



Australian Government
Department of Education

Connected Beginnings: Phase 2

Program Guidelines



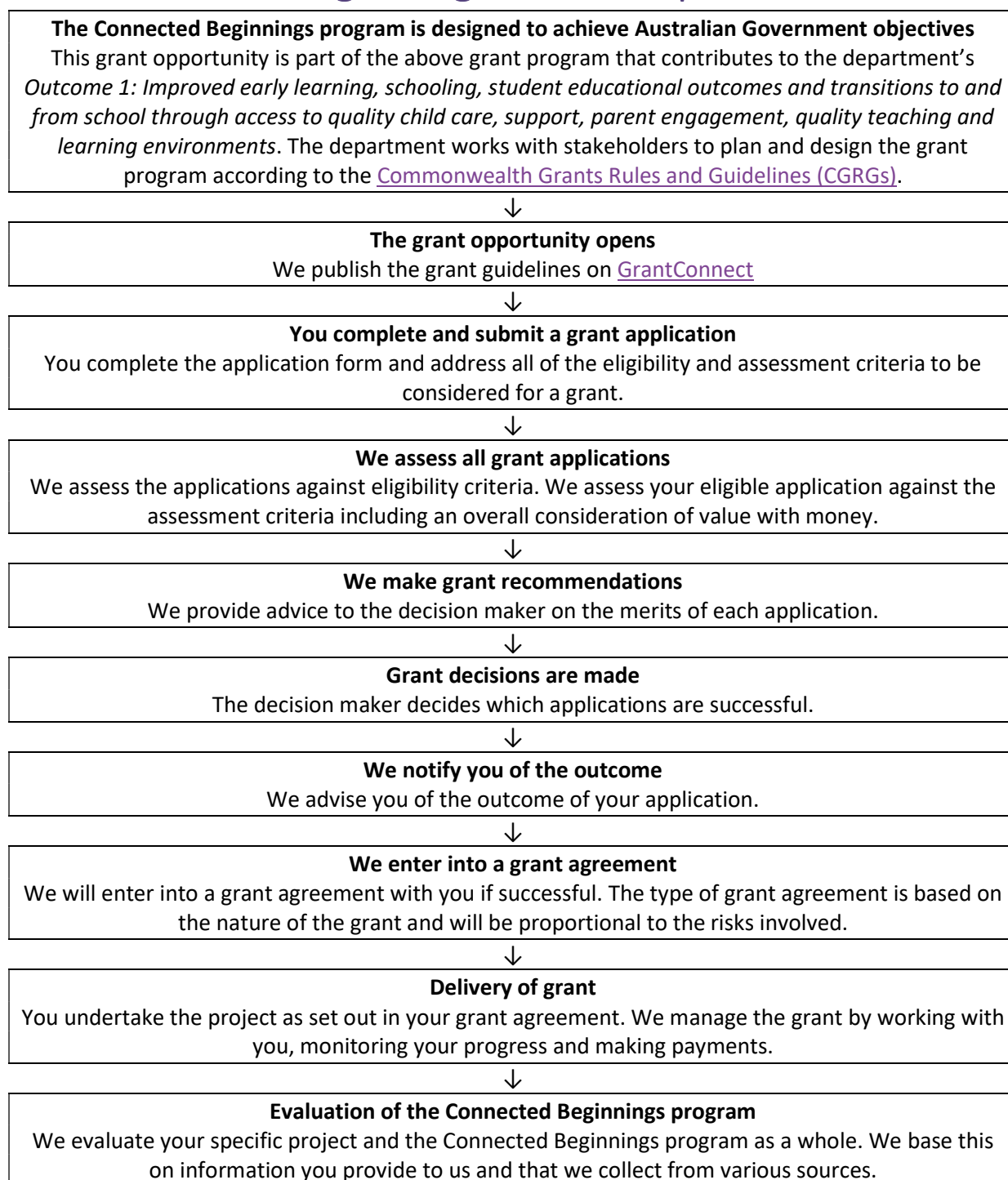
Opening date:	On invitation
Closing date and time:	Four weeks from invitation to apply
Commonwealth policy entity:	Department of Education
Enquiries:	<p>If you have any questions, contact:</p> <p>Director, Connected Beginnings Early Learning and Indigenous Branch Department of Education Email: ConnectedBeginnings@education.gov.au Connected Beginnings - Department of Education</p>
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Type of grant opportunity:	Closed non-competitive

Contents

1.	Connected Beginnings: Phase 2 processes	5
1.1	Introduction	6
2.	About the program	6
2.1	About the Connected Beginnings: Phase 2 grant opportunity	7
2.2	Identifying Connected Beginnings backbone agencies and sites	8
3.	Grant amount and grant period.....	8
3.1	Grants available	8
4.	Eligibility criteria.....	8
4.1	Who is eligible to apply for a grant?	8
4.2	National Redress Scheme	9
5.	What the grant money can be used for	10
5.1	Eligible grant activities	10
5.2	Eligible expenditure	10
5.3	What the grant money cannot be used for	11
6.	The assessment criteria	11
7.	How to apply	12
7.1	Timing of grant opportunity processes.....	13
7.2	Questions during the application process	13
8.	The grant selection process	13
8.1	Assessment of grant applications	13
8.2	Financial Viability	14
8.3	Who will assess applications?.....	14
8.4	Who will approve grants?	14
9.	Notification of application outcomes	15
9.1	Feedback on your application.....	15
10.	Successful grant applications	15
10.1	The grant agreement	15
10.2	Commonwealth Child Safe Framework	15
10.3	How we pay the grant.....	16
10.4	Grants Payments and GST.....	16
11.	Announcement of grants	16
12.	How we monitor your grant activity.....	17
12.1	Keeping us informed	17
12.2	Reporting.....	17

12.3	Audited financial acquittal report.....	18
12.4	Grant agreement variations.....	18
12.5	Compliance visits	18
12.6	Record keeping	18
12.7	Evaluation	18
13.	Probity.....	19
13.1	Enquiries and feedback.....	19
13.2	Conflicts of interest.....	19
13.3	Privacy.....	20
13.4	Confidential Information.....	20
13.5	Freedom of information.....	21
14.	Glossary.....	22

1. Connected Beginnings: Phase 2 processes



1.1 Introduction

These guidelines contain information for the Connected Beginnings grants delivered by the Department of Education (the Department). The Department of Health is also delivering a grants-based program focussing on integrating health services in a range of communities under the co-branding of Connected Beginnings. For more information visit the Department of Health website www.health.gov.au/initiatives-and-programs/connected-beginnings.

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; and
- responsibilities and expectations in relation to the opportunity.

2. About the program

The Connected Beginnings Program (the program) commenced in July 2016 and is ongoing through the forward estimates, subject to annual appropriation.

The program was announced as part of the Child Care Package (the package) that commenced in July 2018 (although the Connected Beginnings component began in 2016) and is designed to make the child care system more affordable, more accessible, more flexible and targeted to those who need it most. The package contains two key components - the Child Care Subsidy and the Child Care Safety Net.

The objective of the Support for the Child Care System program is to:

- help families participate in social economic life of the community by promoting and supporting quality and affordable child care; and
- assist services to improve access and inclusion for vulnerable or disadvantaged children and families, including children with disabilities and their families.

The Child Care Safety Net contributes to the Support for the Child Care System program, in which the Community Child Care Fund (CCCF) is one of three activities announced under the package.

The CCCF aims to support child care services to address barriers to child care participation, particularly targeting disadvantaged and vulnerable families and communities.

The overall outcomes of the CCCF are to:

- improve early childhood development outcomes for vulnerable and disadvantaged children; and
- increase workforce participation by vulnerable and disadvantaged families.

Grants provided under the CCCF are intended to supplement fee income received from families, including the Child Care Subsidy and Additional Child Care Subsidy payments.

The expected outcomes of the Program are to assist Indigenous children in communities where they would benefit the most to achieve the learning and developmental outcomes necessary for a positive transition to school. Over time, this will contribute to achieving equity in school readiness and educational outcomes between Indigenous and non-Indigenous children.

The Connected Beginnings Program was developed in response to the Forrest Review of Indigenous Training and Employment, [Creating Parity](#), which recommended that all governments prioritise investment in early childhood, including through progressive investment in integrated early childhood services.

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

2.1 About the Connected Beginnings: Phase 2 grant opportunity

This grant is being provided as part of the Community Child Care Fund, specifically the Connected Beginnings program. The objective of Connected Beginnings is to support the integration of early childhood, maternal and child health, and family support services with schools in a number of Indigenous communities that are best placed to benefit from the program so that children are well prepared for school.

By funding organisations to integrate services, the Department seeks to improve the ability of Indigenous children in communities where they would benefit the most to achieve a positive transition to school. It will also connect families to services across health, education and family support systems tailored to their needs.

Connected Beginnings provides funding to address particular needs that are specific to a location. It is intended that grant recipients will determine the best way to achieve agreed outcomes that are appropriate for their communities through a collective impact approach which is reliant on co-design of goals and strategies within the community. This allows each model to be community owned and developed to suit the unique needs of each location.

Integration activities, such as co-ordination positions that have a 'linking' and outreach role, models of shared governance, communication tools, data and training packages, will be co-ordinated by a backbone agency. The backbone agency will be selected based on their community knowledge, ability and capacity to deliver and manage the project.

An important feature of the program will be to maximise Government investment and there is an expectation that philanthropic and/or non-government contributions will form part of the budget for each grant awarded.

In parallel with the Department's integrated service delivery program, the Department of Health is also delivering a grants-based program focussing on integrating health services in a range of communities. The Departments are working closely together to deliver these programs under the co-branding of "Connected Beginnings".

Both Departments will jointly evaluate their projects, supported by data-sharing where possible and by ensuring consistency across reporting frameworks.

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

For more information on the Department of Health grants program, refer to the information on their website: www.health.gov.au/connectedbeginnings.

2.2 Identifying Connected Beginnings backbone agencies and sites

The department will select a single provider to lead the implementation of integration activities in each location. This organisation will be described as the 'backbone agency' and it will lead the work in each location with a Grant Agreement to be negotiated.

Selection of sites is determined based on need and includes consideration of a range of important information, such as [Australian Early Development Census](#) (AEDC) and demographic data. The department also consults with key Australian and state/territory government agencies to determine site suitability.

Community scoping plans will be undertaken to determine the suitability of a community to deliver integration projects in a small number of locations. These scoping plans may be formulated through the department or their representative. The department will directly invite applicants to submit proposals for funding.

The specific geographic coverage for the grant will be agreed between the department and the proponent. It may include the specific location or a wider catchment such as surrounding towns, outstations and communities. Backbone agencies are required to have strong links to schools and must be co-located on or adjacent to school grounds.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced approximately \$12 million per year over the forward estimates for Connected Beginnings, which is an ongoing program.

This grant opportunity will be a progressive approach on Ministerial approval of locations.

- There is no maximum grant amount, but grants cannot exceed the amount of available funds.

4. Eligibility criteria

To be eligible to apply you must have received an invitation to apply from the department.

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

We cannot provide a grant if you receive funding from another government source for the same purpose.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)

- be registered for the purposes of GST
- be a permanent resident of Australia
- have an account with an Australian financial institution

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
- a partnership
- a registered charity or not-for-profit organisation
- an Australian local government body
- an Australian state or territory government body
- an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and /or Torres Strait Islander) Act 2006

4.2 National Redress Scheme

For any applications for funding under the Connected Beginnings program after 1 July 2020, the following eligibility requirements must be met for an applicant to be eligible for funding under the program:

- If, prior to 30 June 2020, the applicant was named in the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission), or in an application received by the National Redress Scheme for Institutional Child Sexual Abuse (Scheme) as an institution where child sexual abuse occurred or was alleged to have occurred, the applicant must have:
 - provided a clear written statement to the Scheme setting out its intention to join the Scheme on or before 30 June 2020, and
 - become a participating institution² of the Scheme on or before 31 December 2020, and
 - not ceased to be a participating institution.
- If the applicant was not named in the Royal Commission, or in an application received by Scheme prior to 30 June 2020, but was named in an application received by the Scheme on or after 30 June 2020, as an institution where child sexual abuse occurred or was alleged to have occurred, the applicant must have:
 - become a participating institution of the Scheme within 6 months after being contacted by the Scheme and requested to join, and
 - not ceased to be a participating institution.³

Note: Information about institutions which have not joined the Scheme are available at the National Redress Scheme website: www.nationalredress.gov.au/institutions

² See section 115 of the National Redress Scheme for Institutional Child Sexual Abuse Act 2018

³ See section 116 of the National Redress Scheme for Institutional Child Sexual Abuse Act 2018.

5. What the grant money can be used for

5.1 Eligible grant activities

A Connected Beginnings grant can be used to fund activities such as:

- Establishing a small team including a Project Director, a coordination position, a community engagement officer and/or other positions that have a 'linking' role, where:
 - these positions do not currently exist or where funding for them is ceasing; and/or
 - there is an expectation they will be able to build capacity that will continue beyond the funding available or there is a clear strategy to enable positions to be funded on an ongoing basis.
- Developing and implementing a model of shared governance (while recognising that organisations have independent lines of accountability), involving the community.
- Developing a common plan with principles and objectives that relate to the needs of the particular community and promote a multi-disciplinary, collaborative team-based approach to working with individual children and families, through a collective impact approach.
- Building community engagement and commitment for families and their children to connect to available services.
- Developing and delivering individual training packages for staff in community organisations; reinforcing new ways of working.
- Developing and delivering a communications strategy to keep agencies, families and community informed, in a timely manner, about the project.
- Developing and implementing data systems that allow for sharing of child/family level personal information (with privacy protections) and de-identified data to support the evidence base that allows monitoring of progress.

5.2 Eligible expenditure

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

Eligible expenditure items include:

- Wages for a small project team;
- Travel costs;
- Professional development;
- Collective Impact support;
- Operating expenses such as rent, lease of computers, phones and administration; and
- Expenditure associated to:
 - Develop and Implement a model of shared governance involving community.
 - Develop a common plan with principles and objectives that relate to a particular community and promote a multi-disciplinary, collaborative collective impact approach to working with individual children and families.

- Build community engagement and commitment for families and their children to connect to available services.
- Develop and deliver individual training packages for staff in community organisations; reinforcing new ways to work.
- Develop and deliver a communications strategy to keep agencies, families and community informed, in a timely manner, about the project.
- Develop and implement data systems that allow the sharing of child/family level personal information (with privacy protection) and de-identified data to support the evidence base that allows monitoring of progress.

We may occasionally update the guidelines on eligible and ineligible expenditure. If your application is successful, the version in place when you submitted your application applies to your project.

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

A budget shall be agreed to between the parties and will form part of the grant agreement.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- costs incurred in the preparation of a grant application or related documentation;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- overseas travel;
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility;
- basic physical infrastructure (such as buildings);
- costs that have already been paid for from other sources;
- service infrastructure to deliver specific programs or services; or
- case management of children and families.

6. The assessment criteria

You must address all of the following assessment criteria in the application. All criterion has equal weighting.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested, with a word limit of 500 words per criterion.

Criterion 1

Describe the need in your proposed catchment area to improve the preparation of Indigenous children for the transition to school through integrated early childhood service delivery, including information on:

- the relevant school or schools in your catchment area;
- the early childhood, maternal and child health, and family support services that operate in your proposed catchment area; and

- the number of Indigenous children/families in your catchment area.

Criterion 2

Describe your organisation's proposed project and address how your organisation will:

- achieve the integration of existing early childhood, maternal and child health and family support services with a school or schools in your proposed catchment area;
- increase access and participation of Indigenous children birth to school age, pregnant women and families;
- better prepare Indigenous children for the transition to school.

Outline the discussions you have held with the services proposed for integration through this project.

Criterion 3

Describe how your organisation will deliver the project including management of financial, human resources, administrative processes and governance structures.

Criterion 4

Outline your organisation's ability to meet the grant agreement requirements, particularly relating to:

- value for money;
- philanthropic or non-government support; and
- financial sustainability in the long term.

7. How to apply

Before applying, you must read and understand these guidelines, the sample application form and the sample grant agreement.

These documents **will be provided with the invitation to apply**.

To apply you must:

- complete the application form;
- provide all the information requested;
- address all eligibility criteria and assessment criteria;
- include all necessary attachments; and
- submit your application/s to the department.

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

If you find an error in your application after submitting it, you should contact us immediately by email at ConnectedBeginnings@education.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.

We will acknowledge that we have received your application within three working days.

If you need further guidance around the application process contact us by email at ConnectedBeginnings@education.gov.au.

7.1 Timing of grant opportunity processes

We will only accept a late application where circumstances outside of the control of the applicant have occurred, as determined by the decision maker.

If you are successful, we expect you will be able to commence your project around on execution of the grant agreement.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	On execution of grant agreement
End date of grant activity or agreement	Approximately three years from commencement

7.2 Questions during the application process

If you have any questions during the application period, contact the department by email ConnectedBeginnings@education.gov.au.

8. The grant selection process

8.1 Assessment of grant applications

We will assess your application against the assessment criteria (see Section 6). We consider your application on its merits, based on:

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

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

- the overall objective/s to be achieved in providing the grant;

- the relative value of the grant sought;
- the extent to which the geographic location of the application matches identified priorities;
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives; and
- how the grant activities will target groups or individuals.

8.2 Financial Viability

Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- establishing whether relevant persons have any adverse business history (for example current or past bankruptcy); and
- assessment of the financial health of an entity.

8.3 Who will assess applications?

An assessment committee will assess each application on its merit. The assessment committee will be made up of two department staff and the Chairperson is the Director of the Connected Beginnings program.

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

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

The assessment committee recommends to the Program Delegate which applications to approve for a grant.

8.4 Who will approve grants?

The Assistant Secretary of the Early Learning and Indigenous Branch decides which grants to approve considering the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

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

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

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

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

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

Each agreement has general terms and conditions that cannot be changed. A sample grant agreement will be provided upon invitation to apply.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your project before you have an executed grant agreement, you do so at your own risk.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the agreement.

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

Simple Grant Agreement and/or Standard Grant Agreement

We will use a simple grant agreement or standard grant agreement, depending on the cost and scope of the project.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

10.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse benighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause will also be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children, or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

10.3 How we pay the grant

Once negotiations are finalised, the grant agreement will state the:

- maximum grant amount to be paid;
- any financial contributions you must make;
- any in-kind contributions you will make;
- any financial contribution provided by a third party; and
- allowances for negotiated amounts at specified times.

We will make an initial payment on execution of the grant agreement.

Following the negotiation and acceptance of an appropriate budget we will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.4 Grants Payments and GST

If you are registered for the [Goods and Services Tax \(GST\)](#), 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](#).⁴ 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](#).

⁴ <https://www.ato.gov.au/>

12. How we monitor your grant activity

12.1 Keeping us informed

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

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

You must also inform us of any changes to your:

- name;
- addresses;
- nominated contact details; and/or
- bank account details.

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

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports and 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; and
- expenditure of the grant.

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.

Progress reports

Progress reports must:

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

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

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

Final report

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

Final reports must:

- 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
- be submitted within 90 days of completion in the format provided in the grant agreement.

All funding must be spent by the Grant Agreement Completion Date, which is stated in the Grant Agreement. Unspent funds must be returned to the department.

12.3 Audited financial acquittal report

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement. The financial acquittal report template is attached to the sample grant agreement.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your grant agreement manager.

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. The original receipts showing what you have purchased are required as proof and must be kept for five years. The funded organisation is responsible for keeping a complete set of records for this purpose. It is not necessary to send receipts to the department, unless requested to do so.

12.7 Evaluation

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

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. When this happens, the revised guidelines will be published on [GrantConnect](#).

13.1 Enquiries and feedback

For complaints about this grant opportunity, the department requests that you please complete a [Feedback and enquiry form](#). All complaints about a grant process must be provided in writing.

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 investigate a complaint unless the matter has first been raised directly with the relevant Commonwealth entity.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

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

- has a professional, commercial or personal relationship with a party who can 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 of Education 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; and
- who we give your personal information to.

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

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

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

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

13.4 Confidential Information

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

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

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

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

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

- the [committee] and other Commonwealth employees and contractors to help us manage the program effectively;
- employees and contractors of the 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:

The FOI Coordinator
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14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
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.
backbone agency	the lead agency in the implementation of integration activities in each location
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
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
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	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
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: a. under which relevant money ⁵ or other Consolidated Revenue Fund (CRF) money ⁶ is to be paid to a grantee other than the Commonwealth; and

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

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

	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	refers to the project/tasks/services that the grantee 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 CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.
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 [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
PBS Program	described within the entity’s Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. 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.
selection criteria	comprise eligibility criteria and assessment criteria.
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.
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;



	<ul style="list-style-type: none">• 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.
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