



NATIONAL  
FOUNDATION FOR  
AUSTRALIA-CHINA  
RELATIONS  
澳中基金会

## National Foundation for Australia-China Relations 2023-24 Grants Program

<b>Opening date:</b>	15 August 2023
<b>Closing date and time:</b>	By 11.30pm AEST 24 September 2023
<b>Commonwealth policy and administering entity:</b>	<b>Department of Foreign Affairs and Trade (DFAT)</b>
<b>Enquiries:</b>	<b>If you have any questions, email <a href="mailto:grants@australiachinafoundation.org.au">grants@australiachinafoundation.org.au</a></b>
<b>Date guidelines released:</b>	15 August 2023
<b>Type of grant opportunity:</b>	<b>Open competitive</b>

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# 1 National Foundation for Australia-China Relations

## 2023-24 grants program processes

**The Foundation is designed to achieve Australian Government objectives**

This grant opportunity contributes to DFAT's Portfolio Budget Statement Outcome 1. DFAT and the Foundation work with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



**The grant opportunity opens and guidelines are published on [GrantConnect](#).**



**You complete and submit a grant application through SmartyGrants**

You address all the eligibility and assessment criteria.



**We assess all grant applications**

We assess applications for eligibility and notify you if you are not eligible. We assess eligible applications against the assessment criteria and compare it to other applications.



**We make grant recommendations to the Delegate**



**Grant decisions are made by the Delegate**



**We notify you of the outcome**

We may not notify unsuccessful applicants until agreements have been executed with successful applicants.



**We enter into a grant agreement with successful applicants**



**You deliver the grant as per the agreement**

You undertake the grant activity and we manage the grant by working with you, monitoring and evaluating your progress towards achieving intended outcomes.

**Evaluation of the 2023-24 grant program**

We evaluate your specific grant activity against the 2023-24 grant program objectives. We base this on information you provide to us and that we collect from various sources.

## 1.1 Introduction

Thank you for your interest in the National Foundation for Australia-China Relations' ("the Foundation") grant program. The Foundation is a national platform that works across business, government and communities to strengthen constructive engagement with China and build links across greater China. Working with others, we provide practical support and expertise, facilitate connections, commission research, and coordinate training and exchange programs.

These guidelines contain information on the Foundation's 2023-24 Grants Program, including:

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

## 2 About the grant program

Established in 2020, the Foundation provides grants each year to develop, promote and strengthen understanding and engagement between Australia and China in support of Australia's national interests. The Foundation's strategic [objectives](#) are:

- Promoting connections and practical cooperation
- Building understanding and exchange
- Showcasing Australian excellence
- Engaging Australia's diverse communities

The Foundation welcomes applications in line with the Foundation's strategic objectives, including but not limited to the following areas:

- Collaboration on climate change
- Informed business engagement with China, including:
  - Low emissions technology, the transition to green energy and environment
  - Health and ageing
  - Education and training
  - Agritech and agribusiness
  - Digital trade and e-commerce
  - First Nations businesses and exporters
  - Visitor economy
- Support for cohesive communities through recognising the contribution of Chinese-Australian communities
- Activities that showcase the regional diversity of Australia
- Support for Chinese international students and scholars to connect with the broader Australian community
- Activities that showcase the knowledge and cultures of Australia's First Nations people in China

- Communications, including projecting a positive image of Australia in China, media diversity and capability
- People-to-people connections, including in art, culture and sports
- Practical outcomes in health, science and technology that showcase the benefits of international collaboration and/or the contribution of Chinese Australians in these fields
- Exchanges and dialogues that increase mutual understanding
- Programs that enhance the China literacy and capability of Australian organisations

Creative and innovative ideas not covered in this list are also welcome.

The intended outcomes of the program are:

- The establishment and maintenance of valuable engagement or connections with China for mutual benefit
- Enhanced capacity for Australia to engage with, and capitalise on, opportunities with or in China
- Greater recognition within China of Australia's national story, society, excellence, and the value and benefits of engaging with Australia.
- Greater awareness and recognition of First Nations knowledge and cultures in China
- Collaboration that enables Australian institutions to benefit from Chinese innovation and expertise
- Mechanisms that are successful in enhancing the Chinese and Australian people-to-people connections and individual experiences in Australia and in China, as a catalyst for life-long connections
- Events or other initiatives which promote the rich and diverse spectrum of Chinese-Australian achievements

The Foundation administers the grants program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>1</sup>.

## 3 Grant amount and grant period

### 3.1 Grants available

For this competitive grant opportunity, up to \$6.5million is available for disbursement in the 2023-2024 financial year. It is anticipated that most grants will be valued between \$100,000 and \$500,000.

### 3.2 Grant project period

The maximum grant period is two years. During this period, you will be expected to provide evaluation reporting and acquittals in accordance with your grant agreement.

## 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)
- be a permanent resident or citizen of Australia

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

- have an account with an Australian financial institution
- be located in Australia or Greater China

and be one of the following entity types:

- a company incorporated in Australia
- a company incorporated by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- a partnership
- a registered charity or not-for-profit organisation
- a publicly funded research organisation
- an individual who is an Australian citizen or permanent resident of Australia
- an Australian local government body
- an Australian state or territory government body
- an Australian statutory authority
- a Corporate Commonwealth Entity
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#).

## 4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' ([www.nationalredress.gov.au](http://www.nationalredress.gov.au))
- unincorporated association
- a previous grantee who has failed to provide a full and proper acquittal of an earlier DFAT grant
- any organisation not included in section 4.1.

## 4.3 What 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 funding 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:

- virtual or real tours and exhibitions
- major events, performances and forums
- conferences and workshops
- exchanges and secondments of personnel between Australia and Greater China
- communications activities
- market research
- community engagement, and
- other activities determined as eligible by the Program Delegate.

## **5.2 Eligible locations**

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

## **5.3 Eligible expenditure**

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

Eligible expenditure items include:

- reasonable air, land or sea travel costs and accommodation
- interpretation and translation
- communications, advertising and promotion, graphic design, photography
- publications and printed material
- production costs (such as freight or artists' fees)
- research-related activities (but not as the core element of the project)
- labour costs of Australian employees you directly employ to deliver the core elements of the grant project (but not ongoing salaries), or
- other activities determined as eligible by the Program Delegate.

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

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

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

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

## **5.4 What the grant funding cannot be used for**

You cannot normally use the grant for the following activities:

- capital expenditure, including purchase of real estate and vehicles
- purchase of equipment (e.g., technical equipment, musical instruments, computers, videos)
- the covering of retrospective costs or recurrent funding of activities
- activities which are already commercially viable in their own right

- activities that provide commercial advantage to the applicant (e.g., promotion of own business)
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, honorariums or administrative charges levied by the applicant's organisation
- study tours or activities undertaken by schools where travel by a significant number of students is the principal element of the proposal, or
- completed projects.

## 6 The assessment criteria

We assess your application against the criteria below and as per the following:

- whether it achieves value with relevant money
- whether it ensures an appropriate geographical distribution in Australia and/or Greater China
- whether it ensures an appropriate mix of sectors, and
- against other applications.

The assessment criteria are:

### **Criterion 1 (20%): How will the grant contribute to the Foundation strategic [objectives](#)?**

You could demonstrate this by identifying how your activity supports one or more of the below:

- promotes connections and practical cooperation
- builds understanding and exchange or showcases Australian excellence
- enhances Australia's capacity to engage with China with confidence
- engages Australia's diverse communities

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

You could demonstrate this by identifying:

- which area of endeavour or excellence listed on pages 1-2 your grant activity will enhance
- areas in which your application provides an innovative solution to a pressing need
- how your grant will support the national interest in your chosen area

### **Criterion 3 (20%): How effective and efficient will the applicant be in delivering the grant?**

You could 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 Greater China

### **Criterion 4 (20%): How will the activity deliver enduring and sustainable outcomes beyond funding?**

You could demonstrate this through:

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

## Criterion 5 (20%): How well you will maximise the reach and impact of the funding?

You could 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 and coverage

## 7 How to apply

Before applying, you must read and understand these guidelines (attached on GrantConnect). Any alterations and addenda will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. You can also find the grant guidelines and other grant related documents that will help with your application on the Foundation's website.

### 7.1 How to submit an application

To submit an application, you must:

- complete the application form through the [SmartyGrants](#) online platform
- provide all the information requested including supporting documents
- address all eligibility criteria and assessment criteria
- submit your form by the indicated closing date and time.

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

### 7.2 Supporting documents to an application

You may provide the following supporting documents to accompany your application form:

- a letter of support from referees (referees cannot be Foundation or DFAT employees, or Foundation Advisory Board members).
- further information on your budget (note: a project budget is required on the application form).

### 7.3 Submission process

You must submit your application via the "[Smartygrants](#)" online platform.

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

If you find any errors after submission, you should email us immediately at [grants@australiachinafoundation.org.au](mailto:grants@australiachinafoundation.org.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 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.

You should keep a copy of your submissions and any supporting documents. If you need further guidance on the submission process, contact: [grants@australiachinafoundation.org.au](mailto:grants@australiachinafoundation.org.au).

## 7.4 Timing of grant opportunity processes

Submit your application by the closing date below. The Foundation will only accept a late application in exceptional circumstances where permission has been granted by the Program Delegate.

The expected start date for the grant activities is between January 2024 and June 2024 and the expected end date is as specified in your application.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Applications open	15 August 2023
Submission of applications	By 11.30pm AEST 24 September 2023
<ul style="list-style-type: none"> <li>▪ Assessment of applications</li> <li>▪ Approval of outcomes of selection process</li> <li>▪ Notification to unsuccessful applicants</li> </ul>	Approximately 12 weeks following closing date for submission of applications
<ul style="list-style-type: none"> <li>▪ Negotiations and award of grant agreements</li> </ul>	Approximately 8 weeks
Earliest start date of grant activity	After the grant agreement has been fully executed
End date of grant activity or agreement	As specified in the grant agreement

## 7.5 Questions during the application process

If you have any questions during the application period, email [grants@australiachinafoundation.org.au](mailto:grants@australiachinafoundation.org.au).

# 8 The grant selection process

## 8.1 Assessment of grant applications

We will review your application against the eligibility and assessment 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
- whether it achieves value with relevant money<sup>2</sup>, and

<sup>2</sup> See glossary for an explanation of 'achieve value with relevant money'  
NFA CR 2023-24 Competitive Grant Guidelines

- risk management strategies, including but not limited to cybersecurity, respect for diversity of views, intellectual property protection and compliance controls to counter foreign interference.

When assessing the extent to which your full 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 accordence with the Foundation's strategic [objectives](#)
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the intended outcomes and objectives.

## **8.2 Who will assess applications?**

An internal assessment committee will assess each submission on its merits and compare it to other eligible applications. The assessment committee will be made up of Foundation staff and/ or other Commonwealth employees. You may be contacted during the assessment process to discuss your application in more detail.

## **8.3 Who will approve grants?**

The Program Delegate is the CEO of the Foundation. The Program Delegate will decide which grants to approve considering the availability of grants funds for the purpose of the grant program. The Program Delegate may consult the Foundation Advisory Board, Foundation staff and other Commonwealth government and expert private sector assessors and consider the availability of grant funds for the purposes of the grant program.

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

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

There is no appeal mechanism for decisions.

# **9 Notification of application outcomes**

We will advise you of the outcome of your application in writing via email to the address provided when submitting your application. If your grant application is successful, we will advise you of any specific conditions attached to the grant, including quantum of funding on offer. You can submit a new application in any future grant opportunities under the program.

## **9.1 Feedback on your application**

If you are unsuccessful, you may ask for feedback within one month of being advised of the outcome. Feedback requests after this time will not be considered.

# **10 Successful grant applications**

## 10.1 The grant agreement

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

Each agreement has general terms and conditions that cannot be changed. We must execute a grant agreement with you before we can make any payments and we will make payments as soon as practical after signature. We are not responsible for any of your expenditure until a grant agreement is executed. If you 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.

Where a grantee fails to meet the obligations of the grant agreement, the Foundation may withhold or suspend the funding to the grantee, and/or require the grantee to repay all or part of the grant. No compensation is payable by the Foundation for termination in these circumstances.

You will have approximately 5 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) and provide a correctly rendered invoice. 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.

## 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](http://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 grant activities may involve research collaboration with foreign entities, some provisions relating to Australia's export controls regime may apply to you. It is your responsibility to consider any implications of the relevant legislation and ensure you have appropriate risk management controls in place. You should refer for example to [www.legislation.gov.au/Details/F2019L00424](http://www.legislation.gov.au/Details/F2019L00424) for the Defence and Strategic Goods List 2019 and [www.defence.gov.au/ExportControls/Legislation.asp](http://www.defence.gov.au/ExportControls/Legislation.asp) for further information.

Where appropriate, applicants must provide details of intellectual property (IP) arrangements in their full applications. This includes both the use of IP in the grant activity and the proposed ownership rights to IP generated by the grant activity as well as strategies for protecting Australia's interests. Where IP is likely to be generated by the grant activity, successful applicants are required to conclude protocols or contracts with their Chinese 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](https://www.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

Payments will reflect your [Goods and Services Tax \(GST\)](#) registration status. It is your responsibility to advise us of your tax status. If applicable, we will add GST to your grant payment.

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](#).<sup>4</sup> We do not provide advice on your particular taxation circumstances.

## 11 Announcement of grants

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

## 12 How we monitor your grant activity

### 12.1 Keeping us informed

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 inform us of any changes to your:

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

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

You must notify us of events relating to your grant and provide an opportunity for portfolio Ministers or their representative to attend.

## **12.2 Reporting**

You must submit reports in line with the grant agreement. 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, evaluation and interim/final acquittal 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 submitted and may conduct site visits or request records to confirm details of your reports if necessary. We expect you will be in contact with us monthly on your progress. 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).

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 by the Program Delegate, the CEO of the Foundation.

### **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**

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted in the format provided in the grant agreement.

## **12.3 Financial declaration**

We may ask you to provide a statutory 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 by emailing [grants@australiachinafoundation.org.au](mailto:grants@australiachinafoundation.org.au) or the relevant Grant Manager before the end date of your grant agreement. A variation will be in the form of a Deed of Amendment.

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 contact you up to one year after your grant and will use information from your application, reports and interviews to assist with this evaluation.

## 12.8 Acknowledgement

Effective branding of your grant is an important component this grant program. The Foundation's logo must be used on all materials related to grants under the program, or as directed or agreed by the Foundation. Whenever the logo is used, the publication must also acknowledge the Commonwealth.

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

*'This grant activity received grant funding from the Australian Government's National Foundation for Australia-China Relations.'*

## 13 Probity

The Australian Government will ensure 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.

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

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

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

### **13.1 Enquiries and feedback**

Any questions you have about this grant opportunity or grant decisions should be sent to [grants@australiachinafoundation.org.au](mailto:grants@australiachinafoundation.org.au). All complaints about a grant process must be provided in writing.

If you do not agree with the way the Foundation 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 Foundation or DFAT.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://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 Foundation staff, any member of a committee or advisor, member of the Foundation'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 Foundation in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

Our conflict of interest policy accords with that of DFAT.

### **13.3 Privacy**

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

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

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

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

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

As part of your application, you declare your ability to comply with the [Privacy Act 1988](#) and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by DFAT or the Foundation 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 Foundation staff 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 \(Cth\)](#) (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](mailto:foi@dfat.gov.au)

## 14 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
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"> <li>▪ the quality of the project proposal and activities</li> <li>▪ fitness for purpose of the proposal in contributing to government objectives</li> <li>▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved, and</li> <li>▪ the potential grantee’s relevant experience and performance history.</li> </ul>
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
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
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration

Term	Definition
grant	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"> <li>a. under which relevant money<sup>5</sup> or other <a href="#">Consolidated Revenue Fund (CRF) money</a><sup>6</sup> is to be paid to a grantee other than the Commonwealth, and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
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
<a href="#">GrantConnect</a>	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 Portfolio Budget Statement Program
grantee	the individual/organisation which has been selected to receive a grant
PBS Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , 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 levels, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities
Program Delegate	the Chief Executive Officer of the National Foundation for Australia-China Relations
selection criteria	comprise eligibility criteria and assessment criteria
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria

<sup>5</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

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