



**Australian Government**

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

# Community Development Grants Programme

January 2023

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<b>Closing date and time:</b>	<b>30 June 2026</b>
<b>Commonwealth policy entity:</b>	<b>Department of Infrastructure, Transport, Regional Development, Communications and the Arts</b>
<b>Enquiries:</b>	<b>If you have any questions, contact: Program Manager Community Development Grants Programme <a href="mailto:cdg@infrastructure.gov.au">cdg@infrastructure.gov.au</a></b>
<b>Date guidelines released:</b>	<b>Revised September 2022</b>
<b>Type of grant opportunity:</b>	<b>Closed non-competitive</b>



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# 1. Community Development Grants Programme processes

## **The Community Development Grants Programme is designed to achieve Australian Government objectives**

This grant opportunity is part of the Community Development Grants Programme (the program), which contributes to Department of Infrastructure, Transport, Regional Development, Communications and the Arts, (Department) Outcome 3. The Department (we) works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



## **The grant opportunity opens**

We publish the grant guidelines on [GrantConnect](#).  
The Australian Government selects projects to be invited to submit a Request for Information form.



## **You complete and submit a Request for Information form**

We invite organisations responsible for projects identified by the Australian Government to submit an application using the Request for Information form.  
You complete the application and address the eligibility and assessment criteria to be considered for a grant.



## **We assess all grant applications**

We assess the application against eligibility criteria and against the assessment criteria including an overall consideration of value with relevant money.



## **We make grant recommendations**

We provide advice to the decision maker on the merits of the application relative to the program Guidelines, and whether the proposed project represents a proper use of Commonwealth funds.



## **Grant decisions are made and you are notified of the outcome**

The decision maker decides on funding for the proposed project and advises you of the decision.



## **We enter into a grant agreement**

We will negotiate and enter into a grant agreement (agreement) with you if the project is successful to receive funding. The type of agreement is based on the nature of the grant and will be proportional to the risks involved.



## **Delivery of grant**

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



## **Evaluation of the program**

We evaluate your grant activity and the program outcomes as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1. Introduction

These Guidelines contain information for the program.

You must read these guidelines before filling out a Request for Information form.

This document sets out:

- **the purpose** of the grant program opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the **opportunity**.

This grant opportunity and process will be administered by the Department (us).

We have defined key terms used in these Guidelines at Appendix A.

## 2. About the grant program

The Australian Government established the CDG Programme in 2013.

The program will be delivered under Outcome 3:

- Strengthening the sustainability, capacity and diversity of Australia's cities and regions including through facilitating local partnerships between all levels of government and local communities; through investments in water infrastructure and measures to stimulate economic growth; and providing grants and financial assistance.

The objective of the program is:

- to support needed infrastructure that promotes stable, secure and viable local and regional economies.

The intended outcomes of the program are:

- to construct and/or upgrade facilities to provide long term improvements in social and economic viability of local communities
- to create jobs in the delivery of projects and ongoing use of the infrastructure
- to improve social amenity, increased health and wellbeing and social cohesion by utilisation of the infrastructure by community groups

This program delivers the government's election commitments and other identified projects for community and regional infrastructure.

Only projects identified by the Australian Government will be considered for funding under the program, including the Government Election Commitments since 2013 and other government initiated projects.

The program is a non-competitive grants program. If your project has been identified to receive grant funding you will be contacted by the Australian Government.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf) (CGRGs)<sup>1</sup>.

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

### 3. Grant amount and grant period

#### 3.1 Grants available

The Australian Government has committed funding to 2025-26 for the program.

There is no minimum or maximum grant amount but grants cannot exceed the amount committed to individual projects by the Government.

The Australian Government will identify projects and provide formal advice inviting applicants to submit a Request for Information form to us.

#### 3.2 Grant period

Funding will be available for Australian Government identified projects that are scheduled for completion and final payment made before 30 June 2026.

### 4. Eligibility criteria

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

#### 4.1 Who is eligible to apply for a grant?

To be eligible you must:

- be a legal entity
- have an Australian Business Number (ABN) or an Australian Company Number (ACN).

Only projects identified by the Australian Government will be considered for funding under the program.

#### 4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you have not been identified by the Australian Government to receive funding under the program.

General applications by organisations for projects not identified by the Australian Government will not be accepted by us.

#### 4.3 What qualifications, skills or checks are required?

If you are successful, personnel working on the grant project may be required to meet certain qualifications, accreditation, registration or checks such as a Working with Children check or Working with Vulnerable People registration. These requirements will be identified in the agreement.

Your organisation will also be asked to declare compliance with certain regulations (refer to Section 10.2), where applicable. These requirements will be identified in the agreement.

### 5. What the grant money can be used for

#### 5.1 Eligible grant activities

To be eligible your grant project must be consistent with the intent of the announced commitment.

#### 5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities or agreed project activities.

Eligible expenditure items will be negotiated with us in the agreement.

If your application is successful, we may ask you to verify project costs that you provided in your Request for Information form. You may need to provide evidence such as quotes for major costs. Not all expenditure on your grant project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the expenditure on your grant project between the start and end date of the project, or completion date for your grant project for it to be eligible.

### **5.3 What the grant money cannot be used for**

You cannot use the grant for the following activities:

- ongoing operational and maintenance costs
- existing staff member salaries of your organisation.

## **6. Assessment criteria**

We will assess the information provided in your Request for Information form to decide if the assessment criteria has been met.

You must address all of the assessment criteria in the Request for Information form. All criteria have equal weighting:

- project benefits
- project viability and sustainability
- grantee viability.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The Request for Information form requires you to provide key information to support claims against these criteria.

### **6.1 Project benefits**

This assessment criterion is intended to determine whether a project will contribute to the program outcome.

Key considerations for assessing the project benefits will include, but may not be limited to:

- the project alignment with the program objectives
- information required to measure whether a project has contributed to the program outcome including
  - the number of jobs created
  - level of community participation
  - level of economic activity
  - whether the grantee is able to collect this information.

### **6.2 Project viability and sustainability**

This assessment criterion is intended to identify and consider the complexity of the project, the risks associated with its delivery and ongoing management and the capability of the grantee to deliver and maintain the project.

Key considerations will include, but may not be limited to:

- how well the project has been scoped and costed by the grantee
- how the grantee plans to secure partnership funding (both in-kind and cash) for the project, where required
- how well the grantee has assessed delivery risks and treatments for these risks
- how the grantee aims to maintain the project in the future.

### 6.3 Grantee viability

This assessment criterion will be appropriate for the value of the project and the risk rating. Assessment is intended to establish the financial stability of the grantee and its capacity to meet costs associated with the delivery of the project.

For higher value/higher risk projects, this will include the ability of a grantee to generate sufficient income to meet operating payments, debt commitments and, where applicable, to allow growth.

Key considerations may include:

- what is the grantee's level of liquidity (its ability to pay its debts when they fall due) and solvency (does it have enough assets to cover liabilities)
- what is the quality of the grantee's financial governance (policies and procedures to ensure that financial information is complete and accurate, and this information is being used for decision-making)
- what is the grantee's ability to secure partner funding to meet the cost of the project, where required
- the grantee's history in managing grant funding from governments.

## 7. How to apply

Before applying, you must read and understand these Guidelines, the sample Request for Information form and the sample agreements, which are available on our website at [www.infrastructure.gov.au](http://www.infrastructure.gov.au).

These Guidelines are also found at [GrantConnect](http://GrantConnect). Any alterations and addenda<sup>2</sup> will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

We will write to grantees of identified projects outlining the process for progressing a request for funding. This correspondence will include web links for the:

- program Guidelines
- Request for Information form
- a request to provide relevant supporting information to assist with the assessment.

To apply you must:

- complete the Request for Information form
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application within three months of official notification in writing to us that a project has been identified for funding consideration.

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<sup>2</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents



You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately by email at [cdg@infrastructure.gov.au](mailto:cdg@infrastructure.gov.au). We will acknowledge that we have received your application within two working days.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application.

You should keep a copy of your application and any supporting documents.

If you need further guidance around the application process or if you are unable to submit an application online contact us at [cdg@infrastructure.gov.au](mailto:cdg@infrastructure.gov.au).

Projects are expected to be 'tender ready' at the time the Request for Information is submitted.

- 'tender ready' means a project has been scoped, costed and planned sufficiently, that the Australian Government is confident the supplier market can be formally approached and the project will not be unnecessarily delayed by known or expected factors.

Requests for additional funding from the Australian Government will not be considered.

Requests to change the scope of the project or partnership arrangements that do not involve the provision of additional funding by the Australian Government will need to be supported by relevant documentation in order for us to undertake an assessment of the request for decision.

We can only accept applications using the Request for Information form and all the requirements of this form need to be addressed, unless other arrangements are advised by us.

We will contact you should further information be required to support the application.

Further:

- requests for extension to the determined submittal date, or a change of scope, must be provided to us in writing, clearly stating the reasons for delay and revised timeframes for project delivery, prior to the submission due date.
- we will make a recommendation to the decision maker (the Program Delegate) as to whether a change of scope should be considered, or further time should be allowed for the grantee to submit the project information or that the funding commitment should be withdrawn.

Requests for Information may be submitted in the following manner:

- Email to: [cdg@infrastructure.gov.au](mailto:cdg@infrastructure.gov.au)

OR

- In writing to:

Program Manager  
Community Development Grants Programme  
Regional Programs Branch  
Department of Infrastructure, Transport, Regional Development, Communications and the Arts  
GPO Box 594  
CANBERRA ACT 2601

## 7.2 Attachments to the application

You must attach supporting documentation to the Request for Information form in line with the instructions provided within the form. You should only attach requested documents listed in the Request for Information form. We may not consider information in attachments that we do not request.

## 7.3 Timing of grant opportunity processes

The completed Request for Information form along with supporting documentation is to be submitted within the timeframe detailed in the email invitation request sent by us. All projects must be completed by the end of December 2025.

Once we receive your completed Request for Information, we will undertake a value with relevant money assessment of the project proposal.

Once an assessment of the project has been completed, a recommendation on funding will be provided to the decision maker.

The decision maker will consider whether the proposal will make proper use of Commonwealth resources, as required by Commonwealth legislation, and whether any specific requirements will be imposed as a condition of funding, should funding be approved.

Funding approval is at the discretion of the decision maker.

If the project is approved, you will be notified in writing and will be required to negotiate and enter into an agreement with the Australian Government prior to any payments being made.

Timelines for approval and notification will be dependent upon the grantee providing sufficient project information for an assessment to be completed.

**Table 1: Expected timing for this grant opportunity on submission of sufficient information to complete an assessment**

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1–4 weeks
Earliest start date of [grant activity or project]	Negotiated through the agreement
End date of grant activity or agreement	Negotiated through the agreement.

## 7.4 Questions during the application process

If you have any questions during the application period, contact us by email at [cdg@infrastructure.gov.au](mailto:cdg@infrastructure.gov.au).

# 8 The grant selection process

## 8.1 Assessment of grant applications

Based on the information provided in the Request for Information form, we will undertake a value with relevant money assessment of proposals against the assessment criteria (see Section 6).

The value with relevant money assessment will be appropriate for the value and risk rating of the project and will include identifying risks to the Australian Government and to the project.

We consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money
- if the project involves reasonable cost having regard to the quality and quantity of deliverables proposed

- has a risk profile that is acceptable to the Australian Government, with any identified risk able to be efficiently and effectively managed.

The threshold level of the project will then determine the agreement.

Any risks specific to a project will be notified to you in the advice of a funding decision.

The threshold levels and risks assessed are:

Threshold level	Type of agreement	Factors considered
<p>Threshold One - Low Risk / Low Value Projects</p> <p>≤ \$80,000 total project value</p>	Letter of Agreement	<p>Does the grant involve purchasing or leasing land or buildings?</p> <p>Does the grant involve complex intellectual property rights?</p> <p>Is the grantee located outside Australia?</p> <p>Grantee's grant management history with Commonwealth, state and local governments.</p> <p>Project Scope, that is if the project is a simple or low risk construction project such as planning projects, renovation or upgrades to existing buildings, installation of awnings or shade structures, erecting fences, upgrades to sports ground lighting, sports ground drainage improvements and the purchase and installation of prefabricated shed kits on concrete slabs. These projects are simpler in nature and generally would not involve activities that are defined by Safe Work Australia in its high risk construction definitions such as working at heights or underwater or working with asbestos.</p> <p>It could also be a procurement only project.</p>
<p>Threshold Two – Low Risk / Medium Value Projects</p> <p>Local, State and Territory Governments</p> <p>&gt; \$80,000 ≤ \$1,500,000 total project value</p> <p>Entities other than Local, State and Territory Governments</p> <p>&gt; \$80,000 ≤ \$1,000,000 total project value</p>	Simple Grant Agreement	<p>Does the grant involve purchasing or leasing land or buildings?</p> <p>Does the grant involve complex intellectual property rights?</p> <p>Is the grantee located outside Australia?</p> <p>Grantee's grant management history with Commonwealth, state and local governments.</p> <p>Project Scope, that is the project is more complex or higher risk than the low risk project as described in threshold one and may include a new small building or larger multi-room extensions or upgrades of existing buildings.</p>

Threshold level	Type of agreement	Factors considered
<p>Threshold Three – All Other Projects</p> <p>Local, State and Territory Governments</p> <p>&gt; \$1,500,000 total project value</p> <p>Entities other than Local, State and Territory Governments</p> <p>&gt; \$1,000,000 total project value</p> <p>Medium - High Risk / Higher Value Threshold 1 and 2 projects</p>	Standard Grant Agreement	All projects that don't meet the requirements of Thresholds One and Two are automatically Threshold Three projects.

## 8.2 Who will assess the grant application?

We (Department) will assess the application against eligibility and assessment criteria including overall consideration of value with relevant money for the proposed project.

We may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

- the Independent Viability Assessment will be undertaken by an appropriately qualified external consultant engaged by us and the findings of the Independent Viability Assessment will be included in the project assessment
- all information provided in the Request for Information form may be subject to an Independent Viability Assessment
- you will be notified by us if we intend to undertake an Independent Viability Assessment on your Request for Information form.

## 8.3 Who will approve grants?

Following an assessment of the funding application, a recommendation on funding will be provided to the decision maker.

The decision maker for the program is the Program Delegate.

The decision maker will consider whether the proposal will make proper use of Commonwealth resources, as required by Commonwealth legislation, and whether any specific requirements will be imposed as a condition of funding, should funding be approved.

Funding approval is at the discretion of the decision maker.

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

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

## 9 Notification of application outcomes

We will advise you of the outcome of your application in writing.

If you are successful, we will advise you of any specific conditions attached to the grant.

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

### 9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within three months of being advised of the outcome. This request must be sought in writing by email at [cdg@infrastructure.gov.au](mailto:cdg@infrastructure.gov.au). We will give written feedback within **one month** of your request.

## 10 Successful grant applications

### 10.1 Grant agreement

If you are successful, you must enter into a legally binding agreement with the Commonwealth of Australia, represented by us.

We use three types of Commonwealth standard agreements in the program. Our selection will depend on the size, complexity and risk rating of your grant project. Sample agreements are available on our website at [www.regional.gov.au](http://www.regional.gov.au).

Each agreement has standard terms and conditions that cannot be changed.

A schedule may be used to outline the specific grant requirements. There may be specific conditions attached to the funding approval as a result of the assessment process or further considerations by the decision maker. These will be identified in the offer of funding or during the agreement negotiations.

We will develop the agreement on the information you provided in your application. You may request changes to the agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Program Delegate.

It is recommended you familiarise yourself with the conditions of the agreement or consider seeking independent advice on the implications of agreement conditions and your capacity to meet these conditions.

We will work with you to have agreements executed within 30 days of funding approval ('execute' means both you and the Commonwealth have signed the agreement). The offer may lapse if both parties do not execute the agreement within this time.

We must execute a grant agreement with you before we can make any payments. You should not make financial commitments based on approval of funding until the agreement has been executed. If you choose to start your project before you have an executed grant agreement, you do so at your own risk.

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

## 10.2 Specific legislation, policies and industry standards

You are required to be compliant with all relevant laws and regulations.

Wherever the Australian Government funds building and construction activities, and subject to any threshold requirements, the following special regulatory requirements apply:

- Code for Tendering and Performance of Building Work 2016 (Building Code 2016)<sup>3</sup>
- Australian Government Building and Construction WHS Accreditation Scheme (WHS Scheme).<sup>4</sup>

Where the Building Code or WHS Accreditation Scheme applies, construction activity must be undertaken by an accredited builder as specified under the Building Code and WHS Accreditation Scheme.

### Building and construction requirements

Wherever the government funds building and construction activities, the following special regulatory requirements may apply.

- *Code for the Tendering and Performance of Building Work 2016* as amended from time to time ([Building Code 2016](#))<sup>[1]</sup> and
- Australian Government Building and Construction Work Health and Safety Accreditation Scheme as amended from time to time([WHS Accreditation Scheme](#))<sup>[2]</sup>

### Building Code

The Building Code is administered by the [Australian Building and Construction Commission](#).<sup>[3]</sup>

Building work proposed and undertaken as part of a project funded under this program may be subject to the Building Code 2016.

The Building Code 2016 applies to all construction projects funded by the Australian Government through grants and other programs where:

- the value of Australian Government contribution to a project is at least \$5 million and represents at least 50 per cent of the total construction project value or
- regardless of the proportion of Australian Government funding, where the Australian Government contribution to a project is \$10 million or more.

If the Building Code applies to a successful applicant they must provide certain information in accordance with the Building Code 2016 and comply with all conditions of the Building Code 2016.

### WHS Accreditation Scheme

Building work undertaken as part of the project/s funded under a grant agreement may be covered by the Work Health and Safety Accreditation Scheme (WHS Accreditation Scheme). The WHS Accreditation Scheme is established under the *Building and Construction Industry (Improving Productivity) Act 2016* and specified in the *Building and Construction Industry (Improving Productivity) (Accreditation Scheme) Rules 2019*.

The WHS Accreditation Scheme applies to building work that is indirectly funded by the Commonwealth or a corporate Commonwealth entity if it is carried out under a contract with a value of \$4 million or

<sup>3</sup> <https://www.abcc.gov.au/building-code>

<sup>4</sup> <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>

<sup>[1]</sup> <https://www.abcc.gov.au/building-code/building-code-2016>

<sup>[2]</sup> <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>

<sup>[3]</sup> <https://www.abcc.gov.au/>

more (GST inclusive) and the contribution made to the funding of the project that includes the building work by the Commonwealth or corporate entity is at least:

- \$6,000,000 (GST Inclusive) and represents at least 50% of the total funding or
- \$10,000,000 (GST Inclusive).

A successful applicant who is the builder must comply with all conditions of the WHS Accreditation Scheme accreditation and successful applicants who will be engaging builders to undertake the building work must require builders to comply with all conditions of WHS Accreditation Scheme accreditation.

### Child Safe Requirements

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

## 10.3 How we pay the grant

The agreement will state the:

- description of the project to be delivered, including the identified grant-funded activities
- maximum grant amount to be paid
- amount, timing and requirements of each milestone requirement
- any financial contributions you must make (if applicable)
- any financial contribution provided by a third party (if applicable).

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

A payment schedule will be negotiated with you. Grant funding will be paid:

- generally, in arrears
- as you achieve agreed milestones, and
- on our acceptance of satisfactory progress reports, which will include evidence of achievement of any special conditions.

## 10.4 Grant Payments and GST

Payments will be made as set out in the agreement.

Before any payment can be made, you will be required to provide:

- a tax invoice for the amount of the payment, and
- a satisfactory progress report and supporting documentation providing evidence of meeting the requirements for payment.

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

- payments made by a government-related entity to another government-related entity do not attract GST.
- payments to other entities who are registered for GST will attract GST.

If you are not registered for GST contact the Program Manager at [cdg@infrastructure.gov.au](mailto:cdg@infrastructure.gov.au) for further information.

You are required to notify us if your GST registration status changes during the project.

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](#) prior to submitting a Request for Information form. We do not provide advice on tax.

## 11 Announcement of grants

Once your agreement is executed, your agreement will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

## 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 grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- address
- nominated contact details
- bank account details
- GST status.

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

You must notify us of events relating to your grant and you may be required to provide an opportunity for the Minister or their representative to attend. The requirements relating to events are identified in the agreement.

### 12.2 Reporting

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

- progress against agreed milestones and outcomes
- contributions of partner funding directly related to the grant project, where applicable
- expenditure of the grant.

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

We will monitor progress by assessing reports you submit and may conduct site visits or request records 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.

#### Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date



- include evidence of expenditure, where applicable
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

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

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

### **Ad-hoc reports**

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

### **Completion report**

When you complete the grant project, you must submit a completion report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the agreement
- identify the total eligible expenditure incurred
- include evidence of expenditure, where applicable
- be submitted within the timeframe identified in the schedule at the completion of the project, and in the format provided in the agreement.

## **12.3 Financial declaration and audited financial acquittal report**

We may ask you to provide a declaration that the grant money was spent in accordance with the agreement and to report on any underspends of the grant money.

In addition, we may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the agreement.

## **12.4 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your agreement. You can request a variation by completing a Request for Variation form to be supplied by us.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the agreement and the likely impact on achieving outcomes.

## **12.5 Compliance visits and record keeping**

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

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

## **12.6 Evaluation**

We will evaluate the program to measure how well the outcomes and objectives have been achieved. We may use information from your application and 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.

The nature of information required will be determined with consideration to the complexity and purpose of the project to be funded. Details will be included in the agreement.

## 12.7 Acknowledgement and publicity

Successful funding grantees will be required to comply with a range of branding and recognition requirements, which may require holding an official opening event. These requirements are identified in the agreement and guidance is provided on our website.

We will also require you to notify us of other events relating to your project where you may be required to provide opportunities for the relevant Minister or government representative to attend. These requirements are identified in the agreement.

## 13. Probity

The Australian Government will make sure that the grant opportunity process is fair, is in accordance with the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the CGRGs.

These guidelines may be changed from time-to-time by us. When this happens, the revised guidelines will be published on GrantConnect.

### 13.1 Enquiries and feedback

Any questions you have about grant decisions for this grant opportunity should be sent to [cdg@infrastructure.gov.au](mailto:cdg@infrastructure.gov.au).

Our Complaints Management procedures apply to complaints about this grant opportunity. All complaints about a grant process must be provided in writing by either:

Using the online feedback and complaints form at:  
<https://www.infrastructure.gov.au/utilities/feedback.aspx>

Email to: [clientservice@infrastructure.gov.au](mailto:clientservice@infrastructure.gov.au)

Mail to: Director, Governance Section  
Department of Infrastructure, Transport, Regional Development, Communications and the Arts  
GPO Box 594  
CANBERRA ACT 2601

If you do not agree with the way we have handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with us.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### 13.2 Conflicts of interest

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

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, 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.

You will be asked 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 an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Officials involved in the program, including the decision maker must also declare any conflicts of interest.

Further information on Conflict of Interest is provided in the Request for Information form and the agreement.

### 13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

### 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 keep any information in connection with the agreement confidential to the extent that it meets all of the three 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. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Assistant Minister
- a House or a Committee of the Australian Parliament.

The agreement may also include any specific requirements about special categories of information collected, created or held under the agreement.

## 13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (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.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator  
GPO Box 594  
CANBERRA ACT 2601

By email: [foi@infrastructure.gov.au](mailto:foi@infrastructure.gov.au)

## Appendix A. Glossary

Term	Definition
<b>accountable authority</b>	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
<b>application process</b>	refers to the steps that must be followed by potential grantees to be considered for a grant. It includes the forms, and written documentation, which contain eligibility and any assessment criteria to be satisfied.
<b>assessment criteria</b>	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals.
<b>commencement date</b>	the expected start date for the grant activity.
<b>completion date</b>	the expected date that the grant activity must be completed and the grant spent by.
<b>Commonwealth entity</b>	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
<b>date of effect</b>	the date on which an agreement is signed or a specified starting date.
<b>decision maker</b>	the person who makes a decision to award a grant. The decision maker for the Community Development Grants Programme is the relevant Minister and the delegate for individual projects is the Departmental Program Manager (the Delegate).
<b>Department</b>	The Department of Infrastructure, Transport, Regional Development, Communications and the Arts.
<b>eligible activities</b>	the activities undertaken by a grantee in relation to a project that are eligible for funding support.
<b>eligible application</b>	an application for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
<b>eligibility criteria</b>	refers to the mandatory criteria which must be met to qualify for a grant. Assessment criteria applies in addition to eligibility criteria.
<b>eligible expenditure</b>	the expenditure incurred by a grantee on a project and which is eligible for funding support.
<b>grant</b>	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 which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
<b>grant activity/activities</b>	refers to the project/tasks/services that the grantee is required to undertake.

Term	Definition
<b>grant agreement</b>	a legally binding contract that sets out the relationship between the parties to the agreement, and specifies the details of the grant.
<b><a href="#">GrantConnect</a></b>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
<b>grantee</b>	the individual / organisation which has been selected to receive a grant.
<b>grant opportunity</b>	refers to the specific grant process where a Commonwealth grant is made available to potential grantees. The grant opportunity is targeted, and reflects the relevant grant selection process.
<b>payment in arrears</b>	payments made progressively based on actual expenditure.
<b>Program Delegate</b>	The Departmental Program Manager will have responsibility for the program. For the Community Development Grants Programme, the Program Delegate is the Assistant Secretary, Regional Programs Branch.
<b>request for information</b>	the document issued by the Program Delegate that applicants use to apply for funding under the program.
<b>selection process</b>	the method used to select potential grantees. This process involves the assessment of applications against the eligibility criteria and the assessment criteria.
<b>value with money</b>	value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.