



**ASEAN-Australia
Centre**

ASEAN-Australia Centre 2026-27 Grants Program Guidelines

Opening date:	1300 AEST on 16 September 2026
Closing date and time:	1300 AEDT on 28 October 2026
Commonwealth policy entity:	Department of Foreign Affairs and Trade
Administering entity:	Department of Foreign Affairs and Trade (DFAT)
Enquiries:	If you have any questions, please contact the ASEAN-Australia Centre at aseanaustraliacentre.grants@dfat.gov.au Questions must be received no later than 17:00 AEDT on 27 October 2026
Date grant opportunity guidelines released:	16 September 2026
Type of grant opportunity:	Open competitive

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1. The ASEAN-Australia Centre 2026-27 Grants Program process

The ASEAN-Australia Centre ('the Centre') 2026-27 Grants Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to DFAT's Portfolio Budget Statement Outcome 1. DFAT and the Centre work with stakeholders to plan and design the grants program according to the [Commonwealth Grants Rules and Principles 2024¹ \(CGRPs\)](#).



The grant opportunity opens

We publish the grant opportunity guidelines on [GrantConnect](#)²



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria. We assess your eligible application against the assessment criteria including an overall consideration of value with relevant money and compare it to other applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with you if you have been successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



¹ <https://www.legislation.gov.au/F2024L00854/latest/versions>

² <https://www.grants.gov.au/>



Evaluation of the ASEAN-Australia Centre 2026-27 Grants Program

We evaluate your specific grant activity and the ASEAN-Australia Centre 2026-27 Grants Program as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These grant opportunity guidelines contain information for the ASEAN-Australia Centre (the Centre) 2026-27 grants program (the grant program).

You must read these grant opportunity guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria and how to apply
- 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 grant opportunity.

We administer the grant program according to the [Commonwealth Grants Rules and Principles 2024](#)³ (CGRPs).

2 About the grant program

Established in 2024, the Centre is a national platform that supports initiatives aimed at strengthening Southeast Asia literacy in Australia and business, education, cultural and community connections between Australia and ASEAN Member States.

The Centre, subject to ongoing budget, will provide grants each year.

The objectives of the program are:

- To develop, promote and strengthen understanding and engagement between Australia and Southeast Asia (encompassing ASEAN Member States) in support of Australia's national interests.
- To support the implementation of [the ASEAN-Australia Comprehensive Strategic Partnership](#) aligned with ASEAN priorities.
- To build on the Australian Government's ongoing commitment to deepen engagement with Southeast Asia and supports implementation of recommendations from [Invested: Australia's Southeast Asia Economic Strategy to 2040](#).

To deliver on its objectives, the Centre focuses its work on four pillars:

- Southeast Asia literacy
- Economic linkages
- Education
- Cultural connections.

³ <https://www.legislation.gov.au/F2024L00854/latest/text>

The intended outcomes of the program are:

- To build business, cultural and community links between Southeast Asia and Australia.

2.1 About the ASEAN-Australia Centre 2026-27 Grant opportunity

For the 2026-27 grants opportunity, the Centre welcomes applications in line with the Centre's mission and pillars in the following streams:

Stream 1 – Economic engagement

- Initiatives to support networking and engagement, exchange of information and opportunities, awareness-raising, business matching and Asia capability for Australian business that:
 - Focus on a priority sector identified in *Invested: Australia's Southeast Asia Economic Strategy to 2040*
 - Demonstrate an inclusive approach - led by private sector but engaging state and territory governments, peak bodies, chambers and councils and Southeast Asia diplomatic representatives.

OR

- Initiatives that support Australian First Nations businesses to build economic engagement with Southeast Asia, in line with *Invested: Australia's Southeast Asia Economic Strategy to 2040*.

Stream 2 – Creative industry and cultural connections

- Creative industry exchanges, residencies and capacity-building
- Professional development, skills sharing and creative collaboration
- Initiatives that support export pathways and market development for arts workers, businesses and organisations.

Stream 3 – Asia capability

- Proposals that draw from the skills and knowledge of students from Southeast Asia studying in Australian higher education institutions to support Southeast Asia literacy in the education and business sectors

OR

- Establish benchmarking and accreditation tools for Australian professionals in higher education, research and business to demonstrate their Southeast Asia literacy, and establish mechanisms to support Australians to maintain this important professional capability.

OR

- Develop resources and initiatives aligned to the Australian Curriculum to support teaching about Southeast Asia in primary and secondary schools in Australia, which may include materials that support alignment of community-based language learning with school-based language learning.

The intended outcomes of the grant opportunity are to:

- build business, cultural and community links between Southeast Asia and Australia.

For all grant streams:

- Projects must involve multiple Southeast Asian countries (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor-Leste and Vietnam)
- applications should clearly identify Southeast Asian partners involved in the project
- applications are encouraged from Australians of Southeast Asian heritage that promote engagement with, and increase awareness of Southeast Asian diaspora communities
- applications from First Nations Australians and First Nations Australian-led organisations are strongly encouraged
- women and women-led businesses and organisations are strongly encouraged to apply
- applications from people with diverse abilities are welcomed.

3 Grant amount and grant period

3.1 Grants available

- The Australian Government has a total of \$2.2 million over two years (2026-27 to 2027-28) for this grant opportunity. The grant opportunity will run from 16 September to 28 October 2026. The minimum grant amount per annum is \$50,000.
- The maximum grant amount per annum is \$200,000.
- Applicants may apply for a multi-year grant (up to two years) for an equivalent amount (i.e. a grant for any amount between \$100,000 and \$400,000 over two years).

We encourage our applicants to seek funding from other sources. Co-contributions from applicants and other funding sources that demonstrate commitment to the grant project will strengthen your application.

Co-contributions may take the form of, but are not limited to, monetary or in-kind contributions such as program management staff hours, administrative support, venues for exhibitions or events, salaries and logistics management. There are no limits to the percentage or amount for co-contributions.

3.2 Grant period

The maximum grant period is two years. If successful, you must start your grant activity before the end of the 2026-27 financial year (i.e. before 30 June 2027).

4 Eligibility criteria

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

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have a current Australian Business Number (ABN)
- be a permanent resident or citizen of Australia

- have an account with an Australian financial institution
- be located in Australia or in one of the countries in Southeast Asia mentioned above.

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 organisation⁴
- a registered charity or not-for-profit organisation. Please refer to the Australian Charities and Not-for-profits Commission (ACNC) registry [Search for a charity | ACNC](#) to confirm if your organisation is registered.
- a publicly funded research organisation
- an individual
- 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](#)

and be willing to provide or develop child protection guidelines that meet DFAT [Child Protection Policy](#) for your project if it involves people under the age of 18 years.

Applications from consortia are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible as per the list above – see Section 7.2.

Individuals who intend the grant to be administered by a university should apply on behalf of the university, i.e. your university is the applicant.

The Australian Government works through trusted non-government partners including multilateral and non-government organisations to provide support to the people of Myanmar. Proposals to support the people of Myanmar through this grants program are encouraged. Each proposal will be considered on a case-by-case basis to assess the level of risk involved. Given the crisis in Myanmar, Australia does not provide any direct funding to Myanmar authorities.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation not included in section 4.1
- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#)⁵ on the list of 'Institutions that have not joined or signified their intent to join the Scheme'

⁴ The Australian Government recognises that some organisations may seek to form consortia in order 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'

⁵ <https://www.nationalredress.gov.au/>



- an unincorporated association
- a previous grantee who has failed to provide a full and proper acquittal of an earlier Commonwealth grant

4.3 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the grant activity may be required to maintain the following checks:

- Working with Vulnerable People registration
- Working with Children Check

4.4 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 (see Section 10.1), 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 accessible at: [Guidelines to Counter Foreign Interference in the Australian University Sector - Department of Education, Australian Government](#).

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 [Defence and Strategic Goods List 2024 - Federal Register of Legislation](#) for the Defence and Strategic Goods List 2024 [Defence and Strategic Goods List | Business & Industry | Defence](#) 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 the relevant country and other collaborating partners on the management of IP issues. Grantees should approach IP negotiations in line with the principles outlined on [Support for businesses in Australia | business.gov.au](#).

Grantees must comply with the *Modern Slavery Act 2018*, accessible at: [Modern slavery | Attorney-General's Department](#).

5 What the grant money can be used for

5.1 Eligible grant activities

To be eligible your proposed grant activities:

- must be consistent with the objectives and intended outcomes as outlined in Section 2 'About the grant program' (above)
- include eligible activities and eligible expenditure.

Eligible activities must directly relate to the grant project and can include, but are not limited to:

- industry dialogues (virtual or in person)
- trade delegations
- virtual or real tours and exhibitions
- events, performances and forums
- conferences and workshops
- exchanges, internships, fellowships and secondments of personnel between Australia, ASEAN Member States
- communications activities
- market research
- community engagement
- investment policy talks; and
- other activities determined as eligible by the Program Delegate.

5.2 Eligible locations

Your grant can include activities at different locations provided they are in Australia and/or [ASEAN Member States](#).

5.3 Eligible expenditure

You can only spend the grant on eligible expenditure directly related to the delivery of eligible activities.

Eligible expenditure items include:

- Reasonable air, land or sea travel costs and accommodation including meals and travel allowances, with the requirement to demonstrate the best value-for-money principles (refer to [Taxation Determination](#) for guidance)
- interpretation and translation
- communications, advertising and promotion, graphic design, photography
- publications and printed material
- event and production costs (including freight and artists' fees)
- venue hire and catering
- research-related activities
- labour costs of employees you directly employ to deliver the core elements of the grant project (but not ongoing salaries/wages), or
- other activities determined as eligible by the Program Delegate.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your grant activity may be eligible for grant funding. In collaboration with relevant areas within DFAT, the Program Delegate will make the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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 government funding from another source, you must detail this in your application.

For activities delivered in Australia, applicants are encouraged to consider the use of a First Nations supplier, if they intend to subcontract any of the services above. A directory of registered First Nations businesses is available on the [Supply Nation website](#).

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- ongoing salaries/wages
- major capital expenditure
- the covering of retrospective costs
- 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 honorariums, or administrative charges levied by the applicant's organisation
- major construction/capital works
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility, and or
- completed projects.

6 The assessment criteria

You must address all of the following assessment criteria in the application. We will assess your application based on the weighting given to each criterion. See section 8.1 for further information on the assessment of applications.

Applicants should clearly detail which grant stream they are applying for (see Section 2.1). Separate applications must be made for each grant stream.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested. The application form includes text limits for each criterion.

Criterion 1 (20% - word limit 200 words): How will the grant contribute to the Centre's objectives and four pillars?

You should demonstrate this by identifying how your activity will develop, promote and strengthen understanding and engagement between Australia and Southeast Asia (encompassing ASEAN Member States) in support of Australia's national interests in one or more of the below:

- increasing Southeast Asia literacy
- supporting economic linkages between Australia and ASEAN
- fostering engagement through education
- promoting cultural connections and showcase regional ties

Criterion 2 (20% - word limit 200 words): How well does the grant address the grant stream and intended outcomes of this grant opportunity?

You must list the grant stream and intended outcomes in Section 2.1 that your activity will enhance.

You should demonstrate this by identifying:

- areas in which your application provides an innovative solution to a pressing need
- how your grant will support the national interest in your chosen area.

Criterion 3 (20% - word limit 200 words): How effective and efficient will the applicant be in delivering the grant?

You should demonstrate this through:

- previous track record of achievement and the diversity of skills, experience and backgrounds your team brings to the project, effective governance and risk management frameworks
- capacity to demonstrate success through measurable qualitative and quantitative data
- proposed project partners in Australia and/or ASEAN Member States.

Criterion 4 (20% - word limit 200 words): How will the activity deliver enduring and sustainable outcomes beyond the funding period?

You should demonstrate this through:

- scenario planning (“what if?”) beyond the life of the grant agreement
- ability to deliver enduring value beyond the grant cycle, such as ability to forge durable institutional linkages, commercial outcomes or people-to-people links over an extended period of time.

Criterion 5 (20% - word limit 200 words): How well you will maximise the reach and impact of the funding?

You should demonstrate this through:

- partnerships and financial resilience, including in-kind support
- how well you will use branding opportunities and leverage partners to maximise impact
- how you will provide recognition of the Centre’s support, for example through applying Centre branding and/or providing opportunities for Centre participation, including members of our Advisory Board, and
- communications, marketing and media planning and platform reach.

7 How to apply

Before applying, you must read and understand these grant opportunity guidelines, the sample application form and the sample [grant agreement](#).



These documents may be found at [GrantConnect](#)⁶ and on [SmartyGrants](#). Any alterations and addenda⁷ will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes to these grant opportunity guidelines.

To apply you must:

- complete the online 2026-27 grant round opportunity application form on [SmartyGrants](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to [SmartyGrants](#) by the closing date and time. Late applications will not be accepted.

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 aseanaustraliacentre.grants@dfat.gov.au. We will not 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 will not 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 need further guidance around the application process or if you are unable to submit an application online, contact SmartyGrants at service@SmartyGrants.com.au or by calling +61 3 9320 6888.

7.1 Attachments to the application

We require the following document with your application:

- a letter of support or reference that outlines your capability and capacity to deliver your project (Please note, referees cannot be Centre staff 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 together as a group to deliver a grant activity.

⁶ [GrantConnect](#)

⁷ 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.

In these circumstances, you must appoint a 'lead organisation'. 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
- 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 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 grant agreement.

7.3 Timing of grant opportunity processes

You must submit your application via the SmartyGrants online platform 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 during the first quarter of 2027. The expected end date is as specified in your application.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Applications open	1300 AEST on 16 September 2026
Applications close	1300 AEDT on 28 October 2026
Assessment of applications	November 2026
Approval of outcomes of selection process	December 2026
Negotiations and award of grant agreements	From December 2026 to January 2027
Notification to unsuccessful applicants	December 2026
Earliest start date of grant activity	As soon as the grant agreement has been fully executed
End date of grant activity	As specified in the grant agreement
End date of grant agreement	As specified in the grant agreement

7.4 Questions during the application process

If you have any questions during the application period, please contact the Centre at aseanaustraliacentre.grants@dfat.gov.au.

Applicants may speak with the Centre in their first language by telephoning the Translating and Interpreting Service on 131 450 (local call anywhere in Australia) and asking to be connected with the Centre on 02 6261 1333.

If you are deaf, or have a hearing or speech impairment, contact us through the [National Relay Service](#) on the following 24-hour relay call numbers:

- **TTY/voice calls:** 133 677
- **Speak and Listen:** 1300 555 727
- **SMS relay:** 0423 677 767

If you encounter any accessibility issues while using the GrantConnect website and application process, please contact the Grant Connect Helpdesk at [Contact Us: GrantConnect](#). Further information about the accessibility of the Grant Connect website is provided at [Accessibility Statement: GrantConnect](#).

First Nations Australian applicants may wish to access assistance in submitting an application where English is not their first language. In these cases, applicants may contact their [preferred Indigenous language centre](#) for assistance.

8 The grant selection process

8.1 Assessment of grant applications

Only eligible applications will move to the next stage. We consider eligible applications through an open competitive grant process.

If your application is 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 assessment criteria
- how it compares to other applications
- risk management strategies, including but not limited to cybersecurity, respect for diversity of views, intellectual property protection and compliance controls to counter foreign interference, and
- whether it provides value with relevant money.⁸

8.1.1 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 and their accordance with the Centre's strategic objectives
- 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/objective
- how the grant activities will target groups or individuals.

⁸ See glossary for an explanation of 'value with money'.



8.2 Who will assess applications?

An internal assessment committee will assess each submission 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 Centre staff and/or other Commonwealth employees.

The assessment committee may seek additional information about you, your application, project partners, related bodies corporate, related entities and associated entities (as defined in the [Corporations Act 2001](#)⁹) and related personnel from third party sources, including other Commonwealth entities. 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 Head of the Centre (Program Delegate) decides which grants to approve taking into account 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
- the terms and conditions of the grant.

The Centre reserves the right to offer more or less funding than that sought by the applicant.

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.

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

Feedback will not be available for this grant opportunity.

10 Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the standard grant agreement in this program. Each grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [SmartyGrants](#).

⁹ <https://www.legislation.gov.au/C2004A00818/latest/text>

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.

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.

Standard Grant Agreement

We will use a standard grant agreement. You will have 14 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.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Program Delegate.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- any in-kind contributions you will make
- whether the payment will be upfront or in instalments
- any financial contribution provided by a third party.

We will not exceed the maximum grant amount, unless the delegate approves a deed of amendment to your grant agreement. If you incur extra costs under the agreement, you will need to 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 including on how you spent the grant funds. In cases where we pay in instalments, subsequent payments are subject to satisfactory progress on agreed milestones.

10.3 Grants payments and GST

This grant is Goods and Services Tax (GST) exclusive.

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](https://www.ato.gov.au/).¹⁰ We do not provide advice on your taxation circumstances.

¹⁰ <https://www.ato.gov.au/>

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 5.4 of the [CGRPs](#)¹¹.

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
- addresses
- nominated contact details
- bank account details.

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. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed grant 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.

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 and ongoing Comprehensive budget

These reports must:

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

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

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

¹¹ <https://www.legislation.gov.au/F2024L00854/latest/text>

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.

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 within 30 days of completion in the format provided in the grant agreement.

12.3 Financial declaration

We may ask you to provide a financial 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 can request a variation to your grant agreement. You can request a variation by emailing aseanaustraliacentre.grants@dfat.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 your grant and 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 Communications and Acknowledgement

The Centre will request a communications strategy for your grant and provide you with guidance on acknowledging the Centre's support in your external communications and use of Centre branding.

The Centre's support must be acknowledged and recognised in all communications related to the program. This includes, but is not limited to, applying the Centre's logo on communications materials and providing opportunities for Centre participation at events (for example, through speaking opportunities and/or Centre representation at grant events and activities).

Whenever the logo is used, the publication must also acknowledge the Centre as follows:

'This [name of grant activity] received grant funding from the Australian Government's ASEAN-Australia Centre.'

13 Probity

We will make sure that the grant opportunity process is fair, is conducted according to the published grant opportunity guidelines, is consistent with the CGRPs and incorporates appropriate safeguards against fraud and corruption, unlawful activities and other inappropriate conduct.

These grant opportunity guidelines may be changed from time-to-time by the Centre. When this happens, we will publish the addendum on [GrantConnect](#)¹². By registering on this website, you will be automatically notified of any changes to these grant opportunity guidelines.

You should be aware of your obligations under the [National Anti-Corruption Commission Act 2022](#)¹³, noting that under the Act grantees will generally be considered 'contracted service providers' [see [NACC fact sheets](#)¹⁴].

13.1 Enquiries and feedback

All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent aseanaustraliacentre.grants@dfat.gov.au.

If you do not agree with the way the Centre has handled your complaint, you may complain to the [Commonwealth Ombudsman](#)¹⁵. The Ombudsman will not usually consider a complaint unless the matter has first been raised directly with the Centre or DFAT.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Website: www.ombudsman.gov.au

13.2 Conflict of interest

Any conflicts of interest, or perceived conflicts of interest can affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if

Centre staff, any member of a committee or advisor, member of the Centre's Advisory Board, and/or you or any of your personnel, including sub-contractors have a:

- professional, commercial or personal relationship with a party who can influence the application selection process, such as an Australian Government officer [or member of an external panel]
- 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
- 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.

¹² <https://www.grants.gov.au/>

¹³ <https://www.legislation.gov.au/C2022A00088/latest/text>

¹⁴ <https://www.nacc.gov.au/resource-centre/nacc-fact-sheets>

¹⁵ <https://www.ombudsman.gov.au/>

You will be asked to declare, as part of your application, any perceived or existing conflicts of interest or that, to the best of your knowledge, there are no conflicts 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\(7\)\)](#)¹⁶ of the [Public Service Act 1999](#)¹⁷ and section 29 (duty to disclose interests) of the *Public Governance, Performance and Accountability Act 2013*. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on [DFAT](#) website.

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#)¹⁸ and the [Australian Privacy Principles](#)¹⁹. This includes letting you know:

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

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

- (a) whether the information or opinion is true or not and
- (b) whether the information or opinion is recorded in a material form or not.

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

The Australian Government may also use and disclose information about grant applicants and 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 that you will comply with the Privacy Act and the Australian Privacy Principles and that you will 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 DFAT or the Centre would breach an Australian Privacy Principle as defined in the Privacy Act.

¹⁶ <https://www.apsc.gov.au/working-aps/integrity/integrity-resources/code-of-conduct>

¹⁷ <https://www.legislation.gov.au/C2004A00538/latest/versions>

¹⁸ <https://www.legislation.gov.au/C2004A03712/latest/text>

¹⁹ <https://www.oaic.gov.au/privacy/australian-privacy-principles>

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:

- the Centre Advisory Board and other Commonwealth employees and contractors to help us manage the program effectively, including for an integrity purpose
- 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, Privacy Commissioner or National Anti-Corruption Commissioner, or staff of their agencies
- the responsible Minister or Parliamentary Secretary, or
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#)²⁰ (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.

²⁰ <https://www.legislation.gov.au/C2004A02562/latest/versions>

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

By mail: The Director, Freedom of Information Section
 Public Interest Law Branch
 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 ²¹ (PGPA Act).
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.
commencement date	the expected start date for the grant activity.
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 Principles 2024 (CGRPs) ²²	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.
completion date	the expected date that the grant activity must be completed and the grant spent by.
contracted service provider	a person who is a party to a Commonwealth contract or is a party to a subcontract with a contracted service provider and is responsible for the provision of goods or services under contract, either directly or indirectly.
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.

²¹ <https://www.legislation.gov.au/C2013A00123/latest/text>

²² <https://www.legislation.gov.au/F2024L00854/latest/text>

Term	Definition
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Eligibility criteria should be developed to enable objective validation and are either 'met' or 'not met'. Assessment criteria may apply in addition to eligibility criteria.
grant	for the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money²³ or other Consolidated Revenue Fund²⁴ (CRF) money²⁵ 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 ²⁶	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.
grant program	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.

²³ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

²⁴ <https://www.finance.gov.au/about-us/glossary/pgpa/term-consolidated-revenue-fund-crf>

²⁵ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

²⁶ <https://www.grants.gov.au/>



Term	Definition
National Anti-Corruption Commission (NACC)	the National Anti-Corruption Commission (NACC) is an independent Commonwealth agency. It detects, investigates and reports on serious or systemic corruption in the Commonwealth public sector. The Commission operates under the National Anti-Corruption Commission Act 2022 ²⁷ .
PBS Program	described within the entity's Portfolio Budget Statement ²⁸ , 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.
Program Delegate	The person who makes a decision to award a grant as authorised under the <i>Commonwealth Grants Rules and Principles</i> .
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	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. 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: • 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.

²⁷ <https://www.legislation.gov.au/C2022A00088/latest/text>

²⁸ <https://budget.gov.au/content/pbs/index.htm>

Appendix A. Acronyms

Acronyms used in these guidelines, online and within application forms.

ABN	Australian Business Number
ACN	Australian Company Number
AEDT	Australian Eastern Daylight Time
AEST	Australian Eastern Standard Time
ASEAN	Association of Southeast Asian Nations
CGPGs	Commonwealth Grants Rules and Principles
CV	Curriculum Vitae
DFAT	Department of Foreign Affairs and Trade
FOI	Freedom of Information
GST	Goods and Services Tax
PBS	Portfolio Budget Statement
PGPA Act	Public Governance, Performance and Accountability Act