



Australian Government

Department of Foreign Affairs and Trade

Centre for Australia-India Relations Maitri Cultural Partnerships 2023-2024 Grant Guidelines

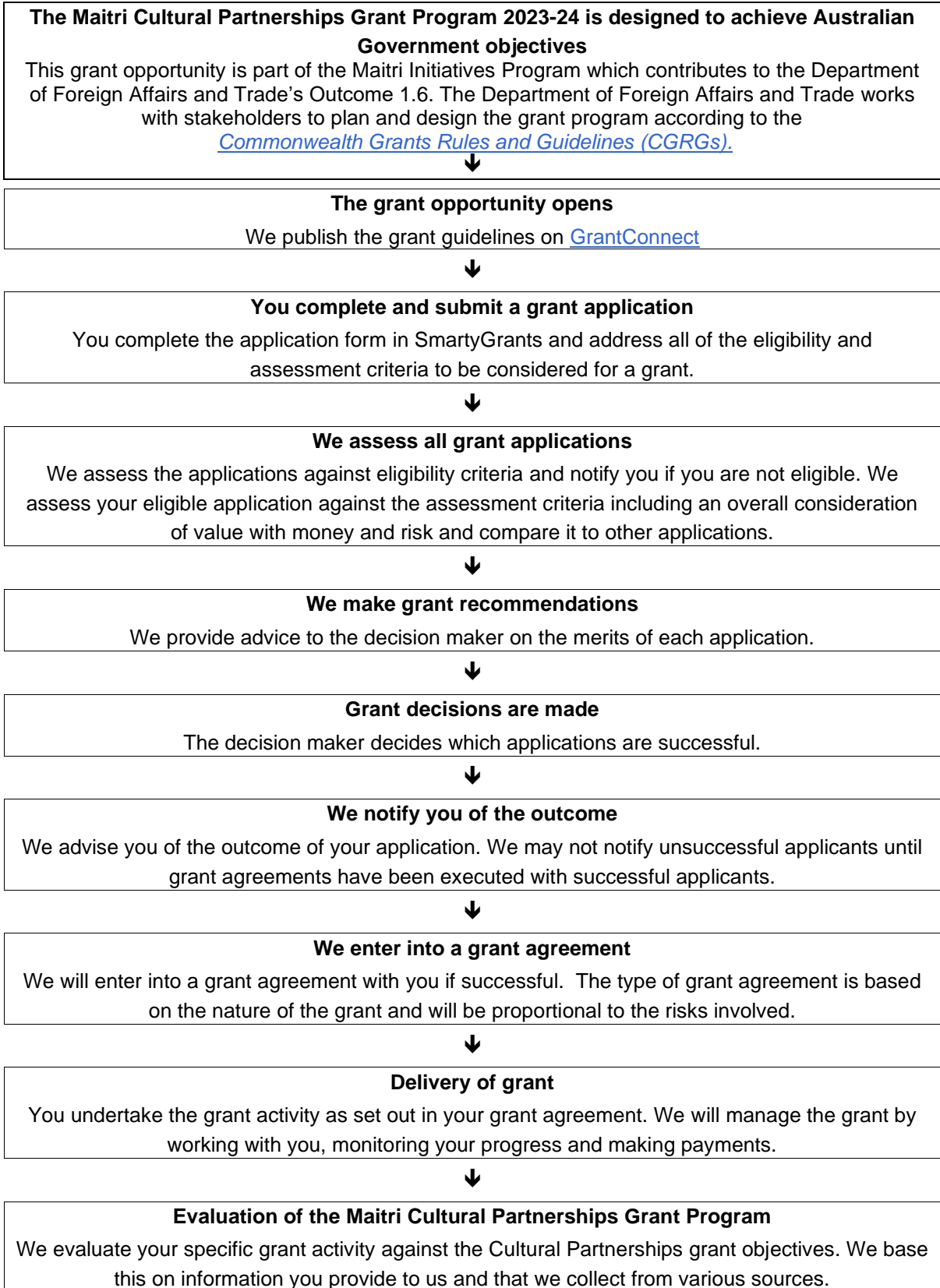
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Closing date and time:	8 March 2024 (12.00 AEDT)
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Co-sponsoring entity	N/A
Administering entity	The Centre for Australia-India Relations
Enquiries:	If you have any questions, please contact the Maitri Grant Round Manager at MaitriGrants@dfat.gov.au Questions should be sent no later than COB Monday 19 February 2024
Date guidelines released:	25 January 2024
Type of grant opportunity:	Open competitive

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1. Centre for Australia-India Relations Maitri Cultural Partnerships Grants process



1.1 Introduction

These guidelines contain information for the Maitri Cultural Partnerships Grant Program 2023-24. You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Department of Foreign Affairs and Trade (Department) according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

2. About the Centre for Australia-India Relations and the Maitri Grant Program

The Centre for Australia-India Relations

In May 2023, the Centre for Australia-India Relations was launched to lift Australia's collective understanding and awareness of India (Portfolio Budget Statement Program 1.6).

The Centre's mission is to promote and coordinate enhanced co-operation and exchange between Australia and India. The Centre will do this by lifting contemporary India literacy in Australia while deepening cultural understanding. The Centre will achieve this by harnessing the expertise of India diaspora networks in Australia and elevating public discourse focusing on four complementary pillars:

1. Promoting policy dialogue
2. Building India business literacy and links
3. Engaging Australia's Indian diaspora communities to support the bilateral relationship
4. Deepening cultural connections and understanding.

The Australian Government committed \$20.7 million over four years to for the Centre to administer *Maitri* ("friendship" in Sanskrit) Programs, including scholarships, fellowships, research and cultural partnerships grants.

A total of \$1.5 million is available for the Cultural Partnerships Grant Opportunity 2023-24 through three funding streams.

Program objectives and outcomes

The objectives of the Cultural Partnerships Grant opportunity 2023-24 are the following:

Objective 1. Fund two-way collaboration activities (like residencies, exchanges, events, exhibitions, and workshops)

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

Objective 2. Develop and deliver a new collaboration activity, or expand an existing activity that supports stronger bilateral cultural collaboration over time

Objective 3. Provide a platform for the promotion of the Centre, its mission, policy goals and outcomes (e.g. the four complementary pillars)

Objective 4. Elevate public discourse about Australia-India relations through the activity inclusive of promotion and marketing activities, social media, general media, and advertising.

The intended outcomes of the Cultural Partnerships Grants Program are:

Outcome 1. To build two-way cultural understanding of a modern Australia and India and/or a two-way cultural understanding between Indian Australians and non-Indian Australians

Outcome 2. To enhance collaborations between Australian and Indian cultural institutions and organisations

Outcome 3. To establish sector-to-sector, organisation-to-organisation, peer-to-peer relationships and partnerships that Australian and Indian cultural and creative organisations can build on to develop future programs, tours, exhibitions, and events.

The Centre will use key performance indicators in surveys, independent reports, and targeted consultations to measure the success of all grant activities and projects. This data will be used to inform themes and foci for all subsequent grant rounds offered under the Maitri Grant Program.

2.1 About the Maitri Cultural Partnerships Major Collaboration Grant

The Maitri Cultural Partnerships Major Collaboration Grant will provide grants of between \$125,000 to \$250,000 to support two-way sector-to-sector, organisation-to-organisation, peer-to-peer collaboration activities.

This grant will target major cultural institutions and organisations in Australia who will then identify and engage partners or partner organisations in Australia or India to deliver the grant activity.

The funding must enable two-way collaboration and build relationships and connections that can be leveraged for future activities, events, productions, and exhibitions to support both the work of the Centre and the Maitri program outcomes. It is expected that applicants will either leverage existing partnerships and relationships or foster new ones to deliver the grant outcomes.

Co-funding and in-kind contributions provided by the applicant, partner, or collaboration partner or organisation will receive favourable consideration and must be clearly set out in your responses to the selection criteria. However, please note that co-funding from other grant programs for the same activity is not encouraged. Where co-funding is sourced from (Maitri, Applicant or Third-party) and how they are apportioned to the project must be clearly delineated in the budget.

There is no maximum or minimum amount of funding from other sources required to be eligible to apply.

2.2 About the Maitri Cultural Partnerships First Nations Collaboration Grant

The Maitri Cultural Partnerships First Nations Collaboration Grant will provide grants of between \$40,000 to \$250,000 to support First Nations participation in an eligible activity.

The Maitri Cultural Partnerships First Nations Collaboration Grants will fund activities proposed by arts and cultural organisations, community groups, including the diaspora, and First Nations individuals or entities.

The funding must enable two-way collaboration and build relationships and connections that can be leveraged for future activities, events, productions, and exhibitions to support both the work of the Centre and the Maitri program outcomes. It is expected that applicants will either leverage existing partnerships and relationships or foster new ones to deliver the grant outcomes.

Applicants need not identify as a First Nations individual or entity, but must engage with a First Nations individual, group or entity to deliver the collaborative activity. The application requires letter(s) of support all First Nation collaboration partners, artists or individuals or the Indigenous entity, community leadership, elder or individual closely aligned with that activity or grant.

Co-funding and in-kind contributions provided by the applicant, partner, or collaboration partner or organisation will receive favourable consideration and must be clearly set out in your responses to the selection criteria. However, please note that co-funding from other grant programs for the same activity is not encouraged. Where co-funding is sourced from (Maitri, Applicant or Third-party) and how they are apportioned to the project must be clearly delineated in the budget.

There is no maximum or minimum amount of funding from other sources required to be eligible to apply.

2.3 About the Maitri Cultural Partnerships Collaboration Grants

The Maitri Cultural Partnerships Collaboration Grants will provide grants of between \$20,000 to \$90,000 for smaller sector-to-sector, organisation-to-organisation, peer-to-peer collaboration activities.

These grants may fund collaboration activities proposed by small to medium sized cultural institutions and organisations, community groups, including the diaspora or individuals.

The funding must enable two-way collaboration and build relationships and connections that can be leveraged for future activities, events and projects to support both the work of the Centre and the Maitri program outcomes. It is expected that applicants will either leverage existing partnerships and relationships or foster new ones to deliver the grant outcomes.

Co-funding and in-kind contributions provided by the applicant, partner, or collaboration partner or organisation will receive favourable consideration and must be clearly set out in your responses to the selection criteria. However, please note that co-funding from other grant programs for the same activity is not encouraged. Where co-funding is sourced from (Maitri, Applicant or Third-party) and how they are apportioned to the project must be clearly delineated in the budget.

There is no maximum or minimum amount of funding from other sources required to be eligible to apply.

3. Grant amount and grant period

3.1 Grants available

There will be in total \$1.5 million made available for the 2023-2024 Round.

This 2023-2024 grant opportunity will be open for applications between 25 January 2024 and 8 March 2024.

The three individual funding streams are:

1. **Maitri Cultural Partnerships Major Collaboration Grants** of between \$125,000 and \$250,000 (Total grant package is \$500,000)
2. **Maitri Cultural Partnerships First Nations Collaboration Grants** (that support First Nations collaborations) of between \$40,000 and \$250,000 (Total grant package is \$500,000)
3. **Maitri Cultural Partnerships Grants** of between \$20,000 and \$90,000 (Total grant package is \$500,000)

An individual or organisation can apply for one, two or all of the funding streams above. However multiple applications for the same funding stream from the one organisation or individual will not be accepted. For example, an applicant (organisation or individual) can only apply for the Maitri Cultural Partnerships First Nations Collaboration Grants once. Guidance on how to access the relevant application form in SmartyGrants can be found in Sec 7 below.

If you wish to use funding from other Commonwealth, State, Territory or Local Government sources or wish to supplement your share of eligible expenditure from these sources you must notify the Centre in your application and project budget.

3.2 Grant period

The maximum grant period (agreement length) is up to 2 years (24 months).

The activity or project you propose must be delivered within 2 years of your grant being awarded and before 31 May 2026.

Your activity must not commence or plan to deliver your activity within 2 months of submitting your application (or before 15 June 2024). This is to ensure there is sufficient time to assess your application and secure Program Delegate approval for your grant.

Your activity must not commence prior to receiving an executed grant agreement. This is to ensure there is sufficient time to assess your application and Masecure Program Delegate approval for your grant.

Your grant may be shorter in duration than 2 years (24 months) depending on the actual activity or collaboration period (when the activity or collaboration event will be held) and any project planning and preparatory time you require.

Your grant period must also include time required for closing the grant, final reporting and financial acquittal.

We may approve up to a further 12 months extension provided unforeseen circumstances prevent you from delivering against your project plan and that this is communicated to the Centre as soon as the risk becomes known to you. Unforeseen (exceptional) circumstances may include delays due to pandemic, international travel restrictions or other factors outside of the control of the applicant.

4. Eligibility criteria

4.1 Who is eligible to apply for a grant?

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

To be eligible you must meet all the following dot points:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST, if required by the Australian Tax Office

- be a permanent resident of Australia
- have an account with an Australian financial institution
- be located in Australia

and be one of the following entity types:

- a company incorporated in Australia
- a company incorporated by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- a partnership
- a joint (consortia) application with a lead organisation²
- a not-for-profit organisation
- an Australian local government body
- an Australian State/Territory government body
- a Corporate Commonwealth Entity (CCE)
- an individual who is an Australian citizen or permanent resident of Australia
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you meet any of the below:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- a previous grantee who has failed to provide a full and proper acquittal of an earlier Commonwealth grant
- an overseas resident/organisation.

4.3 What qualifications, skills or checks are required?

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

- Working with Vulnerable People registration
- Working with Children check.

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 7.3 'Joint Collaboration Applications'

5. What the grant money can be used for

5.1 Eligible grant activities

Each funding stream requires applicants to develop, implement or deliver collaboration activities, events, or projects ('the activity'), or plan and implement peer-to-peer or organisation to organisation collaborations that meet the eligibility requirements and objectives of the program.

Activities proposed in your application must meet the definition of a cultural and creative activity.

'Cultural and Creative' activity refers to activities involving human creativity as a major input.

Cultural and Creative outputs would encompass activities connected with the arts, media, heritage, design, fashion, and digital art and could include music theatre, dance, film and screen, visual arts, performance art and textiles both modern and traditional.

Collaboration activities can take place in either Australia, India or both countries.

Further information about the types of activities that will best align with the Maitri Program and Centre outcomes and objectives is included in Sec 2.1, 2.2 and 2.3 About the Grants.

Eligible collaboration activities must relate directly to the grant objectives and outcomes listed in Section 2 and can include:

- sector-to-sector, organisation-to-organisation and peer-to-peer partnerships and collaborations
- cultural or artistic events, exhibitions, residencies, workshops (cultural and artistic), artistic collaborations, and cultural performances (festivals and acts)
- collaboration or cooperation to design and plan future activities
- exchanges and cultural visits between Australia and Indian organisations or individuals
- other activities which meet the program outcomes may be approved at the discretion of the Delegate. In approving any additional activities, the Delegate shall have regard to:
 - value with relevant money,
 - the policy and legislative scope of the original program signed off by the Delegate, and
 - adherence to the policy outcomes listed in Section 2 of these Guidelines.

5.2 Eligible locations

Collaboration activities can take place in either Australia, India or both countries and may be delivered in a specific geographic location and/or virtually however your concept/activity must be comprehensively described in your Criteria 1 response. However, preference will be given to activities and projects that provide maximum geographic coverage and market penetration and/or through innovative approaches.

A final decision about funding an activity or collaboration in a specific geographic location in Australia or India will be at the discretion of the Program Delegate, Chief Executive Officer, Centre for Australia India Relations. Any decisions about location will be made within the parameters of the national policy focus of the Centre and any value with money and risk considerations the Centre identifies.

5.3 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred. If your application is successful, we may ask you to verify activity costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Eligible expenditure includes but is not restricted to:

- production costs (such as freight or installation costs)
- reasonable economy air or land travel costs and (mid-range) accommodation
- venue hire
- equipment hire
- project administration or coordination costs (e.g. temporary engagement of a coordinator)
- communication activities
- advertising and promotion, graphic design, photography
- publication and printed materials
- insurance costs (directly related to your activity or project)
- reasonable per diems, honorariums and artist fees.

You must incur the expenditure on your grant activity or project between the start date and end or completion date for your grant for it to be eligible. Please see Section 12.4 for direction about an extension period, if required.

Project administration or coordination costs will be capped at 10% of the total Maitri Cultural Partnerships funding a grantee will receive. Artist fees, per diems and honorariums will not be capped, however expenditure on these items must meet a value with money assessment to ensure the Maitri funding best addresses the Maitri Program outcomes and objectives.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- capital expenditure, including purchase of real estate and vehicles
- purchase of equipment, (for example, computers, ICT hardware, musical instruments, video, photographic or printing equipment)
- wages/salary
- the covering of retrospective costs or recurrent funding of activities
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- already completed projects or activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The Assessment Criteria

You must address all assessment criteria in the application. We will assess your application based on your responses to each criterion, which all have equal weighting.

The amount of detail you provide in your application should be relative to the size, complexity of your activity and the grant amount requested.

The application form includes text limits of up to 500 words per criterion.

We will only award funding to applications that score highly against all assessment criteria and meet our value with money and risk requirements and meet the objective and outcomes of the Centre.

Applicants must provide detailed responses to each of the points listed below the three criteria.

All criteria have equal weighting.

Criterion 1

Describe your collaboration activity and how this concept will advance the program objectives and outcomes? (See Section 2 above for the grant objectives outcomes)

You must demonstrate this through addressing all of the following

- describing your collaboration or activity including naming the specific grant and funding amount you are seeking
- defining the sector, peers or audience you are targeting
- indicating where the activity will be delivered and how and why this location (or media) has been chosen
- describing how you plan to implement the activity and the input your partner organisation or consortia member will have in the activity
- describe how the activity will deliver enduring and sustainable outcomes, and/or have an impact beyond the current grant period.

Your response will be limited to 500-words in the application form.

Criterion 2

One of the Centre's pillars is to deepen cultural connections and understanding.

How will your collaboration activity address and strengthen this pillar?

And how will you influence perceptions and build two-way cultural understanding between institutions and/or people?

You must demonstrate this through addressing all of the following:

- describing how your collaboration activity will strengthen cultural connections and/or understanding
- identifying how your collaboration activity will bring Australian and Indian institutions or peoples together to support greater two-way cultural collaboration and exchange
- aligning your activity and the outcomes with the Centre's objectives and mission.

Your response will be limited to 500-words in the application form.

Criterion 3

What is your past experience delivering a similar activity to what you are proposing and what is the relevant experience of any partner organisations supporting your activity?

You must demonstrate this by addressing all of the following:

- outlining your past experience delivering similar activities and the outcome
- describing the experience and capability of any partner organisations (consortia members or partners) you will partner with to deliver the activity
- providing a letter of support or reference from any primary collaborating partners that best demonstrates your capability and capacity to deliver the activity.

Your response will be limited to 500-words in the application form.

7. How to apply

Before applying, you must read and understand these guidelines and the application form hosted in SmartyGrants.

Applicants who meet the Eligibility Criterion (Section 4, Eligibility Criteria) can apply for one, two or all three of the individual funding streams described at Section 2.1, 2.2 and 2.3 of these guidelines. If Applicants apply for more than one grant opportunity, separate application forms for each opportunity must be completed in SmartyGrants using the applicable application form.

Applicants will find hyperlinks to the application forms under Section 7.1 on page 17 of these guidelines. Selecting the specific link in the table will direct applicants to the application form where they will be asked to log onto SmartyGrants to complete the form. A single application form that combines multiple applications for individual funding stream into a single application will not progress.

To apply you must:

- complete the online Maitri Cultural Grants Partnerships 2023-24 round application form (see table below for links)
- complete each section of the application form with the requested information
- address all the eligibility and assessment criteria
- provide the supporting documentation listed below at Section 7.1 Attachments to the Application
- submit your application/s by the indicated 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.

The Department will not provide application forms nor accept applications for this grant opportunity by fax, mail or email.

If you find an error in your application after submitting it, you should contact us immediately via email to MaitriGrants@dfat.gov.au. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

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

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

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

You should keep a copy of your application and any supporting documents.

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

If you need further guidance around the application process or if you are unable to submit an application online contact us at MaitriGrants@dfat.gov.au

The Centre uses an online grant application platform powered by [SmartyGrants](#). You will be asked to log in before you can start filling out your application.

The individual application forms for the 2023-24 grants can be found hyperlinked in the table below:

Grant Title	SmartyGrants Application Form Link
2023-24 Maitri Cultural Partnerships Major Collaboration Grants	https://dfat.smartygrants.com.au/MajorCollaborationGrantsR2
2023-24 Maitri Cultural Partnerships First Nations Collaboration Grants	https://dfat.smartygrants.com.au/FirstNationsCollaborationGrantsR2
2023-24 Maitri Cultural Partnerships Collaboration Grants	https://dfat.smartygrants.com.au/CollaborationGrantsR2

7.1 Attachments to the Application

You must attach supporting documentation to the application form in line with the instructions provided within the form.

You should only attach documents requested in these guidelines and the SmartyGrants application form. However, we may request additional documentation through the SmartyGrants platform or via the MaitriGrants@dfat.gov.au inbox.

We will not consider information in attachments that we do not request.

We will not consider applications submitted as an attachment. Responses must be submitted through the SmartyGrants Application form only.

7.2 Joint (collaboration) applications

We acknowledge that applicants will join with Australian and India collaboration partners in a consortia type arrangement where necessary to deliver a collaborative grant activity or project.

In these circumstances, the applicant applying will be the 'lead organisation' and others will be collaboration partners. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all collaboration partners

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

and include a letter of support from the primary collaboration partner organisations, entities or individuals that will partner to deliver the activity.

Each letter of support should include:

- Details of the partner organisation, entity or individual
- An overview of how the partner will work with the lead organisation and any other project partners in the group to successfully deliver the proposed grant activity or collaboration
- An outline of the relevant experience and/or expertise the project partner will bring to the activity
- The roles/responsibilities of the partner and the resources they will contribute (if any).

More information and direction about letters of support and the submission process will be included in the SmartyGrants application form.

You must have a formal arrangement in place with all parties prior to execution of an agreement and provide evidence of this when requested.

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We cannot accept late applications.

Activities which you propose will commence or will be delivered prior to 15 June 2024 will not be eligible for funding. Activities should only commence after a grant agreement has been executed.

If you are successful, we will work with you to confirm your activity commencement and completion dates and incorporate these into your grant agreement.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4-6 weeks commencing early March 2024
Approval of outcomes of selection process	2 weeks
Negotiations and award of grant agreements	1-2 weeks commencing May 2024
Notification of unsuccessful applicants	1-2 weeks post awarding of grants
Earliest start date of grant activity	15 June 2024
End date of grant activity or agreement	30 April 2026

7.4 Questions during the application process

If you have any questions during the application period, please email MaitriGrants@dfat.gov.au.

Questions and answers will be uploaded to [GrantConnect](#) as addenda and made available to all Applicants through published FAQs to ensure our probity, fairness and equity requirements are upheld.

Addendum (FAQs and clarification addenda) will not be published on the Centre's website. Applicants must register on GrantConnect to receive addenda.

8. The grant selection process

8.1 Assessment of grant applications

The Centre will accept applications from an individual applicant, for each of the three grant streams:

- Maitri Major Cultural Partnerships Grant,
- Maitri Cultural Partnerships First Nations Collaboration Grant and
- Maitri Cultural Partnerships Grant.

However, the Centre cannot accept multiple applications for the same grant stream from the same applicant. For example, only one application for the Maitri Cultural Partnerships grant will be accepted from an individual or entity.

We will assess your application against the eligibility criteria to ensure your application and entity status complies and meets our eligibility requirements. Only eligible applications will progress.

If found eligible we will progress your application to the assessment stage where it will be assessed against the assessment criteria and other applications through an open competitive process.

Your application will be only assessed against applications applying for the same grant stream/theme.

We will assess your application on its merits based on:

- How well it meets the criteria
- How it compares to other applications
- The capacity and capability of any partner organisations
- Any in-kind or financial contributions you have incorporated
- The extent to which the evidence in the application demonstrates that it will contribute to meeting the program's objectives
- How the grant activities will target groups, sectors or individuals
- How the grant activities will contribute to building longer-term cultural and collaborative outcomes beyond the life of the grant.

Applications will be assessed, scored, and ranked before progressing to the value with relevant money and risk stage. When assessing whether your application represents value with relevant money and addresses risks, we will have regard to:

- The grant amount you are applying for relevant to your proposed activity
- Total funding contributions from the applicant and third parties
- Specific activities the Maitri funding will be attributed to (delineated clearly from other funding sources)
- The overall objective to be achieved within the context of the work of the Centre
- How identified risk will be managed and mitigated
- How the geographic distribution of all grant activities will meet the national focus of the program outcomes
- Input from other Commonwealth entities who engage with the cultural and arts sector
- The broader impact of the project beyond the life of the grant agreement

Based on this assessment, a recommended list of grants will be presented to the Program Delegate for consideration and approval.

The Program Delegate makes the final decision on which grants to approve. The decision considers the recommendations of the Assessors and Assessment Committee (refer to Section 8.2 below) and the availability of total grant funds.

There is no appeal mechanism and the Program Delegate's decision to award a grant is final.

8.2 Who will assess applications?

An Assessment Committee will be established and will assess each application on its merit and compare it to other eligible applications before recommending which grant applications should be awarded.

Assessors will be drawn from Commonwealth Government Officials from across the Centre, the Department of Foreign Affairs and Trade, and other Commonwealth agencies, as required.

The Program Delegate may consult the Centre Advisory Board or other external experts/advisors to participate the assessment process as required. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs and our probity and conflict of interest requirements.

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 or through letters of support.

Assessors may also consider information about you or your application that is available through the normal course of business.

At the conclusion of the assessment process, a list of recommended applications will be presented to the Program Delegate to be approved for funding.

8.3 Who will approve grants?

The Program Delegate is the Chief Executive Officer, Centre for Australia-India Relations. The Program Delegate will decide which grants to approve taking into account the recommendations of the assessment outcomes 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.

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 notify you and offer you an opportunity for written feedback or a virtual debriefing. Offering written feedback or a debriefing will be at the discretion of the Program Delegate.

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 additional 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 within 10 business days of being advised of the outcome. We will give written feedback or offer a virtual debriefing within one month of your request.

9.2 Further grant opportunities

Further Maitri Cultural Partnerships Grant funding will be made available in 2024-25.

10. Successful grant applications

10.1 The grant agreement

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

Each agreement has general terms and conditions that cannot be changed. A sample grant agreement will be made available through the SmartyGrants application portal or published as an addendum on GrantConnect.

The grant agreement may include the following requirements dependant on the nature and complexity of your activity:

- meeting targets, milestones or timelines
- submitting reports and/or acquittals
- participating in an evaluation
- undertaking risk management
- facilitating site visits by the Commonwealth.

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. Grant activities that commence prior to agreement execution will not be funded by the Centre.

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

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

Simple Grant Agreement and/or Standard Grant Agreement

We will use either a simple grant agreement and/or standard grant agreement depending on the complexity or funding amount sought for your activity. Our selection will depend on the size and complexity of your activity.

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

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

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

To be eligible for a grant, you may be asked to declare in your application that you comply with the following legislation, policy and industry standards. It is important that all applicants understand their obligations under the following before applying. Hyperlinks to a relevant website or summary information about the policies or Industry standards are included below.

Intellectual Property Clause (Standard Grant Conditions)

Information about the Commonwealth Intellectual Property position will be published in future FAQs and incorporated into the draft grant agreement for applicant's consideration.

Modern Slavery Act 2018

[Modern slavery | Attorney-General's Department \(ag.gov.au\)](#)

The Indigenous Art Code

The Indigenous Art Code (the Code) is a voluntary industry-led code of conduct that guides ethical trade in the industry. If you receive a grant you are expected to abide by the Code's ethos and are encouraged to become a signatory to the Code. Further information is available at:

www.indigenousartcode.org.

Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices.

The Australian Government is working together with its grant recipients to do all it can to ensure the safety of children that staff may come in contact within the context of their work and activities. If you are successful in receiving funding through the program, your grant agreement will include a provision regarding compliance with applicable state, territory and Commonwealth laws relating to employment or engagement of any project personnel who work with children. The grant agreement also includes a provision regarding complying with applicable state, territory and Commonwealth laws before any project personnel commences an activity that involves vulnerable people.

[Commonwealth Child Safe Framework](#)

DFAT Media Engagement Policy

Successful grantees will be required to adhere to the Department of Foreign Affairs and Trade Media Engagement Policy 2022. The policy sets out guidance around promoting your activity, acknowledging the Department and Centre in promotions and engagements and coordinating and agreeing on social and other media outreach and expected standards. Details about a grantee's obligations under the policy will be published in future FAQs and incorporated into the grant agreement.

DFAT's Child Protection Policy and [Preventing Sexual Exploitation, Abuse and Harassment Policy](#) (PSEAH)

10.3 How we pay the grant

The grant agreement will state:

- the maximum grant amount to be paid
- payment milestones
- any financial contributions you or a partner organisation must make
- any in-kind contributions you or a partner organisation will make
- reporting and acquittal scheduling
- performance monitoring
- grant management plans and protocols.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will pay 50 per cent of the grant on execution of the grant agreement, and 50 per cent on our approval of a project plan.

You will be asked to regularly report to a grant agreement manager on the implementation and delivery of the activity. You will also be required to report how you spent the grant funds via lodgement of both a final activity report and financial acquittal (Section 12.2 Reporting) at the completion of the grant activity. All reporting will be monitored carefully and may be subject to audit.

10.4 Grants Payments and GST

If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and may issue you with a [Recipient Created Tax Invoice](#).

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

11. Announcement of grants

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

12. How we monitor your grant activity

12.1 Keeping us informed

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

We need to know of any key or material 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 obligations. A progress reporting framework will be developed depending on your activity, the complexity and timeline for delivering your activity. Final activity reports and a final financial acquittal will be mandatory for all funded grantees.

⁴ <https://www.ato.gov.au/>

You will receive a reminder notification of when your report is due, and will either be required to submit via a form or upload your report through SmartyGrants.

We will require you to submit an activity or project plan prior to receiving the second and final milestone payment. On acceptance and approval of the plan, the Maitri Agreement Manager will facilitate payment upon receipt of an invoice.

Activity or project plans must include:

- the same activities defined in our grant agreement
- a milestone delivery timeline
- roles and responsibilities of the grantee and any partners in the activity
- planned expenditure and status of in-kind and financial contributions
- a communication section identifying key stakeholders and your planned promotion and outreach strategies
- a risk management framework identifying risks, impacts and mitigation strategies.

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.

Final Activity Report must:

- report on activities completed
- provide an assessment on whether the activity met its intended objectives and outcomes
- provide details of lessons learned

Final Financial Acquittal Report must:

- include details of all funding received (including interest earned and funding from other sources) and expenditure (itemised) of both DFAT and any other funding

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

12.3 Financial declaration and acquittal

We may ask you to provide a financial acquittal declaring that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money. These processes will be facilitated via the SmartyGrants portal.

The Centre will send you a reminder of when this financial acquittal is due and you will be required to submit this through SmartyGrants either via submission of a form; or uploading a report you have developed.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress, for example a pandemic outbreak or shutdown or International travel restrictions. In specific circumstances, you can request a variation to your grant agreement, however the granting of a variation is at the discretion of the Program Delegate. You can request a variation by contacting your grant manager by emailing MaitriGrants@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 the grant to measure how well the program 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 six months 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 Commonwealth as follows:

'The Centre for Australia-India Relations – Maitri Grant Program – an Australian Government initiative'.

We will provide you with further details and guidance about the Centre logo and these requirements prior to executing the grant agreement.

13. Probity

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

The Foreign Influence Transparency Scheme provides the public with visibility of the nature, level and extent of foreign influence on Australia's government and politics. It is recommended that you review obligations and responsibilities under the scheme at <https://www.ag.gov.au/integrity/foreign-influence-transparency-scheme> before engaging project partners.

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

13.1 Enquiries and feedback

Any enquiries or feedback you have about the grant or grant decisions for this program should be sent to MaitriGrants@dfat.gov.au

All complaints about a grant process must be provided in writing to the email address above.

If you do not agree with the way the Department of Foreign Affairs and Trade 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 administering Department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

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

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

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Maitri Grants Grant Round Manager 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](#). Panel members and other officials including the decision maker must also declare any conflicts of interest.

We follow the conflict-of-interest policy of the Department of Foreign Affairs and Trade.

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 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 Assessment Committee 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/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](#) (FOI Act).

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

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

By mail: Freedom of Information Coordinator
The Director, Freedom of Information and Privacy Law Section
Legal Division
Department of Foreign Affairs and Trade
R.G Casey Building, John McEwen Crescent
BARTON ACT 0221

By email: foi@dfat.gov.au

14. Consultation

In developing the Maitri grants programs, the Centre undertook extensive consultations across all capital cities and major regional areas in Australia. Officials met representatives from business, diaspora communities, cultural and sporting institutions, universities, think tanks and state and territory government representatives to understand their priorities and ideas for growing the bilateral relationship.

Approximately 116 stakeholder organisations and 224 external participants participated in these consultations, which built on the learnings derived from an extensive submission process (63 public submissions were received by the Centre).

15. Glossary

Term	Definition
Aboriginal or Torres Strait Islander Person (or indigenous person)	Someone who is: a) of Aboriginal or Torres Strait Islander descent b) identifies as an Aboriginal or Torres Strait Islander person; and c) is accepted as an Aboriginal or Torres Strait islander person by the community in which she or he lives.
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.

Term	Definition
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁵ or other Consolidated Revenue Fund (CRF) money⁶ 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

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

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

Term	Definition
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.

Term	Definition
value with money	<p>value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and • the potential grantee’s relevant experience and performance history.