



Australian Government

Department of Infrastructure and Regional Development

FOR: The Hon Jamie Briggs MP**cc:** Deputy Prime Minister

Secretary

Deputy Secretary

eWorks Number:**05066-2013****For Decision by:** 17 December 2013**SUBJECT: Community Development Grants Programme - Guidelines****Recommendation: That you:**

s22 - out of scope

- (b) **Note** the Community Development Grants Programme Guidelines Self Assessment Risk Analysis (Attachment B).
- (c) **Approve** the content of the draft Community Development Grants Guidelines (Attachment C).
- (d) **Sign** the letter to the Minister for Finance seeking agreement to release the Guidelines (Attachment D).

Key Issues:

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6. Part 1, section 4.5 of the CGGs requires that *'Agencies must develop grant guidelines for all new granting activities (including grant programs), and make them publicly available (including on agency websites) except where there is a specific policy reason to not publicise the grant guidelines or grants are provided on a one-off or ad hoc basis.'*
7. The Department has developed draft Guidelines for the Community Development Grants Programme, in accordance with the CGGs, that detail the key requirements and delivery expectations of the programme (Attachment C).

Division: Infrastructure Investment Division

Written by: s47F

Contact No

Approved by: Andrew Jagers

Signature:

Contact No.

a) AGREED / NOT AGREEDb) NOTEDc) APPROVED / NOT APPROVEDd) SIGNED / NOT SIGNED

JAMIE BRIGGS

13/12/13

8. As part of the process in developing programme guidelines, Departments' are required to conduct a self-assessment and risk analysis of the programme and related guidelines.

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Attachments:

Attachment A – Implementation Arrangements

Attachment B – Community Development Grants Programme Guidelines Self Assessment Risk Analysis

Attachment C – Draft Community Development Grants Guidelines

Attachment D – Draft letter to the Minister for Finance

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Attachment A

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Development of Programme Guidelines

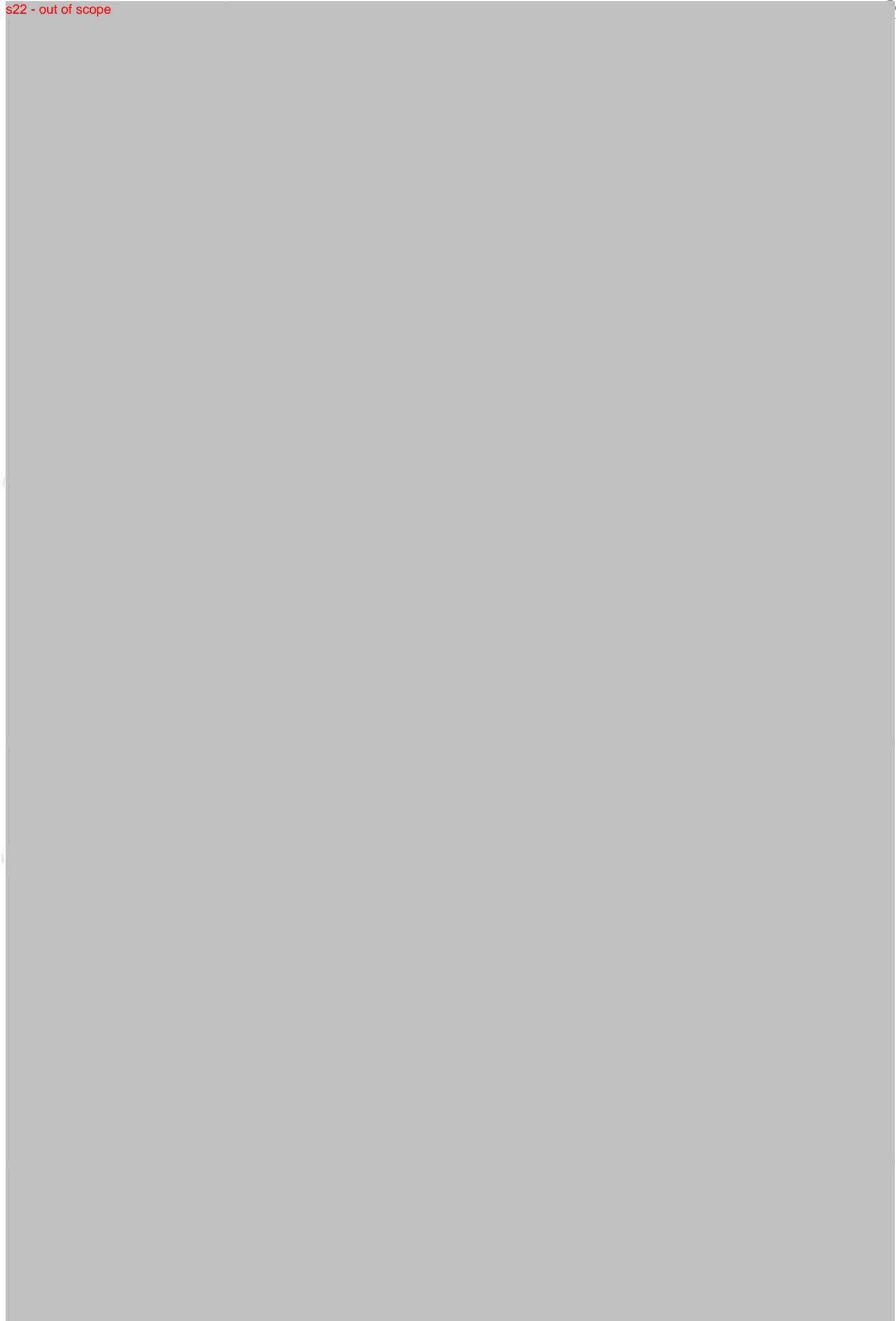
In developing programme guidelines for the CDG, the Department has consulted with the Departments of Finance (Finance) and Prime Minister and Cabinet (PM&C) on the risk associated with the programme.

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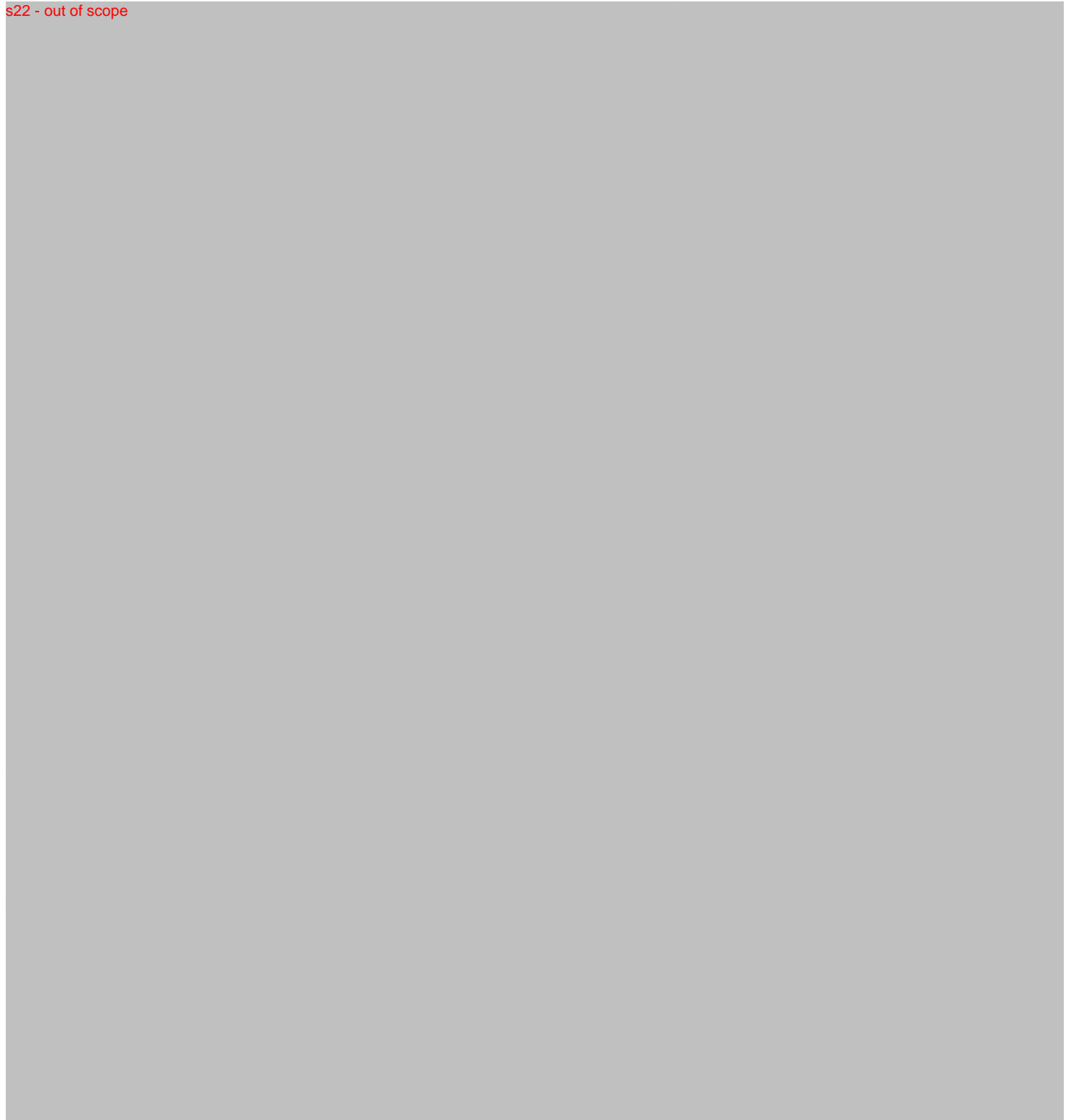
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There are a number of mandatory considerations under the CGGs including that:

- Agencies develop guidelines for new programs (CGG Paragraph 4.10) must complete a risk assessment of the granting activities and associated guidelines, in consultation with the Department of Finance and Deregulation and the Department of the Prime Minister and Cabinet. Once the risk level of the new or revised programme guidelines has been ascertained, the responsible portfolio minister must do one of the following:
 - a. advise the Finance Minister of their intention to release the guidelines at least 10 days prior to the intended release if the programme is assessed as low risk; or
 - b. seek agreement from the Finance Minister to release the guidelines if the programme is assessed as medium or high risk.
- Agency staff must ensure that grant guidelines and related operational guidance are consistent with the CGGs (4.5d);

- Agencies make the Guidelines publicly available (4.5);

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Programme Guidelines Self Assessment Risk Analysis

Programme details

Name of agency: Department of Infrastructure and Regional Development

Name of programme: Community Development Grants Programme

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In developing the Guidelines for the Community Development Grants Programme, the Department has clearly stated the scope of the programme, eligibility requirements, assessment criteria and contracting and reporting requirements that must be met. Key information will be provided to funding proponents through written communication and the Department's website.

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Australian Government

Department of Infrastructure and Regional Development

Grant Programme Guidelines

Community Development Grants Programme

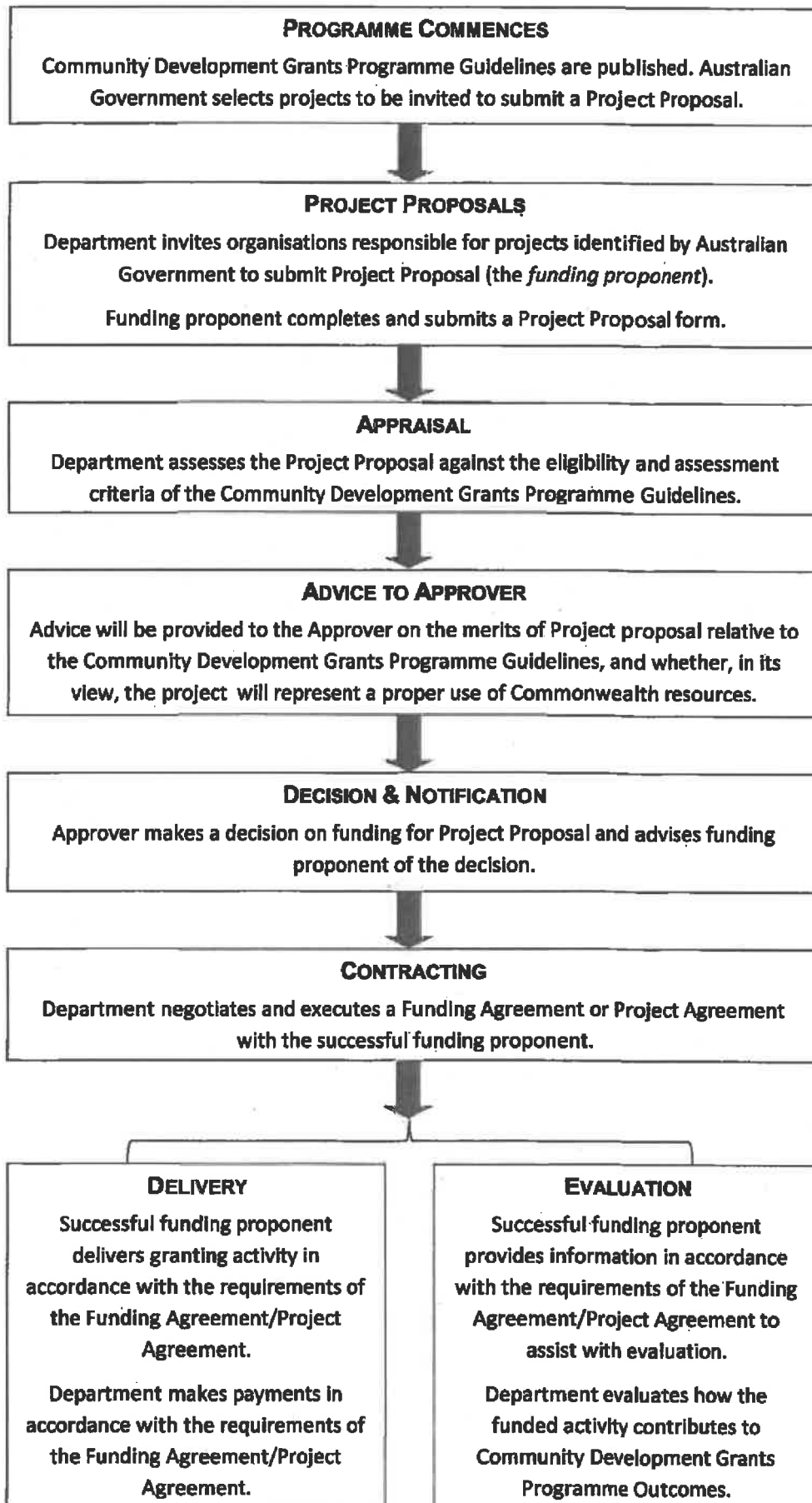
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Process Flowchart



1. Introduction

The Australian Government has established the Community Development Grants Programme to support needed infrastructure that promotes stable, secure and viable local and regional economies.

The programme was announced by the Deputy Prime Minister and Minister for Infrastructure and Regional Development, the Hon Warren Truss MP and the Assistant Minister for Infrastructure and Regional Development, the Hon Jamie Briggs MP, on 4 December 2013

(http://www.minister.infrastructure.gov.au/wt/releases/2013/December/wt040_2013.aspx).

The programme will fund projects including the Government's 2013 election commitments and Government selected uncontracted projects from the Regional Development Australia Fund and Community Infrastructure Grant Program.

A total of \$342 million is available under the Community Development Grants Programme for single year or multiple years projects. Projects range in value from \$9,000 to \$13 million. Funding will commence in the 2013-14 financial year and will cease on 30 June 2017. Multi-year projects must be scheduled for completion and final payment made on or before 30 June 2017.

These Guidelines apply to all projects considered for funding under the Community Development Grants Programme.

1.1. Programme Background

The Australian Government announced its intention to consider funding for identified projects that will construct and upgrade local community and sports infrastructure across Australia.

In line with Australian Government requirements, a funding programme, the Community Development Grants Programme, was identified as the mechanism to provide this assistance.

The Community Development Grants Programme is administered by the Department of Infrastructure and Regional Development (the Department).

1.2. Programme Outcomes

The Outcome of the Community Development Grants Programme is to upgrade facilities to provide long term improvements in social and economic viability of local communities.

1.3. Roles and Responsibilities

The *Process Flowchart* at page three of these Guidelines outlines the roles and responsibilities of each party.

The Approver for the Community Development Grants Programme is the Assistant Minister for Infrastructure and Regional Development.

For the purposes of these Guidelines, the *funding proponent* means the organisation that will submit the Project Proposal form and/or will have responsibility for delivery of the project, if funded.

2. Anticipated key dates

The following table outlines the anticipated timeline for the programme:

Key Dates	
Programme Guidelines published	January 2014
Department writes to projects identified by Australian Government outlining process to progress to funding consideration	January 2013
Programme open for project proposals	January 2013
Appraisal and decision process commences	January 2013
Funding ceases	30 June 2017

3. Eligibility

3.1. Who is eligible for funding?

The Community Development Grants Programme is not a competitive grants programme. Only projects identified by the Australian Government will be considered for funding under the Community Development Grants Programme. These projects include the 2013 election commitments and a number of uncontracted projects of the the previous Government.

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

Funding proponents must be a legal entity and have an Australian Business Number (ABN) or an Australian Company Number (ACN) to receive funding under the programme.

Projects proposals must be consistent with the intent of the announced commitment. A list of Community Development Grant projects can be found on the Departments website at www.infrastructure.gov.au.

3.2. What is/is not eligible for funding

Funding will not be provided for ongoing operational and maintenance costs or for existing staff member salaries of the funding proponent organisation.

4. Probity

The Australian Government is committed to ensuring that the process for providing funding under the Community Development Grants Programme is transparent and in accordance with these Guidelines.

Note: These Guidelines may be varied from time-to-time by the Australian Government as the needs of the programme dictate. Amended Guidelines will be published on the Department's website.

4.1. Conflict of interest

A conflict of interest may exist, for example, if a funding proponent or any of its personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the appraisal process, such as a Department staff member;
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict a successful funding proponent 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 as a result of the granting of funding under the Community Development Grants Programme.

Funding proponents will be required to declare as part of their proposal, existing conflicts of interest or that to the best of their knowledge there is no conflict of interest, including in relation to the examples above, that would impact on or prevent them from proceeding with the project or any agreement they may enter into with the Commonwealth of Australia, represented by the Department, if funding were approved under the Community Development Grants Programme.

Where a funding proponent subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to their proposal for funding, they must inform the Department in writing immediately.

Further information on Conflict of Interest is provided in the Project Proposal form and the Funding Agreement. Departmental officers will manage any conflict of interest on their behalf in line with the department's chief executive instruction on probity.

4.2. Confidential information

Information submitted by the funding proponent may be provided to other organisations for the purposes of eligibility and project proposal appraisal.

Funding proponents should identify any information submitted which they wish to be considered as confidential, supported by reasons for the request. The Australian Government reserves the right to accept or refuse a request to treat information as confidential.

The *Privacy Act 1988* applies to the handling of personal information about individuals obtained in the course of the delivery of the Community Development Grants Programme.

Successful funding proponents must not act or engage in any practice which, if done or engaged in by the Commonwealth, would be a breach of an Information Privacy Principle contained at Section 14 of the *Privacy Act 1988*.

5. Submitting a proposal

5.1. Project Proposal requirements

Proposals must be completed on the official Project Proposal form and must address all of the requirements of this form.

- To assist with the appraisal of a proposal, further information may be requested by the Department. Funding proponents will be notified in writing where this is required.

Projects are expected to be 'tender ready' at the time the Project Proposal form is submitted.

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

5.2. Obtaining a Project Proposal form

The Department will write to funding proponents of identified projects outlining the process for progressing a request for funding. This correspondence will include:

- a copy of the Community Development Grants Programme Guidelines;
- a copy of the Project Proposal form; and
- a request for supporting information to assist with the completion of the Project Proposal form.

The Community Development Grants Programme Guidelines and Project Proposal form will also be available at the Department's website: www.infrastructure.gov.au.

5.3. When and how to submit a Project Proposal form

Funding Proponents will be requested to submit their Project Proposal form to the Department within six months of official notification in writing by the Department that a project has been identified for funding consideration.

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

Requests to change the scope of the project or to partnership arrangements that do not involve the provision of additional funding by the Australian Government may be considered.

- Requests for extension to the determined submittal date, or a change of scope, must be provided to the Department in writing, clearly stating the reasons for delay and revised timeframes for project delivery, prior to the submission close date.
- The Department will make a recommendation to the Minister for Infrastructure and Regional Development as to whether a change of scope should be considered, further time should be allowed for the funding proponent to submit project information or that the funding commitment should be withdrawn.

Project Proposal forms may be submitted in the following manner:

- Email to cdg@infrastructure.gov.au
- On-line web form at <https://gms.infrastructure.gov.au/UI>

5.4. Projects From Previous Programmes

If identified projects, to be included in the Community Development Grants Programme, have been assessed as value for money under the Regional Development Australia Fund or the Community Infrastructure Grants Program they have fulfilled the eligibility and appraisal criteria under the Community Development Grants Programme. The Department will contact funding proponents to ensure the scope and project information provided previously has not changed.

Subject to the checks, the project will not be required to undertake a further assessment and the Department will commence funding agreement negotiations. Funding agreement negotiations are to be completed within six months of official notification in writing by the Department that a project has been identified for funding consideration.

Requests for a change of scope, must be provided to the Department in writing, clearly stating the scope changes, the reasons for the changes and revised timeframes for project delivery. The Department will make a recommendation to the Minister for Infrastructure and Regional Development as to whether a change of scope be considered or that the funding commitment should be withdrawn. If a change of scope is agreed, assessment, approval and completed funding agreement negotiations are to be completed within six months of official notification in writing by the Department that a project has been identified for funding consideration.

If identified projects have not had a value for money assessment completed under Regional Development Australia Fund or the Community Infrastructure Grants Program, the Department will contact funding proponents to ensure the scope and project information provided previously has not changed.

If further project information is required, funding proponents are required to provide this within two months from the request date. Following completion of the assessment and approval by the Minister, funding agreement negotiations are to be completed within six months of the approval date.

6. Appraisal

6.1. Appraisal process

Based on the information provided in the Project Proposal form, the Department will undertake a value with public money assessment of proposals against the appraisal criteria outlined below. The assessment will be undertaken by the Regional Programmes Branch in the Department.

The value with public money appraisal process is intended to promote projects that are eligible for funding; have met the appraisal criteria; involve reasonable cost having regard to the quality and quantity of deliverables proposed and have a risk profile that is acceptable to

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the Australian Government, with any identified risks able to be efficiently and effectively managed.

Where the Department believes that it requires independent professional assistance to appropriately assess viability or sustainability, an Independent Viability Assessment may be undertaken.

- The Independent Viability Assessment will be undertaken by an appropriately qualified external consultant engaged by the Department and the findings of the Independent Viability Assessment will be included in the project assessment;
- All information provided in the project proposal may be subject to an Independent Viability Assessment; and
- Funding Proponents will be notified by the Department if it intends to undertake an Independent Viability Assessment on their project proposal.

6.2. Appraisal criteria

A value with public money assessment of applications will be undertaken against the following criteria:

- Outcome;
- Project viability and sustainability; and
- Funding proponent viability.

The Project Proposal form requires funding proponents to provide key information to support claims against these criteria.

Funding proponents should refer to the Department's website www.infrastructure.gov.au for a full description of key information and instructions for completing the Project Proposal form.

6.2.1. Outcomes

An assessment against this appraisal criterion is intended to determine whether a project will contribute to the Outcome of the Community Development Grants Programme.

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

- Does the project align with the Outcome of the Community Development Grants Programme;
- What information is required to measure whether a project has contributed to the Community Development Grants Programme Outcome and is the funding proponent able to collect this information.

6.2.2. Project viability and sustainability

An assessment against this appraisal criterion is intended to identify and consider the complexity of the project, risks associated with its delivery and ongoing management and the capability of the funding proponent to deliver and maintain the project.

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

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

6.2.3. Funding proponent viability

An assessment against this appraisal criterion is intended to establish the financial stability of the funding proponent and their capacity to meet costs associated with the delivery of the project.

A financially viable funding proponent is considered to have the ability to generate sufficient income to meet operating payments, debt commitments and, where applicable, to allow growth.

Key considerations may include:

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

7. Decisions

7.1. Approval of funding

Following an appraisal of the funding proposal, a recommendation on funding will be provided to the Approver.

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

Funding approval is at the discretion of the Approver.

7.2. Advice to the Applicant

Funding proponents will be advised in writing of the funding decision.

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

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Letters to successful funding proponents will contain details of any specific conditions attached to the funding. Funding approvals will also be listed on the Department's website.

8. Conditions of Funding

8.1. Contractual arrangements

Successful funding proponents will be required to enter into a formal agreement with the Commonwealth of Australia, represented by the Department, that establishes the obligation of both parties.

The agreement will be as follows:

- Funding provided by the Australian Government to a State or Territory government will be managed under a Project Agreement.
- Funding provided by the the Australian Government to all other organisations will be managed under a Funding Agreement.

It is recommended that funding proponents familiarise themselves with the conditions of the agreement relevant to them, or consider seeking independent advice on the implications of agreement conditions and their capacity to meet these conditions if funding is approved.

8.1.1. Funding Agreements

A Funding Agreement is a legally enforceable document and action may be taken under the law where an obligation is not met.

A template of the standard Funding Agreement is available on the Department's website at www.infrastructure.gov.au.

The Department will work with successful funding proponents with the aim of having Funding Agreements signed within four weeks of funding approval.

Funding proponents should not make financial commitments based on approval of funding until the Funding Agreement has been executed.

Financial commitments dependent on the Australian Government funding which are entered into before a Funding Agreement has been finalised with the Department, are done so at the risk of the funding proponent.

8.1.2. Project Agreements

On 29 November 2008, the Council of Australian Governments (COAG) established a new framework for the Commonwealth's financial relations with the States and Territories, the Intergovernmental Agreement on Federal Financial Relations.

This framework aims to improve the quality and effectiveness of government services by reducing Commonwealth prescription, aligning payments with the achievement of outcomes and/or outputs and giving States and Territories the flexibility to determine how to achieve those outcomes efficiently and effectively.

Under this framework, Project Agreements are simple, standalone, outputs-focussed documents used as a substitute for a funding agreement to implement low-value and/or low-risk projects for which the Commonwealth is providing funding assistance to a State or Territory.

8.2. Compliance with the Building Code 2013 and Australian Government Building and Construction OHS Accreditation Scheme

Project funding specifically relating to building and construction activity, as defined in the Building Code 2013 and subject to any threshold requirements, must comply with the Building Code 2013¹. Construction activity must be undertaken by an accredited builder as specified under the Australian Government Building and Construction OHS Accreditation Scheme².

8.3. Specific conditions

There may be specific conditions attached to the funding approval as a result of the appraisal process or further considerations by the Approver. These will be identified in the offer of funding or during agreement negotiations.

8.4. Reporting and acquittal

Successful funding proponents will be required to report on the progress of the project and acquit the expenditure of Community Development Grants Programme funding at the times and in the manner stipulated in the Funding Agreement and Project Agreement.

8.5. Monitoring

Successful funding proponents will be required to actively manage the delivery of the project. The Department will monitor progress against the Funding Agreement and Project Agreement through progress reports submitted by the funding proponent and site visits conducted by the Department or representatives of the Department.

8.6. Branding and Recognition

Successful funding proponents will be required to comply with a range of branding and recognition requirements. These requirements are clearly identified in the Funding Agreement and Project Agreement.

8.7. Evaluation

Evaluations by the Department will determine the extent to which the granting activity is contributing to the Outcomes of the Community Development Grants Programme. Funding proponents will be required to provide information to assist with evaluations for a period of time.

The Department will work with successful funding proponents to determine the information required to undertake an evaluation. The nature of information required will be determined

¹ The Building Code 2013 can be found at <http://www.fwbc.gov.au/building-code>.

² The Australian Government Building and Construction OHS Accreditation Scheme can be found at <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>.

with consideration to the complexity and purpose of the project to be funded. Details will be included in the Funding Agreement and Project Agreement.

9. Payment of Funding

9.1. Payment arrangements

Payments will be made on achievement of agreed milestones.

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

- a tax invoice for the amount of the payment;
- evidence of meeting the requirements for payment, as stipulated in the Funding or Project Agreement;
- a satisfactory progress report and supporting documentation

9.2. GST and Tax implications

It is recommended that funding proponents consider seeking guidance about the implications for receiving Community Development Grants Programme funding from a tax advisor or the Australian Taxation Office www.ato.gov.au prior to submitting a Project Proposal form.

In accordance with the terms of Australian Taxation Office ruling GSTR 2012/2, payments made by a government related entity to another government related entity do not attract GST. Payments to other entities are expected to attract GST.

10. Enquiries

Any enquires relating to aspects of the Community Development Grants Programme, including processes for its delivery, complaints and feedback on funding decisions, should be directed to:

Director
Community Development Grants Programme
Department of Infrastructure and Regional Development
GPO Box 594
CANBERRA ACT 2601

and should be emailed to cdg@infrastructure.gov.au

The Department will endeavour to ensure enquiries are resolved promptly, fairly and confidentially.

**The Hon Jamie Briggs MP**

Assistant Minister for Infrastructure
and Regional Development
Member for Mayo

Reference: 05066-2013

Senator the Hon Mathias Cormann
Minister for Finance
Parliament House
CANBERRA ACT 2600

Dear Minister

Mathias

I write seeking your agreement to the release of the programme Guidelines for the Community Development Grants (CDG) Programme to enable funding for the Government's priority projects, including the 2013 election commitments identified by local communities.

My Department has developed Guidelines (Attachment A) and conducted a risk assessment of the Plan (Attachment B). ^{s22 - out of scope}
^{s22 - out of scope}

In accordance with

^{s34(3)}

I seek your agreement to release the

Guidelines.

The Guidelines are consistent with the Australian National Audit Office Better Practices and comply with the Financial Management and Accountability Act 1997 and the Commonwealth Grant Guidelines. The Guidelines will provide the framework for how funding decisions and conditions attached to the funding is made.

My Department has consulted with your Department and the Department for Prime Minister and Cabinet in undertaking the risk assessment.

The release of the Guidelines will enable the implementation of the CDG Programme with project proponents.

Yours sincerely


Jamie Briggs

13 DEC 2013

Enc



Australian Government

**Department of Infrastructure
and Transport**

MINISTERIAL CORRESPONDENCE

Office of the Hon Jamie Briggs MP

eWorks ID Number:

00069-2014 - 2013

ACTION ADVICE			Division	Adviser
Type of reply	Advice required	Alternative action	<input checked="" type="checkbox"/> STP <input type="checkbox"/> P&R <input type="checkbox"/> OTS <input type="checkbox"/> A&A <input type="checkbox"/> Corp <input type="checkbox"/> LG&T	<div>s47F</div>
<input type="checkbox"/> Minister - standard 10 day reply <input type="checkbox"/> URGENT - 5 day reply <input type="checkbox"/> Dept reply <input type="checkbox"/> Chief of Staff reply <input type="checkbox"/> Portfolio agency reply	<input type="checkbox"/> Ministerial Submission <input type="checkbox"/> Email advice (Send to DLO) <input type="checkbox"/> Call adviser to discuss	<input checked="" type="checkbox"/> Appropriate action (Dept to decide reply, if any) <input type="checkbox"/> For information only <input type="checkbox"/> Refer to Commonwealth Minister (MPS reply) Minister _____ <input type="checkbox"/> Refer to State Minister (DLO reply) Minister _____	Agency ATSB IA OITS	
			DLO referred to adviser:	
<input type="checkbox"/> Relates to eWorks item: <input type="checkbox"/> Classified material <input type="checkbox"/> Constituent				
Comments / Instructions:				
<div> Adviser initials: <div>s47F</div> Date: 201114 </div> <div> DLO: <div>s47F</div> </div>				

DEPARTMENTAL CLEARANCE				
Action Officer	Name:		Phone:	
SES Approver	Name:		Phone / Mobile:	
	Position:		Branch:	
Signature of SES Approver			Date:	/ /

Who to call for advice	Drafting a reply? Please refer to the ministerial guidelines accessible on ENTR. Click on M in the index, then go to Ministerial Correspondence Team; or contact:	
	Ministerial and Parliamentary Services: eWorks HelpDesk: s47F	DLO Tie line: s47F

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SENATOR THE HON MATHIAS CORMANN
Minister for Finance

RECEIVED MPS

- 2 JAN 2014

REF: C13/3624

The Hon Jamie Briggs MP
Assistant Minister for Infrastructure and Regional Development
Parliament House
CANBERRA ACT 2600

Dear Minister

Thank you for your letter of 13 December 2013 seeking agreement to release the grant guidelines for the Community Development Grants Programme.

My department advises that

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the grant guidelines satisfy the requirements of the Commonwealth Grant Guidelines.

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I therefore agree to your request to release the grant guidelines for the Community Development Grants Programme.

Yours sincerely

A large, stylized handwritten signature in blue ink, appearing to be 'AL'.

Mathias Cormann
Minister for Finance

19

December 2013

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MS19-000958



Australian Government

**Department of Infrastructure, Transport,
Cities and Regional Development**

To: The Hon Michael McCormack MP (for decision)

cc: Pip Spence PSM, A/g Secretary

cc: Dr Rachel Bacon, Deputy Secretary

cc: Ms Diana Hallam, Executive Director

Community Development Grants Programme - Revised Program guidelines

Action required by: 19 September 2019

Reason: To allow the revised guidelines to be published in late September.

Recommendation/s:

1. That you **Approve** the content of the revised Community Development Grants (CDG) Programme Guidelines under which grants are provided for the construction and upgrade of facilities to provide long term improvements in social and economic viability of local communities at **Attachment A**.

Approved / Not Approved

2. That you **Note** the CDG Programme Guidelines Self Assessment Risk Analysis at **Attachment B**.

Noted / Please Discuss

3. That you **Sign** the letter to the Minister for Finance, Senator Mathias Cormann seeking agreement to release the updated Community Development Grants (CDG) Programme Guidelines and your approval to exempt the CDG Programme from delivery by the Department of Industry, Science and Innovation's Business Grants Hub at **Attachment C**.

Signed / Not Signed

M. Michael McCormack

The Hon Michael McCormack MP

23/9/19

Date:

Comments:

Key Points:

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2. You are required to publish Program Guidelines for all grant programs. The revised CDG Programme Guidelines (Guidelines) at **Attachment A** are substantially the same as those approved in 2013 and 2016 Federal elections. While no eligibility changes have been made, the Guidelines include minor administrative updates to align with the whole of government program guidelines template, help applicants better understand their requirements, and reflect decisions to provide additional funding for the program.

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4. The Department of Infrastructure, Transport, Cities and Regional Development is also required to conduct a risk self-assessment and analysis of the program and related Guidelines, as part of the process in revising the Guidelines. Refer to **Attachment B**.

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14. The letter at **Attachment C** seeks agreement from the Finance Minister to release the revised Guidelines

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Name: Donna Wieland

Position: General Manager

Division: Regional Development and Local
Government, Regional Programs Branch

Ph: 6274 7446

Mob: s47F

Contact Officer: s47F

Section: Community Development Grants

s47F

Attachments:

A: Revised Draft Community Development Grants Programme Guidelines

B: Community Development Grants Programme Guidelines Self Assessment Risk Analysis

C: Letter with attachments to Minister for Finance, Senator the Hon Mathias Cormann



Australian Government

Department of Infrastructure, Transport,
Cities and Regional Development

Community Development Grants Programme

Opening date:	December 2013
Closing date and time:	30 June 2026
Commonwealth policy entity:	Department of Infrastructure, Transport, Cities and Regional Development
Enquiries:	<p>If you have any questions, contact:</p> <p>Program Manager</p> <p>Community Development Grants Programme</p> <p>cdg@infrastructure.gov.au.</p>
Date guidelines released:	Revised August 2019
Type of grant opportunity:	Closed non-competitive

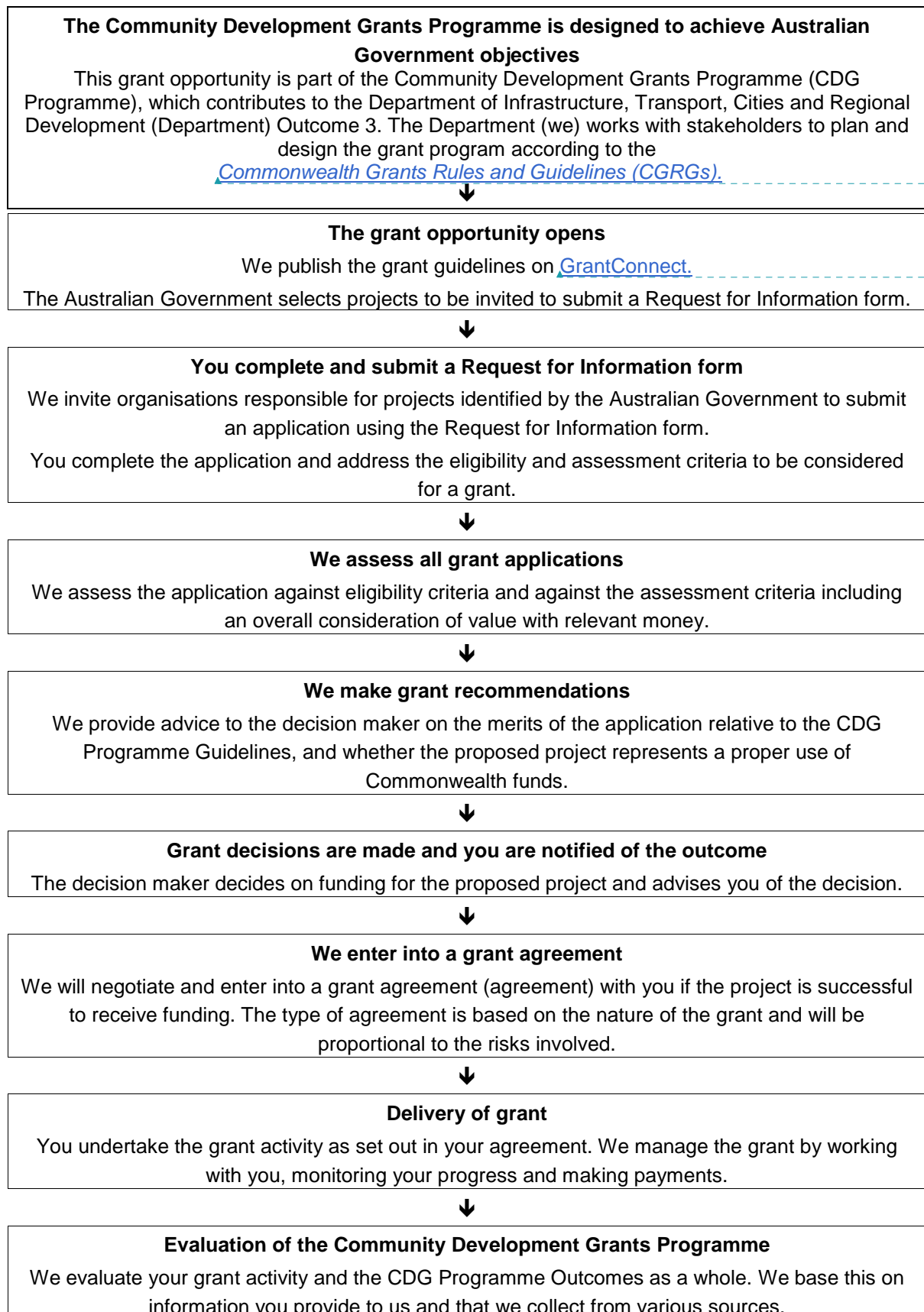
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1. Community Development Grants Programme processes



1.1 Introduction

These Guidelines contain information for the Community Development Grants Programme (CDG Programme).

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

This document sets out:

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

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

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

2. About the grant program

The Australian Government established the CDG Programme in 2013.

The program will be delivered under Outcome 3:

- Strengthening the sustainability, capacity and diversity of our cities and regional economies including through facilitating local partnerships between all levels of government and local communities; through reforms that stimulate economic growth; and providing grants and financial assistance.

The objective of the CDG Program (program) is:

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

The intended outcome of the program is:

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

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

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

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

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

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3. Grant amount and grant period

3.1 Grants available

The Australian Government has ~~announced a total of \$2.6 billion over thirteen years from 2013-14 committed funding~~ to 2025-26 for the CDG Programme.

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

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

3.2 Grant period

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

4. Eligibility criteria

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

4.1 Who is eligible to apply for a grant?

To be eligible you must:

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

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

4.2 Who is not eligible to apply for a grant?

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

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

4.3 What qualifications, skills or checks are required?

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

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

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

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5. What the grant money can be used for

5.1 Eligible grant activities

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

5.2 Eligible expenditure

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

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

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

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

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

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

6. Assessment criteria

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

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

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

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

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

6.1 Project benefits

This assessment criterion is intended to determine whether a project will contribute to the CDG Programme Outcome.

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

- the project alignment with the CDG Programme objectives
- information required to measure whether a project has contributed to the CDG Programme Outcome including

- the number of jobs created
- level of community participation
- level of economic activity
- whether the grantee is able to collect this information.

6.2 Project viability and sustainability

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

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

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

6.3 Grantee viability

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

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

Key considerations may include:

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

7. How to apply

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

These Guidelines are also found at [GrantConnect](#). Any alterations and addenda² will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

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

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

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

To apply you must:

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

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

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

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

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

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

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

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

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

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

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

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

Further:

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

Requests for Information may be submitted in the following manner:

- Email to: cdg@infrastructure.gov.au

OR

- In writing to:
 Programme Manager
 Community Development Grants Programme
 Regional Programs Branch
 Department of Infrastructure, Transport, Cities and Regional Development
 GPO Box 594
 CANBERRA ACT 2601

7.1 Attachments to the application

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

7.2 Timing of grant opportunity processes

The completed Request for Information form along with supporting documentation is to be submitted within three months of the date the email invitation request is sent by us.

If you are unable to submit a completed Request for Information form with relevant supporting documentation within three months, you must request an extension to us in writing.

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

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

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

Funding approval is at the discretion of the decision maker.

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

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

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

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

Activity	Timeframe
End date of grant activity or agreement	Negotiated through the agreement.

7.3 Questions during the application process

If you have any questions during the application period, contact us by email at cdg@infrastructure.gov.au.

8. The grant selection process

8.1 Assessment of grant applications

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

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

We consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money
- if the project involves reasonable cost having regard to the quality and quantity of deliverables proposed
- has a risk profile that is acceptable to the Australian Government, with any identified risk able to be efficiently and effectively managed.

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

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

The threshold levels and risks assessed are:

Threshold Level	Type of Agreement	Factors considered
Threshold One - Low Risk / Low Value Projects ≤ \$80,000 total project value	Letter of Agreement	Does the grant involve purchasing or leasing land or buildings? Does the grant involve complex intellectual property rights? Is the grantee located outside Australia? Grantee's grant management history with Commonwealth, state and local governments. Project Scope, that is if the project is a simple or low risk construction project such as planning projects, renovation or upgrades to existing buildings, installation of awnings or shade structures, erecting fences, upgrades to sports ground lighting, sports ground drainage improvements and the purchase and installation of

Threshold Level	Type of Agreement	Factors considered
		<p>prefabricated shed kits on concrete slabs.</p> <p>These projects are simpler in nature and generally would not involve activities that are defined by Safe Work Australia in its high risk construction definitions such as working at heights or underwater or working with asbestos.</p> <p>It could also be a procurement only project.</p>
<p>Threshold Two – Low Risk / Medium Value Projects</p> <p>Local, State and Territory Governments > \$80,000 ≤ \$1,500,000 total project value</p> <p>Entities other than Local, State and Territory Governments > \$80,000 ≤ \$1,000,000 total project value</p>	Simple Grant Agreement	<p>Does the grant involve purchasing or leasing land or buildings?</p> <p>Does the grant involve complex intellectual property rights?</p> <p>Is the grantee located outside Australia?</p> <p>Grantee's grant management history with Commonwealth, state and local governments.</p> <p>Project Scope, that is the project is more complex or higher risk than the low risk project as described in threshold one and may include a new small building or larger multi-room extensions or upgrades of existing buildings.</p>
<p>Threshold Three – All Other Projects</p> <p>Local, State and Territory Governments > \$1,500,000 total project value</p> <p>Entities other than Local, State and Territory Governments > \$1,000,000 total project value</p> <p>Medium - High Risk / Higher Value Threshold 1 and 2 projects</p>	Standard Grant Agreement	<p>All projects that don't meet the requirements of Thresholds One and Two are automatically Threshold Three projects.</p>

8.2 Who will assess the grant application?

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

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

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

8.3 Who will approve grants?

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

The decision maker for the CDG Programme is the relevant Minister.

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

Funding approval is at the discretion of the decision maker.

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

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

9. Notification of application outcomes

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

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

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

9.1 Feedback on your application

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

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10. Successful grant applications

10.1 Grant agreement

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

We use three types of Commonwealth standard agreements in the CDG Programme. Our selection will depend on the size, complexity and risk rating of your grant project. Sample agreements are available on our website at www.regional.gov.au.

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

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

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

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

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

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

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

10.2 Specific legislation, policies and industry standards

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

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

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

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

Building Code 2016

The Building Code is administered by relevant state and territory administrations under relevant state or territory legislation on behalf of the Fair Work Building and Construction Commission⁵.

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

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

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

⁵ <https://www.abcc.gov.au/>

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

WHS Scheme

The WHS Scheme is administered by the Office of the Federal Safety Commissioner ⁶.

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

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

Where applicable, you must meet these requirements as specified in your agreement with the Commonwealth.

10.3 How we pay the grant

The agreement will state the:

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

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

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

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

10.4 Grant Payments and GST

Payments will be made as set out in the agreement.

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

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

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

⁶ <http://www.fsc.gov.au/sites/FSC>

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

If you are not registered for GST contact the CDG Program Manager at cdg@infrastructure.gov.au for further information.

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

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

11. Announcement of grants

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

12. How we monitor your grant activity

12.1 Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

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

12.2 Reporting

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

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

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

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

Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- include evidence of expenditure, where applicable
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

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

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

Ad-hoc reports

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

Completion report

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

Final reports must:

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

12.3 Financial declaration and audited financial acquittal report

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

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

12.4 Grant agreement variations

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

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

12.5 Compliance visits and record keeping

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

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

12.6 Evaluation

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

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

12.7 Acknowledgement and publicity

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

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

13. Probity

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

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

13.1 Enquiries and feedback

Any questions you have about grant decisions for this grant opportunity should be sent to cdg@infrastructure.gov.au.

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

Using the online feedback and complaints form at:

<https://www.infrastructure.gov.au/utilities/feedback.aspx>

Email to: clientservice@infrastructure.gov.au

Mail to: Director, Governance Section

Department of Infrastructure, Transport, Cities and Regional Development

GPO Box 594

CANBERRA ACT 2601

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

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

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

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

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

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

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

13.3 Privacy

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

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

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

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

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

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

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement,

without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

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

We will keep any information in connection with the agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

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

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

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

13.5 Freedom of information

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

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

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

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

By email: foi@infrastructure.gov.au

Field Code

Appendix A. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
application process	refers to the steps that must be followed by potential grantees to be considered for a grant. It includes the forms, and written documentation, which contain eligibility and any assessment criteria to be satisfied.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals.
commencement date	the expected start date for the grant activity.
completion date	the expected date that the grant activity must be completed and the grant spent by.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
date of effect	the date on which an agreement is signed or a specified starting date.
decision maker	the person who makes a decision to award a grant. The decision maker for the CDG Programme is the relevant Minister.
Department	the Department of Infrastructure, Transport, Cities and Regional Development.
eligible activities	the activities undertaken by a grantee in relation to a project that are eligible for funding support.
eligible application	an application for grant funding under the CDG Programme that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
eligibility criteria	refers to the mandatory criteria which must be met to qualify for a grant. Assessment criteria applies in addition to eligibility criteria.

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Term	Definition
eligible expenditure	the expenditure incurred by a grantee on a project and which is eligible for funding support.
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	a legally binding contract that sets out the relationship between the parties to the agreement, and specifies the details of the grant.
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grantee	the individual / organisation which has been selected to receive a grant.
grant opportunity	refers to the specific grant process where a Commonwealth grant is made available to potential grantees. The grant opportunity is targeted, and reflects the relevant grant selection process.
payment in arrears	payments made progressively based on actual expenditure.
Program Delegate	a Department officer such as general manager or executive level 2 officer, with responsibility for the CDG programme.
request for information	the document issued by the Program Delegate that applicants use to apply for funding under the CDG Programme.
election process	the method used to select potential grantees. This process involves the assessment of applications against the eligibility criteria and the assessment criteria.
value with money	value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.

Field Code

Program Guidelines Self Assessment Risk Analysis

Program details

Name of Agency: Department of Infrastructure, Transport, Cities and Regional Development

Name of Program: Community Development Grants Programme



s22 - out of scope



s22 - out of scope



The Guidelines have been updated to reflect the 2019 election commitments, including the extended program delivery timeframe and the increased appropriation available to the program. The Guidelines clearly state the scope of the program, eligibility requirements, assessment criteria, contracting and reporting requirements that must be met. s22 - out of scope



s22 - out of scope



s22 - out of scope



s22 - out of scope





The Hon Michael McCormack MP

**Deputy Prime Minister
Minister for Infrastructure, Transport and Regional Development
Leader of The Nationals
Federal Member for Riverina**

Ref: MS19-000958

Senator the Hon Mathias Cormann
Minister for Finance
Parliament House
CANBERRA ACT 2600

Dear Minister

I am writing to seek your agreement to release the updated Community Development Grants (CDG) Programme Guidelines s22 - out of scope

The CDG Guidelines are substantially the same as those approved in 2013 and 2016 with minor administrative changes made to provide greater clarity for applicants, and updates to reflect the 2019 government election commitments and extension to the CDG Programme timeframe.

s22 - out of scope

s22 - out of scope

I have copied this letter to the Prime Minister, the Hon Scott Morrison MP, and the Treasurer, the Hon Josh Frydenberg MP.

Yours sincerely

Michael McCormack

Enc



The Hon Michael McCormack MP

**Deputy Prime Minister
Minister for Infrastructure, Transport and Regional Development
Leader of The Nationals
Federal Member for Riverina**

Ref: MS19-000958

23 SEP 2019

Senator the Hon Mathias Cormann
Minister for Finance
Parliament House
CANBERRA ACT 2600

Mathias
Dear Minister

I am writing to seek your agreement to release the updated Community Development Grants (CDG) Programme Guidelines. Please find a copy of the guidelines enclosed.

The CDG Guidelines are substantially the same as those approved in 2013 and 2016 with minor administrative changes made to provide greater clarity for applicants, and updates to reflect the 2019 government election commitments and extension to the CDG Programme timeframe.

s22 - out of scope

I have copied this letter to the Prime Minister, the Hon Scott Morrison MP, and the Treasurer, the Hon Josh Frydenberg MP.

Yours sincerely

Michael McCormack

Michael McCormack
Enc

**SENATOR THE HON MATHIAS CORMANN****Minister for Finance****Leader of the Government in the Senate**

REF: MC19-003051

The Hon Michael McCormack MP
Deputy Prime Minister and Minister for Infrastructure, Transport and Regional
Development
Parliament House
CANBERRA ACT 2600



Dear Deputy Prime Minister


Thank you for your correspondence of 23 September 2019 requesting my agreement to
release the updated Community Development Grants Programme (CDG) Guidelines s22 - out of
s22 - out of scope

I note that minor administrative changes have been made to the Guidelines, which I
understand provide greater clarity for applicants, reflect the 2019 government election
commitments and extend the CDG timeframe. As such, I agree to the release of the
updated Guidelines.

s22 - out of scope

I have copied this letter to the Prime Minister, the Hon Scott Morrison MP, the Treasurer,
the Hon Josh Frydenberg MP, the Minister for Industry, Science and Technology and the
Minister for Families and Social Services.

Kind regards



Mathias Cormann
Minister for Finance

18 October 2019