

ASEAN-Australia Young Women Entrepreneurs' Exchange Program Grant Guidelines

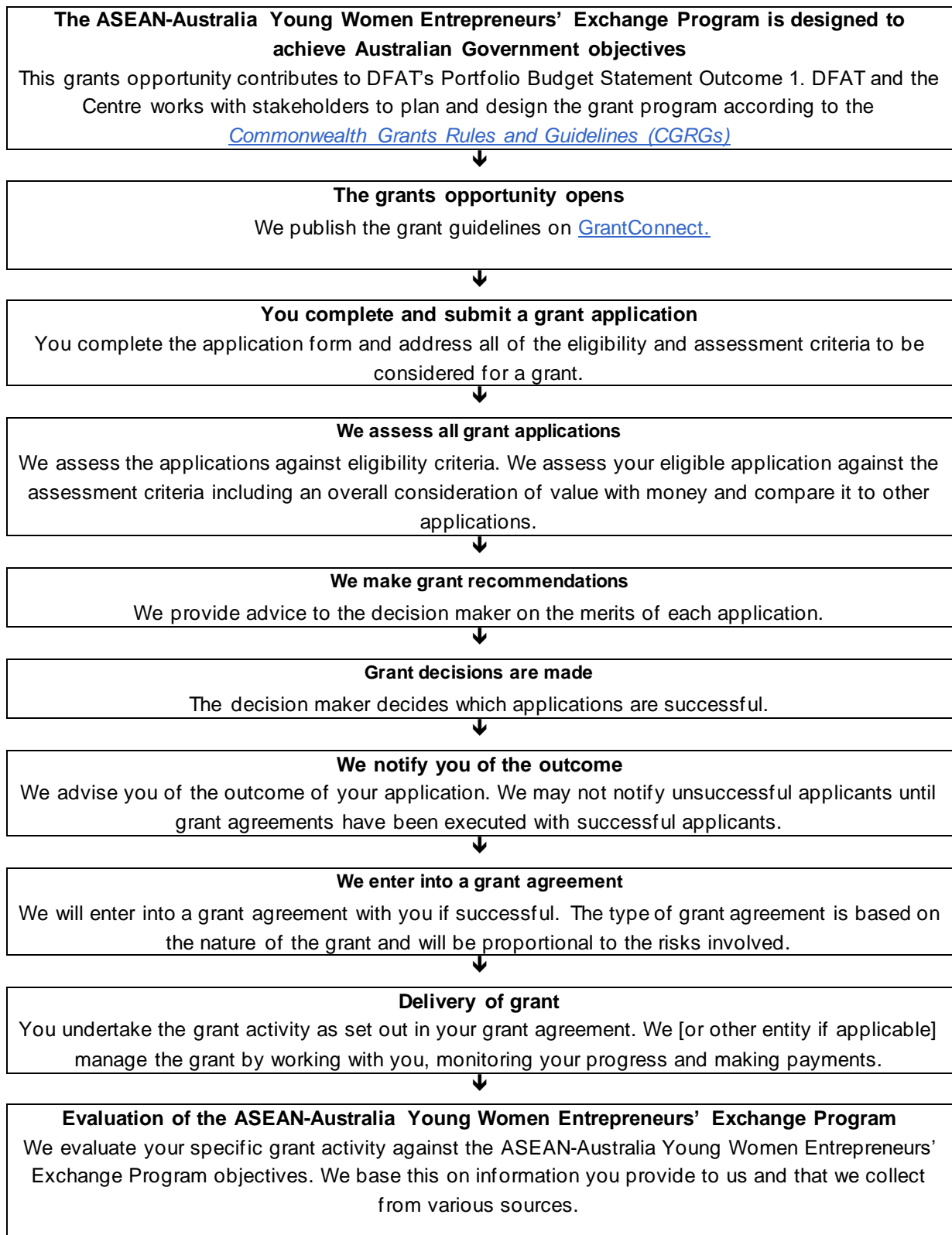
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Co-sponsoring entity:	Not applicable
Administering entity	Department of Foreign Affairs and Trade
Enquiries:	If you have any questions, please contact the ASEAN-Australia Centre Secretariat on (02) 6261 1333 or aseanaustraliacentre@dfat.gov.au Questions must be received no later than 17:00 AEDT on 15/01/2025
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1. The ASEAN-Australia Young Women Entrepreneurs' Exchange Program grant process



1.1 Introduction

Thank you for your interest in the ASEAN-Australia Young Women Entrepreneurs' Exchange Program grant opportunity ('the Program'). The Program is supported by the ASEAN-Australia Centre ('the Centre'). The Centre, established in 2024, is a national platform that supports initiatives aimed at strengthening Australian business, education, cultural and community connections with ASEAN Member States and, where appropriate, Timor-Leste.

These guidelines contain information on the Program, including:

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

2. About the grant program

The Centre, subject to ongoing budget, will provide grants each year to develop, promote and strengthen understanding and engagement between Australia and Southeast Asia (encompassing ASEAN Member States and Timor-Leste).

The Centre will support the implementation of [the ASEAN-Australia Comprehensive Strategic Partnership](#) and will work with ASEAN to ensure alignment with ASEAN priorities, including the ASEAN Outlook on the Indo-Pacific.

The Centre will build on the Australian Government's ongoing commitment to deepen engagement with Southeast Asia and will implement recommendations from [Invested: Australia's Southeast Asia Economic Strategy to 2040](#).

To deliver on its objectives, the Centre will focus its work on four strategic pillars:

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

2.1 About the ASEAN-Australia Young Women Entrepreneurs' Exchange Program opportunity

For this grant opportunity, the Centre welcomes applications to design and deliver a four-year ASEAN-Australia Young Women Entrepreneurs' Exchange Program ('the Program'). The Program will be required to support at least one cohort of at least 27 participants (from all ASEAN Member States, Timor-Leste and Australia) per annum for four years (from 2024-25 to 2027-28) to participate in a 12-week mentoring and leadership program. The program will include at least a one week visit to Australia by participants to participate in networking and workshop events. The grant funding will need to cover the travel costs of participants (including flight, accommodation and any per diems).

The program will prioritise participants working in sectors of mutual cooperation, agreed between DFAT and the successful applicant, including decarbonisation, green energy transition, the blue economy and other areas identified as priorities under [Invested: Australia's Southeast Asia Economic Strategy to 2040](#). The focus sector is expected to change for each cohort.

The objectives of the program are to:

- bring together young (aged between 18 years and less than 40 years) female social entrepreneurs from Australia, all ASEAN member states and Timor-Leste for online and in-person leadership development, business and creative skills building and collaboration, and
- strengthen connections, deepen learning and provide networking opportunities for young female social entrepreneurs.

The intended outcomes of the program are:

- support women Entrepreneurs to scale-up and expand into international markets
- increased Women economic participation
- increased business, trade, tourism and investment between Australia and ASEAN and Timor-Leste
- increased cross-cultural connections between Australian and Southeast Asian business, and
- increased, positive, awareness of ASEAN-Australia relations among Australian and Southeast Asian business communities.

This grant opportunity is open to female founded entities only (majority owned and led by women) — see Section 4 for further details on eligibility.

Applications with Southeast Asian partners are strongly encouraged.

Applications from Indigenous Australians and Indigenous Australian-led organisations are strongly encouraged.

Applicants with diverse abilities are welcomed.

The Centre administers the grants program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$1.8 million over four years (2024-25 to 2027-28) for this Program or a maximum grant amount of \$450,000 per year.

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 and logistics management. There are no limits to the percentage or amount for co-contributions.

3.2 Grant period

The grant period is for a maximum of four years. If successful, you must start the program before the end of the 2024-25 financial year (i.e. before 30 June 2025).

4. Eligibility criteria

We cannot consider your application if it does not satisfy all the eligibility criteria.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)

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

- be a permanent resident or citizen of Australia
- have an account with an Australian financial institution
- be located in Australia, an ASEAN Member State or Timor-Leste

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
- not-for-profit organisation
- an individual
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)
- be a female founded (majority owned and led by women) entity as defined in the Glossary at Section 14.

The list of eligible applicants was determined to further support the objectives and intended outcomes of the program to support women Entrepreneurs.

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.

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.

Applicants must also be willing to provide or develop child protection guidelines that meets the Department of Foreign Affairs and Trade's [Child Protection Policy](#) for your project if it involves people under the age of 18 years.

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. Proposals will not be selected if they involve partnering with the military regime and its authorities, or if they provide any direct financial benefit to the military regime.

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 Commonwealth, state, territory or local government agency or body
- unincorporated association
- any organisation not included in section 4.1.

² 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'

4.3 What qualifications, skills and 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.

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
- major events, performances and forums
- conferences and workshops
- exchanges, internships, and secondments of personnel between Australia, ASEAN Member States and/or Timor-Leste
- communications activities
- market research
- community engagement
- investment policy talks, and or
- 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 or Timor-Leste.

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 (economy class), land or sea travel costs and accommodation (up to four star) including meals and travel allowances, with the requirement to demonstrate the best value-for-money principles (refer to [ATO Tax Determination – reasonable travel and overtime meal allowance expense amounts](#) 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, for the Department to approve.

Not all expenditure on your grant activity may be eligible for grant funding. The Program Delegate makes 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 an Indigenous supplier, if they intend to subcontract any of the services above. A directory of registered Indigenous 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. The application form includes further details on suggested text lengths.

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 further details on suggested text lengths.

The assessment criteria are:

Criterion 1 (20%): How will you (the applicant) meet the grant program objectives?

You should demonstrate this by identifying how you will:

- bring together young female social Entrepreneurs' from Australia, all ASEAN member states and Timor-Leste for online and in-person leadership development, business and creative skills building and collaboration, and
- strengthen connections, deepen learning and provide networking opportunities for young female social Entrepreneurs'.

Criterion 2 (20%): How well does the application address the intended outcomes of this grant opportunity?

You should demonstrate this by identifying:

- how you will achieve the outcomes listed in Section 2 'About the Grant Program'
- areas in which your application provides an innovative method of delivery.

Criterion 3 (20%): How effective and efficient will you (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 and Timor-Leste.

Criterion 4 (20%): How will you (the applicant) 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 business and commercial outcomes or people-to-people linkages over an extended period of time.

Criterion 5 (20%): How well you (the applicant) 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
- communications, marketing and media planning and platform reach.

7. How to apply

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

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:

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

- complete the online grant 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.

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 on +61 2 6261 1333 or at aseanaustraliacentre@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 need further guidance around the application process or if you are unable to submit an application online contact us Smartygrants at service@smartygrants.com.au or by calling +61 3 9320 6888.

7.1 Attachments to the application

We require the following documents with your application:

- a letter of support from referees (referees cannot be Centre staff or Centre Advisory Board members), and
- a project budget.

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.

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 activity or project/services].
- 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 agreement.

7.3 Timing of grant opportunity processes

You must submit your application via the “Smartygrants” online platform by the closing date and time. The Centre will only accept a late application in exceptional circumstances where permission has been granted by the Program Delegate.

If you find any errors after submission, you should email us immediately at aseanaustraliacentre@dfat.gov.au. We do not have to accept any additional information, nor requests from you to correct your application after the closing date and time.

You cannot change your submission after the closing date and time. We will not accept late or incomplete applications.

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 specified closing times and dates.

The grant period is for a maximum of four years. If successful, you must start the program before the end of the 2024-25 financial year (i.e. before 30 June 2025).

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Applications open	29 November 2024
Submission of applications	17 January 2025
Assessment of applications	By mid-February 2025
Approval of outcomes of selection process	By end of February 2025 (accounting for holiday period shutdown)
Negotiations and award of grant agreement	From early March 2025 to early April 2025
Notification to unsuccessful applicants	By end February 2025
Earliest start date of grant activity	As soon as the grant agreement has been fully executed
End date of grant activity or 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 Secretariat at aseanaustraliacentre@dfat.gov.au or on +61 2 6261 1111 and ask to be connected with the Secretariat.

The Centre Secretariat will respond to emailed questions within two working days.

Applicants may speak with the Centre Secretariat 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 Secretariat on the number outlined above.

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 provide at [Accessibility Statement: GrantConnect](#).

Indigenous 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

We will 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 will consider your submission on its merits, based on:

- how well it meets the 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 money⁴.

When assessing the extent to which the application represents value with relevant money, we will have further 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
- 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.

8.2 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 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.

⁴ See glossary for an explanation of 'value with relevant money'.

8.3 Who will approve grants?

The Program Delegate is the Head of the Centre. The Program Delegate will decide 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 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.

If you are unsuccessful, we will give you an opportunity to discuss the outcome.

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

If you are unsuccessful, you may ask for feedback from the Department of Foreign Affairs and Trade within one month of being advised of the outcome. Requests for feedback should be sent to aseanaustraliacentre@dfat.gov.au. We will give written feedback within one month of your request.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the standard grant agreement in this program. Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on GrantConnect. We will use a schedule to outline the specific grant requirements

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.

You will have approximately 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.

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 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 (see <https://www.dese.gov.au/guidelines-counter-foreign-interference-australian-university-sector/resources/guidelines-counter-foreign-interference-australian-university-sector>).

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 business.gov.au.

10.3 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. 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.

10.4 Grants Payments and GST

All funding submitted as part of the grant application should exclude Goods and Services Tax (GST), as GST is not applicable to grants.

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](http://www.ato.gov.au).⁵ We do not provide advice on your particular taxation circumstances.

⁵ <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 5.3 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
- 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. The Centre will develop a template for reporting in consultation with the successful applicant. 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

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).

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

You must discuss any reporting delays with us as soon as you become aware of them. Any extension to your grant agreement must be approved in writing by the Program Delegate, Head of the Centre.

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 template
- 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 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@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 program to measure how well the intended 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

The program logo should be used on all materials related to grants under the program. 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

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

These guidelines may be changed from time-to-time by the Centre. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

The [Department of Foreign Affairs and Trade's Complaints Handling](#) apply to complaints about this grant opportunity. 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 to aseanaustraliacentre@dfat.gov.au.

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 the Centre or 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 Centre staff, any member of a committee or advisor, member of the Centre's Advisory Board, 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 member of an external panel
- 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.

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.

The Centre's conflict of interest policy accords with that of DFAT, published on the [DFAT](#) website.

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 Department of Foreign Affairs and Trade or the ASEAN-Australia Centre would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

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

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

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

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

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

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

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

13.5 Freedom of information

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

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

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

By mail: 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
achieve value with relevant money	<p>value for 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.
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
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 - see also Program Delegate.
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.

Term	Definition
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.
female founded (majority owned and led by women) entity	<p>An entity that is at least 51 per cent owned and led by women (as per the Australian Business Register (ABR), the Australian Securities and Investments Commission (ASIC) and/or organisational records) by:</p> <ul style="list-style-type: none"> • sole trader registration • partnership agreement • equity, beneficiaries or shares • officeholders / trustees.
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> <ol 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

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
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
Program Delegate	The Head of the ASEAN-Australia Centre
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.

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
CGRGs	Commonwealth Grants Rules and Guidelines
CV	Curriculum Vitae
DFAT	Department of Foreign Affairs and Trade
FCI	Foundations, Councils and Institutes
FOI	Freedom of Information
GST	Goods and Services Tax
PBS	Portfolio Budget Statement
PGPA Act	Public Governance, Performance and Accountability Act