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

Visions of Australia Program Guidelines

February 2023

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Enquiries:	If you have any questions, please contact the Visions of Australia team on: Telephone: 1800 590 577 Email: visions@arts.gov.au Internet: www.arts.gov.au Address: GPO Box 594 CANBERRA ACT 2601
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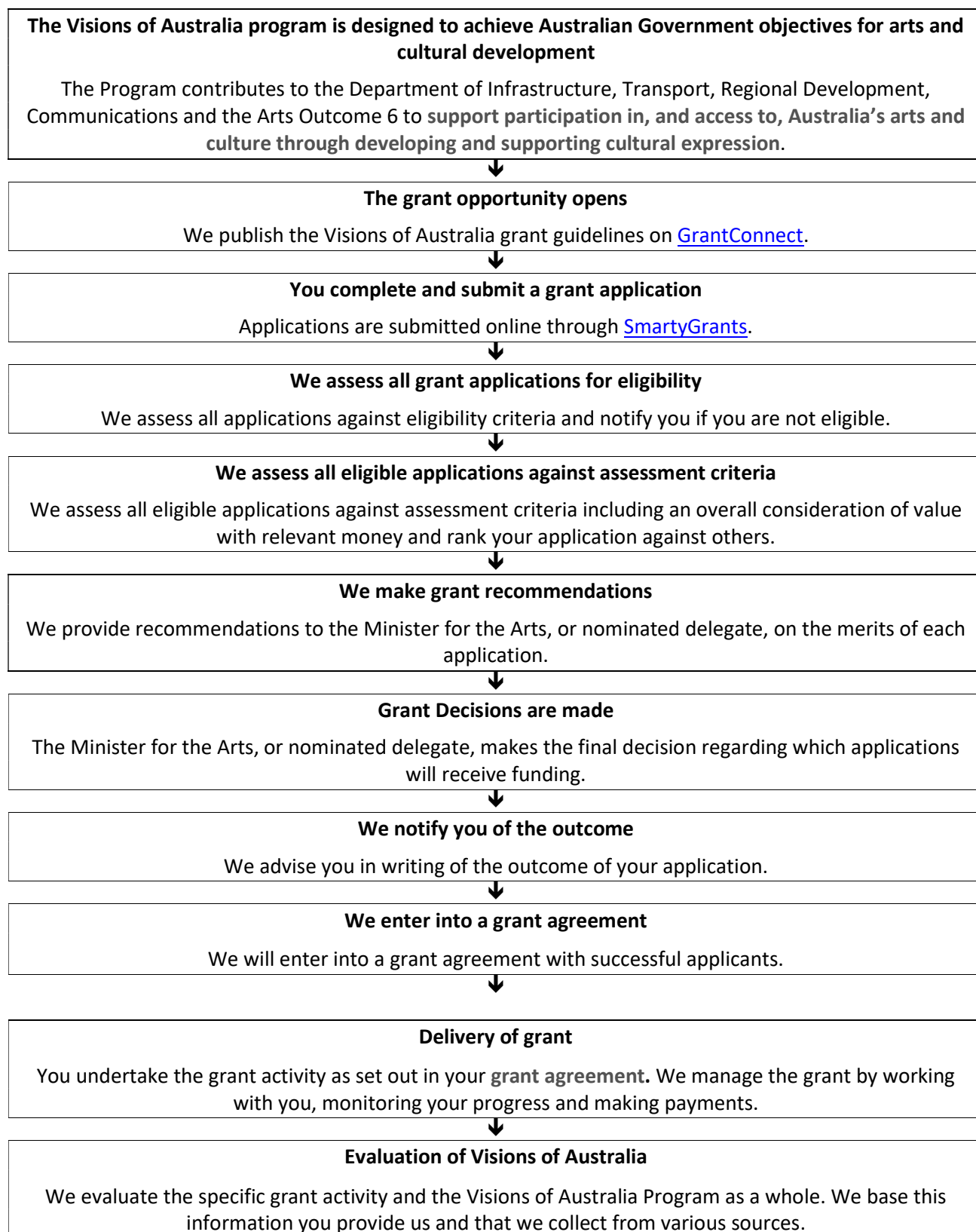
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1. Visions of Australia program processes



1.1 Introduction

These guidelines contain information about the Visions of Australia grant opportunity. You must read these guidelines before filling out an application.

The guidelines set out:

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

2. About the grant program

The **Visions of Australia** program (the Program) is part of the Australian Government's Arts and Cultural Development Program which supports participation in, and access to, Australia's art and culture through developing and supporting cultural expression.

The objectives of the Program are to:

- increase access for Australian audiences to exhibitions of quality Australian arts and cultural material, with a particular focus on regional and remote Australia
- encourage partnerships between organisations, particularly collaboration across the collections sector, to form curatorial partnerships and where appropriate, access to mentoring and skills transfer opportunities, and financial partnerships.

Program funding is delivered through two streams:

- **Development:** for the costs of planning and producing an exhibition to tour. This includes research and design.
- **Touring:** for the costs to produce the exhibition and the costs to transport, install and dismantle the exhibition as well as deliver public programs.

The Program enables artists and organisations to shape Australia's cultural landscape, increase cultural diversity, and inspire, educate and entertain audiences across Australia. It seeks to celebrate the intrinsic capacity of the arts to engage, inspire and make meaning for all Australians, while supporting the celebration of place and promoting a sense of community identity.

Visions of Australia delivers two open competitive funding round each year, opening in February and September.

The Program is undertaken according to the *Commonwealth Grants Rules and Guidelines* (CGRGs) <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-guidelines>

3. Grant amount and grant period

3.1 Grants available

The Australian Government provides approximately \$2.5 million each year for the Visions of Australia program. The Program seeks to support projects that deliver national outcomes and a diverse range of quality projects.

There is no limit to the amount of funding that may be sought, however all applications for funding must be reasonable, include realistic budgets and represent value with relevant money. Financial partnerships and co-contributions are strongly encouraged and are a consideration under the assessment criteria.

3.2 Grant period

Funding is available through annual or multi-year grant agreements subject to available funds. Multi-year grant agreements are available for a maximum of four years. If your project occurs over more than one year, you are not required to apply for multi-year funding.

Applicants seeking multi-year funding will be required to provide a strongly argued business case demonstrating the need for and benefits of multi-year support, and additional budget information.

If successful, you must complete your funded project in line with the date specified in your application and as agreed under the grant agreement.

4. Eligibility criteria

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

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- be an Australian incorporated organisation
- have as your principal purpose the arts and/or cultural heritage (usually defined in the organisation's Constitution or Articles of Association, and reflected in the Annual Report and Business Plans)
- have an active Australian Business Number (ABN)
- be registered for the Goods and Services Tax (GST), if required by the Australian Tax Office
- not have any no outstanding reports, acquittals or serious breaches relating to any Commonwealth funding.

Unincorporated groups with an arts or cultural heritage purpose may seek funding but must be auspiced by an organisation that meets the above criteria and applies on their behalf.

Individual business units and entities of local government or state government authorities with an arts or cultural heritage purpose (such as art galleries, museums or performing arts centres) are eligible to apply.

The National Archives of Australia, as a non-corporate Commonwealth entity, are eligible to apply under the program and if successful, would receive a notional payment under a Memorandum of Understanding¹.

¹ Generally, any references to a 'grant agreement' will also relate to matters which will be applicable to the National Archives of Australia under a Memorandum of Understanding.

If you are uncertain whether your organisation or project is eligible please contact the Department prior to submitting your application. Contact details are provided on page 1 of these guidelines.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an individual (unless auspiced by an organisation that meets the eligibility criteria)
- an unincorporated association (unless auspiced by an organisation that meets the eligibility criteria or if the applicant is the National Archives of Australia)
- an organisation outside of Australia
- 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 organisation, or your project partner is an organisation, included on the Workplace Gender Equality Agency website on the non-compliant organisations list.

4.3 What qualifications, skills or checks are required?

If you are successful and your project involves personnel working with children and/or vulnerable people, relevant personnel must maintain a Working with Children check and Working with Vulnerable People registration.

5. What the grant money can be used for

5.1 Eligible grant activities

Visions of Australia will support touring of exhibitions to regional and remote Australia. To be eligible for funding a tour must include at least three venues located outside of the applicant's state or territory, with consecutive exhibition dates.

Tours originating in metropolitan areas may include metropolitan venues but regional venues are a higher priority for funding.

The Program supports touring of many types of exhibitions including but not limited to:

- cultural material of historic, scientific, design, social or artistic significance
- the work of contemporary visual or craft artists
- moving image and multimedia.

Tour applications must include venue confirmation forms from each venue. Development applications must include expressions of interest forms from each venue.

5.2 Eligible locations

The Visions Program uses the Australian Statistical Geography Standard (ASGS) 2016 definition of Remoteness Areas to determine if a venue is in a regional or remote location. The Standard divides Australia into the following five classes of remoteness on the basis of their access to services: major city (RA1); inner regional (RA2); outer regional (RA3); remote (RA4) and very remote (RA5). A venue must be in one of the four categories outside of a 'major city' location, to be in a regional or remote location.

In completing your application in SmartyGrants, you will be prompted to add individual venues to your development or touring itinerary. This will automatically allocate a remoteness classification to your venue. This allows you to determine whether your venue is located outside of a 'major city' location.

To check if your project is taking place in an eligible location, visit the [Health Workforce Locator](#) and follow the directions below:

- Tick the box with the latest date next to 'ASGS—Remoteness Areas'
- Enter your address into the 'Find address' box
- Hit the 'Search Location' box
- The location classification and code will appear at the bottom.

5.3 Eligible expenditure

Eligible expenditure includes but is not restricted to:

- Artist fees in line with industry standards
- Domestic travel expenses including flights, accommodation, per diems
- Marketing and advertising
- Photography / conservation
- Freight
- Crating
- Framing
- Contractors (for example curator, designer, writer)
- Development of public programs/ education kits
- Printing—exhibition labels/signage
- Both buying and hiring equipment for the presentation of an exhibition is eligible, however, applicants will need to demonstrate that the most cost effective option has been chosen.

You can only spend grant funds (either your contribution or the government portion) on eligible expenditure you have incurred on an agreed project, as described in your grant agreement. You must incur the project expenditure between the project start and end date for it to be eligible.

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- business start-up costs
- tours that only include capital city or metropolitan venues
- exhibitions with content that is either predominantly international or not part of an Australian institution's collection
- travel or exhibitions touring to international destinations
- commercial exhibitions with the main purpose of selling work
- tours that commence before the funding is approved
- exhibition content which is predominantly film
- components of tours that are also funded by other programs administered by the Department.

Ineligible expenditure includes but is not restricted to:

- core staff and administrative costs
- audit fees
- purchase or commissioning of new works
- specific items for which there is an expectation of funding from another source.

Eligible tours need to align clearly with the objectives of the Program.

If you are uncertain whether your organisation or the tour you are considering may be eligible please contact the Department prior to submitting your application.

6. The assessment criteria

First, we will assess your application against the eligibility criteria listed at sections 4 and 5. Only eligible applications will progress to the next stage.

We will then assess the merits of eligible applications against the assessment criteria set out below and against other applications.

When preparing your application you should clearly emphasise how you will meet the objectives of the stream (development or touring) you wish to be considered under. This will be a focus of assessment.

The assessment process is a competitive one. Providing quality information in your application that is clear and concise within the available word limits is essential.

You will need to address all of the following four assessment criteria in your application. All assessment criteria are given equal weighting.

Criterion 1: **Quality**

- experience/calibre of the applicant organisation in the relevant field
- skills, expertise/calibre of the key personnel including participating artists
- scale of the tour
- benefits to the arts and cultural sector
- benefits to tour participants
- benefits to audiences and the Australian community—with a focus on regional and remote Australia.

Criterion 2: **Access**

- audience appeal/demand
- how the tour widens audience access to art forms and mediums, styles, innovation or experimentation
- the geographic reach of the activity
- likely attendance/participation
- accessibility for persons with disability including participation of artists with disability
- the involvement and/or participation of Aboriginal and/or Torres Strait Islander peoples
- the involvement and/or participation of people from culturally or linguistically diverse backgrounds
- benefits to the artists involved of the exposure to wider audiences
- benefits to the artists involved of the opportunity for wider artistic expression.

Criterion 3: **Support and Partnership**

- community support and engagement
- financial and tour partners
- level of co-contribution (cash and/or in-kind)*
- creative partners
- level of co-creation, collaboration*
- likely ongoing benefits of partnerships
- development opportunities.

*Financial partnerships and applicant co-contributions are strongly encouraged and should be commensurate with the scale of the proposed activity and the organisational capacity of the applicant.

Criterion 4: **Value with relevant Money**

- the need for funding support
- the quality and viability of the tour plan and timeline, and timeliness of the proposed activity
- the viability and adequacy of the proposed budget
- remuneration arrangements for personnel involved
- governance arrangements within the organisation (capacity to administer the funding)
- the applicant's funding history/compliance
- the overall public benefit of investing in the tour.

7. How to apply

Before applying, you must read and understand these guidelines, which are published on [GrantConnect](#).

To apply you must:

- complete the online Program application form in SmartyGrants at arts.smartygrants.com.au
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s during the period of the grant opportunity as published on GrantConnect.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

You must address all of the eligibility and assessment criteria to be considered for a grant. Please complete each section of the application form and make sure you provide the information we have requested.

You must submit your grant application on the application form, which is available online through SmartyGrants at <https://arts.smartygrants.com.au/>.

You will receive an email from SmartyGrants acknowledging the receipt of your application once it has been submitted.

You cannot change your application once it has been submitted.

If you find a mistake in your application after it has been submitted, you should contact the Visions project officer immediately. The Department may accept clarifying information, as long as it does not change the substance of your application. The Department does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

7.1 Attachments to the application

Your supporting documentation should be attached to the online SmartyGrants application form. There will be instructions in the application form to help you.

As part of the application you will be required to provide:

- quotes for all expenditure over \$10,000
- sample exhibition content
- Venue Confirmation Forms (expression of interest for development applications and confirmation for touring applications).

Press clippings and/or web links relating to the cultural material proposed for the exhibition tour may also be provided.

No other support material will be accepted.

7.2 Timing of grant opportunity

The Program delivers two funding opportunities per calendar year, usually opening in February and September. The Program is an open and competitive process.

Applications are accepted through the SmartyGrants online system. An active link to SmartyGrants is provided on the Visions of Australia website for the duration of the application period:
www.arts.gov.au/funding-and-support/visions-australia.

The timing of the two funding round opportunities are:

Table 1. Timing of the two funding round opportunities

Opportunity	Opens	Closes	Details
First opportunity	Early February	Early March	For activities that commence from 1 July in the same calendar year.
Second opportunity	Early September	Early October	For activities that commence from 1 January in the following calendar year.

The opening and closing dates for each round will be advertised on GrantConnect at www.grants.gov.au and the Department's website at www.arts.gov.au/funding-and-support/visions-australia.

Late applications will not be accepted.

Table 2. Expected timing for this grant opportunity

Activity	Timeframe
Application period	Opens: 9:00 AEDT (Canberra time) 6 February 2023 Closes: 17:00 AEDT (Canberra time) 3 March 2023
Assessment of applications	5 to 6 weeks
Approval of outcomes of selection process	5 to 6 weeks
Notification to unsuccessful applicants	Within 3 months of closing date
Activity commences	On or after 01/07/2023

7.3 Questions during the application process

If you have any questions during the application period, please contact the Visions program officer on 1800 590 577 or email Visions@arts.gov.au. We will aim to respond to emailed questions within three working days.

8. The grant selection process

8.1 Assessment of applications

We review your application against the eligibility criteria. Only eligible applications will move to the next stage. We consider eligible applications through an open competitive grant process. Each eligible application is assessed in the context of the program objectives and against the four equally weighted assessment criteria: Quality; Access; Support and Partnerships; and Value with relevant Money.

8.2 Who will assess applications

Applications will be assessed and ranked by at least three assessors including a combination of Departmental staff and independent assessors.

Independent assessors are expected to perform their duties in accordance with the CGRGs and the Department's Code of Conduct for Independent Assessors. The names of the assessors are confidential and will not be disclosed to either the applicants or the public.

The Department may moderate assessments to ensure each assessment has properly considered the funding program objectives, Australian Government policy objectives, and issues of overall funding balance. These processes inform the recommendations presented to the Minister for the Arts, or nominated delegate, for decision. The assessment process ensures that not only are the most meritorious projects supported, but that there is also an appropriate mix across art forms and types of activity, between regional and urban projects and across a range of communities.

Where the level of information provided in an application is not sufficient for the assessors to make a recommendation they may, but are not obliged to, seek more information from the applicant. It is therefore recommended that you thoroughly address the criteria in your application. If you are unsure of how to address a particular criterion, Departmental staff are available to provide factual information about the application process to applicants.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or clarify the information.

8.3 Who will approve grants?

The final decision about any funding awarded will be determined by the Minister for the Arts, or nominated delegate, after assessment by the Department and independent assessors.

The Minister's/delegate's decision is final in all matters, including:

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

The Minister/delegate will not approve funding if the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value with relevant money.

9. Notification of application outcomes

You will be advised of the outcome of your application in writing, following a decision by the Minister for the Arts, or nominated delegate. You will generally be advised within three months of the closing date of the funding round.

If you are successful, you will also be advised about any specific conditions attached to the grant and you will be invited to enter into a grant agreement.

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within one month of being advised of the outcome. We will give written feedback within one month of your request.

10. Successful grant applications

10.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by the Office for the Arts—Department of Infrastructure, Transport, Regional Development, Communications and the Arts. The Department will use the *Commonwealth Simple Grant Agreement*:

www.finance.gov.au/government/commonwealth-grants/tools-and-templates

Standard terms and conditions for the grant agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

We aim to negotiate agreements with successful applicants within 30 days of the grant announcement. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

You should not make financial commitments until a grant agreement has been executed by the Commonwealth.

10.2 How we pay the grant

The grant agreement will state the grant amount to be paid and the manner of payment.

The amount is final and should you incur additional costs you will be required to meet these.

Grant funding will be paid against the agreed schedule, set out in the grant agreement, following execution of the grant agreement by the Commonwealth and on the provision of a correctly rendered tax invoice.

10.3 Grant payments and GST

Payments will be made as set out in the grant agreement. Payments will be GST inclusive where applicable. Payments to state, territory and local governments do not attract GST.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the Australian Taxation Office website at www.ato.gov.au for more information.

10.4 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices. The Australian Government is working together with its grant recipients to do all it can to ensure the safety of children that project personnel may come in contact with in the context of their work and activities.

If you are successful in receiving funding, your funding agreement will include a provision regarding compliance with applicable state, territory and Commonwealth laws relating to the employment or engagement of any project personnel who work with children. The funding agreement also includes a provision regarding compliance with applicable state, territory and Commonwealth laws before any project personnel commences any activity that involves vulnerable people.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 days after the date of effect as required by Section 5.3 of the CGRGs.

Grants may also be announced by the Minister for the Arts through a general media release.

12. How we monitor your grant activity

12.1 Keeping us informed

You must submit reports in line with the timeframes in the grant agreement. You will submit all project progress and final reports on SmartyGrants. In your final report we expect you to report on your project's achievements against agreed objectives including:

- role of key personnel and artists
- outcomes of partnerships and collaborations
- contribution to increasing access
- expenditure of grant funding against agreed budget, including a certified financial statement.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement.

12.2 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:

- progress against agreed milestones and outcomes
- contributions of participants directly related to the grant activity
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size and complexity of the activity and the grant amount. The grant agreement will specify when progress reports (if applicable) and final reports are required.

Progress reports (If required)

Progress reports must:

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

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

Ad-hoc reports

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

Final report

When you complete the grant activity or project, you must submit a final report.

Final reports must:

- be submitted in the agreed format in the grant agreement
- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- include evidence of expenditure (if required in the grant agreement)
- include a declaration the grant money was spent in accordance with the grant agreement, and if applicable a report on any underspends of the grant money
- be submitted within the agreed timeframe in the grant agreement.

12.3 Grant agreement variations

We recognise that unexpected events may affect the progress of a project. If you experience any delays or are unable to spend your funds in accordance with your grant agreement for any reason, you must notify us as early as possible to request a variation. You can request a project variation to:

- adjust project milestones
- change tour venues
- extend the timeframe, for a reasonable period of time to allow completion of the activity
- change allocations across Budget items.

Variations cannot be sought after the grant agreement ends.

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

- how it affects the project outcome
- whether it is consistent with the Program objectives and any relevant Australian Government policies.

Contact visions@arts.gov.au for further information.

12.4 Compliance visits

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

12.5 Record keeping

The Office for the Arts will keep accurate records of each grant agreement.

We will:

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

We will monitor the progress of your project by assessing reports you submit and information you provide. Occasionally we may need to seek further information.

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

12.6 Evaluation

The Department will evaluate the Visions of Australia program to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

12.7 Acknowledgement

You will identify and maximise opportunities to promote the Australian Government contribution to this activity, including through print media, social media and other forms of electronic media.

You will acknowledge the provision of the grant by the by the Australia Government represented by the Department through the inclusion of the Visions logo and acknowledgement as specified under the Visions of Australia 'Program logos and acknowledgement' at www.arts.gov.au/funding-and-support/visions-australia.

13. Probity

The Australian Government will make sure that the program 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 Office for the Arts. When this happens the revised guidelines will be published on GrantConnect at <https://www.grants.gov.au>.

13.1 Enquiries and feedback

Any enquiries or feedback you have about grant decisions for this program should be sent to visions@arts.gov.au.

All complaints about the grant process must be lodged in writing. The Department has a complaints procedure. If you have a complaint, please lodge it by using the online 'Contact us' form available on the [Department of Infrastructure, Transport, Regional Development, Communications and the Arts website](#), or via email or mail:

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

By email: clientservice@infrastructure.gov.au

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.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

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

- have a professional, commercial or personal relationship with a party who is able to unduly influence the application selection process
- have 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,
- have a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

As part of your application you will be asked to declare any potential, perceived or actual conflict of interest arising from the proposed project.

If there is the possibility of a perceived conflict of interest, applicants should include a statement addressing this and demonstrate why a conflict of interest would not result from the funding of the tour or its development, or how the conflict will be managed.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant application, you must inform the Visions program officer in writing immediately.

Where the Department establishes that a conflict of interest exists, it may decide not to consider the application.

Independent assessors and other officials including the decision maker must also declare any conflicts of interest.

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*.

13.3 Privacy

We treat your personal information according to the 13 [Australian Privacy Principles](#) and the *Privacy Act 1988*. This includes letting you know:

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

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

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes, and providing the contact details of successful organisations to the Minister and other Members of Parliament.

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

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

13.4 Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to non-disclosure 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
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:
 - Commonwealth employees, contractors and independent assessors to help us manage the program effectively
 - employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
 - employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
 - other Commonwealth, state, territory or local government agencies in program reports and consultations

- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The 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 the 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 Freedom of Information Coordinator in writing.

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

By email: FOI@infrastructure.gov.au

14. Glossary

Table 3. Glossary

Term	Description
assessment criteria	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 granting activity, to determine applicant rankings. (as defined in the CGRGs).
commencement date	The expected start date for the grant activity.
completion date	The expected date that the grant activity must be completed and the grant spent by.
date of effect	This will depend on the particular grant. It can be the date in 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. (CGRGs)
decision maker	The person who makes a decision to award a grant.
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria. (CGRGs)

Term	Description
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 Public Governance, Performance and Accountability Act 2013.
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.
grant	for the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul 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; and which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives. CGRGs section 2.3
grant activity	The project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
grant agreement	The contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth. (CGRGs)
<u>GrantConnect</u>	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	A notice published on GrantConnect advertising the availability of Commonwealth grants.
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 of Infrastructure, Transport, Regional Development, Communications and the Arts Portfolio Budget Statement Program.
grantee	An individual/organisation that has been awarded a grant.
Memorandum of Understanding	A Memorandum of Understanding is a document that outlines the funding arrangement between two parties.

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

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

Term	Description
selection criteria	Comprise eligibility criteria and assessment criteria. (CGRGs)
selection process	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. (CGRGs)
value with money	<p>Value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</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.