



**Australian Government**

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

## Australian Government International Exhibitions Insurance (AGIEI) Program Guidelines

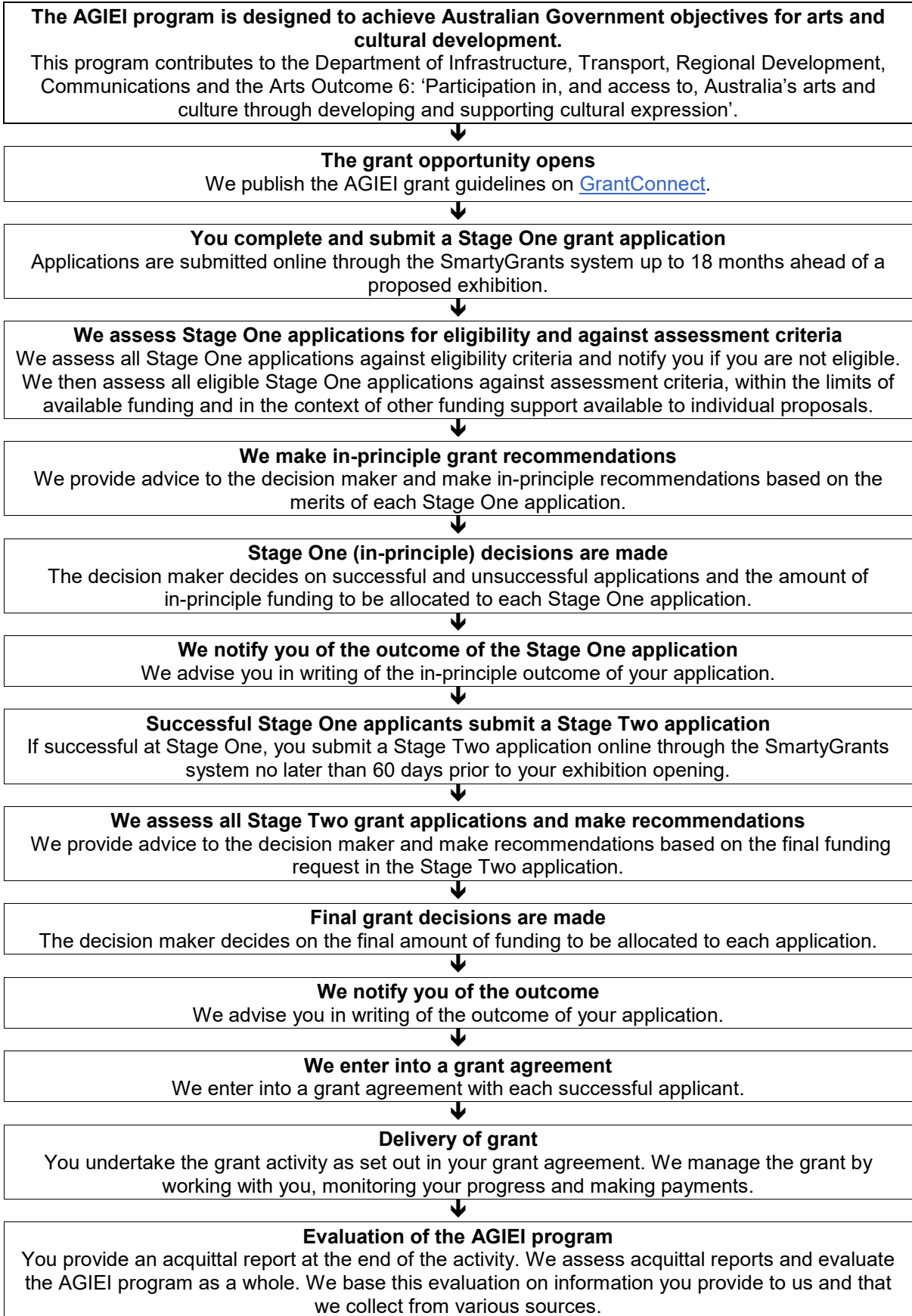
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<b>Commonwealth policy entity:</b>	<b>Department of Infrastructure, Transport, Regional Development, Communications and the Arts</b>
<b>Enquiries:</b>	<b>If you have any questions, please contact the AGIEI program officer:</b>  <b>Telephone:</b> (02) 6136 6522 <b>Email:</b> <a href="mailto:collectionsdevelopment@arts.gov.au">collectionsdevelopment@arts.gov.au</a> <b>Internet:</b> <a href="http://www.arts.gov.au">www.arts.gov.au</a> <b>Address:</b> GPO Box 594 CANBERRA ACT 2601  <b>Questions should be sent no later than insert 12 April 2024</b>
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<b>Type of grant opportunity:</b>	<b>Targeted competitive</b>

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# 1. AGIEI program overview



## 1.1 Introduction

These guidelines contain information for the AGIEI grants program.

The Australian Government's National Cultural Policy *Revive: a place for every story, a story for every place* recognises the importance of Australians having an opportunity to access and participate in arts and culture, and the value this participation has on the cultural life of communities.

The AGIEI program supports our cultural institutions to provide access for Australian audiences to significant cultural material from major international collections that audiences would not otherwise have an opportunity to experience.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/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.

This grant opportunity and process will be administered by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

The Australian Government is committed to supporting Australia's cultural institutions and international exhibitions industry into the future. *Revive* supports continuing activities and programs that provide Australians with access to cultural experiences and exhibitions, including in regional areas.

To learn more about what the Australian Government is doing to support Australian arts, culture and exhibitions, download [Revive: A Place for Every Story, a Story for Every Place](#).

## 2. About the AGIEI program

The **Australian Government International Exhibitions Insurance** (AGIEI) program is part of the Australian Government's Arts and Cultural Development Program Outcome 6, which supports participation in, and access to, Australia's art and culture through developing and supporting cultural expression. Following the lockdowns, our museums and galleries are experiencing a return of audiences to major exhibitions. This visitation provides key support and opportunities for allied industries and businesses, especially in the retail, hospitality and tourism sectors, and stimulates economic activity.

The AGIEI program provides funding to offset the insurance costs for touring major exhibitions of cultural material from overseas to Australia. The program is open to Commonwealth, state and territory government collecting institutions, incorporated not-for-profit public collecting institutions, and incorporated not-for-profit bodies specialising in touring significant art and cultural collections, for high-value exhibitions.

The program is ongoing. It offers one main funding opportunity each year to support eligible exhibitions aligned with the objective of the program.

AGIEI promotes the sharing of a diverse array of Australian and international cultural material. It therefore responds to all five pillars which shape *Revive* comprising First Nations First, A Place for Every Story, Centrality of the Artist, Strong Cultural Infrastructure and Engaging the Audience.

The objective of the program is:

- to assist cultural institutions to provide wide access to significant cultural material the Australian public would not otherwise have an opportunity to access.

The intended outcomes of the program are to:

- encourage and support the staging of major exhibitions in Australia drawn from some of the world's most historically significant and culturally rich collections
- and engage the audience and provide them with access to fulfilling cultural, educational and social experiences.

Program funding is delivered in two stages:

- **Stage One:** You apply for in-principle funding up to 18 months in advance of a proposed exhibition. Your request can be for partial or full funding to cover the cost of insurance.
- **Stage Two:** Successful Stage One applicants lodge a final application 60 days prior to the exhibition opening. This application must include the final insurance quote for the exhibition.

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

### 3. Grant amount and grant period

The AGIEI program provides approximately \$2.4 million (indexed) each financial year through one main funding round that usually opens in around March and closes in around April, with flexibility to consider additional out of round applications where significant opportunities arise and when funding is available. The opening and closing dates for each annual round will be advertised on [GrantConnect](#).

There is no limit to the amount of funding that can be requested by an applicant, however all applications for funding must be reasonable and represent value for money. All funding decisions are considered within the limits of available program funding, and in the context of other funding support available to individual proposals.

Grants made under the AGIEI program are provided by the Commonwealth as one-off upfront payments. Organisations use the funding to cover all or part of the insurance costs associated with an eligible exhibition, and pay the full insurance premium prior to the exhibition's commencement.

Applications are accepted through the SmartyGrants online system. An active link to SmartyGrants is provided on the AGIEI website for the duration of the application period:

<https://www.arts.gov.au/funding-and-support/australian-government-international-exhibitions-insurance-program>.

### 4. Eligibility criteria

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

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

## 4.1 Who is eligible to apply?

The following types of organisations are eligible to apply for funding:

- Commonwealth, state, territory and local government collecting institutions
- incorporated not-for-profit public collecting institutions, and
- incorporated not-for-profit bodies specialising in exhibiting and touring significant art and cultural collections.

## 4.2 Who is not eligible to apply?

Organisations that do not meet the above criteria are not eligible to apply. In addition, organisations that meet the above criteria are not eligible to apply if:

- they have outstanding reports or financial acquittals from the AGIEI program, or are otherwise in breach of an AGIEI funding arrangement
- their exhibition is eligible for support through a state indemnity scheme.

# 5. What the grant money can be used for

## 5.1 Eligible grant activities

One of the ten guiding principles of *Revive* is that all Australians have the opportunity to access and participate in arts and culture. AGIEI supports increasing accessibility for Australian audiences to experience arts and cultural material from across the globe.

The AGIEI program provides funding to offset the cost of insuring eligible exhibitions of cultural material from international collections. To be eligible for support, the cultural material in the exhibition must have a minimum value of:

- AUD \$25 million for fine art exhibitions
- AUD \$10 million for museological exhibitions

The proposal may be for multiple or single venue exhibitions. Insurance cover may apply to multiple or single items within an exhibition that meets the minimum valuation threshold.

Funding may be considered for proposals which do not meet the eligibility criteria (eg. where support is available through state indemnity schemes) under the following circumstances:

- The proposed exhibition supports, or is linked with, an event of special significance including, but not limited to, a commemorative anniversary, major international event such as CHOGM, G20, the Olympic Games, or an activity falling under a cultural Memorandum of Understanding.
- State or territory capacity to contribute has been adversely affected by external events.
- Exhibition loans are conditional on use of the lender's preferred insurer or, for multiple venue tours, the provision of a single insurance policy. The level of state contribution will be a key consideration when assessing such proposals.
- The exhibition will tour to a venue outside of a major eastern Australian city (for the purposes of the program this means outside Sydney, Melbourne, Brisbane or Canberra). State contributions will be considered in assessing such proposals.

Applications seeking support under exceptional circumstances will be considered on their merits on a case-by-case basis subject to funding availability.

## 5.2 Eligible expenditure

AGIEI engages with the pillars of *Revive* by strengthening our cultural infrastructure and supporting cultural institutions to exhibit cultural material normally held in overseas collections. The program acknowledges that engaging audiences is key to supporting creative industries and connecting Australians to arts and culture.

AGIEI exhibitions reflect the richness of the world's artistic and cultural heritage. They engage with ideas and themes that resonate with contemporary Australian society and connect with diverse audiences.

You can only spend the grant to purchase insurance (static and transit) for eligible exhibitions. You must incur the expenditure on your exhibition within the timeframe stipulated in the grant agreement.

## 5.3 What the grant money cannot be used for

AGIEI funding cannot be used for:

- Insurance costs for a commercial exhibition.
- Any costs of exhibition insurance incurred outside of the timeframe stipulated in the grant agreement.
- Administration or management costs associated with obtaining insurance or meeting requirements stipulated by the insurer.
- Insurance of non-cultural exhibition items such as plinths, display cases and frames (unless integral to the work).

## 6. The assessment criteria

We will assess your application based on the following criteria used to identify funding priorities and amounts in a competitive selection process. The program assumes the likely benefits to audiences delivered by major international exhibitions and does not seek to make a comparative assessment of the cultural significance of individual exhibitions.

All assessment criteria are given equal weighting. You should not assume that you will receive the full amount of funding you request.

### Criterion 1

Funding contribution from other sources—through state or other contributions. Where there is no access to a state indemnity scheme or a lender specifies its own insurance or a single policy, the level of state contribution will be a key consideration, except for applications from national collecting institutions.

### Criterion 2

Geographical spread—it is important that Australians have the opportunity to access and participate in arts and culture and the program aims to support venues across Australia and will prioritise tours that include venues that generally receive fewer international touring exhibitions. These include non-east coast venues (for the purposes of the program this means outside of Sydney, Melbourne, Canberra or Brisbane) and regional venues.

### Criterion 3

Number of venues—multiple venue proposals will be prioritised over single venue proposals.

### Criterion 4

Partnerships—proposals that are based on partnerships between collecting institutions to develop and/or tour an exhibition will be a higher priority for funding.

## **Criterion 5**

Demonstrated ability to develop, manage and tour exhibitions of a similar nature to the proposed exhibition.

## 7. How to apply

Before applying, you should read these guidelines. These documents may be found on [GrantConnect](#). Any alterations and addenda<sup>2</sup> will be published on [GrantConnect](#) and by registering on this website, you will be automatically notified of any changes.

To apply you must complete and submit your grant application using the application form, which is available online through SmartyGrants at <https://arts.smartygrants.com.au>.

You are responsible for ensuring that your application is complete and accurate. If you find an error in your application after submitting it, you should contact us immediately at [collectionsdevelopment@arts.gov.au](mailto:collectionsdevelopment@arts.gov.au).

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

You should keep a copy of your application and any supporting documents. You will receive an email from SmartyGrants acknowledging the receipt of your application once it has been submitted.

If you need further guidance around the application process or if you are unable to submit online, contact us at [collectionsdevelopment@arts.gov.au](mailto:collectionsdevelopment@arts.gov.au).

### 7.1 Attachments to the application

We require the following documents with your Stage One application:

- an insurance quote for the proposed works in the exhibition
- a list of works proposed to be covered by the insurance sought for the exhibition. The list should include details of the artist, title, medium, name of lending institution, valuation and any special conditions that are attached to the loan.

### 7.2 Timing of grant opportunity processes

Stage One applications can be lodged up to 18 months prior to your proposed exhibition. You should submit your Stage One application when the annual funding round is open, between the published opening and closing dates. In addition, the Department is able to consider additional out of round applications where significant opportunities arise and when funding is available. If you would like to submit an out of round application, please contact the program officer on [collectionsdevelopment@arts.gov.au](mailto:collectionsdevelopment@arts.gov.au).

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<sup>2</sup> 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

If your Stage One application is successful, your Stage Two application should be submitted no later than 60 days prior to the exhibition opening. Final decisions will be made before the insurance period is due to start.

Table 1: Expected timing for this grant opportunity

Activity	Indicative Timeframe
Assessment of Stage One applications (for in-principle approval)	4 weeks
Approval of Stage One applications	2 weeks
Notification of outcomes of Stage One applications	1 week
Submission of Stage Two applications (final funding)	No later than 60 days prior to the exhibition opening
Assessment of Stage Two applications (final funding)	1 week
Approval of Stage Two applications (final funding)	2 weeks
Notification of outcome of Stage Two applications (final funding)	1 week
Negotiations and award of grant agreements	1-3 weeks

### 7.3 Questions during the application process

If you have any questions during the application period, please contact the AGIEI program officer on [collectionsdevelopment@arts.gov.au](mailto:collectionsdevelopment@arts.gov.au).

## 8. The grant selection process

### 8.1 Assessment of grant applications

We review your application against the eligibility criteria (see Section 4).

If your application is eligible, we will assess your application against the assessment criteria (see Section 6) and against other applications. We consider your application on its merits, based on:

- how well it meets the assessment criteria
- how your application compares to other applications
- whether it provides value with relevant money<sup>3</sup>
- the distribution of available funds to all eligible institutions
- the total amount of funding available to support eligible institutions.

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

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities

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<sup>3</sup> Refer to the Glossary for a definition of 'value with relevant money.'

- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.

## 8.2 Who will assess the applications?

At least two assessors from the Department will assess and rank applications. Assessors submit their recommendations to the responsible Senior Executive Service (SES) officer in the Office for the Arts for approval. The SES officer may seek additional information about your application before they provide approval. The SES officer determines which applications to recommend to the Minister responsible for the Arts, or their nominated delegate, who is the decision maker.

## 8.3 Who will approve grants?

The Minister responsible for the Arts, or their nominated delegate, decides which grants to approve, taking into account the recommendations of the SES officer.

The decision of the Minister responsible for the Arts, or their nominated delegate, is final in all matters, including the approval of the in-principle grant funding amount (Stage One), and the final grant funding amount (Stage Two) to be awarded.

# 9. Notification of application outcomes

We will advise you of the outcome of your Stage One and Stage Two application in writing. If your Stage One application is successful you will be required to lodge a Stage Two application outlining final insurance costs no later than 60 days prior to the commencement of the exhibition. We will advise you of any specific conditions attached to the grant.

If you are unsuccessful in your Stage One application, we will give you an opportunity to discuss the outcome.

## 9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback by contacting us, in the first instance, at [collectionsdevelopment@arts.gov.au](mailto:collectionsdevelopment@arts.gov.au).

# 10. Successful grant applications

## 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use a simple grant agreement for this program.

Each agreement has general terms and conditions that cannot be changed. A sample Commonwealth simple grant agreement is available on the Department of Finance website at <https://www.finance.gov.au/government/commonwealth-grants/tools-and-templates>. We must execute a grant agreement with you before we can make any payments. This is the commencement date of the activity. The Commonwealth may recover grant funds if there is a breach of the grant agreement.

## 10.2 How we pay the grant

The grant agreement will state the maximum grant amount to be paid. We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity. If you incur extra costs, you must meet them yourself.

## 10.3 Grants Payments and GST

Where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).<sup>4</sup> We do not provide advice on your particular taxation circumstances.

## 11. Announcement of grants

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

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation. We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

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

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

### 12.2 Reporting

You must submit reports in line with the grant agreement and following the completion date of the activity. The amount of detail you provide in your reports should be relative to the size, complexity and amount of the grant.

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

#### **Ad-hoc reports**

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

#### **Insurance Event reports**

You must notify the Department in writing as soon as possible if a significant event occurs, including any damage to the cultural material insured under the policy, any claim on the insurance policy, and any claim by a third party relating to ownership of cultural material in the exhibition.

#### **Final report**

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

Final reports must:

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<sup>4</sup> <https://www.ato.gov.au/>

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within the timeframe and in the format specified in the grant agreement
- include a certificate of currency for the insurance policy which must include the information specified in the grant agreement
- include a copy of the receipt substantiating the purchase of the insurance policy
- include examples of program acknowledgement from exhibition materials.

### 12.3 Financial declaration

We may ask you to provide a declaration or statement in the format specified by the department and signed by the Chief Financial Officer (CFO) or equivalent, including to verify that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

### 12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting the program officer on [collectionsdevelopment@arts.gov.au](mailto:collectionsdevelopment@arts.gov.au).

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

### 12.5 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.

### 12.6 Record keeping

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

### 12.7 Evaluation

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

### 12.8 Acknowledgement

All acknowledgements must be conducted in line with the grant agreement. The program logo should be used in a prominent space on all materials related to grants under the program. This includes, but is not limited to, websites, catalogues, brochures, fliers, posters, advertisements and media releases.

## 13. Probity

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

These guidelines may be changed from time-to-time by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts. When this happens, the revised guidelines will be published on GrantConnect.

### 13.1 Enquiries and feedback

An applicant who is dissatisfied about the handling of their grant application under the program will be able to lodge a complaint in writing to the AGIEI program officer for consideration.

Applicants who are otherwise affected by decisions or who have complaints about the program also have recourse to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department), in accordance with the Department's Client Service Charter, and such complaints will be investigated under the Department's complaints policy and procedures. Information on the Charter and the handling of complaints is available at [www.infrastructure.gov.au/department/about/charter.aspx](http://www.infrastructure.gov.au/department/about/charter.aspx).

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 via:

**Phone** (Toll free): 1300 362 072

**Email:** [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

**Website:** [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if Department staff or any of your personnel:

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

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

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

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

### 13.3 Privacy

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

- what personal information we collect
- why we collect your personal information

- who we give your personal information to.

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

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

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

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

### 13.4 Confidential Information

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

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

We will keep any information in connection with the 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:

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

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

### 13.5 Freedom of information

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

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

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

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

By email:         [foi@infrastructure.gov.au](mailto:foi@infrastructure.gov.au)

## 14. Glossary

Term	Definition
assessment criteria	<p>the specified principles or standards, against which applications will be judged</p> <p>These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.</p>
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	<p>can be the date on which a grant agreement is signed or a specified starting date</p> <p>Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.</p>
decision maker	the person who makes a decision to award a grant
eligibility criteria	<p>refer to the mandatory criteria which must be met to qualify for a grant</p> <p>Assessment criteria may apply in addition to eligibility criteria.</p>
commercial exhibition	means an exhibition that involves the sale of material displayed in the exhibition
Commonwealth entity	<p>a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth</p> <p>See subsections 10(1) and (2) of the PGPA Act.</p>
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	<p>establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration</p> <p>Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.</p>

Term	Definition
cultural material	<p>includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• works of art including fine and decorative art</li> <li>• archaeological items and antiquities</li> <li>• documents and manuscripts</li> <li>• books and other printed materials</li> <li>• photographs and graphic, film or television material or sound recordings, and</li> <li>• objects including ethnographic items, mechanised items, numismatic or philatelic objects of cultural, artistic, historical, scientific, technological or educational significance</li> </ul>
Exhibition	<p>a) display of cultural material which is eligible for support under these guidelines, or</p> <p>b) a display of cultural material that is considered to be eligible for support due to exceptional circumstances</p>
fine art exhibition	<p>an exhibition comprising visual works of art created primarily for aesthetic and intellectual purposes, which may also have historical value</p>
grant	<p>for the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>5</sup> or other <a href="#">Consolidated Revenue Fund (CRF)</a> money<sup>6</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>a. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives</li> </ul>
grant activity/activities	<p>refers to the project/tasks/services that the grantee is required to undertake</p>
grant agreement	<p>sets out the relationship between the parties to the agreement, and specifies the details of the grant</p>
<a href="#">GrantConnect</a>	<p>is the Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs</p>

<sup>5</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>6</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grant opportunity	<p>refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees</p> <p>Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.</p>
grant program	<p>a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes</p> <p>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.</p>
grantee	<p>the individual/organisation which has been selected to receive a grant</p>
museological exhibition	<p>an exhibition comprising objects which in addition to having potential aesthetic value have a primarily historical and/or functional value</p>
Portfolio Budget Statement Program	<p>described within the entity's <a href="#">Portfolio Budget Statement</a>, PBS programs each link to a single outcome and provide transparency for funding decisions</p> <p>These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.</p>
program	<p>The Australian Government International Exhibitions Insurance program</p>
recipient	<p>the individual/organisation that has been selected to receive a grant</p>
selection criteria	<p>comprise eligibility criteria and assessment criteria</p>
selection process	<p>the method used to select potential grantees</p> <p>This process may involve comparative assessment of applications and/or the assessment of applications against the eligibility criteria and/or the assessment criteria.</p>

Term	Definition
value with money	<p>value with money in this document refers to the proposed insurance cover being consistent with reasonable market premiums, and the proposed exhibition being financially viable</p> <p>Where the brokering services of the Australian Government broker are not used, the Department may seek an independent quote for comparison.</p> <p>‘Value with relevant money’ is also 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"> <li>• the quality of the project proposal and activities</li> <li>• fitness for purpose of the proposal in contributing to government objectives</li> <li>• that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and</li> <li>• the potential grantee’s relevant experience and performance history.</li> </ul>
venue	<p>an institution (including the recipient) that is identified in the itinerary in the application as hosting the recipient’s exhibition</p>