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 Department of Industry,
 Innovation and Science

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Grant Opportunity Guidelines

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Resurface of Norfolk Island Airport

Commonwealth policy entity: Department of Infrastructure, Regional Development and Cities
Administering entity: Department of Industry, Innovation and Science
Date guidelines released: 13 February 2019
Type of grant opportunity: One off or Ad-hoc

Timings to be confirmed
- grant v signed contracts

Clarify Aileron Edge scope of work eg prep of AIP
speak to Anita abt grant prep

February 2019

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1. About the grant opportunity

Norfolk Island is a Territory of Australia, located 2.5 hours flight from the Australian mainland in the South Pacific. There are about 2,000 permanent residents on the island and it is a popular tourist destination. It has one airport, which is key to the island's economy and access. There are infrequent cruise ships travelling to the island and a cargo ship brings supplies only every five weeks. Weather can be inclement on the island, delaying the unloading of boats, therefore the airport is imperative for access on and off the island including for medical evacuations. General aviation traffic equates to an annual average of 2.5 arrivals per week. The airport has two asphalt-paved runways.

The Civil Aviation Safety Authority (CASA) undertook an assessment of the airport in 2017, which found that portions of the current runway surface and aprons contain deformities such as cracking and are not deemed as suitable for the commercial aircraft servicing Norfolk Island. This grant opportunity provides up to \$43 million over 3 years to resurface the runway and apron to address the relevant safety observations identified in the 2017 CASA assessment.

The objective of the grant opportunity is:

- to ensure that Norfolk Island Airport runways and apron are resurfaced to address the relevant safety observations identified in the 2017 CASA assessment.
- to provide safe access to Norfolk Island by large commercial aircraft

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess your proposal
- how we notify you and enter into a grant agreement
- how we monitor and evaluate performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Innovation and Science (we/the department) is responsible for administering this grant opportunity on behalf of the Department of Infrastructure, Regional Development and Cities. We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

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

You should read this document carefully before you submit your proposal.

2. Grant amount and grant period

This grant opportunity is a one-off or ad hoc grant over 3 years to the Norfolk Island Regional Council for the resurface of Norfolk Island airport. The grant amount will be 100% of eligible project costs up to a maximum of \$43 million.

3. Eligibility criteria

3.1. Who is eligible?

The grantee will be Norfolk Island Regional Council (Council).

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

3.2. Additional eligibility requirements

You must provide evidence from your Elected Members that the project is supported, can be completed within specification and that the Council will meet any costs of the project not covered by grant funding.

We cannot waive the eligibility criteria under any circumstances.

3.3. What qualifications or skills are required?

It is a condition of funding that:

- a project manager with relevant project management skills and experience must be engaged by the Norfolk Island Regional Council for the duration of the project to oversee management of the tender and the contract, on behalf of Council
- the contractor who is awarded the tender for works, must engage their own project manager to manage delivery of the project. That person should have relevant skills and experience in airport pavement engineering.

✓

confirm

4. What you can use the grant for

4.1. Eligible activities

To be eligible your project must fund activities that will result in the resurfacing of the Norfolk Island Airport runway and apron to address the relevant safety observations identified in the 2017 CASA assessment.

Eligible activities may include:

- project management
- technical advice
- design
- barging
- on-island logistics such as transport of equipment
- asphalt overlay
- concrete pavement
- grooving of runway
- line-marking
- installation of flanks
- installation of airfield lighting
- removal and safe disposal of scrapings and other waste material.

We may also approve other activities.

4.2. Eligible expenditure

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities.

→ is this what if project commences before grant given.

what are those requirements

process for approval?

Eligible expenditure items are:

- direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions
- labour on costs and administrative overheads - you may increase eligible salary costs by an additional 30% allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers
- contract expenditure, i.e. the cost of any agreed project activities that you contract to others
- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project activities in Australia
- equipment directly related to project activities
- motor vehicle leasing, fuel and operating expenses directly related to project activities
- the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure
- financial auditing of project.

Other eligible expenditure as approved by the program delegate.

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

Not all expenditure on your project may be eligible for grant funding. The Program Delegate, who is an AusIndustry Senior Responsible Officer with responsibility for the grant opportunity, makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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. We are not responsible for any expenditure you incur until a grant agreement is executed.

4.3. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure.

Examples of ineligible expenditure include:

- costs incurred prior to executing the agreement with us
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- depreciation of plant and equipment beyond the life of the project
- maintenance costs
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges

Who does this.

New HO's
effective from
start date for
project + PManage

keep timesheets for time spent by Council employees "in kind"

- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- travel or overseas costs that exceed 10% of total project costs except where otherwise approved by the Program Delegate.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

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

5. The assessment criteria

This grant is subject to an acceptable proposal that includes:

- contact name and position details
- your response to the assessment criteria
- a project plan which must include the following:
 - a project budget (split over financial years)
 - project start and end date
 - milestones and timing
 - key performance indicators
 - a risk management plan.

You must engage a project manager with relevant project management skills and experience who will oversee the tender and contract on behalf of Council for the whole of the project.

The contractor who is awarded the tender must also engage a project manager with skills and experience in airport pavement engineering, who will manage delivery of the project on behalf of contractor for the whole of the project.

You must establish a steering committee to endorse the overall project plan and budget provided by the contractor, provide guidance to the chosen contractor and to oversee delivery of the project against the project plan. The steering committee should comprise:

- a nominated representative of the Australian Government *Tim Cotter*
- a representative of Council (an Elected Member)
- the General Manager of Council
- Council's project manager
- Council's Group Manager, Services
- Operations Manager, Norfolk Island Airport
- Administrator of Norfolk Island.

You may include other members if and when required.

This committee must meet quarterly as a minimum and must have at least one Australian government representative and the Administrator of Norfolk Island in attendance. Each steering committee member must nominate a proxy if they are not able to attend the meeting.

Only Council can make decisions

Kieren to attend quarterly

5.1. Assessment criterion 1

Your capacity, capability and resources to deliver the project

You should demonstrate this by explaining:

- a. the relevant skills and experience of the project manager being sought by Council to oversee management of this project
- b. your plan to manage the project, which includes:
 - project budget (split over financial years)
 - milestones and timing
 - key performance indicators
 - risk management.

5.2. Assessment criterion 2

The governance arrangements in place for the project

You should demonstrate this by explaining:

- a. the Terms of Reference of the steering committee who will oversee delivery of this project
- b. how you will engage with Norfolk Island Airport management, during the project
- c. how you will engage and communicate with the local community during the life of this project – this should be in the form of a community and stakeholder engagement plan.

6. How to apply

Before applying you should read and understand these guidelines.

You will need to set up an account to access our online portal. The portal allows you to apply for and manage a grant or service in a secure online environment.

To apply, you must:

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

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

6.1. Attachments to the application

Provide the following documents with your application:

- a project plan
- evidence of support from Council's Elected Members
- a community and stakeholder engagement plan.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents.

as per the tender?

7. The selection process

This grant opportunity is a one-off or ad hoc grant to the Norfolk Island Regional Council (Council). We consider that this is an appropriate type of selection process as the Council has responsibility for the operation and maintenance of the airport.

7.1. Who will approve the grant?

We will assess your proposal and may seek information from you or any other source, including from within the Commonwealth, to assist with assessment. We will consider whether the project:

- represents value for money
- can be delivered on time and to budget
- has been appropriately costed
- can manage risks
- has required approvals in place, or expects to receive approvals in the necessary timeframe to complete the project
- can clearly demonstrate how it will measure its success
- has the support of Council's elected members
- has a suitably qualified and experienced project manager overseeing the project.

Following assessment, we will make recommendations to the Program Delegate. The Program Delegate will make the final decision to approve a grant.

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

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

The Program Delegate's must not approve funding if they reasonably consider that program funding available across financial years will not accommodate the funding offer, and/or if the proposal does not represent value with money.

There is no appeal mechanism for decisions to approve or not approve a grant.

8. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant. If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us. You can submit a new proposal for the project including new or more information to address the weaknesses that prevented your previous proposal from being successful.

9. If your application is successful

9.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any

expenditure you incur until a grant agreement is executed. You must not start any project activities until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of funding.

If you enter an agreement under the Resurface of Norfolk Island Runway, you cannot receive other grants for the same activities from other Commonwealth, State or Territory granting programs.

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

You will have 30 days from the date of a written offer to execute the 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 Program Delegate.

9.2. Project specific legislation, policies and industry standards

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

In particular, you will be required to comply with:

- Child safety requirements (see 9.2.1)
- Building and construction requirements (see 9.2.2)
- Australian Industry Participation requirements (see 9.2.3).

9.2.1. Child Safety Requirements

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

You must implement the National Principles for Child Safe Organisations endorsed by the Commonwealth and available at: <https://www.humanrights.gov.au/national-principles-child-safe-organisations>.

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

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

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

9.2.2. Building and Construction Requirements

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

- *Code for the Tendering and Performance of Building Work 2016*² ([Building Code 2016](#))
- Australian Government Building and Construction WHS Accreditation Scheme³ ([WHS Scheme](#))

These regulations are subject to the level of funding you receive as outlined below.

Which building code applies

9.2.2.1. Building Code

The Building Code is administered by relevant State and Territory administrations under relevant State or Territory legislation on behalf of the Fair Work Building and Construction.⁴

The Building Code 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.

what does this mean in apply to Norfolk

9.2.2.2. WHS Accreditation Scheme

The WHS Accreditation Scheme is administered by the Office of the Federal Safety Commissioner⁵.

The Scheme applies to projects that are directly or indirectly funded by the Australian Government where

- the value of the Australian Government contribution to the project is at least \$6 million and represents at least 50 per cent of the total construction project value; or
- the Australian Government contribution to a project is \$10 million (GST inclusive) or more, irrespective of the proportion of Australian Government funding; and
- a head contract under the project includes building work of \$4 million or more (GST Inclusive).

9.2.3. Australian Industry Participation Plan

Where a Grant Recipient receives over \$20 million in grant funding from the Commonwealth, the Grant Recipient may be required to develop an Australian Industry Participation Plan ('AIP Plan') depending on advice from the AIP Authority in the Department.

Where an AIP Plan is required it must be developed in accordance with the AIP Plan User Guide⁶ within 30 days of executing a grant agreement with the Commonwealth.

9.3. 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).

² <https://www.abcc.gov.au/building-code/building-code-2016>

³ <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>

⁴ <https://www.abcc.gov.au/>

⁵ <http://www.fsc.gov.au/sites/FSC>

⁶ www.industry.gov.au/aip

Does Fr. Kieren's contract cover this

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments quarterly, in advance, based on your forecast eligible expenditure as you achieve agreed milestones etc. and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

We set aside one per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum one per cent of grant funding for the final payment.

You will be required to provide details of a separate bank account established for the purposes of this grant for receipt and expenditure of project funding.

9.4. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁷.

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

9.5. Announcement of grants

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

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

10. How we monitor your project

10.1. 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:

⁷ See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](#)

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

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.

10.2. Reporting

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

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds

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.

10.2.1. Progress reports

Progress reports must:

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

10.2.2. End of project report

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

End of project reports must:

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

- all relevant works completion certificates

10.2.3. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project. Or this may be in the form of an independent audit report to confirm project expenditure.

10.3. Final Independent audit report

You will be required to provide an independent audit report upon completion of the project. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is attached to the sample grant agreement.

10.4. Australian Industry Participation Plan implementation reports

If you have been required to develop an Australian Industry Participation Plan, you must provide an implementation report annually, showing how you have implemented the AIP Plan.

10.5. Compliance visits

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

10.6. 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 subject to availability of funding
- changing project activities.

Note 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. We can provide you with a variation request template.

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

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

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

Kevin
(look @ scope
of work)

10.7. Evaluation

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

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

10.8. Grant acknowledgement

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

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

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

11. 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.

11.1. Conflicts of interest

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

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer 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 [Public Service Code of Conduct \(Section 13\(7\)\)](#)⁸ of the [Public Service Act 1999 \(Cth\)](#)⁹. Committee members and other officials including the decision maker must also declare any conflicts of interest.

⁸ https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030

⁹ <https://www.legislation.gov.au/Details/C2017C00270>

Conflict of
Interest
Register

We publish our conflict of interest policy on the department's [website](#)¹⁰.

12. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.1, or
- personal information as per 12.3

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

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

12.1. How we handle your confidential information

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

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

12.2. When we may disclose confidential information

We may disclose confidential information:

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

We may also disclose confidential information if:

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

12.3. How we use your personal information

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

- what personal information we collect
- why we collect your personal information

¹⁰ <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, and other Commonwealth employees and contractors, so we can:

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

We, or the Minister, may:

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

You may read our [Privacy Policy](#)¹¹ 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.

12.4. Freedom of information

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

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

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

¹¹ <https://www.industry.gov.au/data-and-publications/privacy-policy>

Appendix A. Definitions of key terms

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the grant opportunity.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 4.1.
Eligible application	An application or proposal for grant funding under the grant opportunity that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 4.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program.
Minister	The Commonwealth Minister for Infrastructure, Regional Development and Cities
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; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry Senior Responsible Officer within the department with responsibility for the grant opportunity.
Project	A project described in a proposal for grant funding under the grant opportunity.

Term	Definition
Steering committee	The body established by the grantee to oversee the project, as described in section 5 of these guidelines.