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MS22-002069



Australian Government

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

Dispatched to MO

8 NOV 2022

To: The Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government (for decision)

Subject: Stronger Communities Programme (SCP) - Round Eight design settings and implementation timeframe

Critical Date: 14 November 2022 to finalise program design settings and guidelines allowing the timely delivery of SCP Round 8

Recommendations:

1. That you **agree** to implement the following design setting changes for SCP Round Eight and for their inclusion in the SCP program guidelines where applicable:

a. Reinstate a minimum 50 per cent cash co-funding requirement;

Agreed / Not Agreed

* see below

b. Set a maximum total project cost of \$50,000;

Agreed / Not Agreed

c. Require Members of Parliament to complete an online declaration form to collect information about their SCP project selection and nomination process;

Agreed / Not Agreed

d. s47E(d),s47C

Agreed / Not Agreed

2. That you **agree** to the proposed implementation plan for the SCP Round Eight at Attachment A including a 31 December 2023 project completion date.

Agreed / Not Agreed

Catherine King

Date: 9 Nov 22.

Comments:

s47E(d),s47C

Key Points:

1. In the October 2022-23 Budget, the Australian Government committed administered funding of \$22.65 million to deliver an eighth round of the SCP.
2. Similar to previous rounds:

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s47E(d),s47C

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- The Business Grants Hub will manage this program on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) and is the delegate for all aspects of the program (managing applications, assessing eligibility, contracting, payments, project terminations or closures);
- the program will deliver social benefits across Australia by funding small capital projects that encourage community participation; improve access to and use of local facilities; and support community well-being and vibrancy;
- \$150,000 is available for each of the 151 federal electorates to fund up to 20 projects per electorate, with grants of between \$2,500 and \$20,000; and
- Members of Parliament, in consultation with their communities, will continue their role in identifying potential projects and nominating eligible applicants to apply (including nominating replacement applicants where a grantee is ineligible).

3. s47E(d)

4. An independent evaluation of Rounds Three to Six of the SCP commissioned by the department has recently concluded identifying strategic and administrative options to improve program outcomes. Round Eight provides an opportunity to enhance the SCP in line with key evaluation findings and the Government's policy priorities to work more effectively as a funding program for small capital projects delivering social benefits to local communities.

5. The enhancements recommended by the department are:

- a. That all projects have a minimum 50 per cent cash co-funding contribution in line with new 'COVID-19 Normal' expectations for grant funding provision. In Rounds Six and Seven of the program, all grantees, except local government bodies, were exempt from the 50 per cent co-funding requirement that applied in earlier rounds. The Round Six and Seven exemption was introduced as a temporary measure in recognition of the considerable impact that COVID-19 was having on these organisations' normal revenue streams and their ability to raise funds during the pandemic, and it is recommended this be reinstated.
- b. Setting a maximum total project cost of \$50,000 to more effectively target small capital community-based projects. s47E(d)

s47E(d)

- c. Building a new streamlined online nomination form for MPs to provide more information on their SCP project selection and nomination process (e.g. expression of interest process and engaging consultative committees). This is being developed in response to your request for improved transparency and will improve accountability

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and help address real or perceived conflict of interest issues, which have previously arisen between MPs and grantees. The new online form and MP information sessions will provide information and assistance to MPs, especially those new to Parliament, in relation to conflict of interest declarations and understanding of the grant process.

d. s47E(d)

6. s47E(d),s47C

Stakeholder Implications:

7. Upon agreement of the proposed design settings and implementation plan for Round Eight, the department will work with the Business Grants Hub to finalise a communication plan for the program. This will include regular information bulletins to Members of Parliament in the lead-up to the opening of the project nomination and application period in s47E(d)
8. Information sessions for Members of Parliament were previously hosted at Parliament House, however these were moved online for Round Six and Round Seven due to the various state border restrictions at that time. Given the ceasing of COVID-19 related border restrictions, information sessions for Members of Parliament will be hosted at Parliament House as well as be delivered online for Round Eight. One of the benefits of this approach is that it broadens the reach of the information sessions to electorate office staff who tend to have local responsibility for managing nominations and community queries for the program.

Consultation: Business Grants Hub at the Department of Industry, Science and Resources has been consulted in preparation of this briefing.

Media Opportunities: The department's media team is progressing a media release for the announcement of the program launch.

Attachments:

Attachment A: Indicative implementation plan

Cleared By: Meghan Hibbert
 Position: Assistant Secretary,
 Division: Regional Programs Branch
 Division: Regional Development, Local
 Government and Regional Recovery
 Ph: 02 6393 4030
 Mob: s22(1)(a)(ii)
 Cleared Date: 4 November 2022

Contact Officer: s22(1)(
 Section: Grants Hub Engagement
 Mob: s22(1)(a)(ii)

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Instructions for MPS: Nil

Responsible Adviser: s22(1)(a)(ii)

PDMS Distribution List: Jim Betts, David Mackay, Janet Quigley, Meghan Hibbert, s22(1)(

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Attachment A

Indicative timeframe for delivery of SCP Round Eight

Key Activity	Indicative Timeframe
Communication strategy for Members of Parliament. During this period Members of Parliament will be encouraged to start community consultation to seek Expressions of Interest for funding under the program. (DISR Hub undertakes this)	s47E(d),s47C
Program guidelines approved and published (DITRDCA) <i>**You can announce the opening of the Program at this point should you choose to **</i>	
Online information sessions for Members of Parliament and their electorate staff, including training on how to nominate projects. Program guidance materials issued. (DISR)	
Round Eight opens for Members of Parliament to nominate projects and nominated organisations are invited to submit a formal application. (DISR)	
Assessment of applications and replacement project nominations sought: <ul style="list-style-type: none"> • where applications from ineligible organisations are identified; and/or • where the nominated project is not in the nominating MP's electorate • (DISR) 	
Successful projects approved and contracted on a rolling basis (DISR)	
Projects completed	By 31 December 2023

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Australian Government


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

To: Catherine King (for decision)

Subject: Stronger Communities Programme (SCP) Round Eight Guidelines

Critical Date: Please action by 30 November 2022.

Recommendation/s:	
1. That you agree to provide co-funding exemption to incorporated not-for-profit organisations and incorporated trustees reflecting the sustained impact of natural disaster and the COVID-19 pandemic for SCP Round Eight.	Agreed / Not Agreed
2. If you agree to Recommendation One, sign the letter at Attachment A to the Prime Minister, the Hon Anthony Albanese MP, to advise of the update to co-funding exemption for SCP Round Eight.	Signed / Not Signed
3. That you sign the letter to the Minister for Finance, Senator the Hon Katy Gallagher, at Attachment B seeking her agreement to approve the program guidelines for public release in accordance with the s47E(d)	
4. That you approve the draft Stronger Communities Programme (SCP) Round Eight Guidelines at Attachment C .	Approved / Not Approved
5. s47E(d)	Noted / Please Discuss



Catherine King

Date: 19.12.22

Comments:

Key Points:

- On 9 November 2022, you agreed to the implementation plan and design settings for SCP Round Eight (MS22-002069 refers). Your approval of the SCP Round Eight grant opportunity guidelines at **Attachment C** is required to open the program.

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s47E(d),s47C

3. We propose that co-funding exemption be applied to all incorporated not-for-profit organisations and incorporated trustees applying on behalf of a trust with responsibility for a community asset. Local government bodies applying in their own right, or as a sponsor for another organisation, would not be eligible for the co-funding exemption, as in SCP Round Seven.

4. If you agree to the proposed approach to co-funding exemption, a draft letter is provided at Attachment A to the Prime Minister, the Hon Anthony Albanese MP, s47E(d)
s47E(d),s47C

5. The attached SCP Round Eight draft grant opportunity guidelines reflect the proposed co-funding exemption. Noting MP sessions for SCP Round Eight are currently scheduled s47E(d) s47E(d) the department is working with your office to ensure that any updates to program design are reflected in a timely manner.

s47E(d),s47C

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s47E(d),s47C

s47E(d),s47C,s42

s47E(d),s47C

Stakeholder Implications:

9. SCP Round Eight information sessions for MPs will be hosted at Parliament House and also delivered online s47E(d) [REDACTED]. The benefit of this approach is that it will broaden the reach of those information sessions to electorate office staff in the regions who often have local responsibility for managing the program. A narrated PowerPoint presentation will be released on-line in s47E(d) [REDACTED] for MPs and their electorate staff to access in their own time and throughout the application period.

Consultation:

10. Regional Programs Branch has consulted with the Business Grants Hub, the Department of Prime Minister and Cabinet and the Department of Finance in developing the SCP Round Eight grant opportunity guidelines.

Media Opportunities: A draft media release has been prepared and will be issued in line with the launch of the round.

Attachments:

- | | |
|---------------|---|
| Attachment A: | Letter to the Prime Minister, the Hon Anthony Albanese MP |
| Attachment B: | Letter to the Minister for Finance, the Hon Katy Gallagher |
| Attachment C: | SCP Round Eight Draft Grant Opportunity Guidelines |
| Attachment D: | Grant Opportunity Guidelines Self-Assessment Risk Analysis |
| Attachment E: | SCP Protocols for the Provision of Information to the Minister's Office |

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Cleared By: Meghan Hibbert
Position: Assistant Secretary
Division: Regional Development, Local
Government and Regional Recovery
Regional Programs Branch
Ph: 02 6393 4030
Mob: s22(1)(a)(ii)
Cleared Date: 25 November 2022

Contact Officer: s22(1)(
Section: Grants Hub Engagement
Mob: s22(1)(a)(ii)

Instructions for MPS: Nil

Responsible Adviser: s22(1)(a)(ii)

PDMS Distribution List: Jim Betts, David Mackay, Janet Quigley, Meghan Hibbert, s22(1)(a)(ii)

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The Hon Catherine King MP

Minister for Infrastructure, Transport, Regional Development and Local Government
Member for Ballarat

Ref: MS22-002143

The Hon Anthony Albanese MP
Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Prime Minister,

I am writing to update you on the delivery of Round Eight of the Stronger Communities Programme (SCP).

s47E(d)

In acknowledgement of the widespread impacts of adverse weather events on organisations' ability to fundraise, I support the continuation of co-funding exemption for incorporated not-for-profit organisations and incorporated trustees applying on behalf of a trust with responsibility for a community asset in SCP Round Eight. Local government bodies applying in their own right, or as a sponsor for another organisation, would not be eligible for the co-funding exemption, as in SCP Round Seven.

Grant opportunity guidelines for SCP Round Eight are expected to be published, and the round open to applications, during December 2022 and February 2023.

Thank you for your consideration of these matters.

Yours sincerely

Catherine King MP

19 / 12 / 2022



The Hon Catherine King MP

**Minister for Infrastructure, Transport, Regional Development and Local Government
Member for Ballarat**

Ref: MS22-002143

Senator the Hon Katy Gallagher
Minister for Finance
Parliament House
CANBERRA ACT 2600

Dear Minister

Katy,

I am writing to seek your agreement to the attached grant opportunity guidelines for Round Eight of the Stronger Communities Programme (SCP) following the Australian Government's decision as part of the 2022-23 October Budget to retain funding announced in the 2022-23 March Budget for the program and the round.

A range of program improvements will be introduced in SCP Round Eight. To enhance the transparency of the program and ensure projects drive community outcomes Members of Parliament will be required to outline their SCP project nomination process, including the basis for project selection and their method of consultation.

s47E(d),s42

Grant opportunity guidelines for SCP Round Eight are expected to be published, and the round open to applications, during December 2022 and February 2023. Currently, grant opportunity guidelines for SCP Round Eight are scheduled for publication on s47E(d)

s47E

Thank you for your consideration of this request and I look forward to your response

Yours sincerely

Catherine King MP

19 / 12 / 2022
Enc

Cc: Prime Minister, the Hon Anthony Albanese MP;
The Treasurer, the Hon Dr Jim Chalmers MP



Australian Government

Department of Industry, Science and Resources

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

Grant Opportunity Guidelines

Stronger Communities Programme Round 8

Opening date:	[dd mmmm yyyy]
Closing date and time:	[00.00 Australian Eastern Daylight Time or Australian Eastern Standard Time] on [dd mmmm yyyy] Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development, Communications and the Arts
Administering entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	[dd mmmm yyyy]
Type of grant opportunity:	Closed non-competitive

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1. Stronger Communities Programme Round 8 processes

The Stronger Communities Programme is designed to achieve Australian Government objectives

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



The grant opportunity opens

Federal Members of Parliament (MPs) must establish a community consultation committee or consult an existing committee to assist in identifying applicants and projects. After consulting with the community, MPs will invite selected applicants to submit an application online
We publish the grant guidelines on business.gov.au and GrantConnect.



Invited applicants complete and submit a grant application



We assess all grant applications

We assess the applications against all eligibility criteria.



Grant decisions are made

The Program Delegate decides which applications are successful taking into consideration the proper use of public resources.



Notification of the outcome

Your MP may advise you of the outcome of your application. We will provide written confirmation.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants and pay the grant.



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.



Evaluation of the Stronger Communities Programme

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts evaluates the specific grant activity and Stronger Communities Programme as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The Stronger Communities Programme (the program) supports the Australian Government's commitment to deliver social benefits in communities across Australia by funding small capital projects in each of the 151 Federal electorates. The program is part of the government's 2022-23 budget initiatives focussed on making local economies stronger and boosting community organisations.

The objective of the program is to deliver social benefits for local communities.

The intended outcomes of the program are to:

- encourage and support participation in local projects
- improve local community participation
- contribute to vibrant and viable communities.

Community consultation is a critical element of the program. In consultation with their community, each MP must identify potential applicants and projects in their electorate and invite them to apply for a grant. We will assess invited applications against the program's eligibility criteria through a closed non-competitive process.

Round 8 of the program aims to support communities recover from the widespread impacts of adverse weather events and current economic pressures. For this round, grant funding will be up to 100 per cent of eligible project costs except for local governing bodies where grant funding will be up to 50 per cent of eligible project costs. Local governing bodies must provide matched funding contributions towards their eligible project.

We will publish the opening and closing dates for MP nominations and for the nominated organisations to apply for a grant and any other relevant information on business.gov.au and [GrantConnect](#).

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

2.1. About the Stronger Communities Programme Round 8 grant opportunity

These guidelines contain information for the Stronger Communities Programme grants.

This document sets out:

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

The Department of Industry, Science and Resources (the department/DISR) is responsible for administering this grant opportunity on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA).

We have defined key terms used in these guidelines in the glossary at section 13.

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

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

2.2. Community consultation

Each MP must either consult with an existing consultation committee or establish a new consultation committee comprised of representatives from the local community, to identify potential applicants and projects in their electorate. The identified projects must be consistent with the intended program outcomes and criteria. MPs must advise the department of the basis for project selection, their method of consultation and provide a detailed list of nominated applicants and projects.

The MP will invite identified potential applicants to apply for a grant for identified projects by sending them a link to apply via the grant portal. Only applicants invited to apply can submit an application. Invited applicants must not forward the link to the application form to anyone else.

Invited applicants must submit a completed application via the portal. We assess all applications for eligibility and completeness.

An invitation to submit an application by your MP does not guarantee that your application will be successful.

MPs and their consultation committees are not responsible for the administration of the grants program.

3. Grant amount and grant period

The Australian Government has announced a total of \$22.7 million in 2022-23 for the Round 8 grant opportunity to provide up to \$150,000 in each of the 151 Federal electorates.

3.1. Grants available

Each electorate has total funding of up to \$150,000 that can be allocated to successful applications. A maximum of 20 projects will be funded in each electorate.

The grant amount will be up to 100 per cent of eligible project expenditure (grant percentage) except for local governing bodies where the grant amount will be up to 50 per cent of eligible project expenditure.

- The minimum grant amount is \$2,500
- The maximum grant amount is \$20,000.

The maximum cost of your project cannot exceed \$50,000.

You are responsible for the remaining eligible project expenditure (where applicable).

For local governing bodies, total Commonwealth funding for the project cannot exceed 50 per cent of the total eligible project expenditure. Local governing bodies can fund their matched funding contribution from any other source including from state government.

3.2. Project period

You must complete your project no later than 31 December 2023.

You may start your project from the date you submit your application. Any project expenditure incurred prior to the date you submit your application is not eligible. We are not responsible for any expenditure you incur until a grant agreement is executed. If you choose to start your project before you have an executed agreement, you do so at your own risk.

When calculating the duration of the project, you should factor in additional time for product sourcing and purchasing delays, obtaining approvals, contracting tradespeople, possible weather

delays and any other unforeseen circumstances that may prevent you completing your project on time.

4. Eligibility criteria

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

4.1. Who is eligible?

To be eligible you must:

- be invited to apply by your MP
- have an Australian Business Number (ABN)

and

- be one of the following incorporated entities:
 - an incorporated not for profit organisation including:
 - incorporated associations, such as,
 - Police and Citizen Youth Clubs
 - child care centres
 - surf clubs
 - local aged care bodies
 - Parents and Citizens, Parents and Friends groups and equivalent bodies
 - A Commonwealth, state or territory government agency or entity that is a fire service, rural fire service, country fire authority, state emergency service or similar.
 - non-distributing co-operatives
 - companies limited by guarantee
 - Indigenous corporations
 - religious organisations incorporated under legislation.
- an incorporated trustee on behalf of a trust with responsibility for a community asset or property. You will be required to provide relevant trust documents.
- a local governing body as defined by the Local Government (Financial Assistance) Act 1995.

For the purpose of this program, we also consider the following organisations to be local governing bodies:

- Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata local governing bodies in SA
- Cocos (Keeling) Islands Shire Council
- Lord Howe Island Board
- Norfolk Island Regional Council
- The Outback Communities Authority
- The Shire of Christmas Island
- The Silverton and Tibooburra villages in NSW
- The Trust Account in the NT and
- ACT Government.

As a not for profit organisation you must demonstrate your not for profit status through one of the following:

- state or territory incorporated association registration number or certificate of incorporation, e.g. clubs and other associations
- current Australian Charities and Not for profits Commission's (ACNC) registration, e.g. for organisations registered as a charity
- constitutional documents that demonstrate the not for profit character of the organisation
- legislation that demonstrates the not for profit nature of the organisation, e.g. religious organisations incorporated under legislation.

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 6.2.

4.2. Project sponsor

If you are an organisation that may not be able to incorporate, including parish churches, rural fire brigades, scout groups, Parents and Citizens Associations (P&C's) or equivalent bodies, you may be able to nominate an eligible project sponsor.

The project sponsor will need to meet all eligibility criteria, be nominated by the MP, and submit the application under their name on behalf of your organisation. The project sponsor must be authorised to enter into a grant agreement and will be responsible for any obligations under the agreement with the Commonwealth, including the finalisation and completion of the end of project report. If you are a local governing body applying in the capacity of a project sponsor refer to section 3.1 of the guidelines for additional information about grants available and project costs.

4.3. Additional eligibility requirements

In order to be eligible you must also:

- apply for the project and grant amount as agreed to and nominated by your MP
- have a plan for how you will carry out the project
- if you are a local governing body, be able to meet your share of the matching funds contribution for the project (at least 50 per cent) as outlined in section 3.1
- provide the relevant mandatory attachments as outlined in section 6.1.

We cannot waive the eligibility criteria under any circumstances.

4.4. Who is not eligible?

You are not eligible to apply if you are:

- a for profit organisation
- an individual
- a partnership
- a Regional Development Australia Committee
- a university, technical college or school
- a hospital
- a Commonwealth, state or territory government agency or body (including government business enterprises) unless listed in section 4.1

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- be a small capital works or capital expenditure project that delivers social benefits to your community
- be nominated by your MP
- be located at an address in your MP's electorate. (Federal electorate boundaries as at the 2022 Federal election). Use the Nationalmap.gov.au [mapping tool](#) with reference to the Glossary for more information on determining project location eligibility in electorates)
- be used in your MP's electorate if it includes portable equipment
- include eligible activities and eligible expenditure
- have at least \$2,500 in eligible expenditure unless the applicant is a local governing body which requires at least \$5,000 in eligible expenditure
- have a maximum project cost of \$50,000
- be undertaken in the project period and completed no later than 31 December 2023.

Eligible activities can include:

- fit out, alterations and/or extensions to existing premises e.g. air-conditioning, kitchen upgrades, fixtures and fittings, painting
- acquisition and installation of equipment, including ICT hardware and associated operating software that is to be used by your organisation for the benefit of your community. Examples may include:
 - software to support and operate eligible purchased equipment e.g. software required for camera equipment, virtual reality equipment, electronic information boards
 - initial software license, purchase, customisation and installation of customer relationship management (CRM), database, booking and scheduling software
 - creation of a website that facilitates community access to information or services provided by the organisation
- modifications and refurbishments to leased buildings or grounds, providing approval has been given by the owner and you can provide confirmation of this approval.
- upgrades, construction and fit-out of community spaces, e.g. men's sheds, community centres, scout halls etc.
- development or upgrade of bike paths, streetscapes, skate parks or community gardens
- upgrades of sporting facilities and fields including new scoreboards, spectator seating, goalposts, fit-out of change rooms, new canteen, new lights, medical equipment, upgrade drainage and water systems, gymnasiums
- the purchase of musical instruments, sports equipment and uniforms that remain the property of the organisation

- upgrade of facilities to provide inclusive access
- upgrade or installation of park furniture including shade/shelters, BBQs, toilet facilities, drinking fountains
- acquiring equipment for the local State Emergency Service and rural fire brigades
- acquiring vehicles and trailers (and their modification) for community transport/services, surf lifesaving, medical transport.

If your project will be located on school grounds or involves school property, the project must deliver social benefits to the broader community. Projects that involve upgrades or provide equipment and other items to be used within the school, must be able to demonstrate social benefits to the broader community outside the school.

We may also approve other activities.

5.2. Eligible expenditure

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

Eligible expenditure items are:

- the cost of suppliers, consultants and contracted labour undertaking eligible project activities
- the cost of obtaining planning, environment or other regulatory approvals as part of an approved eligible capital works or capital expenditure project such as architecture, engineering, planning, design and consultants fees
- the purchase of assets such as office furniture, TVs and equipment, motor vehicles purchase or upgrade of ICT hardware including computers and associated software and user licenses including tablets, printers or photocopiers that remain the property of the applicant
- the purchase or lease or hire of equipment required to complete eligible project activities
- the purchase of materials required to complete eligible project activities.

The above list is not exhaustive.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

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 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.

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

You may elect to commence your project from the date you submit your application. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

5.3. What you cannot use the grant for

Expenditure items that are not eligible are:

- in-kind expenditure

- the cost of delivering the services of your community organisation, including:
 - volunteer and paid staff time to provide training, education, transport, advisory, respite support, and outreach programs and services
 - volunteer and paid staff time to run organisations and to plan and develop events, programs and services, or travel associated with these operations
- the cost of business as usual activities including:
 - staff salaries, overheads, and consumables such as paper, printer cartridges, office supplies, brochures and other marketing materials, kitchen supplies including food and beverages
 - ongoing upgrades, updates and maintenance of existing ICT systems including websites, customer relationship management systems, databases etc.; the cost of ongoing subscription-based software; and IT support memberships and warranties for purchases
 - recurring or ongoing operational expenditure (including annual maintenance, rent, water and rates)
- funding to stage events, workshops, exhibit a display or for filming (includes activities such as marquee hire, guest presenter costs and catering)
- funding to develop or deliver ongoing training or educational courses
- funding to undertake studies, including feasibility studies, or investigations
- the cost of obtaining planning, environmental or other regulatory approvals that are not part of an approved eligible capital works or capital expenditure project such as architecture, engineering, planning, design and consultants
- fees to obtain planning, environmental, building or other regulatory approvals paid to the Commonwealth, state, territory and local governments
- purchase of land or buildings
- funding for the development of private or commercial ventures
- capital expenditure on private residential property
- funding to purchase items that will not remain the property of the organisation including items to be given away.

6. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

You will need to set up an account to access our online [portal](#).

You can only submit an application during a funding round.

To apply, you must:

- be invited by your MP to submit an application
- complete the online application form on the grants portal
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments.

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

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

We may ask you to substantiate your project expenditure. You should have evidence for the costs that you include in your project budget to provide upon request.

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

After submitting your application, we may contact you for clarification if we find an error or any missing information that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](#) at business.gov.au or by calling 13 28 46.

6.1. Attachments to the application

You must provide the following documents with your application (if applicable):

- evidence of your not for profit status
- trust deed
- letters of support from project partners for joint applications.

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.

6.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all 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. We will communicate with the lead organisation, and the lead organisation is responsible for communicating with all other parties.

6.3. Timing of grant opportunity

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

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4-6 weeks
Approval and announcement of successful applicants	4-6 weeks
Negotiations of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	The date you submit your application
Earliest end date of project	After 1 July 2023

7. The grant selection process

Your MP, with the help of their community consultation committee, will identify potential projects, with a total value of up to \$150,000 in their electorate that are consistent with the program outcomes and eligibility criteria and are required to apply the CGRGs in undertaking their roles.

The MP will invite identified potential applicants to apply and send them a link to the online application form. It is important to note that being invited to submit an application by your MP does not guarantee that your application will be successful.

We will assess your application for completeness and against all the eligibility criteria. To be recommended for funding, your project must meet all eligibility criteria, provide value for relevant money and be considered a proper use of public resources.

If the selection process identifies errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition to your application.

7.1. Replacement nominations

If a nominated organisation is not eligible or the nominated project is not in the MP's electorate, we may seek a further nomination from the relevant MP for an alternative project in their electorate or for the same project from an eligible sponsor organisation to replace the ineligible nomination during the application open period.

The nominated organisation and replacement project must meet all the eligibility criteria to be recommended for funding.

For this round of the program, the replacement nomination process runs concurrently within the application opening and closing dates. There is no additional opportunity for replacement nominations after the round closes.

7.2. Who will approve grants?

The Program Delegate decides which grants to approve taking into account the application assessment, availability of grant funds and whether funding a project will be a proper use of public resources. When assessing whether the application represents value with relevant money, the Program Delegate will consider the overall objectives of the grant opportunity, the evidence provided to demonstrate how your project contributes to meeting those objectives and the relative value of the grant sought.

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

8. Notification of application outcomes

Your MP may advise you of the outcome of your application and we will provide you with notification in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

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

9. Successful grant applications

9.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use two types of grant agreements in this program. Our selection will depend on the size and complexity of your project. Each grant agreement has general terms and conditions that cannot be changed. Sample [grant agreements](#) are 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. We 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 Program Delegate. We will identify these in the offer of grant funding.

If you enter an agreement under the program, you cannot receive other grants for the same activities from other Commonwealth granting programs.

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

9.2. Approval letter grant agreement

We will use an approval letter grant agreement when we have no need to clarify or amend any details in your application. This grant agreement comprises your completed application and the approval letter we send you advising that your application has been successful. We consider the agreement to be executed (take effect) from the date of our approval letter.

9.3. Exchange of letters grant agreement

We will use an exchange of letters grant agreement when we need to clarify or amend details in your application form. We will provide you with a letter of agreement with attached terms and conditions. You will accept the agreement through the portal.

You will have 30 days from the date the grant agreement is issued to execute the grant agreement with the Commonwealth. The offer may lapse if both parties do not accept the grant agreement within this time.

9.4. Project/Activity 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.

9.5. 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).

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

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

9.6. Tax obligations

If you are registered for the Goods and Services Tax (GST) and 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 entities².

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

10. Announcement of grants

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

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

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

11. How we monitor your grant activity

11.1. 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.

11.2. 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.

11.2.1. 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.

11.2.2. 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.

11.3. Independent audits

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

11.4. 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 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.

11.5. Grant agreement variations

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

- extending the timeframe for completing the project
- 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 request the change through the portal. We will only consider a request for a variation submitted before the project end date.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough 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
- availability of program funds.

11.6. Evaluation

The DITRDCA will evaluate the grant program to measure how well the outcomes and objectives have been achieved. They 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.

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

11.7. Grant acknowledgement

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

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

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

12. 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.

12.1. Conflicts of interest

Any conflicts of interest could affect the performance of the 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 and/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/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\(7\)\)](#)³ of the *Public Service Act 1999* (Cth). Committee members and other officials including the Program Delegate must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)⁴ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

12.1.1. MP and community consultation committee conflicts of Interest

MPs, their staff and community consultation committee members must declare any perceived or existing conflicts of interest to the community consultation committee and the department.

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

12.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.2.1, or
- personal information as per 12.2.3,

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

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

³ <https://www.legislation.gov.au/Details/C2019C00057>

⁴ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

12.2.1. How we handle your confidential information

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

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

12.2.2. 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 the Member of Parliament representing the Federal electorate where the project is located
- 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.

12.2.3. How we use your personal information

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

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

We may give the personal information we collect from you to our employees and contractors, 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](https://www.industry.gov.au/data-and-publications/privacy-policy)⁵ 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.

⁵ <https://www.industry.gov.au/data-and-publications/privacy-policy>

12.2.4. Freedom of information

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

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

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

12.3. Disclosure of Commonwealth, State or Territory financial penalties

You must disclose whether any of your board members, management or persons of authority have been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, State, or Territory court or a Commonwealth, State, or Territory entity. If this is the case, you must provide advice to the department regarding the matter for consideration.

12.4. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

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

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

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

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

General Manager
Business Grants Hub
Department of Industry, Science and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁶ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁶ <http://www.ombudsman.gov.au/>

13. Glossary

Term	Definition
Applicant	An entity that meets the eligibility requirements and is applying for funding under the program. In the Guidelines the term 'you' refers to the Applicant, and to the Project Sponsor (if applicable).
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Community consultation committee	Committee either established or identified by the MP who assist the MP to identify the projects for consideration by the department.
Department	The Department of Industry, Science and Resources.
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.
Eligibility criteria	The mandatory criteria, which must be met to qualify for a grant.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.

Term	Definition
Electorate	<p>The project must be located within the MP nominating electorate. The electorate boundaries are the 2022 Federal electorate boundaries. Determining whether the project location is in the MPs electorate can be done by using the mapping tool</p> <p>How to use National Maps to check a project location is in the nominating electorate:</p> <ul style="list-style-type: none"> Click on the Nationalmap.gov.au mapping tool <i>The Commonwealth Electoral Divisions (2022) data is pre-loaded in this link.</i> Enter a project site address in the white box on upper left of the screen “Search for Locations”/ Key “Enter” Click on the closest address match in either “Locations” or “Addresses” in the column on the left side of the screen. Click on the blue dot Location Marker on the map – the electorate information for that address will be displayed in a dialogue box on the upper right of the screen. <p>We recommend that you use the following browsers for optimum functionality:</p> <ul style="list-style-type: none"> On Windows: The latest versions of Mozilla Firefox and Google Chrome On Mac: The latest versions of Safari and Google Chrome
Federal electorate	A geographical area of Australia (known as an electoral division) represented by a Member of Parliament elected at a House of Representatives election.
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, as in force from time to time.

Term	Definition
Local governing body	As defined by the <i>Local Government (Financial Assistance) Act 1995</i> . For the purposes of the program additional local governing bodies are identified in 4.1 of the grant opportunity guidelines.
Minister	The Commonwealth Minister for Infrastructure, Transport, Regional Development, Communications and the Arts.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth), which is: <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.
Program Delegate	A Senior Responsible Officer (who can be a General Manager or Program Manager) within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Project Sponsor	A sponsor is an entity that meets the eligibility requirements of the program who agrees to sponsor an organisation (sponsor organisation) to apply for the grant opportunity. In this case, the project sponsor is considered to be the applicant. The project sponsor enters into a grant agreement with the Commonwealth. The sponsor must be nominated by the MP for the grant opportunity.
Sponsor organisation	A sponsor organisation is the organisation undertaking the project for the purposes of the grant, but is not the organisation entering into the grant agreement with the Commonwealth. Organisations that require sponsorship are usually groups that cannot meet the entity eligibility requirements for the grant program and cannot submit applications in their own right.

Released under FOI Act by DITRDCA

Grant Opportunity Guidelines Self-Assessment Risk Analysis

Risk assessment

1. Program details

Name of policy entity

Department of Infrastructure, Transport, Regional Development and Communications

Name of program

Stronger Communities Programme Round 8

Summary of program

Include program objectives and the relevant entity outcome it contributes to.

Round 8 of the Stronger Communities Programme supports the Australian Government's commitment to deliver social benefits in communities across Australia by funding small capital projects in each of the 151 Federal electorates. The program is part of the government's 2022-23 budget initiatives focussed on making local economies stronger and boosting community organisations.

The objective of the program is to deliver social benefits for local communities.

The intended outcomes of the program are to:

- encourage and support participation in local projects
- improve local community participation
- contribute to vibrant and viable communities.

This round of the program aims to support communities recover from the widespread impacts of adverse weather events and current economic pressures. Grant funding will be up to 100 per cent of eligible project costs, except for local governing bodies where grant funding will be up to 50 per cent of eligible project costs. Local governing bodies will be required to provide matched funding contributions towards their eligible projects

Total cost of program and cost over the Budget and forward estimates

In the October 2022 Budget the Australian Government committed \$22.7 million over two years to deliver an eighth round of the SCP,

Policy authority for program

Include the legislative basis for the expenditure under the program. Include reference number/s of relevant approval minutes/briefs.

s47E(d),s47C

Other relevant information

This is the eighth round of the program. Prior learnings about the program have been implemented with each successive round, including:

- a maximum total project cost of \$50,000 to more effectively target small capital community-based projects;
- increased transparency in the MP consultation process to identify projects for nomination, and address real, perceived or potential conflict of interest for each project the MP is asked a question in our portal about the consultation committee process and if there are any COIs from the MP, their staff or committee members;
- MP information sessions will provide information and assistance to MPs, especially those new to Parliament, in relation to understanding of the grant process, project selection and nomination process and conflict of interest declarations

- improvements to the MP Portal to provide greater visibility for Members of Parliament (MPs) of applications as they progress through assessment and approval; and
- streamlining of the replacement projects process.

The program is delivered by the Business Grants Hub in the Department of Industry, Science and Resources.

Round 8 of the program is similar to previous rounds in the following key ways:

- The program will deliver social benefits across Australia by funding small capital projects which encourage community participation, improve access to and use of local facilities and support community well-being and vibrancy
- \$150,000 is available for each of the 151 federal electorates to fund up to 20 projects per electorate with grants of between \$2,500 and \$20,000
- In consultation with their communities, MPs will continue their role in identifying potential projects and nominating eligible applicants to apply.
- Local governing bodies must provide a contribution of at least 50 per cent towards their eligible project expenditure
- It is a demand-driven, eligibility based program.

Other relevant information consistent with previous rounds of the program is:

- It is optional for MPs to participate, or not participate in the programme
- MPs are required to establish a consultation committee or consult with an existing committee with representatives from the local community to identify projects.
- MPs submit a nomination to the Business Grants Hub listing all selected eligible applicants, projects, grant amounts and reason for nomination for their electorate
- Eligible applicants are invited to submit an application through the online portal
- Examples of eligible projects and activities can be found in the grant opportunity guidelines.

Business Grants Hub will provide regular reports to MPs and DITRDCA on project approvals and their progress to completion.

2. Discussion of key issues and implementation risks

Provide details on the areas assessed for risk and on any identified risks or sensitivities arising from this assessment.

Use additional headings or supporting data, including attachments, as necessary.

Constitutional risk

s47E(d),s47C,s42

s47E(d),s47C

3. Risk assessment

On balance, do you assess the program as being of low, medium or high risk? Summarise the reasons for your assessment below.

s47E(d),s47C

4. Risk management

Any mitigation strategies for addressing particular risks should be mentioned here.

s47E(d),s47C



Released under FOI Act by DITRDCA

**Australian Government
Stronger Communities Programme (SCP)**

Protocols for the Provision of Information to the Minister's Office

The purpose of this document is to outline the information that the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department) will provide to the Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government.

1. The Department will provide the following information during the SCP Round Eight selection process:
 - At the program level:
 - number of electorates to submit applications;
 - number of applications submitted and value;
 - number of applications approved and value;
 - number of applications rejected and value;
 - number of applications under assessment and value;
 - number of grant agreements offered;
 - number of grant agreements executed; and
 - value of payments made year to date.
 - At the electorate level:
 - number of applications approved and value;
 - number of grant agreements executed; and
 - value of payments made year to date.
2. The Department will not provide information on individual projects.
3. After applications have been submitted, Members of Parliament will be able to access information on all applications from their electorate via the online MP Nomination Portal. This will also allow Members of Parliament to monitor the status of projects as they move through the eligibility assessment process. Access to the MP Nomination Portal will be provided for all Members of Parliament when the program round opens.
4. Information on approved projects will be available on the GrantConnect website, as required by the Commonwealth Grant Rules and Guidelines, no later than fourteen working days after a Grant Agreement has been executed.

From: s22(1)
Sent: Friday, 25 November 2022 1:48 PM
To: s22(1)(a)(ii)
Cc: s22(1)(a)(ii); HIBBERT Meghan; NATTEY Sarah; s22(1)(a)(ii) DLO CKing
Subject: RE: RE: SCP Round Eight guidelines package [SEC=OFFICIAL:Sensitive]
Attachments: Draft SCP Round 8 Factsheet.docx; Draft SCP Round 8 FAQs.docx

OFFICIAL:Sensitive

Hi s22(1)(

See attached the draft fact sheet and FAQs noting that the final set of documents will reflect the Minister-approved grant opportunity guidelines.

Cheers

s

s22

Director, Regional Programs Branch

s22 @infrastructure.gov.au, s22(1)(a)(

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

CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS

infrastructure.gov.au



I would like to acknowledge the traditional custodians of this land on which we meet, work and live.

I recognise and respect their continuing connection to the land, waters and communities.

I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.

OFFICIAL:Sensitive

From: s22(1)(a)(ii)
Sent: Friday, 25 November 2022 2:17 PM
To: s22(1)(a)(ii) @infrastructure.gov.au>
Cc: s22(1)(a)(ii) @mo.infrastructure.gov.au>; HIBBERT Meghan <Meghan.Hibbert@infrastructure.gov.au>; NATTEY Sarah <Sarah.NATTEY@infrastructure.gov.au>; s22(1)(a)(ii) s22(1)(a)(ii) @infrastructure.gov.au>; DLO CKing <dlo.cking@mo.infrastructure.gov.au>
Subject: RE: RE: SCP Round Eight guidelines package [SEC=OFFICIAL:Sensitive]

OFFICIAL:Sensitive

Thank you!

One quick question- could we get an early version of what the Grants Hub propose to provide at the drop in sessions?

Thanks heaps,

s22(1)(a)(ii) • Adviser
M s22(1)(a)(

OFFICIAL:Sensitive

From: s22(1)
Sent: Friday, 25 November 2022 2:15 PM
To: s22(1)(a)(ii) @MO.infrastructure.gov.au>
Cc: s22(1)(a)(ii) @mo.infrastructure.gov.au>; HIBBERT Meghan
<Meghan.Hibbert@infrastructure.gov.au>; NATTEY Sarah <Sarah.NATTEY@infrastructure.gov.au>; s22(1)(a)(ii)
s22(1)(a)(ii) @infrastructure.gov.au>; DLO CKing <dlo.cking@mo.infrastructure.gov.au>
Subject: RE: SCP Round Eight guidelines package [SEC=OFFICIAL:Sensitive]

OFFICIAL:Sensitive

Hi s22(1)(

As discussed this Wednesday, I have attached the SCP Round Eight guidelines package.

The PDMS version is also being progressed through the system.

Happy to discuss.

s22
Director, Regional Programs Branch
s22 @infrastructure.gov.au, s22(1)(a)(

Department of Infrastructure, Transport, Regional Development, Communications and the Arts
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infrastructure.gov.au



*I would like to acknowledge the traditional custodians of this land on which we meet, work and live.
I recognise and respect their continuing connection to the land, waters and communities.
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL:Sensitive



Australian Government
 Department of Industry, Science and Resources
 Department of Infrastructure, Transport,
 Regional Development, Communications and the Arts

Factsheet

Stronger Communities Programme Round 8

The Stronger Communities Programme supports the Australian Government's commitment to deliver social benefits in communities across Australia by funding small capital projects in each of the 151 Federal Electorates. The program is part of the government's October 2022-23 budget initiatives focussed on making local economies stronger and boosting community organisations. Round 8 of the program will run through to 31 December 2023.

What does it offer?

For Round 8 of the program, \$22.7 million is available in October 2022-23 budget to provide up to \$150,000 to each federal electorate for eligible small capital projects that encourage and support participation in local projects, improve local community participation and contribute to vibrant and viable communities.

A maximum of 20 projects will be funded in each federal electorate.

Round 8 of the program aims to support communities recover from the widespread impacts of adverse weather events and current economic pressures. For this round, grant funding will be up to 100 per cent of eligible project costs except for local governing bodies where grant funding will be up to 50 per cent of eligible project costs. Local governing bodies must provide matched funding contributions towards their eligible project.

- The minimum grant amount is \$2,500
- The maximum grant amount is \$20,000.
- The maximum cost of your project cannot exceed \$50,000.

How does it work?

Local Federal Members of Parliament (MP) may choose to participate in the program. If they do, they must consult with either an existing consultation committee or establish a new consultation committee with representatives from the local community.

The MP and the consultation committee identify potential applicants and projects in their electorate. The identified projects must be consistent with the intended outcomes of the program and eligibility criteria.

The MP will invite potential applicants to apply for a grant to deliver specific small capital projects. The invitation will provide details on how to apply via the online grant portal. Your MP must advise the Department of Industry, Science and Resources (the department/we) of the basis for project selection.

To be eligible you must be invited by your MP to apply and your project must:

- be a small capital works or capital expenditure project
- deliver social benefits to your community
- include eligible activities and eligible expenditure
- have at least \$2,500 in eligible expenditure unless the applicant is a local governing body which requires at least \$5,000 in eligible expenditure.
- have a maximum project cost of \$50,000

You must complete your project no later than 31 December 2023

The project and grant amount in your application must be the same as that agreed to and nominated by your MP.

Who can apply?

To be eligible you must

- be invited to apply by your MP
- have an Australian Business Number (ABN)

and be one of the following entities:

- an incorporated not-for-profit organisation (the [grant opportunity guidelines](#)) provide detail on how you must demonstrate your 'not-for-profit' status)
- a local governing body as defined by the *Local Government (Financial Assistance) Act 1995*
- a Commonwealth, state or territory government agency or entity that is a fire service, rural fire service, country fire authority, state emergency service or similar.
- an incorporated trustee on behalf of a trust with responsibility for a community asset or property. You will be required to provide relevant trust documents.

For further information on program eligibility refer to the [grant opportunity guidelines](#).

Who is not eligible to apply?

You are not eligible to apply if you are:

- a for profit organisation
- an individual
- a partnership
- a Regional Development Australia Committee
- a university, technical college or school
- a hospital
- a Commonwealth, State or Territory government agency or body (including government business enterprises) unless listed in section 4.1 of the [grant opportunity guidelines](#).
- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified

their intent to join the Scheme' (www.nationalredress.gov.au)

- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*.

Can I apply if my organisation is not an incorporated entity?

If your organisation is not an incorporated entity, you are not eligible to apply. However, you may be able to nominate an eligible project sponsor to apply on your behalf provided they agree to sponsor your organisation and they also meet the program's eligibility criteria.

The project sponsor can apply on your behalf and must:

- be invited to apply by your MP
- meet the program's eligibility criteria
- submit the Stronger Communities Programme online application
- if successful, enter into a grant agreement with the Commonwealth
- ensure that the grant is spent on the project and in accordance with the agreement.

What activities are eligible?

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

- fit out, alterations and/or extensions to existing premises e.g. air-conditioning, kitchen upgrades, TVs, furniture, fixtures and fittings, painting
- acquisition and installation of equipment, including ICT hardware and associated operating software and initial user licences. See examples in section 5.1 of the [grant opportunity guidelines](#).
- modifications and refurbishments to leased buildings or grounds, providing approval has been given by the owner
- upgrades, construction and fit-out of community spaces, e.g. men's sheds, community centres, scout halls etc.
- development or upgrade of bike paths, streetscapes, skate parks or community gardens

- upgrades of sporting facilities and fields including new scoreboards, spectator seating, goalposts, fit-out of change rooms, new canteen, new lights, medical equipment, upgrade drainage and water systems, gymnasiums
- the purchase of musical instruments, sports equipment and uniforms that remain the property of the organisation
- upgrade of facilities to provide inclusive access
- upgrade or installation of park furniture including shade/shelters, BBQs, toilet facilities, drinking fountains
- acquiring equipment for the local State Emergency Service and rural fire brigades
- acquiring vehicles and trailers (and their modification) for community transport/services, surf lifesaving, medical transport.

How will my application be assessed?

It is important to note that being invited to submit an application by your MP does not guarantee that your application will be successful.

We will assess your application for completeness and against all the eligibility criteria.

To be recommended for funding, your project must meet all eligibility criteria, provide value for money and be considered a proper use of public resources.

The Program Delegate decides which grants to approve taking into account the eligibility assessment by the department, any reputational risk to the Australian Government, information you provide, and the availability of grant funds.

When can I start my project?

You may start your project from the date you submit your application online.

If you choose to start your project before you enter into a grant agreement with the Commonwealth, any costs incurred are at your own risk. You must incur the project expenditure between the project start and end date for it to be eligible. You will not receive any funding if your application is unsuccessful.

What will I need to do if successful?

You must enter into a grant agreement with the Commonwealth.

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage).

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

How do I apply?

You should read the [grant opportunity guidelines](#) before you apply.

To apply you must

- be invited by your MP to submit an application for your project
- complete the online Stronger Communities Program application form accessed by the link in the email you receive from your MP
- provide all the information requested
- address all eligibility criteria
- include all requested attachments.

Where can I find more information?

For more information, visit business.gov.au or call 13 28 46.



Australian Government
 Department of Industry, Science and Resources
 Department of Infrastructure, Transport,
 Regional Development, Communications and the Arts

Frequently Asked Questions

Stronger Communities Programme Round 8

Overview

1. What is the Stronger Communities Programme?

The Stronger Communities Programme supports the Australian Government's commitment to deliver social benefits in communities across Australia by funding small capital projects in each of the 151 federal electorates. The program is part of the Government's 2022-23 October budget initiatives focussed on making local economies stronger and boosting community organisations. Round 8 of the program will run through to 31 December 2023.

Round 8 of the program will provide up to \$150,000 to each federal electorate for eligible small capital projects that encourage and support participation in local projects, improve local community participation and contribute to vibrant and viable communities.

A maximum of 20 projects will be funded in each electorate.

2. What grants are available?

Round 8 of the program aims to support communities recover from the widespread impacts of adverse weather events and current economic pressures. For this round, grant funding will be up to 100 per cent of eligible project costs except for local governing bodies where grant funding will be up to 50 per cent of eligible project costs. Local governing bodies must provide matched funding contributions towards their eligible project.

- The minimum grant amount is \$2,500
- The maximum grant amount is \$20,000
- The maximum cost of your project cannot exceed \$50,000.

All activities and expenditure in the project must be eligible.

3. Who is responsible for administering the Stronger Communities Programme?

The Department of Industry, Science and Resources (the department/we) is responsible for administering the program on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts according to the requirements of the [Commonwealth Grants Rules and Guidelines](#)¹ (CGRGs).

4. What is the department's role in the assessment of applications?

We will assess all applications against the Stronger Communities Programme Round 8 [grant opportunity guidelines](#). We will assess your application for completeness and against all the eligibility criteria. To be recommended for funding, your project must meet all eligibility criteria, provide value for money and be considered a proper use of public resources.

The Program Delegate decides which grants to approve taking into account the eligibility assessment by the department, any reputational risk to the Australian Government, information you provide, and the availability of grant funds.

5. Will the department contact me with questions relating to my application?

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not

¹ <http://www.finance.gov.au/resource-management/grants/>

change the nature of your application. However, we can refuse to accept any additional information from you that would change your submitted application after the application closing time.

6. What are the community consultation arrangements within my electorate?

Community consultation is a critical element of the program. Members of Parliament (MPs) must establish a community consultation committee, or engage an existing community consultation committee to identify potential applicants and projects within their electorate. The identified projects must be consistent with the program's intended outcomes and eligibility criteria.

Eligibility

7. How is a not-for-profit organisation defined?

A not-for-profit organisation is an organisation that is not operating for the profit or gain of its individual members.

For the purposes of this program, not-for-profit organisations must also be an incorporated legal entity with a current Australian Business Number (ABN).

8. What types of organisations are eligible to apply?

If your organisation is not an incorporated not-for-profit entity you are not eligible to apply. However, you may be able to nominate a project sponsor that is an incorporated not-for-profit entity that could apply on your behalf provided they also meet the program's eligibility criteria.

Any incorporated not-for-profit organisation is eligible to apply. (see section 4.1 Who is eligible? In the Stronger Communities Programme Round 8 grant opportunity guidelines)

Examples of eligible organisations may include:

- Police and Citizen Youth clubs
- child care centres
- surf clubs
- local aged care bodies
- Commonwealth, state or territory government agency or entity that is a fire service, rural fire service, country fire

authority, state emergency service or similar.

- a local governing body [as defined by the Local Government (Financial Assistance) Act 1995] such as a local council or a body responsible for providing a particular service such as the supply of electricity or water
- non-distributing co-operatives
- companies limited by a guarantee
- Indigenous not-for-profit corporations.

9. Are unincorporated not-for-profit organisations eligible to apply for a grant?

Not-for-profit applicant organisations that are unincorporated are not legal entities and therefore not eligible to apply. However, these organisations may be able to nominate an eligible project sponsor that is a legal entity that if agreeable, could apply on their behalf.

If an unincorporated organisation identified such a project sponsor, this organisation would apply on their behalf. The project sponsor must be an incorporated not-for-profit entity that meets all of the eligibility criteria. The project sponsor would also need to be nominated by the MP's office, submit the grant application and enter into the grant agreement with the Commonwealth.

10. Are Parent and Citizens Associations (P&Cs) eligible to apply for a grant?

P&Cs and equivalent bodies that meet all eligibility criteria may apply for a grant. However, projects that only benefit schools are not eligible.

Applications submitted by P&Cs may be eligible for a grant if the project benefits the broader community beyond the school community including students, teachers, parents and school volunteers. Some examples might include:

- upgrade of a hall or sporting facility used by the local community that is on school grounds
- purchase of assets that will be used by the broader community, such as a bus or BBQ.

11. Can funding be used to refurbish a leased building?

Yes. Funding can be used to refurbish a leased building with the approval of the owner, provided the project does not involve the development of a private or commercial venture (see section 5.3 of the Stronger Communities Programme Round 8 grant opportunity guidelines).

12. Can I apply for a project that has already started or is scheduled to start?

We will not fund projects that you have already started or where contracts are already in place at the time of application. Any project expenditure incurred prior to the date you submit your application is not eligible.

However, you are able to apply for a grant to undertake a new project that may be part of a broader project with a maximum cost of \$50,000 that has already started, provided the new project will be completed by 31 December 2023.

For example, a kitchen renovation to a sports club house may already be under contract but we may accept a project to purchase kitchen appliances that were not part of the original renovation project.

13. When can I start my project?

You may start your project from the date you submit your application online.

However, if you choose to start your project before you enter into a grant agreement with the Commonwealth, any costs incurred are at your own risk.

You will not receive any funding if your application is unsuccessful.

14. How do I determine my project period?

When calculating the duration of the project, you should factor in additional time for product sourcing and purchasing delays, obtaining approvals, scheduling volunteers, contracting tradespeople, possible weather and seasonal delays and any other unforeseen circumstances that may prevent you from completing your project on time.

When determining the length of your project you should be aware that your project

expenditure must be incurred between the project start and end dates to be eligible.

You must also complete your project no later than 31 December 2023.

How to apply

15. How do I submit an application?

The program is only open to applicants that have been invited to apply by their local federal MP.

MPs will invite selected applicants to apply. Applicants will submit an application through an online grant portal. You must not forward your invitation to the online grant portal to anyone else.

16. Can I submit my application as soon as I get an email from my MP?

You must wait until the program is open for applications at 10:00am Australian Eastern Daylight Time (AEDT) on 24 January 2023.

Once the program is open and you have received an email with an invitation to apply you can submit your application online via the grant portal.

17. Can I submit separate projects from the same organisation in multiple electorates?

Yes. However, each project must be nominated by the local MP in each federal electorate as a result of the community consultation process. Projects must be located in the same electorate as the MP nomination.

18. What happens if there are technical difficulties when I try to submit my application?

If you experience technical difficulties when trying to submit your application you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

19. When do applications close?

All applications for Stronger Communities Programme Round 8 must be submitted by 5:00pm Australian Eastern Daylight Time (AEDT) on 11 April 2023.

20. What types of projects are suitable for funding?

The program funds small capital works and

capital expenditure projects. The following projects are a guide to types of suitable projects (however, if you have such a project it does not necessarily mean it will be supported):

- upgrades, construction and fit-out of community spaces, e.g. men's sheds, halls, parks
- fit-out of community centres, health centres, e.g. kitchen upgrades and equipment purchases such as computers, TVs and furniture, fixtures and fittings
- acquisition and installation of equipment, including ICT hardware and associated operating software and initial user licences
- bike paths
- sporting facilities upgrades including new scoreboards, spectator seating, goalposts, new turf, fit-out of changes rooms, new canteen, new lights, medical equipment, upgrade drainage and water systems, gymnasiums
- streetscapes
- skate parks
- purchase of equipment for local State Emergency Service and rural fire brigades
- upgrade of facilities to provide disabled access
- purchase of vehicles and trailers for community transport/services, surf lifesaving, medical transport
- park furniture upgrade or installation including shade/shelters, BBQs, toilet facilities, drinking fountains
- be operated/used in your MP's electorate if it includes portable equipment.

Other projects that align with the program's intended outcomes may be eligible.

21. How do I withdraw my application?

If you want to withdraw your application, contact your MP and notify the department by calling 13 28 46 or via the program's mailbox: SCP8@industry.gov.au

If you have been nominated but do not want to proceed with an application you must inform your MP immediately.

22. Are there any mandatory documents that I need to provide?

Section 6.1 of the grant opportunity guidelines lists the attachments we may require. The application form will include instructions on the

required supporting documentation. These may include:

- evidence of your not-for-profit status
- trust documents if applicable.
- letters of support from project partners for joint applications.

You should only attach requested documents. We will not consider information in attachments that we do not request.

23. Do I need to provide quotes?

You are not required to provide quotes for each expenditure item, however we require you to keep evidence of all expenditure for two years after the completion of the project and provide this evidence if we request it.

We will carry out project audits through a representative sample of successful applications. Occasionally we may need to re-examine claims, request further information or an independent audit of claims and payments.

24. If I have a project involving construction, do I need to provide evidence of relevant approvals or licences?

You do not need to provide evidence of approvals or licences. However, you must be aware of and ensure you obtain, any necessary statutory approvals. Where statutory or other approvals are required for your project you must maintain records of the approvals.

25. How do I account for GST in my project costs?

The application will ask you to provide your eligible project cost over the life of the project.

When calculating the total project cost, if you are registered for GST:

- you should remove the GST components of the project costs and provide the GST exclusive amount, and
- where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice.

When calculating the total project cost, if you are not registered for GST:

- you should provide the cost of your project including the GST components (GST inclusive).

GST does not apply to grant payments to government related entities. If you are a government related entity, you should provide a GST exclusive amount, when applying on your own behalf.

If you are government entity applying as a lead applicant or sponsor for another organisation, you should provide GST inclusive amounts.

26. Can I provide extra information to the department once my application has been submitted?

No. However, during our assessment of your application, we may contact you if we require additional information or clarification.

27. Do I need to have insurance?

You must have insurance coverage as appropriate for the type of project you undertake. This may include:

- Public Liability (usually a minimum value of \$10 million)
- Workers' Compensation (minimum value as required by State/Territory legislation)
- Comprehensive Motor Vehicle Insurance
- Personal Accident Insurance
- Professional Indemnity Insurance (usually a minimum value of \$2 million).

We do not require evidence, but you will be required to have adequate insurance as part of your grant agreement with the Commonwealth.

28. Can the project involve children?

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 must complete a risk assessment to identify the level of responsibility for children. You must also establish a training and compliance regime to ensure personnel are aware of the requirements.

29. Can I include in-kind expenditure as part of my project funding?

In-kind expenditure is not eligible project expenditure. For SCP8 your matching contributions must be in cash. (refer to

section 5.3 of the grant opportunity guidelines).

In-kind refers to goods, services and volunteer labour provided to deliver your project that have a monetary value, but do not involve a cash payment.

For this round funding is available for up to 100 per cent of eligible project costs (excluding local governing bodies). Eligible expenditure for this round refers to expenditure that is paid by the organisation to complete the project

30. For local governing bodies can in-kind expenditure be included as part of the matched funding contributions?

In-kind contributions are not eligible as a form of matched funding - contributions must involve a cash payment.

Local governing bodies can claim the direct costs they incur in undertaking eligible project activities as matched contributions including labour, sub-contract and materials and equipment hire/purchase etc.

For example:

A local governing body has an approved project to update the play equipment in a council park. The project cost is \$10,000 and the grant is for \$5,000. The council must provide a matched funds contribution of \$5,000.

The council has \$3,000 cash and will provide the remaining matched funds of \$2,000 in direct labour costs of a paid staff member to work directly on approved project activities including building and installing new play equipment.

Assessment

31. How will my application be assessed?

The department assesses all applications. We will assess whether:

- you are eligible to apply
- you are an eligible entity
- your project is a small capital works or capital expenditure project and contributes to an improvement in local community participation and the vibrancy and viability of the community

- your project has a minimum of \$2,500 in eligible expenditure unless you are a local governing body which requires:
 - your project to have at least \$5,000 in eligible expenditure
 - a matched funding contribution that matches the program grant on at least a dollar for dollar basis and
 - your matched funding contribution in cash is confirmed.

Funding decision

32. When will I be advised about the outcome of my application?

We will assess applications progressively. Funding decisions will be provided on a continuous basis throughout the duration of the program.

All assessments are expected to be completed and grants awarded by the end of May 2023. However the timeframe for finalisation of the assessment process will depend on the quality and quantity of the applications.

We will provide advice on the outcome of each application via the on-line grant portal. Your MP may also contact you to discuss your project.

33. What happens next if I am successful?

If you are successful, you must enter into a grant agreement with the Commonwealth. We may use an approval letter grant agreement which along with your application, forms a grant agreement.

We consider the agreement to be executed (take effect) from the date of our approval letter.

We will tell you in this letter of any particular conditions that may apply to your grant funding.

We may use an exchange of letters grant agreement when we need to clarify or amend any details in your application form.

Details of your project will be listed on GrantConnect.²

This information may include:

- name of your organisation
- title of the project

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

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

Payment and reporting

34. Am I required to report on the progress of my project to the department?

You will not be required to provide progress reports but you must provide an end of project report on completion of your project. We will provide a template for this with instructions on how to complete and submit the end of project report in the grant portal.

When you submit your end of project report you will need to:

- provide photographs of your completed project activities
- be able to identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement
- report any underspends of the grant money.

You are also required to keep records of your project for two years. You may be required to provide them to us for evaluation upon request (see section 11 of the grant opportunity guidelines).

35. What will I need to provide to the department in order to receive my grant funding?

You will be required to submit your bank details on your online application form.

Grant funding will be made in a single up-front payment upon execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

² <https://www.grants.gov.au/>

Further information

36. Need more information?

For more information, visit business.gov.au or call 13 28 46.

We may update this document from time to time to add further information, where required.

Released under FOI Act by DITRDCA

s22(1)(a)(ii)

OFFICIAL

From: DLO CKing <dlo.cking@mo.infrastructure.gov.au>

Sent: Wednesday, 9 November 2022 4:16 PM

To: QUIGLEY Janet <Janet.Quigley@infrastructure.gov.au>; HIBBERT Meghan <Meghan.Hibbert@infrastructure.gov.au>

Subject: MS22-002069 - Stronger Communities Programme [SEC=OFFICIAL]

OFFICIAL

Good afternoon Janet and Meghan,

Attached is the signed submission for the Stronger Communities Programme with comments from the Minister. This is being progressed back through PDMS but s22(1)(a)(ii) is going to call and discuss so sending to you now for reference.

Cheers,

s22(1)(a)(ii)

s22(1)(a)(ii)

Senior Departmental Liaison Officer • Office of the Hon Catherine King MP

Minister for Infrastructure, Transport, Regional Development and Local Government

s22(1)(a)(ii) @infrastructure.gov.au

DLO.CKing@infrastructure.gov.au

T s22(1)(a)(ii) M s22(1)(a)(ii)

Suite MG.46, Parliament House, Canberra ACT 2600

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

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*I would like to acknowledge the traditional custodians of this land on which we meet, work and live.
I recognise and respect their continuing connection to the land, waters and communities.
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL

Released under FOI Act by DITRDCA

From: s22(1)
Sent: Friday, 6 January 2023 2:40 PM
To: s22(1)(a)(ii)
Cc: HIBBERT Meghan; s22(1)(a)(ii)
Subject: RE: Update on Stronger Communities Programme Round Eight [SEC=OFFICIAL]

OFFICIAL

Hi s22(1)(

Hope you had a great start to the new year. I thought to give you a quick update on Stronger Communities Programme Round Eight.

Following the Minister's sign off on the SCP Round Eight brief, guidelines and letters to the PM and Finance Minister at the end of 2022, s47E(d),s47C

. I talked to PMC and they expect this to be finalised relatively quickly.

Once the letter is received, the program will be in a position to open. If the program opens in January, MP sessions can occur afterwards once parliament sits.

Happy to discuss.

s22
Director
Regional Programs Branch • Regional Development and Local Government Division
s22 @infrastructure.gov.au, s22(1)(a)(

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