



Australian Government

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

Arts and Screen Employment Pathways Pilot Program Open Competitive Grant Guidelines

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Enquiries:	If you have any questions, contact the Arts Inclusion and Workforce team in the Office for the Arts at: Email: Arts.Disability@arts.gov.au Phone: 1800 080 090 (during business hours of 9:00am to 5:00pm [Canberra local time] Monday to Friday)
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Contents

1. Arts and Screen Employment Pathways Pilot Program: Open competitive grant opportunity processes.....	4
1.1 Introduction	6
2. About the grant program	6
3. Grant amount and grant period.....	9
3.1. Grants available	9
3.2. Grant period	9
4. Eligibility criteria	9
4.1. Who is eligible to apply for a grant?.....	9
4.2. Additional eligibility criteria	10
4.3. Who is not eligible to apply for a grant?.....	10
4.4. What qualifications, skills or checks are required?	11
4.5. Specific legislation, policies and industry standards	11
5. What the grant money can be used for	11
5.1. Eligible grant activities	11
5.2. Eligible locations	14
5.3. Eligible expenditure.....	15
5.4. What the grant money cannot be used for.....	16
6. The assessment criteria	16
7. How to apply.....	18
7.1. Attachments to the application.....	19
7.2. Joint (consortia) applications	20
7.3. Timing of grant opportunity processes.....	20
7.4. Questions during the application process	21
8. The grant selection process.....	21
8.1. Assessment of grant applications	21
8.1.1. Value with relevant money	21
8.2. Who will assess applications?	21
8.3. Who will approve grants?.....	22
9. Notification of application outcomes	22
9.1. Feedback on applications	22
10. Successful grant applications	23
10.1. The grant agreement	23
10.2. How the department pays the grant.....	23
10.3. Grant payments and GST	23
11. Announcement of grants.....	24
12. How the department monitors grant activities	24

12.1.	Keeping the department informed.....	24
12.2.	Reporting.....	24
12.3.	Financial acquittal reports	26
12.4.	Grant agreement variations	26
12.5.	Compliance visits	26
12.6.	Record keeping	26
12.7.	Evaluation	26
12.8.	Acknowledgement.....	27
13.	Probity.....	27
13.1.	Enquiries and feedback	27
13.2.	Conflict of interest	28
13.3.	Privacy	28
13.4.	Confidential information	29
13.5.	Freedom of information	30
14.	Glossary.....	31

1. Arts and Screen Employment Pathways Pilot Program: Open competitive grant opportunity processes

The Arts and Screen Employment Pathways Pilot Program is designed to achieve Australian Government objectives

This grant opportunity is part of the Arts and Screen Employment Pathways Pilot Program and [Equity: the Arts and Disability Associated Plan](#), which contribute to the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts' (the department) Outcome 6 to support and promote participation in, and access to, Australia's arts and culture through developing and supporting cultural expression. It also supports Australia's Cultural Policy, *Revive*, and *Australia's Disability Strategy 2021-2031*. The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles 2024 \(CGRPs\)](#).



The grant opportunity opens

The department publishes the grant opportunity guidelines on the [GrantConnect](#) website.



Applicants create account on SmartyGrants

Applicants create a new user account on [SmartyGrants](#) if they do not already have one.



Applicants complete and submit grant application

Applicants complete the application form on [SmartyGrants](#) and address all the eligibility and assessment criteria to be considered for a grant.



The department assesses all grant applications

The department assesses applications against eligibility criteria and notifies applicants if they are not eligible. The department and external industry assessors assess eligible applications against the assessment criteria, including overall considerations of value with relevant money, and compares them to other applications. Representatives from Creative Australia and Screen Australia assist the department with high level advice about applicants/applications and with moderating applications.



The department makes grant recommendations

The department provides advice to the Decision-Maker (the Minister for the Arts or their nominated delegate) on the merits of each application.



Grant decisions are made

The Decision-Maker decides which application/s is successful.



The department notifies applicants of the outcome

The department advises applicants of the outcome of their applications. The department may not notify unsuccessful applicants until grant agreements have been executed with the successful applicant/s.



The department enters into a grant agreement

The department will enter into a grant agreement with the successful applicant/s. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

The grantee/s undertakes the grant activity as set out in their grant agreement. The department manages the grant by working with the grantee/s, monitoring progress and making payments.



Evaluation of the Arts and Screen Employment Pathways Pilot Program

The department evaluates the specific grant activity and the grant program as a whole. The department bases this on information the grantee/s provides and that the department collects from various sources. The grantee/s will also need to work closely with the department and external expertise to support data collection and evaluation of the Program.

1.1 Introduction

These guidelines contain information about the Arts and Screen Employment Pathways Pilot Program grant opportunity (the Program).

Applicants must read these guidelines before filling out an application.

This document sets out:

- the purpose of the Program
- eligibility and assessment criteria and how to apply
- how grant applications are assessed and selected
- how applicants are notified
- how the grantee/s receives grant payments
- how the grantee/s will be monitored and evaluated
- responsibilities and expectations in relation to the Program.

This Program and process will be administered by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (the department), using the online grants management system [SmartyGrants](#).

The department administers the Program according to the [Commonwealth Grants Rules and Principles 2024](#) (CGRPs).

Disability language

Most artists and arts workers with disability have expressed the view that many people with disability in the arts and cultural sector prefer to use identity-first language rather than person-first language to describe themselves ('disabled person' rather than 'person with disability').

The department recognises there are diverse preferences for language, that personal choices can change over time, and language is always evolving. Some people may prefer person-first or different language to describe their experiences, or may not identify as a person with disability but rather as part of a cultural group.

To reflect and respect this feedback, the department uses identity-first language when referring to d/Deaf and disabled artists and workers in the arts, cultural, screen and digital games sectors, and person-first language when talking about disability for audiences and people in the wider community.

2. About the grant program

The \$2.2 million Program will run over 3 years from 2025-26 to 2027-28. It is an action under [Equity: the Arts and Disability Associated Plan \(Equity\)](#). This is a 4-year plan with \$8.1 million for activities to build equity for artists, arts workers, and audiences with disability across Australia. *Equity* is a supporting document for:

- [Australia's Disability Strategy 2021-2031](#)
- Australia's Cultural Policy, [Revive: a place for every story, a story for every place](#).

The Program will match early to mid-career artists and arts workers with disability with arts, cultural, screen and digital games organisations for temporary paid job placements of up to 12 months, for any art form and any position level across Australia. This includes people from diverse backgrounds who may face multiple barriers to building careers in the sectors. Intersectional barriers need to be considered throughout the design of the grant activities.

The Program may be delivered by a single grant recipient, multiple grant recipients or through consortia arrangements (refer to section 7.2). The grantee/s will be responsible for the recruitment, selection and matching processes and oversight of the placements, in close consultation with the department. This includes providing support to participants and host organisations over the life of the placements and assisting host organisations to ensure they are accessible and culturally safe prior to placements starting. Placements are expected to start in 2027.

The Program will also build on the lessons of existing state-based arts and screen industry placement programs such as [Createability](#) (led by Create NSW in partnership with Accessible Arts NSW, Screen NSW and Sound NSW) and [Ripple: Disability and Culturally Diverse Internship Program](#) (led by Accessible Arts NSW in partnership with Diversity Arts Australia).

An important note: these guidelines are for applications to deliver the Program and not for organisations seeking to host temporary job placements or for individuals seeking to apply for placements.

Objectives and outcomes

The design of the Program and its objectives and outcomes are informed by consultation with d/Deaf and disabled artists and arts workers, arts and disability peak bodies, and the wider arts and cultural sector. It is also informed by advice from the [Implementation Advisory Group](#) for *Equity*, which is made up of d/Deaf and disabled artists and workers in the arts, cultural, screen and digital games sectors.

The objectives of the Program are:

- to support d/Deaf and disabled artists and workers in the arts, cultural, screen and digital games sectors to build professional skills and networks to advance their careers
- to support arts, cultural, screen and digital games host organisations to become more accessible, equitable and culturally safe
- to collect data on the impact of temporary job placements for d/Deaf and disabled artists and workers in the arts, cultural, screen and digital games sectors, and the host organisations.

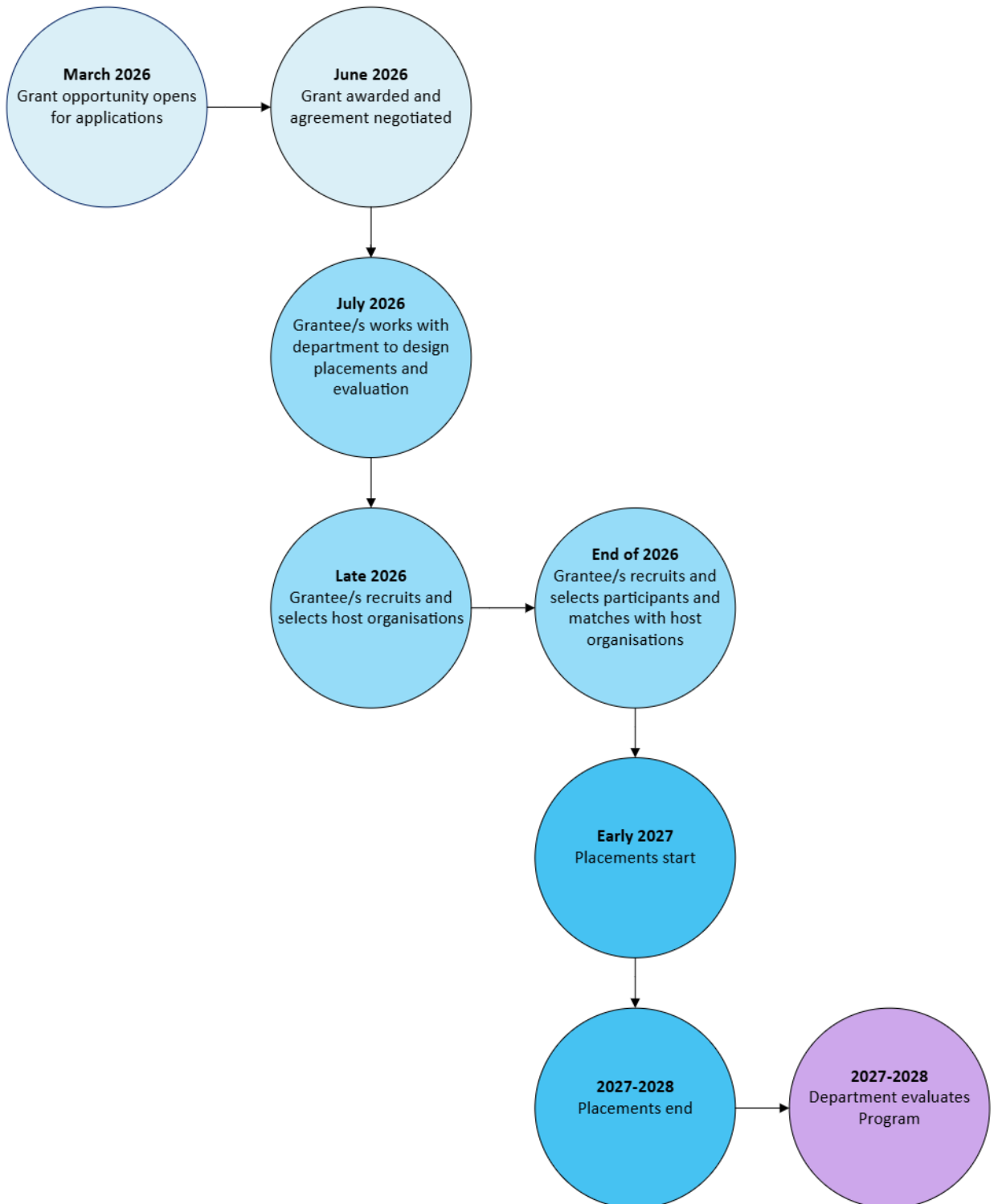
The intended outcomes of the Program are:

- enhanced access to sustainable career pathways for d/Deaf and disabled artists and workers in the arts, cultural, screen and digital games sectors
- more accessible, equitable and culturally safe host organisations
- an evidence base for future policy development.

The Program will also contribute to the priorities of *Equity* and *Revive* by:

- providing opportunities for d/Deaf and disabled artists and arts workers to advance their careers
- uplifting the arts, cultural, screen and digital games sectors' awareness and capabilities to support and access this workforce.

Flowchart of key phases and expected timing for the Program



3. Grant amount and grant period

3.1. Grants available

A total of \$2.2 million (GST exclusive) over 3 years from 2025-26 to 2027-28 is available for the Program as outlined in the table below.

Financial year 2025-26	Financial year 2026-27	Financial year 2027-28
\$0.1 million	\$1.1 million	\$1.0 million

This funding is available for:

- Wages for d/Deaf and disabled artists and workers in the arts, cultural, screen and digital games sectors who do temporary job placements through the Program, including superannuation and on-costs (up to \$1.7 million). Participants will be employed under any applicable award or agreement wages and conditions.
- Grantee overheads to run the Program, including any accessibility and cultural safety provisions for host organisations (up to \$0.3 million).
- A pool of funding for accessibility adjustments for d/Deaf and disabled artists and workers in the arts, cultural, screen and digital games sectors who do temporary job placements through the Program, and which are not available through existing Government programs such as the [Employment Assistance Fund](#) (EAF) (up to \$0.2 million).

3.2. Grant period

The maximum grant period is 3 years from 2025-26 to 2027-28.

The grantee/s must complete their grant activity by the date specified in their grant agreement.

4. Eligibility criteria

The eligibility criteria reflect the operational objectives and policy intent of the Program. The department cannot consider an application if it does not satisfy all the eligibility criteria.

The Decision-Maker can choose to waive or amend the eligibility criteria, however, they must be made aware of the risks.

4.1. Who is eligible to apply for a grant?

To be eligible, applicants must:

- have an Australian Business Number (ABN)
- where required by law, be registered for the purposes of GST
- be a permanent resident of Australia
- have an account with an Australian financial institution
- be a legal entity with the capacity to enter into a legally binding agreement or contract

- comply with all regulatory, industry and legal requirements in relation to copyright, licensing, employment, planning and environmental protection
- not have any outstanding reports, acquittals or serious breaches relating to any Commonwealth funding.

And be one of the following entity types:

- a company incorporated in Australia
- a company incorporated by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- an incorporated not-for-profit organisation
- a sole trader
- a partnership
- a local or territory government agency or body
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and/or Torres Strait Islander\) Act 2006](#).

If applying as a consortium (refer to section 7.2), all partners need to meet the eligibility criteria.

4.2. Additional eligibility criteria

The department can only accept applications from:

- entities that have a track record of experience and skills in disability access and equity. If applying as a consortium with another entity/ies, the lead entity must have this experience and skills. Key personnel for either a single applicant, or the lead entity of a consortium, must have lived experience of disability.
- entities that have experience in and understanding of the Australian arts, cultural, screen and digital games sectors. If applying as a consortium with another entity/ies, at least one of the partner entities must have this experience and understanding.

Further information about consortia arrangements is in section 7.2.

4.3. Who is not eligible to apply for a grant?

Applicants (including all partner members if applying as a consortium) are not eligible to apply if they are:

- not able to meet the eligibility criteria in sections 4.1 and 4.2
- a Commonwealth or state agency or body (including government business enterprises)
- an overseas resident/entity
- 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'

- an organisation (employer of 100 or more employees) that has not complied with the [Workplace Gender Equality Act 2012](#). Please see the non-compliant organisations list on the [Workplace Gender Equality Agency website](#).

4.4. What qualifications, skills or checks are required?

All personnel working on the grant activity must have, and if successful, maintain a Working with Vulnerable People registration in accordance with state and territory requirements. This includes any entities or personnel the grantee/s partners with to deliver elements of the Program, such as providing training.

The grantee/s must also ensure that host organisations provide safe and fair workplaces for participants doing placements. Workplace safety standards as well as legally binding industrial awards and enterprise agreements must be adhered to. Host organisations must also follow relevant guidance developed by Creative Workplaces (within Creative Australia), available at [creativeworkplaces.gov.au](#).

In addition, the grantee/s must ensure that host organisations have appropriate measures in place to protect Indigenous Cultural and Intellectual Property for any First Nations participants.

4.5. Specific legislation, policies and industry standards

While the grantee/s is required to comply with all relevant Commonwealth, state, territory and local government laws and regulations, they may be asked to demonstrate compliance with specific legislation, policies, industry standards and international obligations to maintain eligibility for the grant. These include:

- State/Territory Working with Vulnerable People registration
- [Fair Work Act 2009](#)
- [Disability Discrimination Act 1992](#)
- [Disability Services and Inclusion Act 2023](#)
- [Convention on the Rights of Persons with Disabilities](#)

To be eligible for a grant, applicants must declare in applications that they comply with these requirements. The grantee/s will need to declare they can continue to meet these requirements in their grant agreement with the department.

In addition, applicants will need to demonstrate how their grant activities will align with [Australia's Disability Strategy 2021-2031](#), the national policy framework to improve outcomes for people with disability.

5. What the grant money can be used for

5.1. Eligible grant activities

Summary of key activities

Funding is available for the design, implementation and oversight of the temporary job placements, in close consultation with the department. Key activities include:

- recruiting, selecting and matching host organisations and participants
- assisting host organisations to ensure they are accessible and culturally safe before placements start

- providing support to participants and host organisations over the life of the placements
- collecting data and information to inform grant reporting and an evaluation of the Program.

The grantee/s will need to work closely with the department and external expertise to support data collection and evaluation of the Program.

Selection of host organisations and participants

Host organisations

The grantee/s' selection of host organisations will consider:

- diversity in geographical location, art form, organisation size and type
- types of available roles and projects (including in arts administration and management)
- a commitment to equitable access and cultural safety
- existing employment of workers with disability within the organisations as a measure of disability confidence and to support the cultural safety of participants.

It is important that placements offer flexible work arrangements, such as options for part-time hours and the ability to work from home for at least some of the time, although this will depend on the nature of each role and needs of each participant. Placements can be up to 12 months. While there is no minimum length of time, longer placements are encouraged as they generally offer more career development opportunities.

Participants

Participants must:

- have disability and/or be d/Deaf and/or neurodivergent
- be over 18 years of age
- be an Australian citizen or Australian permanent resident.

The grantee/s' selection of participants will consider skills, experience, intersectionality, and ambitions to build careers in the arts, cultural, screen and digital games sectors.

Priority will be given to people with disability who experience multiple barriers to employment, such as people in regional and remote Australia, women and gender-diverse people, First Nations people, and culturally and linguistically diverse people.

There will be a focus on matching participants with organisations in their own state or territory.

Eligible activities

Eligible grant activities must directly relate to the Program and should include the activities listed below.

Program design and recruitment

- A. Reviewing advice about the Program from the Implementation Advisory Group for *Equity* and public consultation feedback (to be provided by the department), and any other relevant materials, and undertaking any additional targeted stakeholder engagement to inform the design of the Program.
- B. Designing the overall Program and how it will be implemented.
- C. Designing and implementing the recruitment process for host organisations and participants, in close consultation with the department. This includes:
 - designing accessible application forms and supporting documents such as Frequently Asked Questions
 - public promotion of the opportunity
 - running accessible information sessions
 - managing enquiries
 - assessing and shortlisting applications
 - managing disability-led interviews
 - selecting and matching successful host organisations and participants.

This may also include offering assistance for potential participants to apply, such as transcribing applications and accepting applications in formats such as videos.

Accessibility and cultural safety

- D. Implementing accessibility, cultural safety and sensory audits of host organisations throughout the placements. This may include checking or assessing if host organisations:
 - have diversity, equity and inclusion policies
 - have disability action plans in place or intentions to develop them
 - are actively implementing disability action plans
 - have disability advisory groups
 - have capacity to support participants or to partner with another organisation that has this capacity
 - have dedicated liaison or mediation points who are not direct managers.
- E. Providing support to advocate for, apply for and coordinate any required accessibility adjustments for participants. This should include:
 - completing accessibility checklists and/or other documentation with participants and direct supervisors within host organisations
 - assisting with applications to the Government's [EAF](#) (if eligible) and/or managing the provision of accessibility adjustments within the pool of funding for accessibility adjustments for the Program
 - providing access to qualified occupational therapists if required (which can be funded through the pool of funding for accessibility adjustments for the Program).

Training and induction

- F. Providing disability-led disability confidence, equity and trauma-informed training for host organisations. This should include a focus on structural change for whole organisations rather than one-off training for individuals.
- G. Providing leadership, mentoring and management training for direct supervisors of participants within host organisations.
- H. Providing training for participants, which may include 'job readiness', developing access riders, and key industry skills.
- I. Delivering induction processes for both participants and host organisations.

Support throughout placements

- J. Providing support for both participants and host organisations throughout placements. This should include:
 - regular check-ins
 - a process for raising complaints and mediation of any issues.
- K. Facilitating mentors and buddies for participants, which may be within host organisations, including access to mentors after placements end to assist with career development.
- L. Facilitating peer support and networking opportunities with other participants.
- M. Managing payments to host organisations of salaries, superannuation and on-costs for participants, and oversight to ensure these are appropriately distributed.
- N. Providing support for participants to further develop their careers after placements end.
- O. Ensuring there is appropriate mental health support for participants with trained psychologists, which may be sub-contracted or offered by host organisations.

Data collection

- P. Collecting data and information throughout placements to support public communications and an evaluation of the Program, in close consultation with the department and external expertise.

The grantee/s may partner with other entities or personnel with appropriate expertise to deliver elements of the Program such as providing training.

By the time of recruitment for placements, there are expected to be additional resources available through *Equity* which will assist with delivering the Program and uplifting accessibility capability in the arts, cultural, screen and digital games sectors, primarily the National Arts and Disability Code of Practice or appropriate guidelines.

5.2. Eligible locations

All grant activities must take place in Australia and the Program aims to have a national reach. It will be important to encourage placement applications from potential host organisations and participants from across Australia and to ensure

there is a diverse representation of geographical locations, including regional and remote locations.

5.3. Eligible expenditure

The grantee/s can only spend the grant on eligible expenditure incurred on eligible grant activities between the start date and end date of their grant agreement and as per the budget in their grant agreement.

Eligible expenditure items are:

- eligible grant activities in section 5.1
- wages for participants who do temporary job placements through the Program, including superannuation and on-costs (a total of \$1.7 million is available)
- accessibility adjustments for participants which are not available through existing Government programs such as the [EAF](#) (a pool of funding of up to \$0.2 million is available)
- operational costs directly related to delivering the eligible grant activities under the grant agreement, such as telephone, internet and software usage, rent, utilities, insurance, printing, stationery, and vehicle leasing
- wages of personnel or contractors who directly deliver the eligible grant activities under the grant agreement, including superannuation and on-costs
- reasonable domestic travel (transport, accommodation, per diems) associated with delivering the eligible grant activities, such as any stakeholder engagement which cannot be done online; site visits to audit host organisations for accessibility and cultural safety; or site visits to support participants and/or host organisations (the grantee/s must seek the department's approval of any travel).

The grantee/s will be required to minimise expenditure on overheads and operational costs to prioritise direct funding support for d/Deaf and disabled artists and workers in the arts, cultural, screen and digital games sectors, and upskilling and building greater accessibility and disability confidence within host organisations.

The department may ask the grantee/s to verify costs provided in their application/s. This may include providing evidence such as quotes for major costs and evidence to demonstrate that wages and operational costs are directly attributable to the eligible grant activities.

The grantee/s may be offered partial funding, for example, where components of a proposal are not eligible for funding or where another applicant is successful in applying to deliver parts of the Program.

Payment of artists and arts workers

Revive recognises that artistic and cultural work is a professional activity and that fair pay and conditions for arts and cultural workers are essential. It acknowledges the centrality of artists and arts workers to the success of the sector.

Participants in the Program must be fairly remunerated for their work and provided with safe and respectful workplaces, including employment under any applicable award or agreement wages and conditions.

5.4. What the grant money cannot be used for

The grant cannot be used for the following activities:

- purchase of land
- major construction or capital expenditure such as purchase of real estate or extensions to buildings
- retrospective costs
- general wage costs not related to the delivery of the Program
- costs attributable to general ongoing administration of an entity such as electricity, insurance, phone and rent
- first class or business class domestic travel, or travel otherwise not accepted by the department (the grantee/s must seek the department's approval of any travel)
- overseas travel
- temporary job placements or other employment arrangements that are already supported through other mechanisms or initiatives
- costs incurred in the preparation of a grant application or related documentation
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The assessment criteria

The application form asks a series of questions that require applicants to address all the following assessment criteria, which are equally weighted.

The department will assess applications against the assessment criteria. The amount of detail and supporting evidence provided in applications should be relative to the size, complexity and grant amount requested. The application form includes text limits for each question.

The department will only award funding to applications that score highly against all assessment criteria.

Please refer to the objectives and outcomes of the Program (in section 2 of these guidelines) when demonstrating how activities support each criterion. Applicants should provide evidence to support claims wherever possible.

Criterion 1: Disability skills and experience

Provide evidence of skills and experience in disability access and equity. Experience in disability employment services will be especially advantageous. This may include:

- experience with access audits, disability action plans, and accessibility adjustments
- providing support to workers with disability
- assisting organisations to become more accessible
- delivering disability confidence and accessibility training

- understanding of the social and human rights models of disability
- general understanding of or experience in engaging with the Government's [EAF](#).

If applying as a consortium with another entity/ies, the lead entity must have disability skills and experience. Key personnel for either a single applicant, or the lead entity of a consortium, must have lived experience of disability.

Criterion 2: Sector experience and understanding

Provide evidence of experience in, and understanding of, the Australian arts, cultural, screen and digital games sectors. This may include:

- evidence of an applicant's work such as website material, audio or video material, descriptions, case studies, photos, reports, referee reports or letters of support, résumés of key personnel, and social media
- demonstrated understanding of the diverse and unique operating environments of the sectors, which may include challenges and barriers to becoming more accessible.

If applying as a consortium, at least one of the partner entities must have sector experience and understanding.

Criterion 3: Capability and capacity

Demonstrate capability and capacity to deliver the Program and work with a diverse range of stakeholders, particularly people with disability. This must include:

- the proposed governance model and staffing structure for delivering the grant activities
- the experience, skills and qualifications of key personnel in planning and delivering complex projects, such as disability employment and organisational change
- the experience, skills and qualifications of key personnel in working with people with disability
- evidence of stakeholder engagement skills and experience.

Criterion 4: Viability and quality

Demonstrate how objectives and outcomes of the Program will be achieved through a detailed work plan with key milestones and timeframes. The work plan must also demonstrate how accessibility will be embedded throughout the grant activities.

The work plan must include eligible grant activities in section 5.1 of these guidelines, including:

- how accessible application, recruitment and matching processes will be delivered, including:
 - how applications from a diverse range of host organisations will be encouraged, including consideration of geographical locations, art forms, organisation size and type, and types of available roles for temporary job placements

- how applications from a diverse range of participants will be encouraged, and how intersectional barriers will be addressed
- how accessibility and cultural safety checks of potential host organisations will be done
- how host organisations and participants will be supported throughout placements, such as inductions, regular check-ins, mental health support, processes for raising and mediating complaints, mentors and buddies, and networking opportunities with other participants
- how inductions and training for host organisations will be delivered (including disability confidence, equity and trauma-informed training, and leadership, mentoring and management training for direct supervisors)
- how training for participants will be delivered (which may include 'job readiness', access rider preparation, and key industry skills)
- how participants will be supported during their placements for future career development
- how there will be appropriate oversight of fair payment of salaries and superannuation for participants, including wages and conditions under any applicable awards or agreements.

A risk management plan must also be provided.

Criterion 5: Value with relevant money

Demonstrate value with relevant money (see the glossary definition). This must include:

- a work plan and timeline that demonstrates the viability and quality of the proposal
- a proposed budget that is reasonable and viable, including a breakdown of all costs such as grantee overheads and wages
- a risk management plan which identifies key risks and mitigation strategies
- governance arrangements and capacity to administer funding within the entity
- the applicant's funding history/compliance with government funding (if applicable).

7. How to apply

Before applying, applicants must read these guidelines, which are published on [GrantConnect](#). Any alterations and addenda¹ to these guidelines will also be published on GrantConnect. Applicants can register on this website to receive automatic notifications of any alterations and addenda.

Applicants can only submit one application, either as a single eligible entity or as the nominated lead eligible entity of a consortium. An entity may be a partner in

¹ 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.

multiple consortium applications but only the lead entity of one consortium application.

Applicants must complete and submit the online application form in [SmartyGrants](#) by 23:59pm (Canberra local time) on 19 April 2026 and:

- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments.

Applicants are responsible for ensuring their application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#). The department will investigate any false or misleading information and, where necessary, may exclude such applications from further consideration.

If applicants find an error in their application after submitting it, have any technical difficulties, or need help with the application process or submitting an application online, they should contact the department at Arts.Disability@arts.gov.au or by calling 1800 080 090 (during business hours of 9:00am to 5:00pm [Canberra local time] Monday to Friday). The department does not have to accept any additional information, nor requests from applicants to correct their applications, after the closing time.

Applications cannot be changed after the closing date and time. If the department finds an error or information that is missing, it may ask for clarification or additional information that will not substantially change the nature of an application. The department may not accept any additional information that would change an application after the closing time.

Applicants should keep a copy of their application and any supporting documents.

Applicants will receive an automated email from SmartyGrants to acknowledge receipt of their application once it has been submitted.

7.1. Attachments to the application

The department requires applications to include the following supporting documents:

- a detailed work plan, which also demonstrates how accessibility will be embedded throughout the grant activities
- an indicative budget, including a breakdown of all costs such as grantee overheads and wages
- key personnel skills and experience, which may be in the form of résumés
- a risk management plan
- evidence of support from the lead entity's board or leadership and/or letter of support from any proposed consortium members, if applicable
- trust deed, if applicable.

Applicants may also attach evidence of disability skills and experience, and sector experience and understanding (see assessment criteria one and two).

7.2. Joint (consortia) applications

The department recognises that some applicants may want to partner with other applicants to deliver the Program. These applications are encouraged to meet all the required skills and experience, particularly assessment criteria one and two.

In these circumstances, applicants must appoint a 'lead entity'. Only the lead entity can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of them.

Each letter of support must include:

- details of the partner entity
- an overview of how the partner entity will work with the lead entity and any other partner entities to successfully complete the grant activity
- an outline of the relevant experience and/or expertise the partner entity will bring to the group
- the roles/responsibilities of the partner entity and the resources they will contribute (if any)
- details of a nominated management level contact officer of the partner entity.

The grantee/s must have a formal arrangement in place with all parties prior to execution of the grant agreement.

It is the responsibility of the lead entity to ensure that all parties and subcontractors comply with the relevant aspects of the grant agreement.

7.3. Timing of grant opportunity processes

Applications must be submitted between the published opening and closing dates. These dates will be advertised on [GrantConnect](#) and the department's [website](#). Late applications will not be accepted.

The department expects the grantee/s to commence grant activities from July 2026.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Guidelines published and applications open on GrantConnect	09:00 (Canberra local time) on 9 March 2026
Applications close	23:59 (Canberra local time) on 19 April 2026
Assessment of applications	4 – 5 weeks
Approval of outcomes of selection process	Up to 2 weeks
Negotiations and award of grant agreement/s	Up to 2 weeks
Notification to unsuccessful applicants	Up to 2 weeks
Earliest start date of grant activity	July 2026

Activity	Timeframe
End date of grant activity	June 2028

7.4. Questions during the application process

If applicants have any questions during the application period, please contact Arts.Disability@arts.gov.au or 1800 080 090 (during business hours of 9:00am to 5:00pm [Canberra local time] Monday to Friday). The department will aim to respond to emailed enquiries within 5 working days.

8. The grant selection process

8.1. Assessment of grant applications

The department will first review an application against the eligibility criteria in section 4 of these guidelines. Only eligible applications will be considered further.

The department considers eligible applications through an open competitive grant process. Applications will be assessed against the assessment criteria in section 6 and against other eligible applications. Each application is considered on its merits, based on:

- how well it meets the assessment criteria
- the extent to which the evidence in the application demonstrates that it will contribute to the overall objectives and outcomes
- how it compares to other applications
- whether it provides value with relevant money.

8.1.1. Value with relevant money

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

- fitness for purpose of the proposal and extent to which the evidence in the application demonstrates that it will contribute to the overall objectives and outcomes
- the quality of the proposed work plan, budget and risk management plan
- the applicant's relevant skills, experience, qualifications and performance history.

8.2. Who will assess applications?

Each application will be assessed by at least one official from the department and at least one pre-selected external industry assessor. External industry assessors are selected by the department based on their lived experience of disability and knowledge, experience and skills related to the arts, cultural, screen and digital games sectors.

All assessors, including external industry assessors, will be required to perform their duties in accordance with the [CGRPs](#) and declare any conflict of interest (as per section 13.2).

The department may seek additional information about applicants or their application, including project partners and key personnel. They may do this from

within the Commonwealth, including from Creative Australia and Screen Australia, even if the sources are not nominated by applicants as referees. The department may also consider information about applicants or their application that is available through the normal course of business.

To inform its recommendation for funding to deliver the intended outcomes of the Program, the department will consider:

- the Program's available budget
- the quality of the proposed work plan, budget and risk management plan
- the extent to which the application meets the application criteria and demonstrates it will meet objectives and outcomes
- the applicant's relevant skills, experience, qualifications and performance history
- value with relevant money.

Representatives from Creative Australia and Screen Australia will assist the department with moderating applications.

The department will provide the Decision-Maker with recommendations on which applications to approve for a grant.

8.3. Who will approve grants?

The Minister for the Arts, or their nominated delegate (the Decision-Maker), decides which grants to approve. They consider the recommendations of the department officials, and the availability of grant funds for the purposes of the grant program.

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.

There is no appeal mechanism for decisions to approve or not approve a grant, but applicants can make enquiries or complaints about the grant process (see section 13.1).

9. Notification of application outcomes

The department will advise applicants of the outcome of their application in writing.

The department will advise the grantee/s of any specific conditions attached to the grant.

Unsuccessful applicants can request feedback.

9.1. Feedback on applications

Unsuccessful applicants may ask for feedback within 60 working days of being advised of the outcome. The department will aim to give written feedback within 25 working days of any request.

10. Successful grant applications

10.1. The grant agreement

The grantee/s must enter into a legally binding grant agreement with the department.

The department may use either a Commonwealth Simple Grant Agreement or a Commonwealth Standard Grant Agreement. The selection of the type of grant agreement will depend on the risk and complexity of the grant activities.

Each grant agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the [Department of Finance's website](#).

The grantee/s will have 15 working days from the date of a written offer to execute the grant agreement with the Commonwealth ('execute' means both the grantee and the Commonwealth have signed the agreement). During this time, the department will work with the grantee/s to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, the department may extend this period. The approval of the grant is based on the information provided in the application.

The grant agreement may have specific conditions determined by the assessment process or other considerations made by the Decision-Maker. These will be identified during grant negotiations and in the agreement.

The department must execute a grant agreement with the grantee/s before any payments can be made. Grant activities must not start until a grant agreement is executed.

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

10.2. How the department pays the grant

The grant agreement will state the:

- maximum grant amount to be paid
- eligible expenditure
- any in-kind contributions made by the grantee/s
- any financial contribution provided by a third party
- payment milestones.

The department will not exceed the maximum grant amount under any circumstances. If the grantee/s incurs extra costs, they must meet them themselves.

Grant payments will be made according to an agreed schedule in the grant agreement. Payments are subject to satisfactory progress on the grant activity and the provision of correctly rendered tax invoices.

10.3. Grant payments and GST

Payments will be made as set out in the grant agreement. If the grantee/s is registered for the [Goods and Services Tax \(GST\)](#), where applicable, the department will add GST to the grant payment and issue the grantee/s with a

[Recipient-Created Tax Invoice](#). Payments to government entities do not attract GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. The department recommends applicants seek independent professional advice on their taxation obligations or seek assistance from the [Australian Taxation Office](#). The department cannot provide advice on individual taxation circumstances.

11. Announcement of grants

The grantee/s and grant details will be listed on the [GrantConnect](#) website within 21 calendar days after the date of effect as required by Section 5.4 of the [CGRPs](#).

The grant may be announced by the Australian Government in a media release. It may also be announced on the department's [website](#) and social media channels.

12. How the department monitors grant activities

12.1. Keeping the department informed

The grantee/s must advise the department if anything is likely to affect their grant activity or entity.

The department needs to know of any key changes to the entity or its grant activities, particularly if they affect the grantee's ability to complete the grant, carry on business and pay debts because of these changes.

The grantee/s must also inform the department of any changes to their (or consortia members where applicable):

- name
- addresses, including email
- nominated contact details
- bank account details
- key personnel
- scope of activities to be delivered.

If the grantee/s becomes aware of a breach of terms and conditions under the grant agreement, they must contact the department immediately.

The grantee/s must notify the department of events relating to their grant and provide an opportunity for the Minister for the Arts or their representative to attend.

12.2. Reporting

The grantee/s must submit reports in line with the grant agreement through an online SmartyGrants form. The department will provide templates for these reports. The department will remind the grantee/s of reporting obligations before a report is due. Reports must include:

- progress against agreed grant milestones, objectives and outcomes, including:
 - how more sustainable career pathways for participants are being supported

- how host organisations are becoming more accessible, equitable and culturally safe
- how accessibility and cultural safety are being supported in placements
- data and information on impacts of the grant activity for participants and host organisations
- learnings and challenges from implementation, including partnerships and collaborations
- a breakdown of expenditure of grant funding, in line with the approved budget.

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

The department will monitor progress by assessing reports submitted by the grantee/s. The department may also conduct site visits or request records to confirm details of the reports if necessary, including invoices, receipts, photographs, videography and marketing materials. Occasionally the department 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 progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- be submitted by the report due date (reports can be submitted ahead of time if relevant activities have been completed).

Grant payments will only be made after the department has received and accepted satisfactory progress reports.

The grantee/s must discuss any reporting delays with the department as soon as they become aware of them.

Ad-hoc reports

The department may ask for ad-hoc reports on the grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

Final report

The grantee/s must submit a final report after the grant activity is completed.

Final reports must:

- identify progress against agreed key deliverables
- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred and a breakdown of budget items
- be submitted within the agreed timeframe in the grant agreement.

12.3. Financial acquittal reports

The department may ask the grantee/s to provide a non-audited financial acquittal report annually. A non-audited financial acquittal report is an income and expenditure statement that shows how grant funding was spent on the activity in line with the grant agreement. These reports must be signed by someone from the entity with the authority to do so.

The department may also ask for an independently audited financial acquittal report to be provided annually and/or as part of the final report that verifies the grant was spent in accordance with the grant agreement.

Any unspent funds must be declared in the financial acquittal reports. Any funding that is not spent by the grant agreement end date must be returned to the department.

12.4. Grant agreement variations

The department recognises that unexpected events may affect grant activity progress. In these circumstances, the grantee/s can request a variation to their grant agreement. A variation can be requested by contacting Arts.Disability@arts.gov.au before the grant agreement end date.

The grantee/s should not assume that a variation request will be successful. The department will consider the request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5. Compliance visits

The department may visit the grantee/s during or at the completion of their grant activity to review compliance with the grant agreement. The department will provide reasonable notice of any compliance visit.

12.6. Record keeping

The department will keep accurate records of each grant agreement. The department will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- evaluate the grantee's performance.

The department will monitor the progress of the grant activity by assessing reports and information provided by the grantee/s. Occasionally the department may need to seek further information.

The department may also inspect the records the grantee/s is required to keep under the grant agreement.

12.7. Evaluation

The evaluation of the Program will measure how well the objectives and outcomes have been achieved. Information from the grantee's application and reports may be used for this purpose. The department may also interview the grantee/s or ask for more information to evaluate how effective the Program was in achieving its outcomes.

The grantee/s will be required to work with the department and external expertise to support data collection and evaluation of the Program, as well as external communications to profile the Program, participants and host organisations. This may include recording feedback received throughout the placements from both participants and host organisations, collecting disaggregated demographic data through methodologies such as surveys and interviews, and tracking outcomes after placements end.

The department may also contact the grantee/s up to one year after the grant activity is completed for more information to assist with this evaluation.

12.8. Acknowledgement

If the grantee/s makes a public statement about an activity funded under the Program, it must acknowledge the grant with the following statement:

‘The Arts and Screen Employment Pathways Pilot Program is an Australian Government initiative funded through *Equity: the Arts and Disability Associated Plan*’.

The grantee/s may also be required to use the department and program logo, which can be provided upon request.

The grantee/s will be required to identify and maximise opportunities to promote the Australian Government contribution to the activity, including through print media, social media and other forms of electronic media.

13. Probity

The department will make sure that the Program process is fair, is conducted according to the published guidelines, is consistent with the [CGRPs](#) and incorporates appropriate safeguards against fraud and corruption, unlawful activities and other inappropriate conduct.

These guidelines may be changed from time-to-time by the department. When this happens, the revised guidelines will be published on [GrantConnect](#). Parties will be automatically notified of any changes to the guidelines by registering on this website.

Applicants should be aware of their obligations under the [National Anti-Corruption Commission Act 2022](#), noting that under the Act, the grantee/s will generally be considered a ‘contracted service provider’.

13.1. Enquiries and feedback

Any questions about this Program, including grant decisions, should be sent to Arts.Disability@arts.gov.au.

The department’s [Client Service Charter](#) has information about lodging a complaint about this Program. All complaints about a grant process must be provided in writing.

If an individual or entity does not agree with the way the department has handled their complaint, they may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually consider a complaint unless the matter has first been raised directly with the department.

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. Conflict of interest

Any conflicts of interest, or perceived conflicts of interest, can affect the performance of the Program. There may be a conflict of interest, or perceived conflict of interest, if departmental staff, assessors and/or the grantee/s or any of their personnel, including sub-contractors, have a:

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

Applicants will be asked to declare any perceived or existing conflicts of interest or that, to the best of their knowledge, there are no conflicts of interest.

If an applicant later identifies an actual, apparent, or perceived conflict of interest, they must immediately inform the department in writing.

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](#) and section 29 of the [Public Governance, Performance and Accountability Act 2013](#). Assessors and other officials, including the Decision-Maker, must also declare any conflicts of interest.

13.3. Privacy

The department treats personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes advising applicants:

- what personal information is collected
- why the personal information is collected
- who the personal information is provided to.

‘Personal information’ means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- whether the information or opinion is true or not
- whether the information or opinion is recorded in a material form or not.

Personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption under the Australian Privacy Principles applies.

The Australian Government may also use and disclose information about grant applicants and recipients under this 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.

The department may share information provided by applicants or the grantee/s with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

Applicants must declare in their application that they will comply with the [Privacy Act 1988](#) and the Australian Privacy Principles and that they will impose the same privacy obligations on officers, employees, agents and sub-contractors that they engage to assist with the activity, in respect of personal information they collect, use, store, or disclose in connection with the activity.

Accordingly, applicants and the grantee/s must not do anything, which if done by the Australian Government would breach an Australian Privacy Principle as defined in the Privacy Act.

Applicants must also declare in their application that they comply with the department's [Privacy Policy](#). This document contains information on how the department will store personal information securely, complaint handling processes and how to access and/or seek correction of personal information held by the department. For more information see www.infrastructure.gov.au/privacy.

13.4. Confidential information

Other than information available in the public domain, applicants agree not to disclose to any person, other than the department, any confidential information relating to the grant application and/or agreement, without the department's prior written approval. The obligation will not be breached where applicants 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).

The department may at any time, require the grantee/s to arrange for themselves, or their employees, agents or sub-contractors, to give a written undertaking relating to nondisclosure of the department's confidential information in a form the department considers acceptable.

The department will keep any information in connection with the grant agreement confidential to the extent that it meets all the 3 conditions below:

1. the grantee/s clearly identifies the information as confidential and explains why the department should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to the grantee/s or someone else.

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

- Commonwealth employees and contractors to help the department manage the Program effectively, including for an integrity purpose
- employees and contractors of the department to research, assess, monitor and analyse 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, Privacy Commissioner or National Anti-Corruption Commissioner, or staff of their agencies
- the responsible Minister or Parliamentary Secretary, or
- 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.

13.5. Freedom of information

All documents in the possession of the Australian Government, including those about this Program, 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 department's Freedom of Information Coordinator in writing.

By email: FOI@infrastructure.gov.au

By mail: Freedom of Information Coordinator
Department of Infrastructure, Transport, Regional Development,
Communications, Sport and the Arts
GPO Box 594
Canberra ACT 2601

14. Glossary

Term	Definition
access rider	sets out the access requirements an individual needs to remove barriers to inclusion so they can do their best work. It is like a rider for musicians which is a set of conditions a venue needs to provide to support them performing at their best.
accessibility adjustments	are adjustments made to environments, systems and processes to ensure that people with disability have equal access and can participate fully in the workplace. This may include flexible working arrangements, physical access to the workplace, assistive technology, environmental adjustments such as changing lighting, changes to work methods and tasks, and support with accessible, reliable, and safe transport in cities and regional areas.
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 and, in the case of a competitive grant opportunity, to determine application rankings.
<u>Australia's Disability Strategy 2021-2031</u>	is Australia's national disability policy framework. It sets out a plan for continuing to improve the lives of people with disability in Australia over 10 years.
<u>Commonwealth Grants Rules and Principles 2024 (CGRPs)</u>	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.
<u>Commonwealth Ombudsman</u>	makes sure that the actions and decisions made by Australian Government agencies are fair and responsible by handling complaints, conducting investigations, performing audits and inspections and encouraging good administration.
consortium	is a group of individuals or organisations that can partner together to pool resources, skills and expertise to deliver the Program.

Term	Definition
contracted service provider	is a person who is a party to a Commonwealth contract or is a party to a subcontract with a contracted service provider and is responsible for the provision of goods or services under contract, either directly or indirectly.
<u>Createability</u>	is an internship program for NSW artists, sound, screen and creative industry workers with disability to build skills, experience and job opportunities. It is administered by Create NSW in partnership with Screen NSW, Sound NSW, and Accessible Arts NSW.
<u>Creative Australia</u>	is the Australian Government’s principal arts investment and advisory body.
<u>Creative Workplaces</u>	is part of Creative Australia and provides information, resources and referral information about pay, safety and respect for workplaces in the arts, cultural, screen and digital games sectors.
cultural safety / culturally safe	is a practice of ensuring respect for cultural and social differences through self-reflection and recognition of the attitudes, beliefs and social, historical, political and economic circumstances that create power relationships and inequalities. Disability cultural safety recognises that people with disability have a shared identity, community, and culture, based on a shared history of oppression, shared lived experience, and shared language to describe that experience, and projects or workplaces that do not respect this are alienating.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
Decision-Maker	is the person who decides to award a grant.
disability confidence	is having the awareness, knowledge and skills to recognise the human rights of people with disability and taking practical steps to consider their diverse needs and remove barriers. In the employment context, this includes all steps from recruitment to onboarding, workplace adjustments, equitable work responsibilities and opportunities to advance careers, accessible

Term	Definition
	<p>communications, and providing an inclusive and culturally safe workplace. For organisations, this can also include having:</p> <ol style="list-style-type: none"> a. diversity, equity and inclusion policies b. disability action plans and active implementation of them c. disability advisory groups d. disability confidence and equity training offered to all staff and managers.
early to mid-career	<p>can look different for each person, particularly due to barriers to building careers in the arts, cultural, screen and digital games sectors. There will need to be flexibility in the placement application process for potential participants to describe their experience, skills and career ambitions and why they are ready for a placement through the Program.</p>
<u>Employment Assistance Fund</u>	<p>is an Australian Government service which provides funding for workplace changes and equipment to support employees with disability in the workplace. This can include equipment such as communications software, Auslan services, minor building modifications, and workplace assistance and support services, such as disability awareness training.</p>
eligibility criteria	<p>refer to the mandatory criteria which must be met to qualify for a grant. Eligibility criteria should be developed to enable objective validation and are either 'met' or 'not met'. Assessment criteria may apply in addition to eligibility criteria.</p>
equity	<p>recognises that everyone does not start from the same place, and adjustments may be needed to ensure everyone has access to the same opportunities.</p>
<u>Equity: the Arts and Disability Associated Plan</u>	<p>is the Government's 4-year plan with \$8.1 million for activities to build equity for artists, arts workers, and audiences with disability across Australia. It is being delivered in partnership with Creative Australia and people with disability, and in close consultation with Screen Australia. <i>Equity</i> is a supporting document for Australia's Disability Strategy 2021-2031 and Australia's Cultural Policy, Revive: a place for every story, a story for every place.</p>

Term	Definition
grant	<p>for the purposes of the CGRPs, 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 money² or other Consolidated Revenue Fund (CRF) money³ is to be paid to a grantee other than the Commonwealth b. 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	is the project/tasks/services that the grantee/s is required to undertake.
grant agreement	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 CGRPs .
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.
grant 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 [entity] Portfolio Budget Statement program.
grantee	is the individual/entity which has been selected to receive a grant.
host organisation	is an organisation in the arts, cultural, screen and digital games sectors that hosts a participant for a

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ Other Consolidated Revenue Fund money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
	temporary job placement through the Program to help advance their career.
<u>Implementation Advisory Group</u>	provides advice to guide the implementation, monitoring and evaluation of activities under <u>Equity: the Arts and Disability Associated Plan</u> .
Indigenous Cultural and Intellectual Property (ICIP)	is a broad term which refers to the rights Aboriginal and Torres Strait Islander people have to their heritage and culture. ICIP includes knowledge, songlines, language, dance, symbols and art, as well as medicines, language, bush foods, sacred sites and ecological knowledge. Further information is available on the Office for the Arts' <u>website</u> .
intersectionality	is where different identities may interact, and people may experience multiple barriers to access and inclusion in everyday life. Some of these identities can be disability, gender, First Nations, cultural and linguistic diversity, LGBTIQ+, age, socio-economic status, and complex mental health. Sometimes these barriers can interact and overlap to make inequalities worse.
key personnel	are the main personnel leading on the delivery of grant activities and engagement with participants and host organisations. They are not necessarily the leaders or managers of a grantee entity.
moderating / moderation	is the process of ensuring that the recommended grant application/s represents value for money, especially where assessment scores are equal or very close. Moderation may also consider other elements such as grant application/s having an appropriate balance of diversity for characteristics such as geographical location.
National Arts and Disability Code of Practice or appropriate guidelines	is an action under <u>Equity: the Arts and Disability Associated Plan</u> to set the access and representation expectations for the arts, cultural, screen and digital games sectors, including in workplaces. It will identify options for improving and maintaining accessibility, and outline approaches to best practice engagement with people who are d/Deaf or have disability. The initiative is led by Creative Australia in collaboration with Screen Australia and

Term	Definition
	Creative Workplaces, and in consultation with the Implementation Advisory Group for <i>Equity</i> .
National Anti-Corruption Commission (NACC)	is an independent Commonwealth agency. It detects, investigates and reports on serious or systemic corruption in the Commonwealth public sector. The NACC operates under the National Anti-Corruption Commission Act 2022 .
on-costs	are the additional costs (above a salary) to employ someone to fill a position or undertake a role. This can include superannuation, payroll tax, workers' compensation, and leave entitlements.
overheads/operational costs	are essential expenses incurred by a grantee entity to keep its operations running to support the delivery of grant activities, such as physical infrastructure and IT expenses for staff working on grant activities.
participant	is an early to mid-career d/Deaf or disabled artist and/or worker in the arts, cultural, screen and digital games sectors who does a temporary job placement for up to 12 months through the Program.
<u>Revive: a place for every story, a story for every place</u>	is Australia's Cultural Policy, a 5-year national plan to renew and revive Australia's arts, entertainment and cultural sector.
<u>Ripple: Disability and Culturally Diverse Internship Program</u>	is a program that offers d/Deaf and disabled creatives from culturally and linguistically diverse backgrounds with a paid internship, mentoring and training opportunities in NSW and ACT. It is administered by Accessible Arts NSW in partnership with Diversity Arts Australia.
<u>Screen Australia</u>	supports the development, production, promotion and distribution of Australian narrative (drama) and documentary screen content. Screen Australia invests directly in Australian film, television, online titles and games. It also administers the Producer Offset tax incentive for Australian screen stories.
selection process	is the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.

Term	Definition
<u>SmartyGrants</u>	is a grants management system used by the department.
training	is the process of teaching or learning specific skills, knowledge, or competencies to improve performance.
value with relevant money	<p>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.