

Centre for Australia-India Relations

Maitri Grant Program 2024-25

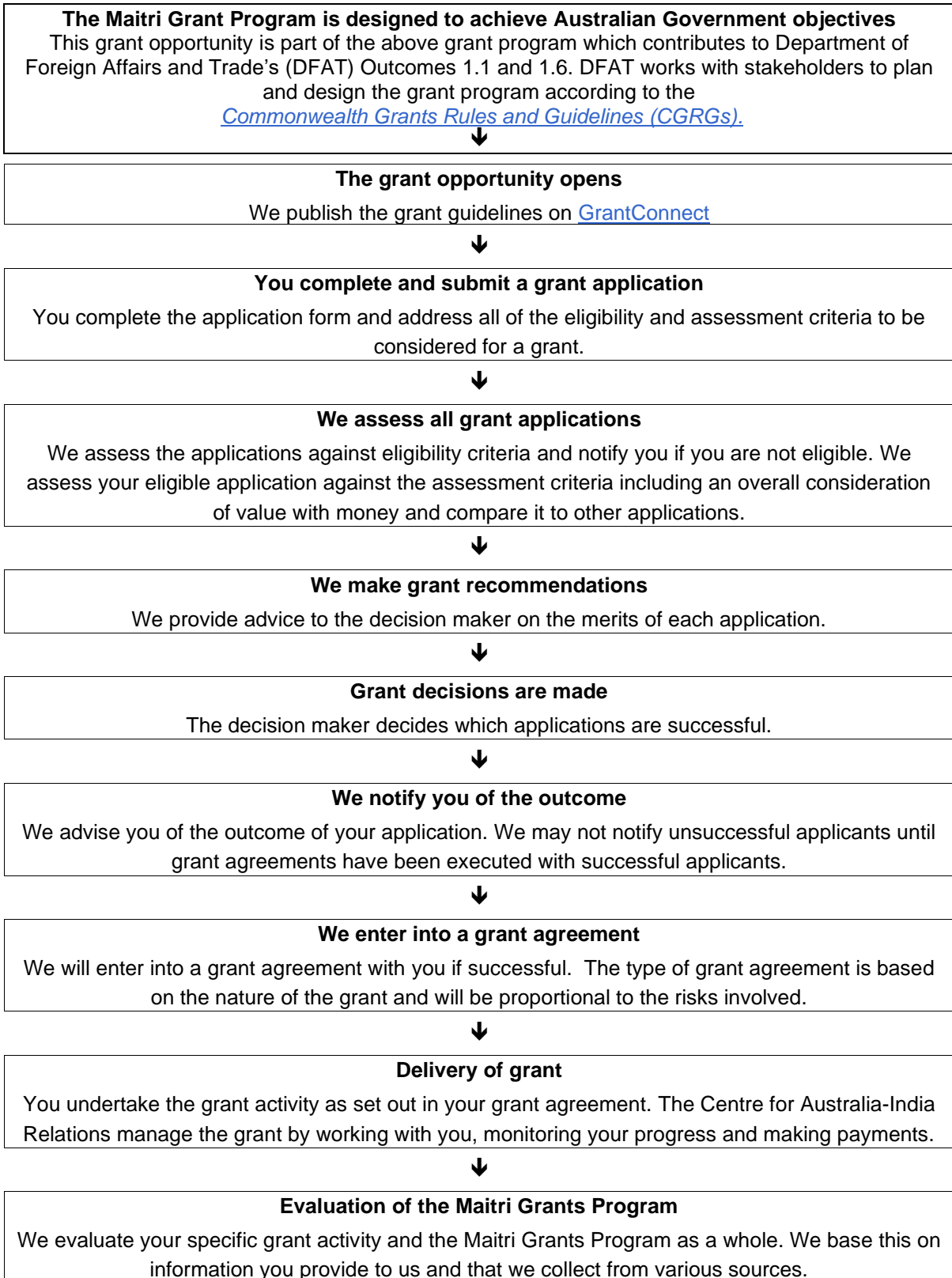
Opening date:	25 September 2024
Closing date and time:	5:00pm, Sydney local time on 04 November 2024
Commonwealth policy entity:	Department of Foreign Affairs and Trade
Administering entity	Centre for Australia-India Relations
Enquiries:	If you have any questions, contact maitrigrants@dfat.gov.au Questions should be sent no later than 11 October 2024.
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Type of grant opportunity:	Open competitive

Contents

1. About the grant program	5
2. Grant amount and grant period	6
2.1 Grants available	6
2.2 Grant period	6
3. Eligibility criteria	6
3.1 Who is eligible to apply for a grant?	7
3.2 Who is not eligible to apply for a grant?	7
3.3 What qualifications, skills or checks are required?	8
4. What the grant money can be used for	8
4.1 Eligible grant activities	8
4.2 Eligible locations	8
4.3 Eligible expenditure	8
4.4 What the grant money cannot be used for	9
5. The Assessment Criteria	9
6. How to apply	10
6.1 Attachments to the application	11
6.2 Joint (consortia) applications	11
6.3 Timing of grant opportunity processes	12
6.4 Questions during the application process	12
7. The grant selection process	12
7.1 Assessment of grant applications	12
7.2 Who will assess applications?	13
7.3 Who will approve grants?	13
8. Notification of application outcomes	14
8.1 Feedback on your application	14
9. Successful grant applications	14
9.1 The grant agreement	14
9.2 Specific legislation, policies and industry standards	14
9.3 How we pay the grant	15
9.4 Grants Payments and GST	16
10. Announcement of grants	16
11. How we monitor your grant activity	16
11.1 Keeping us informed	16
11.2 Reporting	16
11.3 Financial declaration	17
11.4 Grant agreement variations	17
11.5 Compliance visits	17
11.6 Record keeping	17

11.7	Evaluation	17
11.8	Acknowledgement.....	18
12.	Probity.....	18
12.1	Enquiries and feedback	18
12.2	Conflicts of interest	18
12.3	Privacy	19
12.4	Confidential Information	19
12.5	Freedom of information.....	20
13.	Glossary.....	21

1. Maitri Grant Program grant opportunity processes



1.1 Introduction

The Centre for Australia-India Relations (the Centre) is a national platform established by the Australian Government in 2023 to support and facilitate greater collaboration and engagement with India.

The Centre works across all levels of government, industry, academia and civil society to build greater understanding of the Australia-India relationship and the opportunities flowing from our burgeoning connections.

The Centre's work is focused on four Pillars:

1. Catalysing business engagement
2. Promoting policy translation and policy discourse
3. Engaging Indian Australian communities in support of the relationship
4. Facilitating cultural connections and understanding

These guidelines contain information for the Maitri Grants Program grants, including:

- 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.

2. About the grant program

The Centre for Australia-India Relations provides grants for economic, cultural and policy projects that benefit the Australia-India cultural and business relationship. The *Maitri* ("friendship" in Sanskrit) Grant Program has been developed to deliver the Maitri Grants and Maitri Cultural partnerships programs aligned to the Centre's strategic objectives and per Australian Government's Portfolio Budget Statement outcomes 1.1 and 1.6.

The Centre will disburse up to \$5 million under the Maitri Grant Program in 2024-25.

The objectives of the program are:

- foster ongoing collaboration and build institutional links in the creative industries through two-way collaboration activities (like residencies, exchanges, events, exhibitions, and workshops)
- enhance people-to-people links including exchanges in culture, sport, science, health, and space
- promote and support Indian Australian leaders across business, academia, science, the arts and civil society to engage in mainstream national conversations
- facilitate stronger Australian media representation in India and informed coverage of Australia in India
- promote India capability with Australian businesses, including support for excellent and innovative quantitative and qualitative research that:
 - investigates new strategies for Australian companies to engage commercially with India in a global market

- accelerates commercialisation of collective research assets in Australia and India
- showcases innovative collaboration opportunities between Australia and India to strengthen global supply chains
- enhance understanding of First Nations culture and business in India and/or enhanced understanding of Indian knowledge and culture, such as Ayurvedic medicine, in Australia
- promote media and public communication activities on the above

The intended outcomes of the program are:

- advance Australian business knowledge and engagement in India
- enhancing quality dialogue of issues relevant to the Australia-India relationship in both countries
- promote diverse Indian Australian communities
- support sector-to-sector, organisation-to-organisation, peer-to-peer relationships and partnerships between Australian and Indian cultural and creative organisations

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

3. Grant amount and grant period

3.1 Grants available

For this grant opportunity, up to \$5,000,000 is available to be paid in financial year 2024-25 for grant activities to run over three (3) years.

- The minimum grant amount is \$50,000
- The maximum grant amount is \$2,000,000

It is anticipated that most grants will be between \$150,000 and \$500,000, but this does not preclude some grants being more or less than this amount.

The grants cannot exceed the amount of available funds.

Applications which include an in-kind or cash co-contribution towards the grant activities will be seen favourably.

3.2 Grant period

The maximum grant period is three (3) years.

You must complete your grant by 30 April 2028. Following the grant period, an evaluation period will commence.

We may approve two (2) periods of up to six (6) month extensions provided you make the request in writing three (3) months prior to the grant activity end date.

4. Eligibility criteria

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

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

We cannot provide a grant if you receive funding from another government source for the same grant activities. If funding is sought from multiple government programs, you must clearly identify the funding source for each activity in your application.

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
- be located in Australia

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 joint (consortia) application with a lead organisation²
- a registered charity or not-for-profit organisation
- a publicly funded research organisation
- an individual
- an Australian local government body
- an Australian state or territory government body
- a Corporate Commonwealth Entity
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- 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)
- a previous grantee who has failed to provide a full and proper acquittal of an earlier Commonwealth grant
- overseas resident or organisation
- any organisation not included in section 4.1

² The Australian Government recognises that some organisations may seek to form consortia to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint Applications'

4.3 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the grant activity must maintain the following checks if the project directly engages with vulnerable persons or children:

- Working with Vulnerable People registration
- Working with Children check

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activity must:

- directly relate to the Australia-India relationship
- be consistent with the objectives and intended outcomes as outlined in Section 2 ‘*About the grant program*’; and
- include eligible expenditure.

If your activity does not meet all the above requirements, it will be deemed ineligible and will not proceed to assessment.

Eligible activities must directly relate to the project and can include:

- major events, residencies, exhibitions, and performances
- workshops, round tables, focus groups, forums, conferences, and/or other events directly related to the project
- exchanges and secondments of personnel between Australia and India
- communications activities
- market research, including research commercialisation
- community engagement, or
- other activities determined as eligible by the Program Delegate, who in their decision will have regard to:
 - value with relevant money
 - the policy and legislative scope of the original program signed off by the Delegate, and
 - adherence to the policy outcomes listed in Section 2 of these Guidelines.

5.2 Eligible locations

Your grant can include activities at different locations provided they are in Australia and/or India.

5.3 Eligible expenditure

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

Eligible expenditure items include:

- travel costs essential to the grant activity, including:
 - economy class international flights
 - up to 4-star accommodation
 - economy class in country travel
 - per diems

- venue and equipment hire
- expert services of a third party if the services are directly related to and essential for the grant activity, such services include but are not limited to:
 - language translation services, transcribing services
 - purchase of bibliographic or archival material (electronic or hard copy)
 - data collection and analysis services
- communications, advertising and promotion, graphic design, photography
- publications and printed material
- production costs (such as freight, installation, or artists fees)
- research
- other expenditure items determined as eligible by the Program Delegate, who in their decision shall have regard to:
 - value with relevant money,
 - the policy and legislative scope of the original program signed off by the Delegate, and
 - adherence to the policy outcomes listed in Section 2 of these Guidelines.

We may ask you to verify project costs, such as quotes, provided in your application.

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

If you receive Commonwealth funding from another source, you must detail this in your application.

The Program Delegate makes the final decision on what is eligible expenditure.

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- ongoing salaries or wages
- capital expenditure/works, including construction works to property, the purchase of land and vehicles
- the covering of retrospective costs
- purchase of equipment (e.g., technical equipment, musical instruments, computers, videos)
- activities which are already commercially viable in their own right
- activities that provide direct commercial advantage to the applicant (e.g., promotion of own business)
- 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
- study tours or activities undertaken by schools where travel by a significant number of students is the principal element of the proposal, or
- completed projects.

6. The assessment criteria

We assess your application against the criteria below:

Criterion 1 (60%): How will the grant contribute to the intended outcomes of this opportunity? (400 words)

You should demonstrate this by identifying how your activity supports one or more of the Centre's Pillars and how it will support one or more of the outcomes below:

- advance Australian business knowledge and engagement in India
- enhancing quality dialogue of issues relevant to the Australia-India relationship in both countries
- promote diverse Indian Australian communities
- support sector-to-sector, organisation-to-organisation, peer-to-peer relationships and partnerships that Australian and Indian cultural and creative organisations can build on

Criterion 2 (20%): How effective and efficient will the applicant be in delivering the grant and maximising its impact? (150 words)

You should demonstrate this through:

- previous track record of delivering similar activities and the outcome
- describe governance structures and risk management planning
- provide an attached risk register
- capacity to demonstrate success through measurable qualitative and quantitative data
- proposed project partners
- how well you will use branding opportunities and leverage partners to maximise impact
- communications, marketing and media planning and platform reach and coverage
- ability to provide an in-kind or cash co-contribution towards the grant activities

Criterion 3 (20%): How will the activity deliver enduring and sustainable outcomes beyond funding? (150 words)

You should demonstrate this through:

- scenario planning ("what if?") beyond the life of the grant agreement
- ability to deliver enduring value beyond the grant activity, such as ability to forge durable institutional linkages over an extended period

7. How to apply

Before applying, you must read and understand these guidelines.

These documents may be found at [GrantConnect](#). Any alterations and addenda³ will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the application form on SmartyGrants

³ 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

- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application by the closing date and time.

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 immediately after submitting it, you should contact us immediately on maitrigrants@dfat.gov.au. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

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 two working days.

If you are unable to apply online contact us at maitrigrants@dfat.gov.au.

7.1 Attachments to the application

We require the following documents with your application:

- an indicative budget which includes a timeline of expenditure
- a project management plan
- a risk management plan
- evidence of support from your organisation's board, CEO or equivalent
- a letter of support from referees (referees cannot be the Centre or DFAT employees, or Centre Advisory Board members).

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

7.2 Joint (consortia) applications

We recognise that some organisations may want to join as a group to deliver a grant.

In these circumstances, you must appoint a 'lead organisation'. The lead organisation must meet the eligibility criteria listed in Section 4. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group

- the roles/responsibilities of the partner organisation and the resources (including cash and in-kind contributions) they will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.3 Timing of grant opportunity processes

You must apply between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be able to commence your grant activity around April 2025.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks (approx. 5 to 29 November 2024)
Approval of outcomes of selection process	2 weeks (approx. 2 to 13 December 2024)
Notification to Successful Applicants	1 week (approx. 16 to 20 December)
Negotiations and award of grant agreements	1 to 3 weeks (approx. 28 January to 14 February 2025) Note, the Centre will not progress grant processes during the period from 21 December 2024 to 27 January 2025.
Notification to unsuccessful applicants	from 17 February 2025
Announcement of successful grants	March 2025
Earliest start date of grant activity	April 2025
End date of grant activity	As listed in grant agreements.

7.4 Questions during the application process

If you have any questions during the application period, contact the Maitri Program Section at maitrigrants@dfat.gov.au.

The Centre for Australia-India Relations will respond to emailed questions within five working days. Answers to questions not already provided publicly will be posted on [GrantConnect](#).

Questions should be sent no later than 11 October 2024.

8. The grant selection process

8.1 Assessment of grant applications

We first review your application against the eligibility criteria..

If eligible, we will then 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 criteria
- how it compares to other applications

- whether it is in Australia’s national interests
- whether it ensures an appropriate geographic distribution, and
- whether it ensures an appropriate mix of sectors
- whether it provides value with relevant money⁴

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

- the overall objectives 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
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- the extent to which the evidence in the application aligns to Australia’s national interest
- how the grant activities will target groups or individuals and the size and quality of audience the activity will reach.

8.2 Who will assess applications?

An assessment committee will assess each application on its merits and compare it to other eligible applications before recommending which grant applications should be awarded a grant. The assessment committee will be made up of staff from the Centre.

We may ask external experts/advisors to inform the assessment process. Experts/advisors could include:

- the Centre’s Advisory Board Members,
- Australian High Commission - New Delhi
- Australian Consulate-General - Chennai, Kolkata, or Mumbai
- DFAT policy line area, including DFAT State and Territory Offices, or
- relevant Commonwealth agencies.

Any expert/advisor, who is not a Commonwealth Official, will be required 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.

8.3 Who will approve grants?

The Program Delegate is the Chief Executive Officer of the Centre for Australia-India Relations. The Program Delegate will decide which grants to approve considering the availability of grant

⁴ See glossary for an explanation of ‘value with money’.

funds for the purpose of the grant program. The Program Delegate may consult the Centre's Advisory Board, DFAT staff, other Commonwealth government and expert private sector assessors and consider 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 eligible expenditure
- 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 to the primary contact provided in your application. If you are shortlisted to negotiate an agreement, we will advise you of any specific conditions attached to the grant.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

Due to the volume of grant applications, feedback will not be provided to unsuccessful applicants.

10. Successful grant applications

10.1 The grant agreement

If your application for a grant is successful following final shortlisting, we will require you enter into a legally binding grant agreement with the Commonwealth. We use a grant agreement based on a Department of Finance template that has been specifically tailored to meet Centre requirements.

Each agreement has general terms and conditions that cannot be changed.

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 grant activities before you have an executed grant agreement, you do so at your own risk. You must not start any Maitri Grant Program activities until a grant agreement is executed.

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.

You will have ten (10) 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 Specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in relation to your grant activity.

In the Standard Grant Agreement, grantees must acknowledge that persons who undertake, or who have an arrangement to undertake certain activities on behalf of a foreign principal for the purpose of political or governmental influence are required to register under the Foreign Influence Transparency Scheme Act (2018). It is an offence to not register if you are required to do so, and penalties apply. Further information about the scheme is accessible at: www.ag.gov.au/transparency.

Grantees should also take into account the [Guidelines to Counter Foreign Interference in the Australian University Sector](#).

Where grant activities may involve research collaboration with foreign entities, some provisions relating to Australia's export controls regime may apply to you. It is your responsibility to consider any implications of the relevant legislation and ensure you have appropriate risk management controls in place. You should refer for example to <https://www.legislation.gov.au/Details/F2019L00424> for the Defence and Strategic Goods List 2019 and <https://www.defence.gov.au/business-industry/export/controls> for further information.

Where appropriate, applicants must provide details of intellectual property (IP) arrangements in their full applications. This includes both the use of IP in the grant activity and the proposed ownership rights to IP generated by the grant activity as well as strategies for protecting Australia's interests. Where IP is likely to be generated by the grant activity, successful applicants are required to conclude protocols or contracts with their Indian and other collaborating partners on the management of IP issues. Grantees should approach IP negotiations in line with the principles outlined on <https://business.gov.au/>.

You must ensure that you know who you are collaborating with by undertaking appropriate due diligence, proportionate to the risk and subject to available information, on all partners and personnel participating in the project. You should be prepared to demonstrate how you will manage and mitigate any identified risks including security, ethical, legal and reputational risks. The Centre conducts a detailed integrity process on its grants. Your demonstrated ability to proactively manage risk is an important part of your application.

The Foreign Influence Transparency Scheme provides the public with visibility of the nature, level and extent of foreign influence on Australia's government and politics. It is recommended that you review obligations and responsibilities under the scheme at [Foreign Influence Transparency Scheme | Attorney-General's Department \(ag.gov.au\)](#) before establishing project partners.

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs or have unintentionally omitted costs from your budget, you must meet them yourself.

We may pay up to 100 per cent of the grant on execution of the grant agreement, subject to timelines outlined in the grant agreement. You will be required to provide milestone reporting on how you spent the grant funds.

10.4 Grants Payments and GST

All funding submitted as part of the grant application should exclude GST.

In general, GST is not included in Grant Payments, unless it meets the definition of a Taxable Supply and other criteria as per ATO's regulations. If you think that your grant should have GST included as it meets the criterion provided by ATO, then you will need to submit a business case providing the rationale on how your grant meets the ATO regulation, and we will consider it on a case-by-case basis.

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](#).⁵ We do not provide advice on your 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.

You must also inform us of any changes to your:

- name (including any change to the legal entity status of the grantee or ABN)
- addresses or nominated contact details
- bank account details
- new partnerships or sponsorship arrangements
- organisation's governance arrangements/composition.

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 Centre, the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement. We will expect you to report regularly on:

- progress against agreed activity 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, complexity and grant amount.

⁵ <https://www.ato.gov.au/>

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
- be submitted by the report due date (you can submit reports ahead of time if relevant).

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. Ad-hoc reporting may be requested in writing or by teleconference.

Final report

When you complete the grant activity, 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
- be submitted in the format provided in the grant agreement.

12.3 Financial declaration

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you may request a variation to your grant agreement by emailing the relevant Grant Manager or maitrigrants@dfat.gov.au.

Extension for up to six (6) months may be requested, provided they are submitted before the end date of your grant agreement (and do not result in the grant agreement exceeding a total of three (3) years).

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. A variation will be in the form of a Deed of Variation.

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 grant opportunity 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.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

12.8 Acknowledgement

Effective branding of your grant is an important component of this program. The Centre's logo must be used on all materials related to grants under the program, or as otherwise directed or agreed by the Centre. Whenever the logo is used, the publication must also acknowledge the Commonwealth in line with the Centre's branding guidelines, which will be provided to you on the execution of the grant agreement.

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.

13.1 Enquiries and feedback

Any questions you have about grant decisions for this grant opportunity should be sent to maitrigrants@dfat.gov.au. All complaints about a grant process must be provided in writing.

If you do not agree with the way the Centre 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 DFAT.

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 the Centre's staff, 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 is able to influence the application selection process, such as an Australian Government officer or Advisory Board Member
- 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 Centre 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.

Our conflict-of-interest policy accords with that of DFAT.

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 Centre or DFAT 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 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:

- the Centre’s Advisory Board and any Commonwealth employee and/or 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
 The Director, Freedom of Information Section Legal Division
 Department of Foreign Affairs and Trade
 R.G. Casey Building, John McEwen Crescent
 BARTON ACT 0221

By email: foi@dfat.gov.au

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 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.
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.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money⁶ or other Consolidated Revenue Fund (CRF) money⁷ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee 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 several lower levels, 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.

⁶ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁷ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Program Delegate	The Chief Executive Officer of the Centre for Australia-India Relations
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 ▪ 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