



Australian Government

Department of Industry, Science and Resources

Grant Opportunity Guidelines

Diversity in STEM: Diversity in STEM Toolkit (DiST)

Opening date:	22 October 2024
Closing date and time:	5:00pm Australian Eastern Daylight Time on 9 December 2024 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Industry, Science and Resources (DISR)
Administering entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us at DIISGrants@industry.gov.au
Date guidelines released:	22 October 2024
Type of grant opportunity:	Closed non-competitive

Contents

1. Diversity in STEM: Diversity in STEM Toolkit processes	4
1.1. Introduction	5
2. About the grant program	5
2.1. About the Diversity in STEM Toolkit grant opportunity	6
3. Grant amount and grant period	7
3.1. Grants available	7
3.2. Project period	7
4. Eligibility criteria	7
4.1. Who is eligible to apply for a grant?	7
4.2. Who is not eligible to apply for a grant?	7
5. What the grant money can be used for	8
5.1. Eligible grant activities	8
5.2. Eligible expenditure	8
5.3. What the grant money cannot be used for	9
6. The assessment criteria	10
6.1. Assessment criterion 1	10
6.2. Assessment criterion 2	10
6.3. Assessment criterion 3	10
7. How to apply	11
7.1. Attachments to the application	11
7.2. Timing of grant opportunity processes	11
7.3. Questions during the application process	12
8. The grant selection process	12
8.1. Assessment of grant applications	12
8.2. Who will assess applications?	13
8.3. Who will approve grants?	13
9. Notification of application outcomes	13
9.1. Feedback on your application	13
10. Successful grant applications	13
10.1. The grant agreement	13
10.2. Standard grant agreement	14
10.3. Specific legislation, policies and industry standards	14
10.3.1. Child safety requirements	14
10.4. How we pay the grant	15
10.5. Grant Payments and GST	15
11. Announcement of grants	15
12. How we monitor your grant activity	15
12.1. Keeping us informed	15

12.2.	Reporting	16
12.2.1.	Progress reports.....	16
12.2.2.	Ad-hoc reports.....	16
12.2.3.	End of project report	16
12.3.	Audited financial acquittal report.....	16
12.4.	Grant agreement variations	17
12.5.	Compliance visits	17
12.6.	Record keeping.....	17
12.7.	Evaluation	17
12.8.	Acknowledgement.....	17
13.	Probity.....	18
13.1.	Enquiries and feedback	18
13.2.	Conflicts of interest	18
13.3.	Privacy	19
13.4.	Confidential information	19
13.5.	Freedom of information.....	20
13.6.	National security	20
13.6.1.	Know Your Partner.....	21
13.6.2.	Export Controls	21
13.6.3.	Foreign Affiliations	21
13.6.4.	Foreign Government Affiliations.....	21
13.7.	Disclosure of Commonwealth, state or territory financial penalties.....	22
14.	Glossary.....	23

1. Diversity in STEM: Diversity in STEM Toolkit processes

The Diversity in STEM Toolkit is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Industry, Science and Resources' Outcome 1: *Support economic growth, productivity and job creation for all Australians by investing in science and technology, growing innovative and competitive businesses, industries and regions, and supporting a strong resources sector.* The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#).



The grant opportunity opens

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



You complete and submit a grant application

You complete the application form, addressing all of the eligibility and assessment criteria in order for your application to be considered.



We assess the grant application

We assess the application against eligibility criteria and notify you if you are not eligible. We assess the eligible application against the assessment criteria including an overall consideration of value with money.



We make grant recommendations

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



Grant decisions are made

The decision maker decides if the application is successful.



We notify you of the outcome

We advise you of the outcome of your application.



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the Diversity in STEM Toolkit

We evaluate your specific grant activity and the Diversity in STEM Toolkit as a whole. We base this on information you provide to us and that we collect from various sources.

1.1. Introduction

These guidelines contain information for the Diversity in science, technology, engineering and mathematics (STEM): Diversity in STEM Toolkit grant.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (the department/DISR/we).

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

2. About the grant program

The Diversity in STEM suite of initiatives provides funding for a range of grant opportunities to support equity, diversity and inclusion in science, technology, engineering and mathematics (STEM) education and careers. It supports the development of a thriving, skilled and diverse STEM workforce and puts into action the Government's National Gender Equality Strategy. It expands the focus of existing Women in STEM programs to maintain support for women and girls and gender diverse/non-binary people, while also encompassing a broader diversity of cohorts underrepresented in STEM, including:

- First Nations peoples
- people living with disabilities
- people facing age-based discrimination
- culturally and linguistically diverse people
- people with low socioeconomic status
- LGBTQIA+ people
- neurodivergent people
- people living in regional and remote areas.

The objectives of the program suite are to:

- extend the focus of the program to target a broader range of diverse and underrepresented cohorts
- drive cultural change in equity, diversity and inclusion across the STEM employment and education sectors
- reduce barriers experienced by underrepresented cohorts when pursuing STEM careers and education
- contribute to an evidence base for successful diversity initiatives.

The intended outcomes of the program suite are:

- increased coordinated support for diverse cohorts to participate and stay in STEM education and careers
- increased participation and visibility of people from historically underrepresented groups and diverse role models across all levels of STEM education and career pathways
- increased confidence and interest from diverse young people pursuing STEM careers and education (particularly years 11, 12, and post-school)
- enhanced skills, knowledge, and confidence among mentors to create safe and inclusive learning and work environments for underrepresented cohorts engaging with STEM.

We administer the suite of grant opportunities according to the [Commonwealth Grant Rules and Principles](#)¹.

2.1. About the Diversity in STEM Toolkit grant opportunity

The Diversity (STEM) Toolkit (DiST) grant opportunity will run over 5 years from 2024-25 to 2028-29. This grant will deliver educational resources to assist and support underrepresented cohorts to see a future for themselves in STEM careers and support their teachers, parents and carers to enable these goals.

The DiST will target students at all stages of primary and secondary education and will provide a suite of activities and resources for students, teachers, parents, carers, and career counsellors. The expanded and scaled-up activities will encourage underrepresented cohorts to engage with STEM studies and activities.

The DiST also aims to address barriers and increase awareness and access to STEM education and careers for individuals who have historically been underrepresented in these fields by providing resources and support. The Toolkit will empower individuals to explore and pursue opportunities in STEM and therefore contribute to a more diverse and inclusive STEM workforce and community.

The objectives of the grant opportunity are to:

- create and increase access and awareness of STEM education and career pathways for students from underrepresented cohorts in STEM and their teachers, career counsellors, parents and carers
- promote equity, diversity and inclusion in STEM education and careers
- challenge and reduce the stereotypes, biases, and systemic barriers in STEM education and sectors through greater diversity and inclusion
- become a resource for influencers in the STEM community, including teachers, career counsellors, parents and carers to use and inspire more students to take up STEM education and careers
- improve coordination and integration of DiST with other educational supports.

¹ <https://www.finance.gov.au/government/commonwealth-grants/changes-commonwealth-grants-framework-2024>

The intended outcomes of the grant opportunity are:

- expansion of the resource to more diverse audiences
- increased participation, confidence and continuation of underrepresented students in STEM education
- increased confidence and ability of influencers to support young people to engage in STEM and choose STEM careers
- strengthened pipelines for students to pursue and succeed in STEM education and STEM careers
- equitable access and availability of DiST across Australia, with increased awareness and access rates.

3. Grant amount and grant period

3.1. Grants available

The Australian Government has announced a total of \$2 million over 5 years for the program from 2024-25 to 2028-29.

The maximum grant amount is \$2 million.

You are responsible for the remaining eligible and ineligible project costs.

We cannot fund your project if it receives funding from any other source including Commonwealth, state, and territory government grants for the same activities. You can apply for a grant for your project under more than one Commonwealth, state, or territory program but if your application is successful, you must choose either the Diversity in STEM Toolkit grant or the other Commonwealth grant.

3.2. Project period

The maximum project period is 5 years.

4. Eligibility criteria

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

4.1. Who is eligible to apply for a grant?

Education Services Australia (ESA), ABN 18 007 342 421, has been identified as the appropriate recipient because:

- it has a well-established record of delivering the same activities, including the Girls in STEM Toolkit (GiST)
- it has the required educational expertise to undertake the activities
- it is well-established within the education sector, with strong relationships, networking and mechanisms to reach key stakeholders and audiences.

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'

- an employer of 100 or more employees that has [not complied](#) with the Workplace Gender Equality Act (2012)
- any organisation not included in section 4.1.

5. What the grant money can be used for

5.1. Eligible grant activities

To be eligible your project must:

- be aimed at increasing engagement and participation of cohorts underrepresented in STEM disciplines.

Eligible activities must directly relate to the project and may include:

- activities supporting the expansion of the DiST resources, including research, design, and production activities
- developing, delivering and distributing education activities and materials (including software and website development and hosting)
- developing and delivering workshops and other events related to the project (including travel costs for key participants)
- improving existing resources and integrating with other educational supports to avoid duplication. This includes offering teachers support from other education professions, the development of a reference group and introducing a new podcast to share information on STEM education teaching principles
- ongoing maintenance and promotion activities for the DiST
- identifying opportunities to support other stages of STEM education and underrepresented cohorts.

We may also approve other activities. Any additional activities must be in line with the objectives and outcomes in section 2.1.

5.2. Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items are:

- direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay a regular salary or wage, out of which you make regular tax instalment deductions
- contract expenditure covering the cost of eligible project activities that are contracted to others. All contractors must have a written contract prior to starting any project work. Invoices from contractors must contain a detailed description and breakdown of the work including hours and hourly rates
- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project activities in Australia
- operation and maintenance costs related directly to the project, such as the hosting of the DiST on ESA's GovZone, server operating system updates, optimization of the site and ESA ICT support services
- staff training that directly supports the achievement of project outcomes

- program evaluation activities, outside of those needed for standard reporting requirements
- the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure
- other eligible expenditure as approved by the Program Delegate.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

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

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is the Manager in the Business Grants Hub Division within DISR with responsibility for administering the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project or be incurred for project audit activities (where applicable)
- meet the eligible expenditure guidelines.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may elect to commence your project from the date of publication of the grant opportunity guidelines. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

5.3. What the grant money cannot be used for

You cannot use the grant for the following activities:

- any Girls in STEM Toolkit (GiST) activities previously funded except where modifications are necessary to enhance an existing resource.

Expenditure items that are not eligible are:

- expenses associated with business as usual activities not related to the delivery of the DiST program
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- financing costs, including debt financing and interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as rental, renovations and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)

- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- overseas travel
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays character limits for each response.

We will only award funding to applications that score at least 50 per cent against each assessment criterion.

6.1. Assessment criterion 1

Project alignment with policy intent (40 points).

You should demonstrate this through identifying:

- a. the extent to which your project will deliver on the objectives and outcomes in section 2.1 of the grant opportunity guidelines, including how the delivery of the objectives and outcomes will be informed by diverse experiences and expertise drawn from underrepresented cohorts
- b. your plan to achieve financial sustainability and maintain the project beyond the term of grant funding
- c. your plan to manage the project, including the scope of the project, a timeline of activities, and how you intend to manage key risks (including national and cyber security risks).

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (40 points).

You should demonstrate this through identifying:

- a. your access to personnel with the right expertise and experience
- b. your plan to measure the project's progress with achieving the intended outcomes, including any indicators, metrics and data sources.

6.3. Assessment criterion 3

Impact of grant (20 points).

You should demonstrate this through identifying:

- a. the expected reach and impact of the DiST and how it will provide a pathway to, complement and/or amplify other existing initiatives that encourage and support participation in STEM study or activities, including those in the Diversity in STEM Program
- b. how you plan to promote the DiST, including how the DiST and/or its resources will reach those with low digital inclusion and regional, remote and low socio-economic audiences.

7. How to apply

Before applying you should read and understand these guidelines, the sample application form and the sample grant agreement published on [GrantConnect](#).

Applicants should read all eligibility and assessment criteria closely and attach detailed evidence that supports the assessment criteria.

You will need to set up an account to access our online [portal](#).

To apply, you must:

- complete and submit the application through the online portal
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should email us immediately at DIISGrants@industry.gov.au.

After submitting your application, we can contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit. The acceptance of any additional information provided after the submission of your application is at the discretion of the Program Delegate. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

You can view and print a copy of your submitted application on the portal for your own records. You should keep a copy of your application and any supporting documents.

If you need further guidance around the application process, or if you have any issues with the portal, contact us at DIISGrants@industry.gov.au.

7.1. Attachments to the application

You must provide the following documents with your application:

- a project plan (maximum 15 pages), which includes the scope of the project, a timeline of activities, a plan for self-sustainment after the end of the program, and a risk strategy (including national security and cyber security risks)
- a detailed project budget
- a data collection plan – and any supporting documentation, describing how you propose to collect data and manage privacy
- detailed evidence that supports assessment criteria responses (where applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. Individual file sizes cannot be greater than 2MB, while the total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

7.2. Timing of grant opportunity processes

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

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	2 weeks
Approval and announcement of successful applicants	1 week
Negotiations and award of grant agreements	1 to 4 weeks
Earliest start date of project	From the date of publication of the guidelines
Project completion date	Within 5 years of the project start date

7.3. Questions during the application process

If you have any questions during the application period, contact us at DIISGrants@industry.gov.au.

8. The grant selection process

8.1. Assessment of grant applications

We first review your application against the eligibility criteria. If eligible, your application will be assessed against the assessment criteria (section 6). Only eligible applications will proceed to the assessment stage. We may undertake due diligence processes when assessing eligibility and merit.

We consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money.²

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

- the overall objective/s of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought
- how the grant activities will support increased engagement of underrepresented cohorts within STEM education and STEM career pathways and employment opportunities.

We also consider any financial, legal/regulatory, governance, national interest, national security or other issue or risk that we identify regarding you, project partners, related body corporates, related entities and associated entities (as defined in the [Corporations Act 2001](#)) and related personnel.

If we identify risks which would affect our assessment, we may ask you to comment on these, subject to security considerations. If we identify risks that cannot be adequately mitigated, we may exclude your application from further consideration.

We may seek additional information about you, project partners, related bodies corporate, related entities and associated entities (as defined in the Corporations Act) and related personnel from third party sources, including other Commonwealth agencies, for due diligence purposes. We may

² See glossary for an explanation of 'value with money'.

do so even if you do not nominate the sources as referees. We may also consider information that is discovered through the normal course of business.

Due diligence checks may occur at eligibility, merit or decision-making stages. We use this information to verify the information you provide in the application and to identify issues and risks. See Section 13.3 for information on how we use the information you provide to us.

8.2. Who will assess applications?

We assess your application against the selection criteria.

8.3. Who will approve grants?

The Program Delegate decides which grants to approve taking into account the application assessment and the availability of grant funds.

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

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Program Delegate will not approve funding if there are insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

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

9.1. Feedback on your application

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

10. Successful grant applications

10.1. The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample grant agreement is available on [GrantConnect](#).

We will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement. We are not responsible for any expenditure you incur and cannot make any payments until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of grant funding.

If you enter an agreement under the Diversity in STEM Toolkit, you cannot receive other grants for the same activities from other Commonwealth, state or territory granting programs.

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

10.2. Standard grant agreement

We will use a standard grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. 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. We will review any required changes to these details to ensure they do not impact the project as approved by the Program Delegate.

10.3. Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- where relevant, principles contained within the [Guidelines on Information and Advertising Campaigns by non-corporate Commonwealth entities](#)³ including:
 - where information is presented as a fact, it should be accurate and verifiable
- [Web Content Accessibility Guidelines](#) (WCAG) [https://dochub/div/ausindustry/programmesprojectstaskforces/dstem/designdocs/WebContentAccessibilityGuidelines\(WCAG\)2.1](https://dochub/div/ausindustry/programmesprojectstaskforces/dstem/designdocs/WebContentAccessibilityGuidelines(WCAG)2.1)⁴ for all online content. This is the web standard recommended by the Australian Government.

10.3.1. Child safety requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the [National Principles for Child Safe Organisations](#)⁵ endorsed by the Commonwealth.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

³ <https://www.finance.gov.au/government/advertising/guidelines-information-advertising-campaigns-non-corporate-commonwealth-entities>

⁴ <https://www.w3.org/TR/WCAG21/>

⁵ <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

10.4. How we pay the grant

The grant agreement will state the maximum grant amount we will pay.

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

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.5. Grant Payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁶.

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](#). We do not provide tax advice.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of execution.

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Principles](#), Section 5.2. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project 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 project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details

⁶ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- bank account details.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones and outcomes
- project expenditure, including expenditure of grant funds.

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

We will monitor the progress of your project by assessing reports you submit and may conduct site visits 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.

12.2.1. Progress reports

Progress reports must:

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

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

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

12.2.2. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.2.3. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.3. Audited financial acquittal report

We will ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on [GrantConnect](#).

12.4. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum 5 year period
- changing project activities.

The program does not allow for an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project end date. You can submit a variation request via our online portal.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.5. Compliance visits

We may visit you during the project period, or at the completion of your project 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 opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and project 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 two years after you finish your project for more information to assist with this evaluation.

12.8. Acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

13. Probity

We 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 CGRPs.

13.1. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

General Manager
Internal and Design Branch, Business Grants Hub
Department of Industry, Science and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁷ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity. There may be a conflict of interest, or perceived conflict of interest, if any individual or entity⁸ involved in assessing, funding, administering or undertaking the project:

- has a professional, commercial or personal relationship with a party which is able to influence the application selection process, such as an Australian Government officer
- has a relationship with, or interest in, a party which could prevent the activity from being carried out fairly and independently or otherwise compromise the integrity of the activity or its participants
- has a relationship with, or interest in, a party from which they could receive personal gain because the party receives a grant under the grant program/grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm 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 us in writing immediately.

⁷ <http://www.ombudsman.gov.au/>

⁸ Including: any of our staff able to influence the project, any member of a committee or advisor, you, your project partners, and any personnel involved in the project.

Conflicts of interest for Australian Government staff are 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.

We publish our [conflict of interest policy](#)⁹ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

13.3. Privacy

Unless the information you provide to us is:

- confidential information as per section 13.4, or
- personal information as per below,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

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

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

We may give the personal information we collect from you to our employees and contractors, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities
- identify and manage any financial, legal/regulatory, governance, national interest, or national security risks.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)¹⁰ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

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

⁹ <https://www.industry.gov.au/publications/conflict-interest-policy>

¹⁰ <https://www.industry.gov.au/data-and-publications/privacy-policy>

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 treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

We may disclose confidential information:

- to our Commonwealth employees, contractors and service providers, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament
- to other Commonwealth agencies for risk management purposes.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, 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.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.6. National security

Eligible activities under this grant may have national security implications. It is your responsibility to consider any such implications of the proposed project and identify and manage any risks, particularly relating to export controls, intellectual property protection, espionage and foreign interference and unwanted transfer of technology, data or other knowledge.

You must inform the department if you identify any material risks relating to national security. To assist with managing security risks, you are strongly encouraged to review the department's [Guide to undertaking international collaboration](#)¹¹.

13.6.1. Know Your Partner

You should 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. This should take into account any potential security, ethical, legal and reputational risks, and, where necessary, you should be prepared to demonstrate how you will manage and mitigate any identified risks.

13.6.2. Export Controls

Australia's export control regime limits the overseas transfer of goods and technologies listed on the [Defence and Strategic Goods List](#) (DSGL). The regime may apply to the export of products, and to any situation involving the overseas transfer, sharing, publication or brokering of controlled goods, technology, software or related knowledge.

It is your responsibility to consider whether the export control regime applies to your activity. If you are unsure whether your activity may require an export license, you should review the [self-assessment guide for 'controlled items'](#) and/or contact [Defence Export Controls](#) (DEC).

13.6.3. Foreign Affiliations

Eligible activities under this grant may involve partners or personnel with foreign affiliations. You must inform us of any relationships between project participants and foreign parties that could influence or benefit from the proposed activity. Such relationships may include foreign ownership or sponsorship, connections to foreign governments, militaries, political parties, or other organisations, and membership of foreign talent programs. You must also inform us of the establishment of any such relationships throughout the life of the grant.

13.6.4. Foreign Government Affiliations

Eligible activities under this grant may involve partners or personnel with connections to foreign governments. You must inform us if you, your project partners or any project personnel are receiving funding or benefits from, or otherwise affiliated with, a foreign government, including:

- a foreign state or local government
- a foreign military, intelligence organisation or police force
- an organisation owned or sponsored by a foreign government (such as a state-owned corporation or state-sponsored university)
- a foreign government talent program.

You must also inform us of the establishment of any such relationships throughout the life of the grant.

¹¹ <https://www.industry.gov.au/strategies-for-the-future/increasing-international-collaboration/a-guide-to-undertaking-international-collaboration>

13.7. Disclosure of Commonwealth, state or territory financial penalties

You must disclose whether any of your board members, management or persons of authority have been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, state, or territory court or a Commonwealth, state, or territory entity. If this is the case, you must provide advice to the department regarding the matter for consideration.

14. Glossary

Term	Definition
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.
application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
assessment criteria	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 ranking.
<u>Commonwealth Grants Rules and Principles (CGRPs)</u>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	The expected date that the grant activity must be completed and the grant spent by.
department	The Department of Industry, Science and Resources.
decision maker	The person who makes a decision to award a grant.
eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in section 5.1.
eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
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.
eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in section 5.2.
General Manager	Position title for Senior Executive Service level staff within DISR.

Term	Definition
grant	<p>For the purposes of the CGRPs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money¹² or other Consolidated Revenue Fund (CRF) money¹³ 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	A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding, and specifies the details of the grant.
grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
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.
GrantConnect	The Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grantee	The individual/organisation which has been selected to receive a grant
guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Manager	A manager in the Business Grants Hub within DISR.

¹² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Minister	The Commonwealth Minister for Industry and Science.
personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
program delegate	A manager within the department with responsibility for administering the program.
program funding or program funds	The funding made available by the Commonwealth for the program.
project	A project described in an application for grant funding under the program.
selection criteria	Comprises of eligibility criteria and assessment criteria.
underrepresented cohorts	<p>Refers to cohorts underrepresented in STEM, including:</p> <ul style="list-style-type: none"> ▪ First Nations peoples ▪ people living with disabilities ▪ women and girls and gender diverse/non-binary people ▪ people facing age-based discrimination ▪ culturally and linguistically diverse people ▪ people with low socioeconomic status ▪ LGBTQIA+ people ▪ neurodivergent people ▪ people living in regional and remote areas.

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