. Glossary

Term	Definition
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
application form	The document issued by the program delegate that applicants use to apply for funding under the program.
assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.
Commercial readiness	The commercial proposition of methane-reducing solutions has progressed to a point where successful outcomes of demonstration trials in an operational (or representative) environment have reduced commercial uncertainty and strengthened the case for further investment.
Committee	The body established to consider and assess eligible applications and make recommendations to the decision maker for funding under the program.
<u>Commonwealth Grants Rules and</u> <u>Guidelines (CGRGs)</u>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non- corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non- corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	The expected date that the grant activity must be completed and the grant spent by.
date of effect	Can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
Department	The Department of Industry, Science and Resources.
decision maker	The person who makes a decision to award a grant. For the purpose of this grants round the decision maker is the Branch Head, Land and Transport Branch in DCCEEW.
eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
eligible application	An application or proposal for grant funding under the program that the program delegate has determined is eligible for assessment in accordance with these guidelines.

Term	Definition
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
Feed-supplement(s)	Feed-supplement(s) include, but not limited to any methane inhibiting or lowering agents such as Asparagopsis (bromoform), or 3-NOP, and rumen modifiers such as Agolin, or inorganic substances (e.g. nitrate), and forage feeds such as Desmanthus and Leucaena added to the feed.
grant	For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:
	 a. under which relevant money⁷ or other <u>Consolidated</u> <u>Revenue Fund</u> (CRF) money⁸ is to be paid to a grantee other than the Commonwealth; and
	 which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant agreement	A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding, and specifies the details of the grant.
grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single entity Portfolio Budget Statement Program.
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.

⁷ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁸ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grantee	The individual/organisation which has been selected to receive a grant
Grazing animals	For the purpose of these Guidelines, grazing animals means beef cattle, dairy cattle and sheep.
Large scale trials	The scale for trialling the feed-supplement solution is at or near the scale of a commercial production system.
	Trials must have an appropriate sample size (number of animals subject to each treatment) to provide a high level of confidence in the trial results.
Minister	The Commonwealth Minister for Climate Change and Energy.
Operational environment	In the context of TRL 7, the operational environment should closely represent the actual operating environment. Trials on commercial farms are not required but trials must be conducted under conditions representative of commercial production systems.
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; andb. whether the information or opinion is recorded in a material form or not.
program delegate	A manager within DISR with responsibility for administering the program.
program funding or program funds	The funding made available by the Commonwealth for the program.
project	A project described in an application for grant funding under the program.
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and state and territory business enterprises which undertake publicly funded research.
Relevant Environment	In the context of TRL 5 and 6, a relevant environment may simulate a range of conditions that the operational environment may be subject to. This supports the step up from laboratory scale to operational scale and helps determine the factors that will enable design of the actual system.

Term	Definition
Technology Readiness Levels (TRL)	A benchmarking tool used to track the progress of the development of specific technological innovations, from blue-sky research (TRL 1) to full system demonstration under expected market conditions (TRL 9).