

National Bushfire Recovery Agency -IGA Grant Package (Bushfire Immediate Relief)

Progress assoc halls \$10,000 each	\$ 100,000.00
Warriors support	\$ 10,000.00
Bush Fire Credit	\$ 500,000.00
Tenterfield Railway Station	\$ 100,000.00
Tenterfield Station Homestead	\$ 200,000.00
Business Chamber (activation) (Moved from National Bushfire Recovery Agency)	\$ 40,000.00
Memorial Hall - emergency evac centre upgrade	\$ 466,667.00
	\$ 1,416,667.00

\$ 1,416,667.00

Bushfire Community Resilience and Economic Recovery Fund (Phase One) - (Resilience Grants)

Liston Coach (Moved from National Bushfire Recovery Agency) was only \$5,000 now \$10,000	\$ 10,000.00
Drought Concert - Show Soc (Moved from National Bushfire Recovery Agency)	\$ 10,000.00
Beats of the Bush (Moved from National Bushfire Recovery Agency)	\$ 15,000.00
Peter Allen Festival (Moved from National Bushfire Recovery Agency)	\$ 30,000.00
Show and Shine (Moved from National Bushfire Recovery Agency)	\$ 10,000.00
Oracles of the Bush (Moved from National Bushfire Recovery Agency)	\$ 10,000.00
Ten FM (Moved from National Bushfire Recovery Agency)	\$ 20,000.00
Community donations extension (July 2020)	\$ 20,000.00
Tenterfield Pistol Club	\$ 5,000.00
Tenterfield Archery Club	\$ 5,000.00
Tenterfield Physical Culture	\$ 5,000.00
Torrington Hall Upgrades	\$ 55,000.00
Cultural Burning Workshops	\$ 40,000.00
SOA - National Trust - 75 Years	\$ 15,000.00
	\$ 250,000.00

\$ 250,000.00

Regional Tourism Bushfire Recovery Grants Program:

Stream 1: Peter Allen

Stream 2:

Art Events (Moved from National Bushfire Recovery Agency)	\$ 30,000
Tourism Stimulus (Moved from National Bushfire Recovery Agency)	\$ 35,000.00
Cultural & Heritage Initiative across Shire (Moved from Bushfire Community Resilience and Economic Recovery Fund)	\$ 180,000.00
Tenterfield Post Office Clock & Painting (Moved from Bushfire Community Resilience and Economic Recovery Fund)	\$ 340,000.00
Redevelopment of the VIC	\$ 70,000.00
	\$ 350,000.00
	\$ 975,000.00

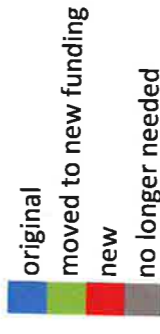
\$30,000/ application

Scalable proposals

Drought Communities Programme - Extension

Water Cartage fro Human Consumption	\$ -
Economic and Social Resilience Stretegy Through Cultural Tourism Recovery	\$ 900,000.00
Shire Signs	\$ 100,000.00
Community Events (by Application) \$50,000	\$ -
Plus something else as a contingency circa \$150,000	\$ -
	\$ 1,000,000.00

\$ 1,000,000.00





Hon **Barnaby Joyce** MP

FEDERAL MEMBER FOR NEW ENGLAND

MEDIA RELEASE

9 January 2020

Further assistance for New England councils

The Coalition Government will provide an initial and immediate base payment of \$1 million to 42 of the most severely bushfire impacted councils in New South Wales, Victoria, South Australia and Queensland to help quickly rebuild vital infrastructure and strengthen community resilience.

This includes five local government areas in the New England: Armidale, Glen Innes Severn, Inverell, Tenterfield and Walcha.

Funding will be directed to councils which have been 'activated' by their respective state government for Category C bushfire disaster recovery relief under the Disaster Recovery Funding Arrangements (DRFA). Payments will not require matched funding from state governments.

A further \$18 million will be set aside to provide additional support to larger council areas which have experienced the most significant damage, with the National Bushfire Recovery Coordinator Andrew Colvin working with state governments and impacted local councils on determining this additional allocation.

Member for New England, Barnaby Joyce, said this new assistance will supplement much work already being carried out to assist rural and regional communities.

"What this means is we will have the immediate capacity to work on things like the upgrade of roads to provide better access, upgrade more community facilities to enable further economic growth and keep populations in our towns, similar to our Drought Communities Program (DCP)," Mr Joyce said.

"In the New England, every council has already received two payments of \$1 million each and this is going to be yet another boost to local towns doing it tough in the wake of drought and now bushfire.

"Those councils which have greater requirements can apply for extra assistance under the \$18 million fund and get further works done."

Prime Minister Scott Morrison said his Government was committed to working hand in hand with regional communities to rebuild towns and villages.

"These payments will provide immediate assistance directly into the hands of local councils to rebuild roads and infrastructure, employ staff to help in recovery activities and hold events which bring the community together and bring tourists back to town," the Prime Minister said.

"We are moving immediately to support local councils and our funding will be in state government bank accounts by tomorrow.

"Importantly this is a base payment and just the start of our support for local communities, in what we know will be a long recovery."

.../1

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Hon Barnaby Joyce MP

FEDERAL MEMBER FOR NEW ENGLAND

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Currently there are 40 councils across Australia in receipt of Category C assistance, including 33 in New South Wales, five in Queensland and two in South Australia (list attached).

Funding will also be provided to the Local Government Areas of East Gippsland and Towong in Victoria in recognition of an imminent request from the Victorian Government for Category C assistance for these severely impacted regions.

All funds will be drawn from the \$2 billion allocated to the National Bushfire Recovery Agency and this is in addition to funding that is automatically available to councils through other disaster recovery arrangements.

The lump sum payments will be delivered by the Commonwealth by the close of business Friday to State Governments who administer payments to councils.

The only condition placed on councils is that they develop a Program of Works within three months and report back to the Commonwealth in 12 months' time.

Councils will be able to spend their \$1 million payments on projects and activities that they deem essential for the recovery and renewal of their communities, including:

- Rebuilding damaged or destroyed council assets such as key local roads, bridges, and community facilities;
- Employing additional local staff to take on specialist recovery or planning roles to help coordinate and plan the rebuilding effort;
- Hosting new public activities and events to bring communities together and attract visitors back to affected regions; and
- Immediate maintenance and repairs to relief and evacuation centres.

NSW councils to receive assistance:

Armidale, Ballina, Bega Valley, Bellingen, Blue Mountains, Byron, Central Coast, Cessnock, Clarence Valley, Coffs Harbour, Eurobodalla, Glen Innes Severn, Hawkesbury, Inverell, Kempsey, Kyogle, Lismore, Lithgow, Mid-Coast, Mid-Western, Nambucca, Port Macquarie-Hastings, Queanbeyan-Palerang, Richmond Valley, Shoalhaven, Singleton, Snowy Monaro, Snowy Valleys, Tenterfield, Tweed, Walcha, Wingecarribee, Wollondilly

(ENDS)

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\$416,667



Hon Barnaby Joyce MP

FEDERAL MEMBER FOR NEW ENGLAND

MEDIA RELEASE

13 February 2020

MORE FUNDING FOR NEW ENGLAND AFTER BUSHFIRES

Tenterfield, Glen Innes, Armidale, Walcha and Inverell councils will receive further bushfire recovery funding from a \$17 million fund through The National Bushfire Recovery Agency.

The following funding is in addition to \$1 million recovery payments already received under this fund and \$2 million payments being delivered to all 10 councils in the New England under the Drought Communities Fund.

Tenterfield Shire Council will receive \$416,667 in the latest round of bushfire funding, Glen Innes Severn Council, Armidale Regional Council \$300,000 each, while Walcha and Inverell councils will receive a further \$275,000 each.

Member for New England, Barnaby Joyce, said the extra funding would empower local regions to lead local recovery.

"People in the New England know what matters most to them – it's only fair they should decide how the money is spent," Mr Joyce said.

"The fires have hit hard from Tenterfield to Walcha but we're resilient and local people know what's needed to recover which is why the Federal Government is making further funding available.

"The National Bushfire Recovery Agency made an independent decision of where the money should be allocated.

"The agency looked at a range of factors including population, disaster recovery payments already received, the area burnt and socio-economic factors of the council area.

The 60 councils where Category C assistance was activated as of 24 January 2020 were eligible for the funding.

All councils have been informed of their funding which will range from \$200,000 to \$416,667.

Local government areas can use the funding for rebuilding council infrastructure such roads, bridges, and community facilities; refencing and hosting activities that bring communities together.

(ENDS)

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The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales
Minister for Industry and Trade

Clr Peter Petty
Mayor
Tenterfield Shire Council
PO Box 214 TENTERFIELD NSW 2372

Dear Clr Petty

The bushfire crisis our State is facing is unprecedented; and requires an unprecedented response. My number one priority is assisting communities on the long road to recovery.

Over the last few months I have heard firsthand from hundreds of families, business owners, and volunteers all impacted in different ways by the devastating bushfires. I have observed the resilience, dedication and positive spirit that makes NSW an extraordinary place to live, visit and run a business.

As the Minister responsible for Disaster Recovery I am working closely with the Commonwealth Government to take action and secure funding that is necessary for the recovery effort. This includes:

- Setting up a one-stop-shop for bushfire assistance via service.nsw.gov.au or 13 77 88
- Agreeing with the Commonwealth to split clean-up and waste management costs 50:50
- Significantly increasing the number of school counsellors in bushfire affected communities
- Committing \$1 billion to repair and rebuild vital infrastructure, such as roads, rail-lines, bridges, schools, health facilities and communications facilities
- Establishing \$75,000 special disaster grants for primary producers and a \$50,000 recovery grant for small businesses to help with clean-up and reinstatement measures
- Loss of income payments for RFS and SES volunteers

I know that more needs to be done and that you need assistance urgently.

A key priority is to ensure resources are flowing to communities and I am pleased to advise that an immediate payment of up to \$250,000 is now available to Tenterfield Shire Council under the joint NSW and Commonwealth Government funded **Bushfire Community Resilience and Economic Recovery Funds: Phase 1**. Phase 1 funding is meant to be quick and flexible in order to meet the immediate recovery needs of local communities. Details of how your council can quickly access this funding is included in the Guidelines sent with this letter.

Under the joint Commonwealth-State Disaster Recovery Funding Arrangements, this small-scale funding is only one step in supporting your community as you recover from these bushfires. Further information on the next phase of support will be available in the coming weeks.

If council need support in the development or roll-out of any local project or initiative, please contact Peter Sniekers at peter.sniekers@dpc.nsw.gov.au or 0407 482 955.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'J Barilaro'.

The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales
Minister for Industry and Trade

Cc: Terry Dodds, General Manager, Tenterfield Shire Council

Bushfire Community Resilience and Economic Recovery Fund

PHASE 1

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Eligibility

Applicants

Local Government Areas in New South Wales that are natural disaster-declared relating to bushfires from 31 August 2019 onwards, and eligible for Category C funding assistance under the Commonwealth Disaster Recovery Funding Arrangements, will be offered funding. Local councils are the only organisation eligible for Phase One funding.

Projects and activities

Phase 1 funding is meant to be quick and flexible in order to meet the immediate recovery needs of local communities. Councils are asked to undertake activities in the two categories below:

- Economic Recovery – events or initiatives to support local business and industry recovery
- Community Resilience – events or initiatives to support community recovery and wellbeing

Projects will need to contribute to one or more of the following Disaster Recovery Outcomes:

- The needs of vulnerable groups are addressed in disaster recovery
- The community is aware of the disaster recovery processes
- The community can express its changing disaster recovery needs
- Community members are aware of the risks of future disasters
- The community has improved capacity and capability to respond to future disasters
- Business and not-for-profits have in place adequate mitigation practices for risks and threats
- Government, private sector and civil society and organisations are engaged in plans for mitigation and management of the recovery

Councils are encouraged to partner with Business Chambers and other local organisations to design and deliver local initiatives.

Where possible, the extension or leveraging of existing initiatives and events will be supported.

Example Projects

Ideas for funding could include, but are not limited to:

- Locally focused recovery support services for impacted small businesses such as business advice workshops
- Training and skills development for small business continuity/contingency planning to help individual businesses to survive in the short to medium term.
- Localised industry recovery events, planning and workshops
- Small projects that help with the recovery of the communities through capacity and resilience building to understand how to be better prepared for hazards into the future
- Neighbourhood and community strengthening activities that focus specifically on capacity building and planning for the future

Not eligible for funding

- Application that seek support for supplementing, increasing or continuing ongoing service delivery that is the core business of the council.
- Applications that request ongoing program funding

Bushfire Community Resilience and Economic Recovery Fund

PHASE 1

GUIDELINES



- Applications for projects and/or activities that are not related to the community or economic recovery attributed to the bushfire event.
- Covering existing debts or budget deficits.

How to Apply

Councils will be provided a link to fill in a simple [online application form](#) in SmartyGrants. Information required includes:

- Basic Council details including Public Liability Insurance certificate
- Proposed activities and projects costs
- An invoice

Only one application is allowed per council. Multiple projects or activities may be included as part of an application.

Councils will need to enter into a simple legally binding grant agreement with the Department of Planning, Industry and Environment (NSW Government) to receive funding.

At the completion of the project(s), Councils will be asked to provide a brief summary of the activities that were funded and evidence of expenditure via the SmartyGrants portal.

Review Process and Timeframes

Applications will be reviewed to ensure:

- All required documentation is complete and submitted
- Proposed projects align with Fund objectives.

Funding Agreements will be executed with within 5 days and payments released soon after. Councils can begin spending the funding allocation and be reimbursed for suitable activities.

Councils are asked to submit the online form as soon as possible. Phase One funding will be open for council applications until 31 March 2020. Extensions may be granted upon request to the Department of Planning, Industry and Environment.

Councils are asked to complete funded projects by 30 June 2020. Extensions may be granted upon request to the Department of Planning, Industry and Environment.

A short completion report and evidence of expenditure will be required to be submitted within 2-months of project completion.

Contact

General enquires: For more information, please contact Regional NSW on 1300 679 673 or email Regionalnsw.Business@dpc.nsw.gov.au

Public Acknowledgment

Under the Disaster Recovery Funding Arrangements, all initiatives under the BCRERF must appropriately acknowledge and recognise that it is jointly funded under the Commonwealth/State Disaster Recovery Funding Arrangements.

Councils must acknowledge the funding contributions of the Commonwealth and New South Wales Governments at any public events, in announcements, or any other promotional material or publicity relating to the projects or activities funded the BCRERF.

These publications must also include both the State and Commonwealth Government logos and the following disclaimer: 'Although funding for this product has been provided by both the Australian and

Bushfire Community Resilience and Economic Recovery Fund

PHASE 1

GUIDELINES



New South Wales Governments, the material contained herein does not necessarily represent the views of either Government'.

Governance

Record keeping

For expenditure under the BCRERF, eligible councils must keep an accurate audit trail for seven (7) years from the end of the financial year in which the expenditure is claimed, or until such time as the claim is acquitted by the Australian Government. This will require transaction listing of eligible expenditure that reconcile to the claimed amount, and support each transaction.

For assurance purposes, the Australian may at any time, through the NSW Office of Emergency Management request documentation from eligible councils to evidence the state's compliance under the Disaster Recovery Funding Agreements.

Assurance activities

The Australian Government may at any time undertake assurance activities to reconcile audited state claims either directly or via an independent advisor. Eligible councils may be required to provide documentation to support assurance activities.

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Bushfire Community Resilience and Economic Recovery Fund

PHASE 1

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Overview

The funding for the *Bushfire Community Resilience and Economic Recovery Fund* (BCRERF) is provided through the joint Commonwealth-State Disaster Recovery Funding Arrangements. Funding will be made available to bushfire affected Local Government Areas (LGAs) in New South Wales following unprecedented bushfires from August 2019 onwards.

Phase One of the BCRERF is focused on delivering immediate, small-scale funding to local councils that will start the community and economic recovery following the bushfires. The funds will deliver locally-led recovery activities led by councils in partnership with other organisations.

Phase Two of the BCRERF will be for larger-scale, regionally focused and more targeted projects that support the same objectives of Phase One. The design and delivery of the next Phase will be developed in consultation with councils and other key local stakeholders involved in the bushfire recovery process.

Funding will be administered by the NSW Department of Planning, Industry and Environment *Regional NSW Group* under an arrangement with NSW Office of Emergency Management, and in consultation with Emergency Management Australia.

Objective

The objective of Phase One of the BCRERF is to deliver quick, flexible, small-scale grants to local councils for immediate, locally led community and economic recovery activities. The purpose is to support local business recovery and assist communities overcome the economic and social impacts of the bushfires.

Funding

Phase One has immediate payments of a minimum \$100,000, up to a maximum \$250,000 available to eligible bushfire affected LGAs in NSW. Official Building Impact Assessment numbers (held by NSW Public Works Advisory) have been used to guide the funding amount offered to each council. This includes both damaged and destroyed residential and other properties.

Classification	Funding
> 100 damaged or destroyed buildings from official Building Impact Assessment	\$250,000
< 100 damaged or destroyed buildings from official Building Impact Assessment	\$100,000

Funding amounts for each council are subject to change pending further fire events; changes to Building Impact Assessment numbers; or in response to other clear and urgent community needs as they arise.

Funding will be available from late January 2020. Funding Deeds will be executed within 5 days and payments made shortly after. All required documentation needs to be complete and submitted before payment will be released.



an initiative of the

National Bushfire Recovery Agency

Regional Tourism Bushfire Recovery Grants Program Guidelines

Opening date:	17 February 2020
Closing date and time:	5.00pm Australian Eastern Daylight Time Stream 1: Friday 20 November 2020 Stream 2: Friday 20 March 2020 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Australian Trade and Investment Commission (Austrade)
Administering entity	Austrade
Enquiries:	If you have any questions, contact us on 1800 048 155 RTBR@austrade.gov.au
Date guidelines released:	17 February 2020
Type of grant opportunity:	Targeted

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1. Regional Tourism Bushfire Recovery Grants processes

The Regional Tourism Bushfire Recovery Grants Program is designed to achieve Australian Government objectives

Under this program, \$10 million will be provided for bespoke events, concerts, festivals and/or other visitor attractions (such as art installations and tourist walks) in fire affected regions to assist the recovery effort. The aim is to support initiatives in fire affected areas that celebrate what's unique about that local community to give international and/or domestic visitors a reason to visit and return, bringing the economic benefits of tourism, but also providing the community with a positive focus in the wake of the fires. Austrade has worked with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

Austrade will invite applicants to apply and provide application details.



You complete and submit a grant application

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



We assess all grant applications

Austrade reviews the applications against eligibility criteria and notifies you if you are not eligible.

Assisted by an expert advisory panel, Austrade may come back to applicants seeking further information regarding their proposals and provide advice to applicants to enhance their proposals.

Austrade assesses eligible applications against the assessment criteria including an overall consideration of value for money and for Stream 2, compares it to other eligible applications and considers need and impact in different areas.



We make grant recommendations

Austrade provides advice to the decision maker (Austrade's CEO) on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful based on the advice of Austrade.



We notify you of the outcome

Austrade will advise you of the outcome of your application.



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the program

Austrade evaluates the specific grant activity and grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

Regional Tourism Bushfire Recovery Grants (the program) will run over approximately 17 months from February 2020 to 30 June 2021. The program was announced as part of the Australian Government's \$76 million Rebuilding Australian Tourism Package.

The objectives of the program are to:

- Restore visitor levels to areas impacted by bushfires by supporting events, concerts, festivals and/or other visitor attractions (such as art installations and tourist walks) and other tourism initiatives in those areas.
- Promote the uniqueness of affected local communities.
- Assist with the recovery of regional tourism.
- Attract overseas, interstate and intrastate visitors as a direct result of the project.

The intended outcomes of the grant opportunity are:

- Revive local communities with revitalised ability to attract international and/ or domestic visitation.
- Direct visitor spend in bushfire affected areas.

This document sets out:

- the eligibility and assessment criteria
- the invitation process
- 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.

The Australian Trade and Investment Commission (Austrade) is responsible for administering this grant opportunity. An Expert Panel, appointed by the Minister for Trade, Tourism and Investment, will provide advice to Austrade and to eligible applicants.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

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.

3. Grant streams, available funding and grant period

The Australian Government has announced a total of \$10 million for this program, with \$7 million available in 2019-20 and \$3 million in 2020-21.

There are two Streams available within this program.

- All eligible applicants will be invited to apply for grants in Stream 1.
- Eligible applicants in the worst affected areas will be invited to apply for Stream 2.

Eligible applicants for each stream are listed at **Annexure A** (Stream 1) and **Annexure B** (Stream 2). See section 4 for more information about eligibility.

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

For Stream 2, the worst affected areas will be those disaster-declared Local Government Areas activated by the State or Territory Government for DFRA assistance during the 2019-20 bushfire season and which are declared Category D.

Over the life of the program, \$2 million has been allocated to Stream 1 and \$7.5 million to Stream 2. The balance will be used to top up either stream as required. In conjunction with the Expert Panel, review of the funding allocation between Stream 1 and Stream 2 may be undertaken, subject to demand upon each stream.

Eligible applicants will receive an invitation to apply from Austrade.

Stream 1

Stream 1 will support smaller scale events and applicants may apply for more than one grant in this stream up to a total value of \$30,000. Stream 1 applications are assessed as they are received.

Recognising potential applicants may seek to hold larger events as early as March/April 2020, by exception, applications for grants in excess of \$30,000 will be considered (see assessment criteria at 6.1 below). This recognises that Stream 2 applications, including for larger events, will not begin to be assessed until applications close on 20 March 2020.

Stream 1 applications can be made from 17 February 2020 and close on 20 November 2020. However, should the allocation for this stream be exhausted before 20 November 2020, no further applications will be accepted. Potential applicants will be advised by Austrade of any changes.

At the time of publishing these Guidelines there were 120 Local Government Areas and Regional Tourism Organisations (RTOs) eligible to apply for Stream 1.

Stream 2

Stream 2 will support larger events and initiatives and/or other visitor attractions such as art installations and tourist walks.

The total funding for this stream is \$7.5 million. Applicants are advised to make their proposals scalable as they may not be awarded the full amount they are seeking.

Applications for Stream 2 will open on 17 February 2020 and close on 20 March 2020.

Should funding remain available after all applications have been assessed, a further round of invitations may be issued, including to eligible applicants in bushfire disaster-declared Local Government Area activated by a State or Territory Government for Disaster Recovery Funding Arrangements (DFRA) assistance for the 2019-20 bushfire season and which have been declared Category C.

For both streams

- Eligible applicants are encouraged to lodge joint applications, particularly for Stream 2, and where relevant, to also partner with community groups, not for profit organisations, and/or industry associations in the same region.
- Eligible applicants may seek funding from this program and other Commonwealth or state programs, provided the portion of the project that is funded by each is different and/or additional.
- Projects should be scalable, noting you may not receive the full amount of funding requested in your application.

3.1. Project period

For Stream 1, your event must be held by 30 May 2021.

For Stream 2 and any other Stream 1 projects, you must complete your project by 30 June 2021.

4. Eligibility criteria

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

4.1. Who is eligible?

Eligible applicants will be selected through the following criteria:

- For Stream 1, be one of the following types of organisations:
 - a Local Government Authority (LGA); or
 - a Regional Tourism Organisation (RTO)

in a bushfire disaster-declared Local Government Area activated by a State or Territory Government for Disaster Recovery Funding Arrangements (DFRA) assistance for the 2019-20 bushfire season. Eligible applicants for Stream 1 are listed in Annexure A.

- For Stream 2, be one of the following types of organisations:
 - a Local Government Authority (LGA); or
 - a Regional Tourism Organisation (RTO)

in a bushfire disaster-declared Local Government Area activated by a State or Territory Government for Disaster Recovery Funding Arrangements (DFRA) assistance for the 2019-20 bushfire season and which has been declared Category D.

- An RTO must be one of the following entities:
 - an entity, incorporated in Australia
 - a company limited by guarantee
 - an incorporated trustee on behalf of a trust
 - an incorporated association
 - an incorporated not for profit organisation.

Joint applications are acceptable and encouraged, particularly for Stream 2, provided you have a lead organisation who will act as the main driver of the project and is eligible to apply. For example, a local government authority may partner with a RTO, another LGA or a not-for-profit community group. For further information on joint applications, refer to section 7.1.

Eligible applicants will be invited to apply in the week beginning 17 February 2020 by the Austrade CEO or her delegate.

4.2. Additional eligibility requirements

We can only accept applications:

- Where you can provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- a partnership
- an unincorporated association

- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust).

Notwithstanding the above, partners who are not otherwise eligible are able to partner with eligible applicants.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- Be aimed at assisting with recovery of regional tourism in bushfire affected regions by supporting existing impacted events, creating new tourism events or attractions like art installations or tourist walks, and promoting those events or the uniqueness of the region to bring international and/ or domestic visitors back to the region and increase visitation.

Eligible activities may include

- Funding for bespoke events, concerts, festivals and/or other permanent visitor attractions (such as art installations and tourist walks).
- Business events, such as conferences.
- Social media and/or other promotional and public relations activities including visitor guides, video, photography and other media to support the eligible activities or community or region itself.
- Applications for one-off events will need to demonstrate the benefit to the community, e.g. media exposure, promotion of local businesses and international and/ or domestic visitors from outside the region.
- Should your event be ongoing (e.g. annual), where practicable, you will demonstrate the long term benefits (as above) and clearly outline your strategy to fund the event in future years without Australian Government funding.

We may also approve other activities, including existing events. For expanding existing events, the benefits will require clear demonstration.

5.2. Eligible locations

Your project can include activities at different locations, as long as they are all in bushfire disaster declared Local Government Areas described in paragraph 4.1 above.

For visitor attractions like tourist walks, your attraction can span more than one Local Government Area, including those not in bushfire disaster declared Local Government Areas described in paragraph 4.1 above, provided some of the attraction is in one of those declared areas.

5.3. Eligible expenditure

You can only spend grant funds 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 them a regular salary or wage, out of which you make regular tax instalment deductions.

- Up to 30 per cent labour on costs to cover employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers for staff directly working on the project.
- Contract expenditure is the cost of any agreed project activities that you contract to others.
- Domestic travel including accommodation limited to the reasonable cost of accommodation and transportation required to conduct agreed project activities in Australia.
- Staff training that directly supports the achievement of project outcomes.
- 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.
- Reasonable insurance costs directly related to the project - (participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities).
- Reasonable marketing and promotion costs directly related to the project.
- Leasing of equipment directly related to the project (for example, temporary equipment needed to hold an event).
- Other eligible expenditure as approved by the program delegate.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is a senior manager within the Australian Trade and Investment Commission (Austrade) with responsibility for the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

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 we notify you that your application is successful. 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.

5.4. What you cannot use the grant for

Examples of ineligible expenditure include:

- Activities, equipment or supplies that are already being supported through other sources.
- Costs incurred prior to us notifying you that your application has been successful.
- Any in-kind contributions.
- Financing costs, including interest.
- Capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories.
- Costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project).

- Non-project-related staff training and development costs.
- Debt financing.
- Costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations.
- Maintenance costs.
- Costs of purchasing, leasing, depreciation of, or development of land.
- Infrastructure development costs, including development of road, rail, port or fuel delivery networks beyond the project site(s).
- Site preparation activities which are not directly related to, or for, the main purpose of the project.
- Routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges.
- 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.
- Travel costs that exceed 10 per cent of total project costs except where otherwise approved by the Program Delegate.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines or in a grant agreement or otherwise by notice to you.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

6. The assessment criteria

You must address all assessment criteria in your application/s. 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 size limits for answers.

We will only consider funding applications that score at least 30 points against each assessment criterion, as these represent best value for money.

6.1. Assessment criterion 1

Project alignment with program objectives and outcomes (50 points)

You should demonstrate how:

- your project will meet the program objectives and outcomes outlined in section 6.2, including:
 - a. Expected increase in international and/ or domestic visitor numbers as a direct result of the project.
 - b. Expected increase in accommodation bookings as a direct result of the project.

- c. Expected visitor spend generated by the project.
- d. Expected number of jobs (temporary and ongoing) generated by the project.
- e. For Stream 1 applications above \$30,000 – the timing of the event.

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (50 points)

You should demonstrate:

- a. Your track record, or the track record of organisations you will partner with or contract to, in managing similar projects.
- b. Your access to personnel with the right skills and experience to execute the project.
- c. Your plan to manage the project including any risks.
- d. Your strategy to maintain momentum for the project beyond the term of grant funding.

7. How to apply

Before applying, you should read and understand these guidelines, review the material included in your invitation to apply and follow the instructions included in the invitation.

You should retain a copy of your application for your own records. You can view and print a copy of your submitted application on the portal for your own records. The portal details will be supplied with your invitation.

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* (Cth). 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 call us immediately on 1800 048 155.

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

If you need further guidance around the application process, or if you are unable to submit an application online, contact Austrade by phone 1800 048 155 or by email RTBR@austrade.gov.au

7.1. Attachments to the application

You must provide the following documents with your application:

- Evidence of support from the board, CEO or equivalent. Where the CEO or equivalent submits the application, we will accept this as evidence of support.
- Trust deed (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. We will not consider information in attachments that we do not request.

7.2. Joint applications

We encourage eligible organisations to join together as a group to deliver a project. In these circumstances, you must appoint a lead eligible organisation. You may also partner with non-eligible organisations but they cannot be the lead organisation.

Only the lead eligible organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- Details of the project partner.
- An overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project.
- An outline of the relevant experience and/or expertise the project partner will bring to the group.
- The roles/responsibilities the project partner will undertake, and the resources it 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 grant agreement.

7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates for the relevant stream (Stream 1 or Stream 2). We cannot accept late applications.

If you are successful we expect you will be able to commence your project in accordance with the Grant Agreement.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications (Stream 1)	1-2 weeks
Assessment of applications (Stream 2)	4-6 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	As agreed with Austrade
End date of grant commitment	20 June 2021

8. The grant selection process

Austrade first reviews your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

The Minister for Trade, Tourism and Investment has appointed an Expert Panel. Panel members are:

- Ms Sandra Chipchase – former Chief Executive Officer of Destination NSW, and Executive Producer, Vivid Sydney Festival. Ms Chipchase will chair the panel.
- Mr Michael Luchich – South Australian State Director, Optus, and Chairman of Country Arts South Australia
- Ms Sarah Quon – Chief Executive Officer of Sovereign Hill Museums Association, Board Member of Visit Victoria and the Committee for Ballarat.

Austrade may also refer your application to the Expert Panel. The Expert Panel may also seek additional advice from independent technical experts.

Austrade will consider your application against the assessment criteria, including taking advice from the Expert Panel and other relevant sources.

The Expert Panel (through Austrade) may come back to you seeking further information regarding your proposal and provide advice to enhance your proposal.

Austrade will consider your application on its merits, based on:

- How well it meets the criteria.
- For Stream 2 how it compares to other applications, including those in the same area. The comparison will take place after lodgements close for Stream 2.
- Stream 1 applications are not subject to a comparative assessment. They will be assessed as they are received.
- Whether it provides value for money.

When assessing whether the application represents value for money, Austrade will have regard to:

- The overall objectives of the grant program.
- The evidence provided to demonstrate how your project contributes to meeting those objectives.
- The relative value of the grant sought.

8.1. Who will approve grants?

Austrade's CEO/delegate, decides which grants to approve taking into account the advice of Austrade, the Expert Panel and the availability of grant funds.

The Austrade CEO/ 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.

Austrade's CEO, or her delegate, will not approve funding if there is 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.

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

10. Successful grant applications

10.1. 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.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur 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 Austrade CEO or her delegate. We will identify these in the offer of grant funding.

Projects may seek funding from this program and other commonwealth or state or programs as long as the portion of the project that is funded by each is different and additional.

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

We will use a standard grant agreement for Stream 2. Stream 1 will use a simple 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 Austrade's CEO/ delegate.

10.2. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations 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 State/Territory legislation in relation to working with children.

10.2.1. 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 Organisations² 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.

10.3. How we pay the grant

The grant agreement will state the:

- Maximum grant amount we will pay.
- Proportion of eligible expenditure covered by the grant (grant percentage).

² <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

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.

For both Stream 1 and 2, we will pay a minimum of 50 per cent of the value of the grant up front on signing of the grant agreement.

10.4. Tax obligations

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 entities³.

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 advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on [business.gov.au](#). 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
- Bank account details.

³ See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](#)

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 project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. 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
- Project expenditure, including expenditure of grant funds
- Contributions of participants directly related to the project.

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 of your progress towards completion of agreed project activities.
- Show the total eligible expenditure incurred to date.
- Photos and videos are encouraged.
- 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. 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. Independent audits

We may 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.

12.4. Compliance visits

We may visit you during the project period, to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.5. 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 time period allowed in these program guidelines.
- Changing project activities.
- Increasing grant funds.

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 grant agreement end date. We can provide you with a variation request template.

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 Austrade.
- Changes to the timing of grant payments.
- Availability of program funds.

12.6. Evaluation

We will evaluate the grant program 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.

12.7. Grant acknowledgement

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

'This project received grant funding from the Australian Government.'

Appropriate Commonwealth representatives must be invited to participate in opening ceremonies, product launches or similar events.

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 CGRGs.

13.1. 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 our staff, any member of a committee or advisor and/or you or any of your personnel:

- Has a professional, commercial or prior personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer, or member of the Expert 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/ 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.

Conflicts of interest for Australian Government staff are handled as set out in the Australian Public Service Code of Conduct (Section 13(7))⁴ of the Public Service Act 1999 (Cth)⁵. Committee members and other officials including the decision maker must also declare any conflicts of interest.

13.2. How we use your information

Unless the information you provide to us is:

- Confidential information as per 13.2.1, or
- Personal information as per 13.2.3,

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.

⁴ https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030

⁵ <https://www.legislation.gov.au/Details/C2017C00270>

13.2.1. How we handle your confidential information

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.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- To the Expert Panel and our employees and contractors, 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.

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.

13.2.3. How we use your personal information

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, the Expert Panel, and other Commonwealth employees and contractors, so we can:

- Manage the program
- Research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- Announce the names of successful applicants to the public
- Publish personal information on the Austrade websites.

Austrade will collect, use, disclose and store your personal information in accordance with the Austrade Privacy Policy. Please read [Austrade's privacy policy](#)⁶ for more information on:

- What is personal information
- How we collect, use, disclose and store your personal information

⁶ <https://www.austrade.gov.au/about-austrade/site-information/privacy-disclaimer/austrades-australian-privacy-principles-policy>

- How you can access and correct your personal information.

13.2.4. 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.

13.3. Enquiries and feedback

For further information or complaint, you can contact us by phone on 1800 048 155 or by email at RTBR@austrade.gov.au

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

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

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for [services or grant funding] under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.

⁷ <http://www.ombudsman.gov.au/>

Term	Definition
Expert Panel	The panel appointed by the Minister to advise on program design and delivery, promote the program, assist applicants with application development and encourage partnerships both between eligible applicants, and with eligible applicants and other organisations. The Expert Panel will also provide expert advice to Austrade's CEO/ delegate regarding eligible applications.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<u>GrantConnect</u>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to Austrade to provide the framework for the administration of the program, as in force from time to time.
Local Government Authority (LGA)	Means a Local Government Authority whose substantial purpose is providing local government over a specific area, and that is recognised by the community as a Local Government Authority.
Minister	The Commonwealth Minister for Trade, Tourism and Investment
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: <p style="margin-left: 40px;">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 senior manager within Austrade with responsibility for 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.

Term	Definition
Regional Tourism Organisation (RTO)	<p>Means</p> <ul style="list-style-type: none"> ▪ an entity, incorporated in Australia; or ▪ a company limited by guarantee; or ▪ an incorporated trustee on behalf of a trust; or ▪ an incorporated association; or ▪ an incorporated not for profit organisation; and <p>whose substantial purpose is the co-ordination or promotion of tourism, including international and domestic, to a specific region, and that is recognised by the community as an RTO.</p>

Eligible applicants for Stream 1 grants

Regional Tourism Organisations

1. Adelaide Hills Tourism
2. Brisbane Marketing
3. Bundaberg Tourism
4. Capricorn Enterprise
5. Destination Country and Outback NSW
6. Destination Gippsland
7. Destination Gold Coast
8. Destination North Coast NSW
9. Destination Riverina Murray
10. Destination Southern NSW
11. Destination Southern Tasmania
12. East Coast Tourism
13. Grampians Tourism
14. Great Ocean Road Regional Tourism Ltd
15. Kangaroo Island Tourism Food Wine and Beverage Association
16. Limestone Coast Local Government Association
17. Murray Regional Tourism
18. Murray River, Lakes and Coorong Tourism Alliance
19. Southern Queensland Country Tourism
20. Sydney Surrounds North
21. Sydney Surrounds South
22. Tourism North East
23. Visit Sunshine Coast
24. Yorke Peninsula Tourism

Local Government NSW

25. Armidale Regional Council
26. Ballina Shire Council
27. Bega Valley Shire Council
28. Bellingen Shire Council
29. Blue Mountains City Council
30. Byron Shire Council
31. Central Coast Council
32. Cessnock City Council
33. City of Wagga Wagga
34. Clarence Valley Council
35. Coffs Harbour City Council
36. Cootamundra-Gundagai Regional Council

37. Eurobodalla Shire Council
38. Glen Innes Severn Council
39. Greater Hume Council
40. Goulburn Mulwaree Council
41. Gwydir Shire Council
42. Hawkesbury City Council
43. Inverell Shire Council
44. Kempsey Shire Council
45. Ku-ring-gai Council
46. Kyogle Council
47. Lake Macquarie City Council
48. Lismore City Council
49. Lithgow City Council
50. Mid Coast Council
51. Mid-Western Regional Council
52. Muswellbrook Shire Council
53. Nambucca Shire Council
54. Narrabri Shire Council
55. Oberon Council
56. Penrith City Council
57. Port Macquarie-Hastings Council
58. Queanbeyan-Palerang Regional Council
59. Richmond Valley Council
60. Shoalhaven City Council
61. Singleton Council
62. Snowy Monaro Regional Council
63. Snowy Valleys Council
64. Sutherland Shire Council
65. Tamworth Regional Council
66. Tenterfield Shire Council
67. Tweed Shire Council
68. Upper Hunter Shire Council
69. Upper Lachlan Shire Council
70. Uralla Shire Council
71. Walcha Council
72. Wingecarribee Shire Council
73. Wollondilly Shire Council

Local Government SA

74. Adelaide Hills Council
75. City of Playford
76. Coorong District Council
77. District Council of Lower Eyre Peninsula

- 78. Kangaroo Island Council
- 79. Kingston District Council
- 80. Mid Murray Council
- 81. Mount Barker District Council
- 82. Southern Mallee District Council
- 83. The Rural City of Murray Bridge
- 84. Yorke Peninsula Council

119. Southern Midlands Council

Local Government VIC

- 85. Alpine Shire Council
- 86. Ararat Rural City Council
- 87. City of Ballarat
- 88. East Gippsland Shire Council
- 89. Glenelg Shire Council
- 90. Golden Plains Shire Council
- 91. City of Greater Bendigo
- 92. Indigo Shire Council
- 93. Mansfield Shire Council
- 94. Moyne Shire Council
- 95. Northern Grampians Shire Council
- 96. Pyrenees Shire Council
- 97. Southern Grampians Shire Council
- 98. Shire of Strathbogie
- 99. Towong Shire Council
- 100. Wangaratta Rural City Council
- 101. Wellington Shire Council
- 102. Wodonga City Council

Local Government QLD

- 103. Bundaberg Regional Council
- 104. City of Gold Coast
- 105. Gladstone Regional Council
- 106. Gympie Regional Council
- 107. Ipswich City Council
- 108. Livingstone Shire Council
- 109. Lockyer Valley Regional Council
- 110. Noosa Council
- 111. Redland City Council
- 112. Scenic Rim Regional Council
- 113. Somerset Regional Council
- 114. Southern Downs Regional Council
- 115. Sunshine Coast Regional Council
- 116. Toowoomba Regional Council

Local Government TAS

- 117. Break O'Day Council
- 118. Central Highlands Council

Annexure B

Eligible applicants for Stream 2 grants

Regional Tourism Organisations

1. Adelaide Hills Tourism
2. Brisbane Marketing
3. Capricorn Enterprise
4. Destination Country and Outback NSW
5. Destination Gippsland
6. Destination North Coast NSW
7. Destination Riverina Murray
8. Destination Southern NSW
9. Kangaroo Island Tourism Food Wine and Beverage Association
10. Southern Queensland Country Tourism
11. Sydney Surrounds North
12. Sydney Surrounds South
13. Tourism North East
14. Visit Sunshine Coast

Local Government NSW

15. Armidale Regional Council
16. Ballina Shire Council
17. Bega Valley Shire Council
18. Bellingen Shire Council
19. Blue Mountains City Council
20. Byron Shire Council
21. Central Coast Council
22. Cessnock City Council
23. Clarence Valley Council
24. Coffs Harbour City Council
25. Eurobodalla Shire Council
26. Glen Innes Severn Council
27. Hawkesbury City Council
28. Inverell Shire Council
29. Kempsey Shire Council
30. Kyogle Council
31. Lismore City Council
32. Lithgow City Council
33. Mid Coast Council
34. Mid-Western Regional Council
35. Nambucca Shire Council
36. Port Macquarie-Hastings Council
37. Queanbeyan-Palerang Regional Council
38. Richmond Valley Council
39. Shoalhaven City Council
40. Singleton Council
41. Snowy Monaro Regional Council

42. Snowy Valleys Council
43. Tenterfield Shire Council
44. Tweed Shire Council
45. Walcha Council
46. Wingecarribee Shire Council
47. Wollondilly Shire Council

Local Government SA

48. Adelaide Hills Council
49. Kangaroo Island Council

Local Government VIC

50. Alpine Shire Council
51. East Gippsland Shire Council
52. Towong Shire Council

Local Government QLD

53. Livingstone Shire Council
54. Noosa Council
55. Scenic Rim Regional Council
56. Southern Downs Regional Council
57. Sunshine Coast Regional Council



Australian Government

Department of Industry,
Innovation and Science

Department of Infrastructure,
Transport, Cities and
Regional Development

Business

business.gov.au

13 28 46

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Grant Opportunity Guidelines

Drought Communities Programme - Extension

Opening date:	September 2018
Closing date:	<ul style="list-style-type: none"> ▪ 30 June 2019 for the 81 Eligible Councils announced in 2018 ▪ 1 December 2019 for the 15 Eligible Councils announced in March 2019 ▪ 1 June 2020 for the 14 Eligible Councils announced during the 2019 election campaign ▪ 1 June 2020 for the 12 Eligible Councils announced in September 2019 ▪ 1 December 2020 for the 6 new Eligible Councils and 122 Existing Councils approved for further funding announced in November 2019
Commonwealth policy entity:	Department of Infrastructure, Transport, Cities and Regional Development
Administering entity	Department of Industry, Innovation and Science
Enquiries:	If you have any questions, contact us at business.gov.au .
Date guidelines released:	September 2018 and updated October 2018, March 2019, July 2019, October 2019, November 2019 and December 2019
Type of grant opportunity:	Closed non-competitive

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1. Drought Communities Programme processes

The Drought Communities Programme is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant programme, which contributes to the Department of Infrastructure, Transport, Cities and Regional Development Outcome 3. The Department works with stakeholders to plan and design the grant programme according to the Commonwealth Grants Rules and Guidelines.



The grant opportunity opens

Eligible Councils are invited to submit project proposals via an online application on business.gov.au. We will publish grant guidelines and applicant information on business.gov.au and GrantConnect.



Invited Eligible Councils complete and submit a grant application



We assess all grant applications

We assess the applications for completeness and against all the eligibility criteria.



We make grant recommendations

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



Grant decisions are made

The Program Delegate decides which applications are successful taking into consideration the proper use of public resources.



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 successful Eligible Councils.



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 Drought Communities Programme grant opportunity

We evaluate the specific grant activity and Drought Communities Programme as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The extension of the Drought Communities Programme (the program) will provide total funding of \$250 million over three years from 2018-19 to Eligible Councils to deliver immediate economic stimulus and other benefits to targeted drought-affected regions of Australia. The program will support local community infrastructure and other drought relief projects for communities who have been impacted by drought.

The objectives of the program are to deliver support to targeted drought-affected regions of Australia by funding:

- local community infrastructure and
- other drought relief projects.

Funding will target infrastructure and other projects that:

- provide employment for people whose work opportunities have been impacted by drought
- stimulate local community spending
- use local resources, businesses and suppliers
- provide a long-lasting benefit to communities and the agricultural industries on which they depend.

The intended outcomes of the program are to, within a three year timeframe:

- increase employment in regions by providing work for locals and/or farmers and farm labourers/staff/contractors whose employment opportunities have been affected by drought
- improve levels of economic activity in regions
- increase productivity in regions
- enable better retention of businesses, services and facilities.

The Department of Industry, Innovation and Science (the department/we) is responsible for administering the grant opportunity on behalf of the Department of Infrastructure, Transport, Cities and Regional Development.

We will publish the [opening and closing dates](#) and any other relevant information on business.gov.au¹ and [GrantConnect](#)².

We administer the program according to the Commonwealth Grants Rules and Guidelines (CGRGs)³.

This document sets out:

- the eligibility criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the grant opportunity.

We have defined key terms used in these guidelines in Appendix A.

¹ <https://www.business.gov.au/assistance/drought-communities-programme>

² <http://www.grants.gov.au/>

³ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

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

3. Grant amount and grant period

3.1. Grants available

The Australian Government has announced a total of \$250 million over three years from 2018-19. Program funding is capped and once that ceiling is reached, no other approvals are possible without a further consideration of the program parameters by the Australian Government.

Eligible Councils can receive funding for projects up to a maximum of \$1 million per announcement of funding (see announcements in section 3.2 below).

The grant amount will be up to 100 per cent of eligible project costs (grant percentage).

- The minimum grant amount per application is \$25,000
- Applications can include multiple unrelated activities up to the total funding amount available per Eligible Council.

Eligible Councils announced for funding up to and including September 2019 may submit more than one application. Eligible Councils announced for funding from November 2019 may only submit one application.

Co-funding from Eligible Councils is not mandatory, but you may access other funding for the project. Cash funding or in-kind support can be provided by any organisation including, but not limited to, the Eligible Council, state government, not-for-profit organisations and private sector companies.

Funding can also form one component of a larger package of Australian Government funding, noting that other funding needs to meet the eligibility criteria of the program from under which it is funded. For example, eligible fencing projects may be part funded under the [Pest Animal and Weed Management Program](#)⁴, and eligible road projects may be part funded under the [Roads to Recovery Program](#)⁵.

Funding under this grant opportunity cannot be considered to be part of, or all of, a Council's contribution to projects under the Bridges Renewal Programme, the National Stronger Regions Fund, the Building Better Regions Fund, the Regional Growth Fund or the Heavy Vehicle Safety and Productivity Programme.

If your project is dependent on funding from other sources, you must identify these sources and include their level of agreed support.

3.2. Project duration

Projects can commence from the date of the Eligible Council's relevant funding announcement. The list of funding announcement dates, the earliest date for project commencement and the date by which projects must be completed is at Appendix A.

Eligible Councils that can demonstrate they have experienced extenuating circumstances may request an extension of the project period until 31 March 2021.

The program ends on 30 June 2021.

⁴ <http://www.agriculture.gov.au/>

⁵ <https://infrastructure.gov.au/>

4. Eligibility criteria

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

4.1. Who is eligible?

To be eligible you must

- have an Australian Business Number (ABN) and
- be an Eligible Council, listed on business.gov.au and GrantConnect; or
- be invited to apply by the Minister.

4.2. Eligible Councils

Eligible Councils that can receive funding under the program are those specified by the Minister responsible for Drought. Eligible councils are listed on business.gov.au and GrantConnect.

For the purposes of the program, we consider an incorporated organisation that provides council-like services and functions in Far West New South Wales and Far North South Australia, for example, the Regional Development Australia Far West or the Outback Communities Authority, to be Eligible Councils.

The Minister responsible for Drought, in consultation with the Prime Minister and the Minister for Agriculture can consider approving further Eligible Councils under the program, at their discretion.

The program does not create an entitlement for all drought-affected Councils to receive funding under the program.

4.3. Additional eligibility requirements

We can only accept applications:

- submitted by the Chief Executive Officer of an Eligible Council or other council officer authorised to sign a grant agreement
- that include a declaration that you will comply with specific regulatory requirements as outlined in section 10.3.

5. Eligible grant activities

5.1. Eligible projects

To be eligible your project must:

- be located in an Eligible Council area
- meet project requirements, see section 6
- include eligible activities and eligible expenditure
- have at least \$25,000 per application in eligible expenditure
- be undertaken in the project period and completed by the date stipulated in section 3.1.

5.2. Eligible activities

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

- repairs, maintenance, upgrading or building new community facilities
- repairs, maintenance, upgrades, construction and fit-out of community spaces
- employing local contractors to undertake repairs and maintenance

- holding events
- undertaking other drought relief activities (including water carting for human consumption) that benefit the community
- development of an Adverse Event Plan.

5.3. Eligible expenditure

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

Eligible expenditure items may include the cost of:

- suppliers, consultants and contracted labour undertaking eligible project activities
- materials required to deliver eligible project activities
- purchasing, leasing or hiring equipment required to deliver eligible project activities
- holding events and
- other drought relief activities (including water carting for human consumption)

Not all expenditure on your project 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 project expenditure between the project start and end date for it to be eligible, unless stated otherwise. Refer to Appendix A for project start and end dates. Extenuating circumstances may be considered on a case-by-case basis. We will not be responsible for any expenditure you incur until a grant agreement is executed.

5.4. Ineligible expenditure

Examples of ineligible expenditure include:

- payment of salaries for existing staff or contractors, although projects may be carried out by existing workforces
- computer software or hardware that is not an integral part of the funded capital project
- a council's core or business-as-usual operations, which council rates and other government funding usually funds
- purchases of land, buildings, vehicles or mobile capital equipment (e.g. trucks and earthmoving equipment)
- expenditure incurred prior to the project start date (refer to Appendix A)
- undertaking studies or investigations, or
- the development of private or commercial ventures, including licensed areas of registered clubs.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

6. Project requirements

Each project must meet at least one of the following project requirements.

The project is expected to lead to the employment of locals

- the extent to which farmers and/or farm labourers/staff/contractors are expected to be employed
- how the project is expected to lead to the employment of locals and over what period of time they are expected to be employed
- the employment expected to be created beyond the immediate construction phase of the project and into the longer-term
- the indirect employment expected to be created through the potential flow-on effects to local businesses, suppliers, and services.

The project is expected to contribute to the economic activity of communities/regions

- local businesses, suppliers and services are expected to be used to complete the projects
- the project will encourage investment, business activities and other economic benefits to communities/regions.

The project is expected to lead to the retention of businesses, services and facilities

- the benefits that should be delivered as a result of the project, such as increased tourism, increased trade for local businesses, improved services resulting from enhanced facilities
- the number of people that are expected to benefit from the approved project.

6.1. Adverse Event Plans

Eligible Councils, publicly announced from 1 July 2019, must submit an Adverse Event Plan with their final project report.

Eligible Councils without an Adverse Event Plan already in place can use part of their funding under the program to develop an Adverse Event Plan.

Eligible Councils must develop an Adverse Event Plan which meets the needs of their community, and give consideration to the following:

- natural resource management (i.e. managing water supply, ground cover, trees, erosion, biodiversity)
- economic diversification and community resilience (i.e. infrastructure planning, tourism investment, diversifying local industries, capacity building for local leadership)
- communication and coordination (i.e. how to let people know what's available – now, and in the future; how do you communicate in hard times and for recovery).

7. How to apply

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

You will need to set up a user account to access our online portal. The portal allows you to apply for and manage grants in secure online environment.

To apply, you must:

- be listed as an Eligible Council or invited by the Minister to submit an application
- complete the online application form through the portal

- provide all the information requested
- address all eligibility criteria
- include all necessary attachments.

We may ask you to justify your project costs. You should have evidence for the costs that you include in your project budget that you can provide on request.

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 1995* (Cth). 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 call us immediately on 13 28 46.

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

If you need further guidance around the application process or if you are unable to submit an application online [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Earliest start date of project	Refer to Appendix A
End date of grant commitment for the 81 Eligible Councils announced in 2018	30 June 2019
End date of grant commitment for the 15 Eligible Councils announced in March 2019	31 December 2019
End of grant commitment for the 14 Eligible Councils announced during the 2019 election campaign.	30 June 2020
End date of grant commitment for the 13 Eligible Councils announced in September 2019	30 June 2020
End date of grant commitment for funding provided to 128 Eligible Councils announced in November 2019	31 December 2020

8. The selection process

We will assess your application for completeness and against all the eligibility criteria. To be recommended for funding, your project must meet all eligibility criteria as these projects provide the best value for money.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors. You may be asked to submit an updated proposal.

You may withdraw your application at any time.

8.1. Final decision

The Program Delegate (an AusIndustry senior responsible officer with responsibility for the program), 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 approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

9. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

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

10. If your application is successful

10.1. Grant agreement

You must enter into a grant agreement with the Commonwealth. We will use the Commonwealth simple grant agreement for this program. A sample [grant agreement](#) is available on [business.gov.au](#) and [GrantConnect](#).

We will manage the grant agreement through the portal. Accepting the grant agreement through the portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth Government have entered into the grant agreement. We will notify you when this happens and a copy of the executed grant agreement will be available through the portal. The grant agreement will not become binding until it is executed.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any expenditure you incur before 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 funding.

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

10.2. Simple grant agreement

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. 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. Project specific legislation, policies and industry standards

You are required to be compliant with all relevant laws and regulations.

Under State and Territory legislation, it is a requirement for people in roles that have direct, unsupervised contact with children to undertake a working with children/vulnerable people check.

You are responsible for ensuring that you have met relevant State or Territory legislation obligations related to working with children and/or vulnerable people, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children/vulnerable people check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

We do not provide advice on working with children/vulnerable people legislation, and you are responsible for seeking your own advice from the authority in your relevant State or Territory.

In addition, 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 will also need to establish a training and compliance regime to ensure staff are aware of, and comply with, the risk assessment requirements as well as relevant legislation.

To be eligible, you must declare in your application that you comply with these requirements. You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any additional financial contribution provided by you or a third party.

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments in advance, based on your forecast eligible expenditure as you achieve agreed milestones and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

We set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

The Program Delegate may approve alternative arrangements on a discretionary basis.

10.5. How we monitor your project

You must submit reports through the portal in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from business.gov.au and [GrantConnect](#). 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
- 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.

10.6. Final report

When you complete the project, you must submit a final report.

Final reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

Eligible Councils, publicly announced from 1 July 2019, must submit an Adverse Event Plan with their final project report.

10.7. Ad-hoc report

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.

10.8. Independent audit report

We may 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 attached to the sample grant agreement.

10.9. 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 may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

10.10. Grant agreement variations

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

- changing project milestones
- extending the timeframe for completing the project but within the maximum project period referred to in section 3.2.
- changing project activities

Note the program does not allow for:

- an increase of grant funds (above the maximum available funding amount identified in section 3.1).

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

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.

10.11. 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
- 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 project and provide an opportunity for the Minister or their representative to attend.

10.12. Evaluation

We will evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. 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 one year after you finish your project for more information to assist with this evaluation.

10.13. Tax obligations

In accordance with the terms of Australian Taxation Office ruling GSTR 2012/2, payments made under the program, which are payments made by a government related entity to another government related entity, do not attract GST. Consequently, funding sought by Eligible Councils in their proposal(s) must exclude the GST component on goods and services and the payments made to Eligible Councils will not include GST.

10.14. Grant acknowledgement

If you make a public statement about a project funded under the program we require you, at a minimum, to 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. These details will be outlined in the grant agreement.

10.15. Events

We will require you to notify us of events relating to your project and provide opportunity for the Minister or their representative to attend. These requirements will be outlined in your grant agreement.

11. Conflicts of interest

11.1. Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

We will ask you 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 that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

11.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, and others delivering the program between:

- their program duties, roles and responsibilities and
- their private interests.

We manage our conflicts of interest according to the APS Code of Conduct (section 13 (7) of the *Public Service Act 1999* (Cth)). We publish our [conflict of interest policy](#)⁶ on the department's website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

12. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.1, or
- personal information as per 12.3,

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.

12.1. How we handle your confidential information

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.

12.2. When we may disclose confidential information

We may disclose confidential information:

⁶

<https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>

- to our Commonwealth employees and contractors, 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.

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.

12.3. How we use your personal information

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, other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

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](#)⁷ 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.

12.4. Public announcement

We will publish non-sensitive details of successful projects on GrantConnect and business.gov.au. We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)⁸, unless otherwise prohibited by law. 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

⁷ <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

⁸ <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

- business location
- your organisation's industry sector.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

12.5. 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. 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:

Head of Division
AusIndustry - Support for Business
Department of Industry, Innovation and Science
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁹ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁹ <http://www.ombudsman.gov.au/>

14. Glossary

Term	Definition
Adverse Event Plan	A plan developed in consultation with local stakeholders which aims to build local leadership and community capacity to adapt and cope with chronic stresses and acute shocks. The plan should look to improve preparation, management and recovery from those events. Planning for drought should consider water supply and quality, projects to buoy the local economy and maintain community cohesion and drought support coordination.
Application form	The details that applicants provide in the online portal to apply for funding under the grant opportunity.
AusIndustry	The division of the same name within the department.
Eligible Council	A council that is eligible to apply for funding under the program as published on business.gov.au and GrantConnect.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.2.
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.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Grantee	The recipient of grant funding under a grant agreement.
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.
Minister	The Commonwealth Minister responsible for Drought.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: <ul style="list-style-type: none"> Information or an opinion about an identified individual, or an individual who is reasonably identifiable: <ul 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	An AusIndustry senior responsible officer within the department with responsibility for the program.

Term	Definition
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.

Appendix A. Funding Announcements and Eligible Councils

The table below sets out the date of Eligible Councils' funding announcement, list of Eligible Councils, the date from which projects can commence, and the date by which projects should be completed.

Eligible councils are listed on business.gov.au and [GrantConnect](#).

Date of funding announcement	Eligible Councils	Earliest start date of project	Date by which projects should be completed
Prior to 1 August 2018 and during October 2018	81 councils	19 August 2018	30 June 2019
March 2019	15 councils	19 August 2018	31 December 2019
During 2019 election campaign	14 councils	11 April 2019	30 June 2020
During September 2019	12 councils	27 September 2019	30 June 2020
During November 2019	128 councils	7 November 2019	31 December 2020

For any contracted projects as at 19 December 2019, the earliest start date for these projects was 19 August 2018.

