



Australian Government

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

GRANT OPPORTUNITY GUIDELINES

Priority Community Infrastructure Program

Opening date:	8 February 2023
Closing date and time:	5:00pm AEDT on 30 November 2023
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development, Communications and the Arts
Enquiries:	If you have any questions, contact: Email: PCIP@infrastructure.gov.au Phone: 1800 044 938
Date guidelines released:	8 February 2023
Type of grant opportunity:	Closed non-competitive

During the 2022 election campaign the Australian Government committed funding to communities across Australia, to improve social and economic viability and improve social amenity and increased health and wellbeing.

The Government is committed to delivering funding programs that are transparent and based on clearly defined eligibility criteria and assessment processes. The **Priority Community Infrastructure Program** has been developed to deliver important community and social infrastructure that represent value with relevant money and identified by communities to improve social and economic viability in local areas.

Contents

1	Priority Community Infrastructure Program processes	5
1.1	About the Priority Community Infrastructure Program	7
2	Grant amount and grant period	8
2.1	Grants available	8
2.2	Grant period	8
3	Eligibility criteria	8
3.1	Who is eligible to apply for a grant?	8
3.2	Additional Eligibility requirements for funding over \$5 million.	9
3.3	Who is not eligible to apply for a grant?	9
4	What the grant money can be used for	10
4.1	Eligible grant activities	10
4.2	Eligible expenditure	10
4.3	What the grant money cannot be used for	11
5	The assessment criteria	11
6	How to apply	14
6.1	Timing of grant program processes	16
6.2	Questions during the application process	17
7	The grant selection process	17
7.1	Assessment of grant applications	17
7.2	Who will assess applications?	18
7.3	Who will approve grants?	19
8	Notification of application outcomes	19
8.1	Feedback on your application	19
9	Successful grant applications	19
9.1	The grant agreement	19
9.1.1	Simple Grant Agreement and Standard Grant Agreement	19
9.2	Specific legislation, policies and industry standards	20
9.2.1	Building and construction requirements	20
9.2.2	Child Safe Requirements	21
9.3	How we pay the grant	21
9.4	Grants payments and GST	21
10	Announcement of grants	22
11	How we monitor your grant activity	22
11.1	Keeping us informed	22
11.2	Reporting	22
11.2.1	Progress reports	23
11.2.2	Ad-hoc reports	23
11.2.3	Completion report	23

11.3	Financial declaration / Audited financial acquittal report	23
11.4	Grant agreement variations	24
11.5	Compliance visits	24
11.6	Record keeping.....	24
11.7	Evaluation	24
11.8	Acknowledgement.....	24
12	Probity	24
12.1	Enquiries and feedback	25
12.2	Conflicts of interest	25
12.3	Disclosure of Commonwealth, State or Territory financial penalties	26
12.4	Privacy	26
12.5	Confidential Information	26
12.6	Freedom of information.....	27
13	Glossary	28
Appendix A.	Eligible expenditure.....	31
A.1	How we verify eligible expenditure	31
A.2	Materials for construction.....	31
A.3	Hired/leased plant.....	32
A.4	Contract expenditure.....	32
A.5	Other eligible expenditure.....	33
Appendix B.	Ineligible expenditure.....	34
Appendix C.	Employment Numbers.....	35
Appendix D.	Attachments to the application	36

1 Priority Community Infrastructure Program processes

The Priority Community Infrastructure Program is designed to achieve Australian Government objectives

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

The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#)



We invite you to submit an application

We invite you via email to submit an application for funding for a project identified by the Australian Government. Only those organisations nominated by the Australian Government as part of the election commitment process can be considered.



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible, if applicable. We assess your eligible application against the assessment criteria including the overall consideration of value with relevant money.



We make grant recommendations

We provide advice to the decision maker on the value for money assessment of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application.



We enter into a grant agreement

If you are successful we will enter into a grant agreement with you. The type of grant agreement is determined by us and based on the nature of the grant and is proportionate to the risks involved.



Delivery of grant

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



Evaluation of the Priority Community Infrastructure Program

We evaluate your specific grant activity and the Priority Community Infrastructure Program as a whole. We base this on information you provide to us and that we collect from various sources.

1. Introduction

These guidelines contain information for the Priority Community Infrastructure Program (program).

This program delivers the Government's 2022 election commitments for community infrastructure and eligible Community Development Grants Programme commitments announced by the former Government during the 2022 Pre-Election Fiscal and Economic Outlook with funding of over \$5 million, and selected commitments under \$5 million.

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

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

You should not assume that a commitment of funding and an invitation to apply means that funding approval is guaranteed. Your application will be subject to a rigorous value with relevant money assessment. Any expenditure you incur on your project prior to the execution of a grant agreement is at your own risk.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose, intended outcomes and objectives of the grant program;
- the application process;
- the eligibility criteria and assessment criteria;
- how grant applications are considered and selected;
- the governance arrangements (including roles and responsibilities);
- how grantees are notified and receive grant payments;
- how grantees will be monitored and evaluated; and
- responsibilities and expectations in relation to the program.

This grant opportunity will be administered by the Department of Infrastructure, Transport, Regional Development, Communication and the Arts (the Department).

1.1 About the Priority Community Infrastructure Program

The program will run over five financial years from 2022-2023 to 2026-2027. The program was announced as part of the 2022-2023 October Budget.

The purpose of this program is to support community and sporting infrastructure, open space improvements and other community priorities. Funded projects are intended to assist communities to build their strengths and improve liveability.

The objectives of the program are to:

- build resilient communities through the provision of social and community facilities;
- improve community amenity, accessibility and liveability through investment in community infrastructure; and
- drive economic growth in communities and the broader region.

The intended outcomes of the program are to:

- enhance community infrastructure;
- improve equity outcomes and social inclusion; and
- encourage communities to thrive, economically and socially.

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

2 Grant amount and grant period

2.1 Grants available

The Australian Government has announced a total of \$1 billion of administered funding over five years for the program.

The Australian Government has committed funding to 2026-2027 for the program.

There is no minimum grant amount. Grants cannot exceed the amount identified for your project in the invitation to apply for the program.

Requests for additional funding from the Australian Government will not be considered in this program. If your project is solely for the development of a business case, feasibility study, masterplan or similar, no additional funding is available for the construction phase of the project under this program.

Organisations with projects identified by the Australian Government will be invited to submit an application form to the Department.

2.2 Grant period

Funding will be available for Australian Government identified projects that are scheduled for completion with final payment made before 30 June 2027.

An evaluation of the grant program will commence in 2026 to inform future, similar programs.

3 Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria. If you are deemed ineligible you will be advised in writing.

3.1 Who is eligible to apply for a grant?

To be eligible you must be the organisation with overall responsibility to deliver the project, be invited to deliver a project identified by the Australian Government and:

- have an Australian Business Number (ABN);
- be registered for the purposes of GST and remain registered for the duration of the grant;
- have an account with an Australian financial institution and be one of the following entity types:
 - an incorporated association;
 - a registered charity or not-for-profit organisation;
 - an Australian local government body;
 - an Australian state or territory government body;
 - an incorporated trustee on behalf of a trust;
 - a university; and

¹ <https://www.finance.gov.au/sites/default/files/2019-11/commonwealth-grants-rules-and-guidelines.pdf>

- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)

For the purposes of the program we also consider the following organisations to be an Australian local government agency or local governing body:

- Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata governing bodies in South Australia;
- 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 New South Wales; and
- The Trust Account in the Northern Territory.

If your organisation has been invited to apply for the program but is not an eligible entity or there are concerns about your organisation's capacity to deliver the project, you may wish to consider approaching an eligible organisation to act as sponsor for the project. If you require further information on project sponsors, please contact the Department on 1800 044 938.

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 all reporting requirements and completion of the project. This arrangement must be approved by the relevant Assistant Secretary in the Department of Infrastructure, Transport, Regional Development, Communications and the Arts. Any requests of this nature must be made to PCIP@infrastructure.gov.au before your application is submitted.

3.2 Additional Eligibility requirements for funding over \$5 million.

In order to be eligible, where the grant funding exceeds \$5 million, you must also provide:

- an Accountant Declaration that confirms you can:
 - a) fund any project cost overruns, and
 - b) if applicable, provide evidence of ability to fund your share of the total project cost.

The form is available on [GrantConnect](#).

3.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- not identified by the Australian Government to receive funding under the Priority Community Infrastructure program or are a sponsor organisation approved to deliver the nominated project by the Department;
- 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 [Workplace Gender Equality Act \(2012\)](#);
- an individual;
- are an unincorporated association;

- a for-profit organisation;
- an individual partnership or trust (however, an incorporated trustee may apply on behalf of a not-for-profit trust organisation);
- an overseas resident/organisation;
- a technical college, school or hospital;
- an unincorporated Parents and Citizens Association;
- any organisation not included in section 3.1;
- a Regional Development Australia (RDA) Committee; and
- a resort management board.

4 What the grant money can be used for

4.1 Eligible grant activities

To be eligible your project must:

- be consistent with the intent of the announced commitment;
- have as a primary outcome the construction, upgrade or extension of infrastructure that provides economic and social benefits to the community;
- comprise at least one of the following activities:
 - constructing new infrastructure;
 - upgrading existing infrastructure;
 - extending existing infrastructure;
 - replacing infrastructure where there is a significant increase in benefit;
 - fit out alterations and/or extensions to existing premises;
 - purchase of fixed equipment / assets that are related to your community infrastructure project;
 - development of business case, feasibility study, master plan or similar; and
- not be located on privately owned land where you do not have a formal arrangement, such as a lease, for use of the land.

If your project will be located on school or similar closed grounds the project must demonstrate how it will deliver social benefits to the broader community and provide written approval of the relevant authorities prior to a funding agreement being executed.

If the grant activity is part of a larger project you should provide evidence to show how the grant activity can be delivered in isolation and the outcomes to be achieved as a result of the grant.

The Program Delegate makes the final decision on what are eligible grant activities and may also approve other activities.

4.2 Eligible expenditure

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

Eligible expenditure items will be confirmed by us in the agreement.

As part of your application we may ask you to verify project costs. You may need to provide evidence such as recent quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure.

To be eligible, expenditure must:

- be a direct cost of the project;
- not be listed as an ineligible expenditure item; and
- be incurred by you for required project audit or approved signage activities.

For guidance on eligible expenditure, see **Appendix A**.

4.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land or buildings;
- costs associated with existing staff of your organisation including wages, unless approved prior to entering into an agreement;
- employee on-costs such as superannuation, holiday loading, overheads, and consumables such as paper, printer cartridges, office supplies, brochures and other marketing materials, kitchen supplies or food and beverages or catering unless an exemption is sought and approved in the case of very remote locations;
- costs incurred in the preparation of the grant application or related documentation e.g. business case;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- temporary relocation costs;
- ongoing upgrades, updates and maintenance of existing ICT systems; the cost of ongoing subscription-based software; and IT support memberships and warranties for purchases;
- domestic or overseas travel;
- funding to develop or deliver ongoing training or educational courses;
- funding for the development of private or commercial ventures;
- funding to purchase items that will not remain the property of the organisation including items to be given away; and
- funding for associated project activities that have received other Commonwealth funding.

For guidance on ineligible expenditure, see **Appendix B**.

Expenditure incurred prior to the execution of the grant agreement may be approved at the discretion of the Program Delegate. It must be an eligible activity as listed above, and be consistent with the original intent of the commitment.

You may apply for a partial or full exemption for an item listed as ineligible if you can demonstrate with evidence that you it is more efficient and cost effective to do so. Your exemption request will be reviewed and the Program Delegate will make the final decision on what are ineligible grant activities.

5 The assessment criteria

You must address all of the following assessment criteria in your application. We will assess your application based on the weighting given to each criterion. Assessment Criteria One, Two, Three

and Four will be assessed against set benchmarks relative to the size and complexity of the project and the grant amount requested.

We will only consider funding applications that score at least 60 per cent against each assessment criterion. Applications that do not meet this benchmark for the criteria overall will not be considered value with relevant money and will not be awarded funding. Where we identify that more information is required to determine whether the proposal is value with relevant money we will work with you to obtain that information.

The amount of detail and supporting evidence you provide in your application should be relative to the size and complexity of your proposed project and the grant amount requested. You should provide evidence to support your claims against the assessment criteria.

The Assessment Criteria for the Priority Community Infrastructure Program are:

1. Economic benefits of your proposed project to the Community
2. Social benefits of your proposed project to the Community
3. Project Viability and Sustainability
4. Grantee Capacity, Capability and Resources to carry out the proposed project.

Assessment criterion 1

Economic benefits of your proposed project to the community (15 points)

You should demonstrate this by identifying:

- a. The extent to which your proposed project is a community priority, and meets community needs from an economic perspective.
- b. The broader economic benefits your proposed project will deliver for the community and the region during and beyond the term of funding.

Examples of how your proposed project could deliver economic benefits may include but is not limited to:

- increasing the number or value of jobs, new businesses or the production of goods and services in the community (this includes direct and indirect opportunities created through the project);
- increasing Indigenous economic participation, including Indigenous employment and supplier-use outcomes;
- the use of local suppliers and goods, especially those that employ the use of sustainable work practices/goods; and
- increasing efficiency of service delivery.

Where your proposed project is the development of a business case, feasibility study, master plan or similar this may also include:

- economic development plans for the local government area or the broader region; and
- the potential of the infrastructure project to attract further economic investment to the local government area or broader region.

In your application, you must include the total employment numbers you expect to create during and following your project. You will need to identify how many of these employees will be Indigenous. You must substantiate any employment numbers with evidence. For information about determining employment numbers for your application, see **Appendix C**.

Assessment criterion 2

Social benefits of your project for the community (15 points)

You should demonstrate this by identifying:

- a. The extent to which your proposed project is a community priority and meets the social needs of the community.
- b. The broader social benefits that your proposed project will deliver for the region and community during and beyond the term of funding.

Social benefits for a region may cover improvements in community amenities, improving community connections and inclusion and providing opportunities for learning and knowledge creation. Examples of how your project could deliver social benefits may include but is not limited to:

- how your project may benefit the wider community not just your organisation/operation, such as supporting upskilling, capability development, improving outcomes for women, 'closing the gap' for First Nations people or contributing to a healthy lifestyle;
- reducing or mitigating the impact of carbon emissions;
- addressing disadvantage within the community;
- the degree to which the project fills a 'gap' within the community, or increasing community volunteering;
- improving community connections and social inclusion;
- supporting or protecting local heritage and culture; and
- making a region a more attractive place to live.

Where your proposed project is a business case, feasibility study, master plan or similar this may also include:

- the inclusion of the proposed project in a masterplan for the organisation, local government area or broader region
- the identification and consolidation of a number of small-scale community projects in a major project plan
- demographic studies and/or growth forecasts for the local government area and/or broader region demonstrating that existing infrastructure will not or can no longer support future growth and new infrastructure is required.

Assessment criterion 3

Project viability and sustainability (15 points)

You should demonstrate this through identifying:

- a. How grant funding will impact the proposed project including:
 - whether the proposed project will proceed without funding; and

- the scope and timing of the proposed project.
- b. Sound project planning to manage and monitor the proposed project, which addresses scope, implementation methodology, timeframes, budget, community consultation and risk management, commensurate to the size and nature of the project.

Where your proposed project is primarily an infrastructure project:

- c. Your readiness to commence the proposed project. You should describe the steps you have taken to ensure your project is investment ready, commensurate to the size and complexity of the project, including:
 - regulatory and/or development approvals are required or in place;
 - project designs and costings are underway or finalised;
 - authority from the land or infrastructure owner to undertake the project at the nominated site(s);
 - funding contributions from all sources; and
 - whether community consultation has taken place.

Where your proposed project is a business case, feasibility study, master plan or similar this may include your readiness to commence the proposed project, including:

- any preliminary work/studies that have been completed or are underway in relation to the proposed project;
- tenders for or engagement of consultants for the proposed project is underway; and
- whether initial community consultation for the infrastructure project has taken place.

Assessment criterion 4

Your capacity, capability and resources to carry out the project (15 points)

You should demonstrate this through identifying:

- a. Your track record with similar projects and access to personnel with the right skills and experience; any support or investment that will be leveraged to progress your project.
- b. The legal and financial status of the applicant including:
 - your ability to pay debts when they fall due, and whether assets cover liabilities;
 - your financial capacity to progress the project. This is particularly relevant where payments of funding are made in arrears; and
 - the nature of financial policies and procedures, and the governance structure of your organisation.

Where your proposed project is primarily an infrastructure project:

- c. Your ability to maintain the project for the duration of the operational period.

6 How to apply

Before applying, you must read and understand these guidelines, the sample application form and the sample grant agreements, which are available on [GrantConnect](#).

Any alterations and addenda² will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

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

- Priority Community Infrastructure Program guidelines; and
- application form.

To apply you must:

- complete the application form provided with your invitation and submit via email to PCIP@infrastructure.gov.au;
- provide all the information requested;
- address **all** eligibility criteria and assessment criteria;
- include all necessary attachments. Further information on attachments can be found at **Appendix D**; and
- submit your application within six (6) months of receiving the invitation to submit an application for funding, or by 30 November 2023 whichever is earliest, to ensure communities benefit from the program in a timely manner

Only projects identified by the Australian Government and invited to apply will be considered.

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 need further guidance around the application process, or if you are unable to submit an application by email, you can contact us by phone on 1800 044 938 or email, at PCIP@infrastructure.gov.au.

If you find an error in your application after submitting it, you should advise us immediately by emailing PCIP@infrastructure.gov.au. If we find an error or information that is missing or we require clarification or additional information from you that will not change the nature of your application, we may contact you. Whilst we will make reasonable attempts to resolve any questions, the ultimate responsibility for providing sufficient information to enable us to assess your application rests with you.

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

We will acknowledge that we have received your application within three (3) working days. This date initiates the proposed timeline referred to at 6.2.

Projects are expected to be 'investment ready' at the time the application form is submitted:

- 'investment ready' means a project has been scoped, costed and planned sufficiently that the Australian Government is satisfied that it will proceed to the next planning stage.

Requests for additional funding from the Australian Government will not be considered in this program

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 can only accept applications using the Priority Community Infrastructure application form and all requirements of this form must be addressed.

Further:

- extensions to submit your application will only be considered in exceptional circumstances and is at the discretion of the Program Delegate. Any requests to extend the application submission date must be made in writing, stating the reasons and any revised timeframes prior to the submission due date;
- requests for minor changes of scope must be provided to us in writing, clearly stating the reasons, prior to the submission due date; and
- we will make a recommendation to the decision maker as to whether a change of scope should be considered, or that the funding commitment should be withdrawn.

Applications must be submitted by email to PCIP@infrastructure.gov.au. This will be provided in your invitation to submit an application for funding.

6.1 Timing of grant program processes

You **must** submit your application within six (6) months of receiving the invitation to submit an application for funding, or by 30 November 2023 whichever is earliest, to ensure communities benefit from the program in a timely manner. We will not consider applications submitted outside this period unless you have previously obtained approval for this.

Once we receive your completed application form and supporting documentation, we will undertake a value with relevant money assessment of the project proposal against the factors listed in these guidelines.

Once the 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.

If the project is approved, you will be notified in writing and will be required to negotiate and enter into a grant agreement with the Australian Government within ten (10) weeks of the notification. If you do not enter into a grant agreement within this period and have not received approval from us to extend the time period, the offer may be withdrawn. Expenditure incurred prior to the execution of the grant agreement is at the grantee's risk however may be considered as eligible expenditure at the discretion of the Program Delegate.

Timelines for approval and notification will be dependent upon you providing sufficient project information for an assessment to be completed and a grant agreement executed.

Table 1: Expected timing for this grant program

Activity	Timeframe
Application submitted	Within six (6) months of receiving the invitation to submit an application for funding, or by 30 November 2023 whichever is earliest
Assessment of applications	Four (4) weeks from all necessary information being provided

Activity	Timeframe
Approval of outcomes of selection process	Four (4) weeks
Notification to unsuccessful applicants	Within three (3) weeks of funding decision being made.
Notification to successful applicants	Within three (3) weeks of funding decision being made.
Negotiations and award of grant agreements	Ten (10) weeks from notification of approval of funding. If the Grant Agreement is unable to be finalised within four (4) weeks of offer the approval may be withdrawn.
Earliest start date of project	To be negotiated through the grant agreement.
End date of grant activity or agreement	To be negotiated through the grant agreement. All projects should be complete by 31 December 2026.

6.2 Questions during the application process

If you have any questions during the application period, contact us phone on 1800 044 938 or by email at PCIP@infrastructure.gov.au.

7 The grant selection process

7.1 Assessment of grant applications

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on:

- how well it meets the criteria; and
- whether it represents value with relevant money.³

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

- the overall objective/s to be achieved in providing the grant;
- the relative value of the grant sought;
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives;
- whether the project has a risk profile that is acceptable to the Australian Government, with any identified risk able to be efficiently and effectively managed; and
- the extent to which the evidence provided confirms the project matches the stated commitment of funding.

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

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

The threshold levels and risk considerations are shown in the table below.

Table 2: Project Threshold Levels

Threshold Level	Type of Agreement	Factors considered
<p>Threshold One</p> <p>>\$100,000 and ≤ \$2,000,000 grant value</p>	<p>Simple Grant Agreement</p>	<p>Grantee's grant management history with Commonwealth, state and local governments.</p> <p>Grantee and project viability risks identified.</p>
<p>Threshold two – All Other Projects</p> <p>> \$2,000,000 grant value</p> <p>Higher risk Threshold Two or Two Projects</p>	<p>Standard Grant Agreement</p>	<p>All grants that don't meet the requirements of Thresholds One are automatically Threshold Two grants.</p>

7.2 Who will assess applications?

We (the Department) will assess each eligible application against the assessment criteria.

The Department recommends to the Decision Maker which applications to approve for a grant.

We may request advice on applications from local, state and territory governments, Australian Government agencies, independent experts and other external parties.

Advice may be requested on but not limited to, the history of the applicant in delivering projects, the viability of the project and the applicant, the extent to which the project aligns with or delivers priorities in state and territory plans, confirmation of funding contributions and the impact of the project on the region.

Where we believe an independent professional confirmation of our assessment of an application is required, an Independent Viability Assessment may be undertaken.

- 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 and with the application 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 application.
- Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The Department recommends to the Decision Maker which applications to approve for a grant.

7.3 Who will approve grants?

The Minister for Infrastructure, Transport, Regional Development and Local Government is the Decision Maker and decides which grants to approve considering the recommendations of the Department and the availability of grant funds for the purposes of the grant program.

The decision is final in all matters, including:

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

We cannot review decisions about the outcome of your application.

8 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.

8.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within three (3) months of being advised of the outcome. This request must be sought in writing by email at PCIP@infrastructure.gov.au. We will give written feedback within one month of your request.

9 Successful grant applications

9.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth.

We use two types of grant agreements in this program. The type of grant agreement selected for use will depend on a number of factors, including, but not limited to, the size and complexity of your project. We may also use a bespoke agreement where it is required by the nature of the project.

Each grant agreement has general terms and conditions that cannot be changed. Sample grant agreements are available at [GrantConnect](#) and on our website at <http://www.infrastructure.gov.au>. The grant agreement outlines the grant requirements. There may be specific conditions attached to the funding approval as a result of the assessment or further consideration by the Program Delegate. These will be identified in the offer of funding or during the grant agreement negotiations. If alternative delivery arrangements for a project is agreed by the Program Delegate, to address complex and sensitive program delivery requirements, this will be reflected in the grant agreement.

We **must** execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed by both parties.

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

9.1.1 Simple Grant Agreement and Standard Grant Agreement

We will use either a simple grant agreement or standard grant agreement for this program. The type of grant agreement to be used will be determined by the Department. See Table 2 at Section 7.1 for details.

Where you have been invited to apply for funding for more than one project under this program, we **may** use a single grant agreement for multiple projects where it is effective and efficient to do so.

You will have four (4) weeks from the date of a written offer to sign the grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we **may** extend this period.

You may request changes to the project details in the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Decision Maker.

Your grant agreement will include the requirement that you operate and maintain your project for the purpose of the project for a minimum period as specified in the agreement after project completion.

9.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws, regulations and Australian Government sanctions, you may be requested to demonstrate compliance with certain legislation/policies/industry standards:

In particular, you will be required to demonstrate compliance with:

- certain building and construction requirements, including the *Work Health and Safety Act 2011* (Cth) and applicable state- or territory-based work health and safety legislation;
- all legislation in relation to Australian Government sanction regimes; and
- all legislation in relation to working with children, where applicable.

It is a condition of the grant funding that you meet these requirements. These requirements will be included in your grant agreement. If you do not adhere to the conditions of the grant agreement, the agreement may be terminated.

9.2.1 Building and construction requirements

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

- Australian Government Building and Construction WHS Accreditation Scheme⁴ ([WHS Scheme](#))

The WHS Scheme is administered by the [Office of the Federal Safety Commissioner](#).⁵

The Scheme applies to projects that are indirectly funded by the Australian Government where the head contracts for building work are greater than \$4 million (GST inclusive) and:

- the value of the Australian Government contribution to the project is at least \$6 million and represents at least 50 per cent of the total construction project value; or
- regardless of the proportion of Australian Government funding, where the Australian Government contribution to a project is \$10 million or more.

⁴ <https://www.fsc.gov.au/scheme-accreditation>

⁵ <https://www.fsc.gov.au/>

9.2.2 Child Safe Requirements

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

You must implement the [National Principles for Child Safe Organisations](#)⁶ endorsed by the Commonwealth.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually. You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation, including mandatory reporting requirements and the National Principles for Child Safe Organisations.

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

9.3 How we pay the grant

Grant funding is not provided in a lump sum or in advance. It will generally be paid by instalments in arrears on the achievement by you of agreed milestones as set out in the grant agreement.

The grant agreement will state the:

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

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

- as you achieve agreed milestones; and
- on approval of satisfactory progress reports, which will include evidence of achievements.

We set aside at least 10 per cent of the total grant for the final payment. We will pay this when we approve a satisfactory project completion report submitted by you that demonstrates you have completed all outstanding obligations for the project.

The Program Delegate may approve alternative arrangements on a discretionary basis.

We will not exceed the maximum grant amount under any circumstances. There is no ability to increase funding under this program. If you incur extra costs, you must meet them yourself.

9.4 Grants payments and GST

Eligible applicants are required to be registered for the Goods and Services Tax (GST). Where applicable, we will add GST to your grant payment and may issue a recipient created tax invoice or request a tax invoice for the grant payment. You are required to notify us if you intend to change

⁶ <https://childsafe.humanrights.gov.au/national-principles>

your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁷.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).⁸ We do not provide advice on your particular taxation circumstances.

10 Announcement of grants

If successful, your grant will be listed on the GrantConnect website within 21 calendar days from the date of effect, as required by Section 5.3 of the [CGRGs](#). We will publish non-sensitive details of successful projects on GrantConnect.

11 How we monitor your grant activity

11.1 Keeping us informed

You **must** let us know as soon as you become aware of anything likely to affect your project or organisation. This includes any anticipated changes to the project outcomes.

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; and
- GST status.

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 any activities regarding the project such as instances of allegations of fraud or illegal activity.

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

11.2 Reporting

You must submit reports in line with the grant 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 at least:

- progress against agreed project milestones;
- contributions of participants directly related to the project (if applicable);
- expenditure of the grant;

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

⁸ <https://www.ato.gov.au/>

- achievement of any specific conditions; and
- the outcomes delivered by the project.

We will work with you so that you can provide the necessary information that we need to assess your progress. The level of information required will be relative to the complexity of the project and grant amount.

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

11.2.1 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, including evidence of expenditure; and
- 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. We **may** also require that all previous grants payments have been expended or committed prior to making a payment.

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

11.2.2 Ad-hoc reports

We may ask you for ad-hoc reports on your grant. We will only do this where it is necessary to obtain an update on progress, or identify any significant delays or difficulties in completing the project.

11.2.3 Completion report

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

Completion reports must:

- identify how outcomes have been achieved;
- include the agreed evidence as specified in the grant agreement;
- identify the total eligible expenditure incurred;
- note any factors affecting the project and outcomes; and
- be submitted within the time specified in the grant agreement and in the format provided in the grant agreement.

11.3 Financial declaration / Audited financial acquittal report

We will ask you to provide a declaration that the grant money was spent in accordance with the grant 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 grant agreement. The financial acquittal report template is provided with the Completion Report.

Your grant agreement will clearly outline your reporting requirements.

11.4 Grant agreement variations

We recognise that unexpected events may affect your progress. You should be proactive in informing us of these events. In these circumstances, you can request a variation to your grant agreement. You can request a variation by completing a Request for Variation Form to be supplied by us.

We cannot increase the amount of funding you receive, regardless of the reason. We will only consider variations to the length of your project up to the end of the program period. You should not assume that a variation request will be agreed. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

11.5 Compliance visits

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

11.6 Record keeping

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

11.7 Evaluation

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

We may contact you for up to 5 years after you finish your project for more information to assist with this evaluation.

11.8 Acknowledgement

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

You must also notify us of any other events relating to your project where there may be opportunities for the relevant Minister or Government representative to attend. These requirements are also identified in the agreement.

All signage, publicity and public statements must acknowledge the Australian Government funding using words and branding that are approved by us.

12 Probity

The Australian Government 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.

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

12.1 Enquiries and feedback

The Department's Complaints Management procedures apply to complaints about this grant program. All complaints about a grant process must be provided in writing.

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

The Department welcomes your feedback about the policy, programs or service provided by us. Any feedback should be submitted to us in writing via:

Email: clientservice@infrastructure.gov.au or

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

If you do not agree with the way the Department has 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 the Department. There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

12.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant program. There may be a conflict of interest, or perceived conflict of interest, if the Department's staff 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 the Department 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 \(Cth\)](#). Other officials including the decision maker must also declare any conflicts of interest.

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 Privacy

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

- what personal information we collect;
- why we collect your personal information; and
- 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 program 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 [Privacy Act 1988 \(Cth\)](#).

For further information about our privacy obligations (including in relation to how to access or correct personal information or make a complaint) and our contact details for privacy matters, please see our [Privacy Policy](#).

12.5 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 grant 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 grant 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; and
3. revealing the information would cause unreasonable harm to you or someone else.

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

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

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

12.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant 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.

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

By mail: Freedom of Information Coordinator
 Department of Infrastructure, Transport, Regional Development, Communications
 and the Arts
 GPO Box 2154
 CANBERRA ACT 2601

By email: FOI@infrastructure.gov.au

13 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.
commencement date	the expected start date for the grant activity.
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.
completion date	the expected date that the project must be completed and the grant spent by.
date of effect	can be the date on which a grant agreement is signed or a specified starting date.
Decision maker	the person who makes a decision to award a grant. The decision maker for the Priority Community Infrastructure Program is the Minister for Infrastructure, Transport and Regional Development.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
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

Term	Definition
grant	<p>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:</p> <ol style="list-style-type: none"> a. under which relevant money⁹ or other Consolidated Revenue Fund (CRF) money¹⁰ is to be paid to a grantee other than the Commonwealth and b. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee to achieve its objectives.
grant activity/activities	refers to the project 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.
executed grant agreement	a grant agreement that has been signed by both parties and becomes legally binding from the date of final signature
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.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grantee	the organisation which has been selected to receive a grant.
grant program	a ‘program’ carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Department Portfolio Budget Statement Program.
Program Delegate	Is the Assistant Secretary of the Department of Infrastructure, Transport, Regional Development, Communication and the Arts who has been authorised by the Minister, or is otherwise duly authorised to carry out the relevant functions in respect of the Program (and all initiatives under the Program).

⁹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹⁰ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
operational period	the period for which the project must be kept operational as specified in the grant agreement. This will be a minimum of 1 year and up to 5 years after the project has been acquitted, depending on the level of grant funding.
selection 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 relevant money	<p>‘value with relevant money’ 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.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved and • the potential grantee’s relevant experience and performance history.

Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure for investment ready projects. We may update this guidance from time to time, so you should make sure you have the current version from the website before preparing your application.

The Program Delegate makes the final decision on what is eligible expenditure in accordance with the guidelines and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period;
- be a direct cost of the project and / or;
- be incurred by you to undertake required project audit or signage activities; and
- meet the eligible expenditure guidelines.

You can only use Priority Community Infrastructure Program funding for eligible expenditure.

In-kind contributions are not eligible expenditure.

A.1 How we verify eligible expenditure

We will ask you to verify the project budget you provide in your application and when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

Expenditure incurred prior to the execution of the grant agreement is at your own risk. You may request this be considered as eligible expenditure however the decision is at the discretion of the Program Delegate.

If requested, you will need to provide the agreed evidence along with your progress reports.

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

At the end of the project, you may be required to provide an independent financial audit of all eligible expenditure from the project.

A.2 Materials for construction

We consider costs of acquiring materials for the construction of infrastructure as eligible expenditure. Where possible and suitable for your project, you should use locally procured and sustainable, recycled or repurposed building materials. For example applications of sustainable, recycled or repurposed building materials and to find potential suppliers see the [sustainable and recycled products](#) page on the Department of Climate Change, Energy, the Environment and Water's website.

You must list material costs as a separate item within your project budget in the application form where applicable.

Examples of eligible material costs can include:

- building materials;

- ICT cabling;
- fit out of the infrastructure, such as window dressings;
- fixed furniture (e.g. kitchen fit outs as part of the construction of a building); and
- landscaping.

You may show expenditure on materials by providing evidence of:

- purchase price;
- payments (e.g. tax invoices and receipts from suppliers confirming payment);
- commitment to pay for the materials (e.g. supplier contract, purchase order or executed lease agreement);
- receipt of materials (e.g. supplier or freight documents); and
- associated costs such as freight and installation (e.g. supplier documents).

If you claim expenditure for materials, we limit this to:

- the costs of materials; and
- freight costs.

A.3 Hired/leased plant

You may lease plant and equipment to support your project and, where possible, you should use local suppliers.

You must calculate eligible expenditure for hired, rented, or leased plant by the number of payment periods where you use the plant for the project multiplied by the period hiring fee. If you purchase plant under a hire purchase agreement, or you use a lease to finance the purchase of the plant, the cost of the item of plant, excluding interest, is capitalised, and then depreciated.

Running costs for hired or leased plant are eligible expenditure but you must be able to verify them. They may include items such as rent, light and power, and repairs and maintenance.

A.4 Contract expenditure

Eligible contract expenditure is the cost of work undertaken on any agreed eligible project activities that you contract others to do. This can include contracting:

- another organisation; and
- an individual who is not currently an employee, but engaged under a separate contract.

It can also include contracting others on the core elements of the project related to construction.

This may include:

- architect services;
- design services;
- project management;
- quantity surveying; and
- building services.

Costs for pre-construction activities including architect services, design, surveying, planning, environmental or other regulatory approvals, are limited to 20 per cent of the total amount of eligible project expenditure claimed.

For business cases, feasibility studies, master plans or similar this may also include contracting consultants to undertake the activity.

Where possible, you should engage local labour and services.

This must not include existing employees that you pay a salary or a wage.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform; and
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work;
- the hours and hourly rates involved; and
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work;
- purchase orders;
- supply agreements; and
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

A.5 Other eligible expenditure

Other eligible expenditure for the project may include:

- financial auditing of project expenditure;
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period; and
- agreed Priority Community Infrastructure Program signage if applicable as outlined in 10.8 of these guidelines.

Other specific expenditures may be eligible as determined by the Program Delegate in accordance with the CGRGs and Government practice.

Evidence can include but is not limited to supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time, so you should make sure you have the current version from the website before preparing your application.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- purchase of land or existing infrastructure, including the costs associated with sub-division of land;
- repair or replacement of existing infrastructure where there is no demonstrated significant increase in benefit;
- ongoing operating costs, including utilities;
- payment of salaries for the applicant's existing employees. Exemptions may be sought, for example, in the case of remote locations. A request for exemption needs to be supported by evidence that demonstrates that it is more efficient and cost effective to use existing staff;
- project overhead items including office equipment, vehicles or the grantee's mobile capital equipment. Exemptions may be sought for the use of capital equipment such as trucks and earth moving equipment. A request for exemption needs to be supported by evidence that demonstrates that it is more efficient and cost effective to use your existing plant and equipment;
- costs related to registered training organisation training activities;
- routine operational expenses, including communications, accommodation, printing and stationery, postage, legal and accounting fees and bank charges;
- writing the application and reporting on the grant; and
- making donations, gifts and sponsorships.

Additional examples of ineligible expenditure specific to investment ready projects include:

- ICT equipment, including software or hardware that is not an integral part of the funded infrastructure project.

This list is not exhaustive and applies only to the expenditure on the agreed project. Other costs may be ineligible where the Program Delegate determines they do not directly support the achievement of the planned outcomes for the project or they are contrary to the objectives of the program. You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

Appendix C. Employment Numbers

When addressing employment outcomes, you must estimate the number of jobs your project will create.

- *Direct* jobs are the employment impacts of the project itself. For example, new administrative or construction jobs generated during the process of creating, improving or extending community infrastructure or a community service and maintaining that infrastructure or service for ongoing use.
- *Indirect* jobs are the employment impacts generated in the community or in organisations because they are affected by, benefit from or support or service the funded project. For example, new transport, trades, retail or food services jobs generated as a result of the project.

Job numbers are expressed in terms of fulltime equivalent (FTE) jobs. An FTE job is not a head count. It refers to the number of hours of work undertaken compared to that typically undertaken by a full-time employee. For example, if a full-time worker works 40 hours per week, a person working 20 hours per week is 0.5 FTE for that week.

You should only report the employment impacts for new/additional jobs created by the project.

You must not report as additional (or 'net') job numbers any jobs that are filled by shifting existing employees onto the project. This applies to staff that are working in your organisation and in other organisations that are benefitting from, or are affected by the project. This is because there is no overall employment gain being generated.

The combination of direct and indirect additional job impacts gives the total 'net' employment impact of the project in the area affected.

Information about employment impacts should include some estimation of the expected duration of the employment. For example, 'we expect to generate 5 direct FTE jobs for a period of 6 months during the project period' or 'we will generate 3 FTE indirect ongoing jobs following the project period'.

For infrastructure or community investment projects direct jobs are typically created during the active construction or development phase, and so should be reported as time-specific (e.g. for 6 months).

Indirect jobs generated by the project may not be time constrained (e.g. ongoing additional retail or food services jobs generated by the ongoing presence and community use of the new funded infrastructure or community amenity).

You will be required to provide evidence to support job impact claims, for example a statement substantiating the basis of your job estimates.

Appendix D. Attachments to the application

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

Applicant type	Document
Mandatory Documents (must be submitted for your application to be eligible)	
Not for profit organisations	<p>Evidence of your current not for profit status</p> <ul style="list-style-type: none"> ▪ Current Australian Charities and Not for Profits Commission (ACNC) registration; or ▪ Incorporated association certificate; or ▪ Constitutional documents and/or Articles of Association that demonstrate the not for profit character of the organisation.
For incorporated trustees applying on behalf of a trust	Trust documents showing the relationship of the incorporated trustee to the trust.
For grants >\$5 million	Accountant Declaration
All applicants	<p>If additional contributions are confirmed, letters evidencing the cash or in-kind contribution confirmed from each contributing organisation or individual. They must:</p> <ul style="list-style-type: none"> ▪ be on the organisation's letterhead, ▪ be signed and dated by an authorised person, and ▪ set out the value and timing of contributions and any conditions attached. <p>If additional contributions are not yet confirmed (i.e. sought), applicants must provide advice as to when confirmation is expected.</p>
All applicants	Project Budget
Supporting Documents (evidence to support claims made against the criteria for assessment)	
All applicants	<p>Evidence supporting how the project will benefit the community. This could include, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Community Needs Assessment ▪ Letters of support from community stakeholders ▪ Economic modelling ▪ Market research ▪ Demographic studies <p>Audited financial statements or similar for the last two (2) years for projects with grant funding over \$100,000</p> <p>Business Plan and/or Feasibility Study</p> <p>Evidence of third-party leasing arrangements (if applicable)</p>

Applicant type	Document
	Designs Cost estimates or contracted costs Quotes
Grants > \$1 million	Project Management Plans, commensurate with stage of development of the project, which should include: <ul style="list-style-type: none"> ▪ Scope ▪ Proposed Implementation methodology ▪ Timeframes ▪ Budget/Cost Estimates ▪ Details of Regulatory Approvals ▪ Procurement Plan ▪ Risk Management Plan