



NATIONAL
FOUNDATION FOR
AUSTRALIA-CHINA
RELATIONS
澳中基金会

National Foundation for Australia-China Relations 2020-21 Competitive Grants Program

Opening date:	20 July 2020
Closing date and time:	EOIs by 06.00PM Australian Eastern Standard Time on 8 August 2020 and full applications by 06.00PM AEST on 8 September 2020.
Commonwealth policy and administering entity	Department of Foreign Affairs and Trade
Enquiries:	If you have any questions, email grants@australiachinafoundation.org.au
Date guidelines released:	20 July 2020
Type of grant opportunity:	Open competitive

Contents

1	Introduction	4
1.1	The NFACR competitive grants program process	4
2	About the grant program	6
3	Grant amount and grant period	7
3.1	Grants available	7
3.2	Grant Project period	7
4	Eligibility criteria	7
4.1	Who is eligible to apply for a grant?	8
4.2	Who is not eligible to apply for a grant?	8
4.3	What qualifications, skills or checks are required?	9
5	What the grant money can be used for	9
5.1	Eligible grant activities	9
5.2	Eligible locations	9
5.3	Eligible expenditure	9
5.4	What the grant money cannot be used for	10
6	The assessment criteria	10
7	How to apply	12
7.1	How to submit an Expression of Interest (EOI)	12
7.2	How to submit a full application	12
7.3	Attachments to a full application	12
7.4	Submission process	13
7.5	Joint (consortia) applications	13
7.6	Timing of grant opportunity processes	14
7.7	Questions during the application process	14
8	The grant selection process	14
8.1	Assessment of grant applications	14
8.2	Who will assess applications?	15
8.3	Who will approve grants?	16
9	Notification of application outcomes	16
9.1	Feedback on your application	16
10	Successful grant applications	16
10.1	The grant agreement	16
10.2	Specific legislation, policies and industry standards	17
10.3	How we pay the grant	17
10.4	Grants Payments and GST	18
11	Announcement of grants	18
12	How we monitor your grant activity	18
12.1	Keeping us informed	18

12.2	Reporting	18
12.3	Financial declaration	19
12.4	Grant agreement variations	19
12.5	Compliance visits	19
12.6	Record keeping.....	19
12.7	Evaluation	20
12.8	Acknowledgement.....	20
13	Probity.....	20
13.1	Enquiries and feedback	20
13.2	Conflicts of interest	20
13.3	Privacy	21
13.4	Confidential Information	21
13.5	Freedom of information.....	22
14	Glossary.....	23

1 Introduction

Thank you for your interest in the National Foundation for Australia-China Relations (“the Foundation”). The Foundation is pleased to work in partnership with you to bolster relations between Australia and China.

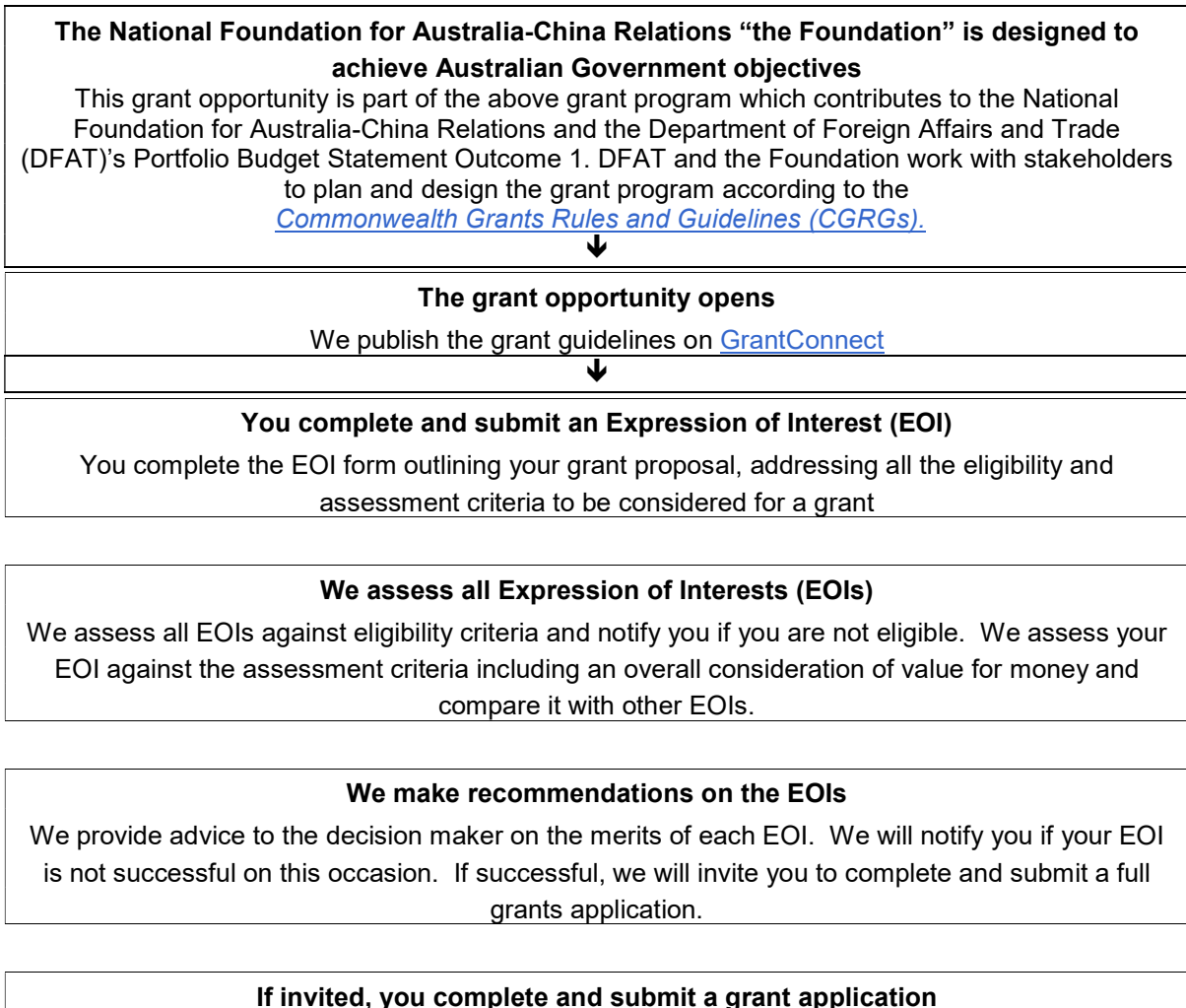
These guidelines contain information for the Foundation’s 2020-21 competitive grants program.

You must read these guidelines before filling out an expression of interest (EOI) and if invited, a full application.

This document sets out:

- 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.

1.1 The NFACR competitive grants program process



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



We assess all invited grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. We assess your eligible application against the assessment criteria including an overall consideration of value for money and compare it to other applications.



We make grant recommendations

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



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

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



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring and evaluating your progress towards achieving intended outcomes. We will make any multi-year payments subject to you meeting progress milestones.



Evaluation of the National Foundation for Australia-China Relations 2020-21 grant program

We evaluate your specific grant activity and the NFACR 2020-21 grant program outcomes and operations as a whole. We base this on information you provide to us and that we collect from various sources.

2 About the grant program

In March 2019, the Australian Government announced it would establish the National Foundation for Australia-China Relations (“the Foundation”) to strengthen one of Australia’s most significant bilateral relationships as a national platform.

The Foundation will provide grants to develop, promote and strengthen understanding and engagement between Australia and China, including business and community stakeholders, in support of Australia’s national interests.

The objectives of the Foundation’s first competitive grants program are:

- *Promoting connections and practical cooperation*
- *Building understanding and exchange*
- *Showcasing Australian excellence*
- *Engaging Australia’s diverse communities*
- *Supporting COVID-19 response activities that have an important connection to China.*

The intended outcomes of the program are:

- The establishment or maintenance of valuable **new or existing engagement or connections** with China.
- The provision and or recognition of leading-edge Australian **expertise** that enhances Australia’s capacity to engage with, and capitalise on, opportunities with or in China.
- Greater recognition and tangible application in China of **Australian excellence** or the value and benefits of engaging with us
 - indicators might include:
 - post-COVID-19 rebound
 - increased recognition of Australian technical expertise, the vibrancy of our sporting and cultural sectors, our attractiveness as a tourism, study and investment destination, and our reputation as a safe and reliable exporter of high-quality goods and services.
 - increased application of Australian standards, and wider acceptance of Australian products, services and distribution channels, across a range of areas where Australia is recognised as a leader (such as food safety, agricultural productivity, health services management, aged care, or financial services).
- Stronger **Australian stakeholder understanding** and ability to engage confidently with China in the national interest, through improved resilience, tools and best practice examples of engaging with China.
- Mechanisms that are successful in enhancing the Chinese and Australian **people-to-people experiences** in Australia and in China, as a catalyst for life-long connections.
- Research, mapping, and planning of **existing and future engagement** with China, including to better understand Chinese communities and organisations in Australia.
- High-profile and sustainable activities, events or other initiatives which showcase the rich and diverse spectrum of **Chinese-Australian** achievements.
- Better understanding and communication through Australian and **Chinese-language media** of Australian society and values, Australia’s domestic and foreign policy agenda, the importance of the bilateral relationship and the benefit it brings to both countries.

- Contributing to Australia’s **COVID-19** response including through activities such as:
 - Australian scientific research or health-related projects on COVID-19 that have an important connection to China;
 - research on post-COVID economic, trade and investment recovery initiatives involving China;
 - initiatives to assist the Australian tourism and international education sectors to welcome a return of Chinese visitors and students; or
 - other priority activities to foster enhanced Australia-China bilateral engagement.

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

This competitive grant opportunity will be conducted in two stages. As outlined in Section 1.1, the Foundation will conduct an Expression of Interest (EOI) stage. Selected EOIs that meet eligibility and assessment requirements will then be invited to submit a full application, with additional documentary and evidentiary requirements as listed in Section 7 (below) *How to Apply*.

In the event there are not sufficient applications to meet the Foundation’s objectives following this two-stage process, the Foundation will manage any subsequent grant opportunities in accordance with the *Commonwealth Grant Rules and Guidelines* (CGRGs).

3 Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$16.5 million over 4 years for the National Foundation for Australia-China Relations. For this 2020-2021 grant opportunity, up to \$4 million is available for disbursement in the 2020-2021 financial year.

- It is anticipated that most grants will be between \$20,000 and \$1,000,000 per annum, for a maximum of two years, depending on the scope of the grant activity and its complexity.

3.2 Grant Project period

The maximum grant period is two years.

During this period, you will be expected to provide evaluation reporting and acquittal in accordance with your grant agreement. For multi- (two) year grants, payment of the second year tranche of funding will be conditional on an assessment of your interim evaluation and acquittal report.

Any extension is not likely to be approved, and may only be considered by the Program Delegate in exceptional, extraordinary circumstances.

4 Eligibility criteria

Expressions of Interest (EOI) may only be submitted by Australian entities or individuals. Individual applicants must provide evidence of Australian citizenship or permanent residency when submitting an EOI.

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

Australian entities or individuals located in Greater China must meet eligibility requirements listed in Section 4.1 below. That is, grants will only be awarded to Australian entities or individuals. This limitation does not preclude grant activities that involve cooperation with non-Australian partners, provided information on such cooperation partners and activities are included at the EOI stage.

Joint consortia of (Australian) entities are acceptable, provided all parties meet the Section 4.1 eligibility requirements listed below.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- be an Australian citizen or permanent resident of Australia
- 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 joint (consortia) application with a lead organisation²
- a registered charity or not-for-profit organisation
- a publicly funded research organisation
- an individual
- an Australian local government body
- an Australian state or territory government body
- 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:

- do not have an ABN,
- are not registered for GST

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

- do not have an account with an Australian financial institution and
- for individuals, you are not an Australian citizen or permanent resident

You are not eligible to apply if you are:

- a non-corporate Commonwealth entity or government business enterprise
- unincorporated association.

4.3 What qualifications, skills or checks are required?

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

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

5 What the grant money can be used for

5.1 Eligible grant activities

To be eligible your proposed grant activities:

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

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

- research and collaboration activities
- conferences and workshops (including online/remote formats)
- exchanges and secondments of personnel between Australia and Greater China
- application and commercialisation of research outcomes
- communication, interpretation and translation activities
- publications
- virtual or real tours and exhibitions
- market research
- communities engagement, or
- other activities determined as eligible by the Program Delegate.

5.2 Eligible locations

Your grant can include activities at different locations, as long as the locations are all in Australia and/or Greater China.

5.3 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities. To be eligible, expenditure must be directly related to the delivery of grant objectives and outcomes.

Eligible expenditure items include:

- research-related activities

- reasonable air, land or sea travel costs and accommodation
- communication activities including online and remote access usage
- interpretation and translation activities
- advertising and promotion, graphic design, photography
- publications and printed material
- production costs (such as freight or artists' fees)
- 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.

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

Not all expenditure on your grant activity may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land or buildings
- wages or salaries
- major capital expenditure (including vehicles or equipment)
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- marketing campaign, or
- major construction/capital works.

6 The assessment criteria

The grant opportunity involves two stages: an Expression of Interest (EOI) following by an invitation to shortlisted applicants to submit a full grant activity application.

The amount of detail and supporting evidence you provide in your EOI, and if invited a full application, should be sufficient for us to make an informed assessment of your proposed grant activity and be relative to the size, complexity and grant amount requested. For further details of requirements for the initial EOI stage and invited full application stage, see *How to Apply* Section 7 (below).

We will only shortlist and award funding to applications that score highly against all assessment criteria.

All criteria have equal weighting. The assessment criteria that we will assess EOIs and invited full applications against are the same.

The assessment criteria are as follows:

Criterion 1

Criterion 1: RELEVANCE to the objectives of the grant program.

You could evidence this through demonstrating:

- which new or existing network connections and loci of expertise is your grant activity intended to strengthen
 - including an outline of how these expanded contacts will align with Australian capabilities and economic priorities;
- what research, information tools or advisory services your grant activity intended to develop for
 - including an analysis of what area of Australian stakeholder engagement your grants activity is intended to enhance.

Criterion 2

Criterion 2: EFFECTIVENESS in delivering intended grant program outcomes.

You could demonstrate this through identifying:

- which area of endeavour or excellence your grants activity is intended to enhance
 - including through an analysis of baseline and benchmarking measures outlining the need/gap your grant activity will address and
 - providing measures of impacts / gains expected to occur, both in Australia and Greater China, from your grant activity
- which location, segment or aspect of Australian communities your grant activity is intended to build
 - with baseline indicators against which to measure the expected benefits of your grants activity and
 - indicative measures of these benefits in alignment with interests and
 - range and reach of expected resonance, acceptance and dissemination of these gains, both in Australian and in Greater China.

Criterion 3

Criterion 3: EFFICIENCY - What is the applicant's capability and capacity to undertake the grant activity?

You could demonstrate this through outlining:

- risk management planning
- previous track record of endeavour or achievement in a related field or activity
- peer recognition or accreditation
- current and intended networks and connections, in Australia and internationally
- preliminary communications planning

Criterion 4

Criterion 4: SUSTAINABILITY – Will the grant activity have an enduring impact?

You could demonstrate this including through identifying:

- implementation risks and associated risk management strategies
- scenario planning (“what if?”) beyond the life of the grant agreement to outline the range of intended outcomes (best / worst case scenarios)
- qualitative and quantitative baseline data, with forward projections of expected performance impact/indicators of medium and longer term connections and deliverables (that is, beyond the life of the grant agreement).

7 How to apply

7.1 How to submit an Expression of Interest (EOI)

Before applying, you must read and understand these guidelines, and the expression of interest (EOI) form available through GrantConnect links. The information you provide will assist the Foundation to confirm eligibility and help us assess value with relevant money in achieving Foundation grant objectives.

To submit an EOI you must:

- complete the online expression of interest form available through the online platform “Smartygrants” accessible via [GrantConnect](#)
- provide all the information requested in the EOI form including a brief project summary and indicative budget, activities, objectives, initial risk management planning, amount of Foundation grant funding you are seeking, other possible funding sources and possible collaboration partners
- address all eligibility and assessment criteria
- include any necessary attachments (that is for individuals, proof of Australian citizenship or permanent residency) and
- submit your form by the indicated closing date and time.

7.2 How to submit a full application

If invited to submit a full application following a successful EOI, please refer again to the Grant Guidelines. When invited to submit a full application, you will also be sent a link to the form through the Smartygrants online portal, with the closing date for submission indicated. To assist you further, we will also send you a template *Commonwealth Standard Grant Agreement* and other relevant information to help you prepare a quality application.

To submit a full application you must:

- complete the full application form through the online platform “Smartygrants”
- provide all the information requested including attachments as listed in Section 7.3 below
- address all eligibility criteria
- submit your form by the indicated closing date and time.

7.3 Attachments to a full application

You are required to provide the following attachments to accompany your full application form

- a project budget plan
- a project management and performance measurement plan
- a risk management plan
- a communications plan, and
- a letter of support from each Australian consortium member (if applicable) – as outlined in Section 7.5 below.

7.4 Submission process

As outlined above, if you are successful in moving beyond the Expression of Interest stage, we will invite you to submit a full grant application. You must submit this via the “Smartygrants” online platform, and attach supporting documentation to the application form in line with the instructions provided.

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 \(Cth\)](#) and 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. 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.

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 us at grants@australiachinafoundation.org.au.

7.5 Joint (consortia) applications

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

In these circumstances, you must appoint a ‘lead organisation’. Only the lead organisation can submit the expression of interest (EOI) / full application, and, if successful in being offered grant funding, enter into a grant agreement with the Commonwealth. At the EOI stage, you should identify all other members of the proposed group. The full application must also identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

- details of the Australia consortium partner organisation/s
- an overview of how the Australian partner organisation/s will work with the lead organisation and any other Australian partner organisations in the group to successfully complete the grant activity.

- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

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

7.6 Timing of grant opportunity processes

We will only accept a late EOI or application at the discretion of the Program Delegate.

If you are successful, we expect you will be able to commence your grant activity around October 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Submit Expression of Interest (EOI) application	8 August 2020
Assessment of EOIs	August 2020
Notification of successful and unsuccessful EOI applicants	21 August 2020
Submission of invited full applications	8 September 2020
<ul style="list-style-type: none"> • Assessment of applications • Approval of outcomes of selection process • Negotiations and award of grant agreements • Notification to unsuccessful applicants 	Up to 6 weeks following closing date for submission of applications
Earliest start date of grant activity	When you receive your approval letter
End date of grant activity or agreement	Before October 2022 or as specified in the grant agreement

7.7 Questions during the application process

If you have any questions during the EOI or full application period, email grants@australiachinafoundation.org.au.

8 The grant selection process

8.1 Assessment of grant applications

We review first your Expression of Interest (EOI) and, if successful in being invited to the next stage, your full application against the eligibility and assessment criteria.

We consider eligible submissions through a competitive grant process. Should urgent, unexpected or unforeseen developments arise through the course of the year, the Foundation may also consider small-scale ad-hoc grant allocations. This would be advised through GrantConnect.

If eligible, we will then assess your EOI against the assessment criteria (see Section 6) and against other EOI 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 provides value for money.³

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

- the overall objective/s to be achieved in providing the grant and their accordance with Foundation strategic objectives and annual business planning
- the relative value of the grant sought
- the extent to which the EOI demonstrates that it will contribute to meeting the intended outcomes and objectives.

If your EOI is successful and you are invited to submit a full application, we will reconfirm your eligibility and further assess your full grant application details again against assessment criteria (see Section 6) and against other full applications received. We will consider your more detailed submission on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value for money⁴ and
- risk management strategies for cybersecurity, 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 accordance with Foundation strategic objectives and annual business planning
- 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 EOIs/applications before recommending which EOIs/applications should be shortlisted/awarded a grant. The assessment committee will be made up of Foundation and other Commonwealth employees.

The NFACR Advisory Board, external experts or advisors may inform the assessment process. Any expert or advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

³ See glossary for an explanation of 'value for money'.

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

The assessment committee recommends to the Program Delegate which applications to approve for a grant.

8.3 Who will approve grants?

The Program Delegate is the CEO of the National Foundation for Australia-China Relations. The Program Delegate will decide which grants to approve taking into account the availability of grants funds for the purpose of the grant program. The Program Delegate may consult the NFACR 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 EOIs/full 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 to shortlist or not shortlist an EOI, or approve or not approve a grant.

9 Notification of application outcomes

We will advise you of the outcome of your EOI/application in writing. If your grant application is successful, we will advise you of any specific conditions attached to the grant.

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

9.1 Feedback on your application

If you are unsuccessful (whether at the EOI or full application stage), you may ask for feedback within one month of being advised of the outcome. We will give written feedback within one month of your request.

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.

Each agreement has general terms and conditions that cannot be changed. We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk.

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

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

Standard Grant Agreement

We will use a standard grant agreement based on a Department of Finance grant agreement template that has been specifically tailored to meet DFAT and Foundation requirements.

You will have 14 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

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

10.2 Specific legislation, policies and industry standards

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

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

www.ag.gov.au/transparency.

Grantees should also take into account the Guidelines to Counter Foreign Interference in the Australian University Sector (see https://docs.education.gov.au/system/files/doc/other/ed19-0222_-_int_-_ufit_guidelines_acc.pdf.)

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 for the Defence and Strategic Goods List 2019 and 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.

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
- any financial contribution provided by a third party.

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

For a single year agreement, we may pay 100 per cent of the grant on execution of the grant agreement, subject to timelines outlined in the grant agreement. You may be required to provide milestone-reporting including on how you spent the grant funds, as outlined in the grant agreement.

In cases where we do not pay out 100 per cent of a single year grant agreement upfront, subsequent payments are subject to satisfactory progress.

For a two-year agreement, we will make an initial, annual payment on execution of the grant agreement. We will make the subsequent, annual payment as you achieve agreed milestones in the initial financial year. Payments are subject to satisfactory progress.

10.4 Grants Payments and GST

Payments will reflect your GST registration status. If you are not registered for the [Goods and Services Tax \(GST\)](#), where 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](#).⁵ 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

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

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- Name (including any change to legal entity status of the grantee or ABN)
- 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 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.

⁵ <https://www.ato.gov.au/>

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

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

Progress reports

Progress reports must:

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

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

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

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. You can request a variation by emailing grants@australiachinafoundation.org.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 program to measure how well the intended outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

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

12.8 Acknowledgement

The Foundation's 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.

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

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

13.1 Enquiries and feedback

If you have enquiries about the Foundation or about this grant opportunity please email: contact@australiachinafoundation.org.au. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to grants@australiachinafoundation.org.au.

If you do not agree with the way the National Foundation for Australia-China Relations 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 the Department of Foreign Affairs and Trade.

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 Foundation staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or 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 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 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 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

14 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all 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
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money⁶ or other Consolidated Revenue Fund (CRF) money⁷ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise 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.

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

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

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