



Australian Government

Department of Health

Driving Social Inclusion through Sport and Physical Activity Grant Opportunity Guidelines GO2645

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Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact the Department via email at: Grant.ATM@health.gov.au Questions should be sent no later than 2:00pm AEDT on 5 December 2019
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1. Sport and Recreation Program: Driving Social Inclusion through Sport and Physical Activity

The Sport and Recreation Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to Department of Health's Outcome 3 - Sport and Recreation. The Department of Health works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

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



You complete and submit a grant application

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



We assess all grant applications

We assess the applications against eligibility criteria. We assess eligible applications against the assessment criteria including an overall consideration of value with money



We make grant recommendations

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



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the Driving Social Inclusion through Sport and Physical Activity Grant Opportunity

We evaluate the Driving Social Inclusion through Sport and Physical Activity as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information about the Driving Social Inclusion through Sport and Physical Activity grants.

You must read these guidelines before filling out an application.

This document sets out:

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

Throughout these guidelines, the use of the term '**must**' (in bold) is considered a mandatory requirement.

Applications that do not meet mandatory requirements will not be considered further.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Health.

2. About the grant program

The grant opportunity contributes to the achievement of the Department of Health's Outcome 3, Program 3.1: Sport and Recreation.

Through Program 3.1, the Australian Government seeks to support an increase in participation in sport and recreation activities by all Australians, foster excellence in Australia's high-performance athletes and protect the integrity of Australian sport. This program also aims to further Australia's national interests through sport, support the Australian sport sector, showcase Australia as a premier host of major international sporting events and improve water and snow safety.

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

2.1 About the Driving Social Inclusion through Sport and Physical Activity grant opportunity

The Australian Government announced up to \$19 million (GST exclusive) for the Driving Social Inclusion through Sport and Physical Activity grant opportunity (the grant opportunity) to run over two years from 2019-2020 to 2020-21.

This grant opportunity will use sport and physical activity projects to address inclusion issues for vulnerable and disadvantaged individuals and seeks to enhance wellbeing and sense of community belonging.

Using sport and physical activity, the grant opportunity aims to contribute to the building of resilient, cohesive and harmonious communities to ensure that individuals, families and communities have the opportunity to thrive and have the capacity to respond to emerging needs and challenges.

¹ Department of Finance website www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf

The program is consistent with the [Sport 2030 National Sport Plan](#) commitment that “Every Australian, at all stages of their life regardless of gender, ability or ethnicity, and no matter where they live, are able to undertake the exercise they need and want in a safe, fun and inclusive way, whether it is through sport or other types of activity”.

The grant opportunity will target the following community groups to engage in sport and physical activity projects:

- newly arrived migrants and refugees;
- women;
- people with a physical or mental disability; and
- Aboriginal and Torres Strait Islander people.

The objectives of the grant opportunity are to contribute on a local level to:

- support vulnerable and disadvantaged individuals from targeted community groups to participate in flexible, community based sport and physical activity projects; and
- increase acceptance of diversity, build inclusive communities, and assist vulnerable and disadvantaged individuals and families to develop social links through sport and physical activity.

The intended outcomes of the grant opportunity are to:

- increase the participation of vulnerable, disadvantaged individuals and families from targeted community groups in sport and physical activity;
- increase community pride and connection within targeted community groups; and
- increase the range of flexible, community based, participation opportunities available.

The grant recipient will be required to report against the following performance indicators in their performance reports as outlined in the grant agreement.

Table 1: Performance Indicators

Performance Indicators	Measures
<ul style="list-style-type: none"> • Engage targeted community groups through sport and physical activities. • Increase acceptance of diversity and deliver social inclusion outcomes. 	<ul style="list-style-type: none"> • Number of activities undertaken and number of participants from targeted community groups as measured through the evaluation questionnaire and progress reports. • Increased acceptance of diversity, community pride and connection within targeted community groups as measured through the evaluation questionnaire.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of up to \$19 million (GST exclusive) over two years, from 2019-20 to 2020-21.

Applicants who wish to apply for more than one project **must** submit a separate Application Form for each project.

The minimum grant amount is \$50,000 (GST exclusive) per application.

An application must meet this minimum amount.

There is no maximum grant amount but grants cannot exceed the amount of available funds.

Table 2: Grant Funding Breakdown:

Targeted community group	2019-20 \$m GST exclusive	2020-21 \$m GST exclusive	Total
Newly arrived migrants and refugees*	\$2.375	\$2.375	\$4.75
Women*	\$2.375	\$2.375	\$4.75
People with a mental or physical disability*	\$2.375	\$2.375	\$4.75
Aboriginal and Torres Strait Islander people*	\$2.375	\$2.375	\$4.75
Total	\$9.5	\$9.5	\$19.0

*The Funding available in the table above for each targeted community group per year is notional and the Department reserves the right to reallocate funding based on the suitability of applications received. The total available funding across the four targeted community groups for the financial year is \$9.5 million.

3.2 Project period

The project period will commence in June 2020 and conclude by December 2022.

It is expected that the grant funding will be paid to successful organisations by 30 June 2021. Your project may extend beyond this date but will not exceed the end date specified in your agreement. Following the grant completion period, an evaluation period of 3 months will commence.

4. Eligibility criteria

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

It is the responsibility of the applicant to determine their eligibility to apply for this grant opportunity.

4.1 Who is eligible to apply for a grant?

To be eligible you **must** have been operating for 12 months or longer and provide written evidence submitted as an attachment that you are one of the following entity types:

- a not-for-profit (NFP) organisation whose NFP status must be demonstrated through **one** of the following:
 - current registration with the Australian Charities and Not-for-profits Commission (ACNC);
 - state or territory incorporated association status; or

- constitutional documents and/or Articles of Association that demonstrate the NFP character of your organisation.
- a sporting organisation, such as a community sports club, national, state or registered sport association;
- a local government entity. As the Australian Capital Territory does not have local government entities, it is eligible to apply.

4.2 Who is not eligible to apply for a grant?

You cannot apply for this grant opportunity for an existing activity that already receives government funding.

You are not eligible to apply if you are:

- a for-profit organisation; or
- an individual, sole trader, partnership or trust (however, an incorporated trustee may apply on behalf of a NFP trust organisation); or
- a Commonwealth, state or territory government agency or body (including government business enterprises but excluding the Australian Capital Territory); or
- an overseas resident/organisation.

Applicants that don't meet the eligibility criteria will not proceed to assessment.

4.3 What qualifications, skills or checks are required?

If you are successful, all relevant personnel working on the grant activity **must** maintain the following qualifications:

- Working with Vulnerable People registration;
- Working with Children check (if applicable);
- Comply with child safety requirements consistent with the Commonwealth Child Safe Framework (if applicable); and
- Aboriginal and Torres Strait Islander safety check (if applicable).

As part of the Commonwealth Child Safe Framework, all Commonwealth entities are required to establish measures to promote the protection of children in services and activities funded by the Australian Government. This means that, from 1 February 2020, organisations funded by the Department will be required to comply with child safety requirements consistent with the Commonwealth Child Safe Framework.

While this requirement is intended to start from February 2020, the Department will implement this requirement for this grant opportunity, given that the funding runs for two years.

5. What the grant funding can be used for

5.1 Eligible grant activities

Eligible activities **must** relate directly to sport and physical activity projects aimed at driving social inclusion for the following targeted community groups:

- newly arrived migrants and refugees;
- women;
- people with a physical or mental disability; and
- Aboriginal and Torres Strait Islander people.

Successful applicants must not charge participants involved in their activities.

Eligible activities include, but are not limited to:

- engaging with community organisations to deliver sport and physical activity projects;
- coaching clinics to teach sports skills and techniques;
- participation in local sports competitions;
- instruction in exercise and physical activity classes delivered by qualified instructors;
- research and data collection; and
- recruitment and engagement of translators required to deliver the activities.

5.2 Eligible grant expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities.

Eligible expenditure items include:

- wages and on-costs directly attributed to the provision of activities in the identified service area;
- operating and administration expenses directly related to the project, such as:
 - telephone;
 - rent;
 - computer/ IT/website/software;
 - insurance;
 - utilities;
 - postage;
 - stationery and printing;
 - accounting and auditing;
 - domestic travel/accommodation costs;
 - assets that can be reasonably attributed to meeting agreement deliverables; and
 - evaluation.

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

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

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

5.3 What the grant funding cannot be used for

You cannot use the grant for the following activities:

- purchase of land;
- purchase of sporting equipment that does not directly relate to your specific activity;
- wages and on-costs not directly attributed to the provision of activities in the identified service area;
- major capital expenditure;
- the covering of retrospective costs;

- costs incurred in the preparation of a grant application or related documentation;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- ongoing business operations of your organisation;
- major construction/capital works;
- overseas travel, and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The assessment criteria

There are two (2) assessment criteria for **all** applicants. You **must** address all of the following assessment criteria in the Application Form. We will assess your application based on the weighting given to each criterion. All criteria are equally weighted.

Projects targeting three (3) or more community groups may be considered more favourably depending on the quality of the applications received.

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

The Application Form includes word limits; these will be applied during the assessment process. Only text within the word limit will be considered during the assessment process.

The Department will only award funding to applications that are of good or excellent quality against all assessment criteria, in the first instance, in line with the 5-Point numerical scoring scale (see Table 4).

Criterion 1: Understanding the Target Community Groups (up to 525 words/3500 characters)

In addressing this criterion, strong responses will:

- demonstrate understanding of the demographics of the community/ies, the extent of the identified need, how the targeted community group/s will benefit from the project; and
- describe how you will involve key stakeholders and/or governing bodies within the targeted communities to achieve the objectives of the grants opportunity.

Criterion 2: Organisational Governance and Risk Management (up to 525 words/3500 characters)

In addressing this criterion, strong responses will:

- outline the organisation's governance structure, including experience and role of staff, and the organisation's prior experience in delivering sport and physical activity projects;
- describe the organisation's capability to deliver new services to the targeted community groups; and
- explain the risk management approach used in the organisation.

In addition to responding to the two criteria above, you **must** complete the indicative activity budget template at Attachment A1 of the Application Form.

The indicative activity budget is exempt from the word limit of the application.

7. How to apply

Before applying, you must read and understand the Grant Opportunity Guidelines and the Application Form.

These documents may be found at GrantConnect. Any alterations will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you **must**:

- complete the online grant opportunity Application Form on [GrantConnect](#).
- provide all the information requested;
- address all eligibility and assessment criteria;
- include all necessary attachments; and
- submit your application/s to grant.atm@health.gov.au by **2:00pm AEDT 12 December 2019**.

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

If you find an error in your application after submitting it, you should contact the Department immediately on grant.atm@health.gov.au or call (02) 6289 5600. The Department do not have to accept any additional information, nor requests to correct your application after the closing time.

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

If the Department finds an error or information that is missing, the Department 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.

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

The Department will acknowledge that we have received your application within three working days.

If you need further guidance around the application process or if you are unable to submit an application via email, please contact us at grant.atm@health.gov.au or by calling (02) 6289 5600.

7.1 Attachments to the application

You should only attach documents specifically requested as part of the application process. Any documents not specifically requested will not be assessed as part of your application.

As part of your application you **must** provide:

- certificate or evidence of NFP status, and
- indicative activity budget.

You **must** attach supporting documentation to the Application Form in line with the instructions provided within the Application Form. Applications that do not meet this requirement will not be considered further.

7.2 Joint (consortia) applications

Applications from consortia are encouraged. A consortium is two or more organisations who are working together to combine their capabilities when developing and delivering a grant activity.

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation, you must appoint a 'lead organisation'. The lead organisation **must** be eligible to apply for funding. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the Application Form and identify all other members of the proposed consortium in the application.

Only the lead organisation will enter into a grant agreement with the Department, but the lead organisation must have the authority to do so on behalf of the consortium members. A formal agreement must be in place between all consortium members and be provided to the Department if requested, prior to the execution of the grant agreement.

Eligible organisations can form a consortia with ineligible organisations.

7.3 Timing of grant opportunity processes

You **must** submit an application between the published opening and closing dates. The Department will not accept late applications, unless it is the direct result of mishandling by the Department. In all other circumstances, in the interests of fairness, the Department reserves the right not to accept late applications.

If you are successful, the Department expect you will be able to commence your grant activity in mid 2020.

Table 3: Expected timing for this grant opportunity

Activity	Timeframe
Open on Grant Connect	6 weeks
Assessment of applications	6-8 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity or project/services	Mid 2020
End date of agreement	30 June 2023

7.4 Questions during the application process

If you have questions relating to clarification of information of the available grant, technical issues or process during the application period, please contact Grant.ATM@health.gov.au. The Department will respond to emailed questions within three working days.

Questions close five full days before the end of the application period. This allows the Department to disseminate information to applicants with sufficient time for the applicant to consider the impact of the response on their application.

Requests for clarification may form the basis of a response that will be posted on the GrantConnect website in frequently asked Questions section relating to this grant opportunity. Any questions will be de-identified. Registered applicants will be notified of updates to the documents via email from GrantConnect website.

The Department cannot assist you to address assessment criteria/determine eligibility or complete your application.

8. The grant selection process

This grant opportunity is an open competitive grant process. The Department will assess your application against the assessment criteria (see section 6 of this document).

8.1 Assessment of grant applications

The Department will review your application against the eligibility criteria as outlined in Section 4 of these guidelines. The Department will then assess compliant and eligible applications against the assessment criteria (Section 6) using a 5-Point numerical scoring scale (Table 3 below). The Department considers your application on its merits and comparatively against other applications, based on:

- how well your application meets the criteria;
- how it compares to other applications;
- whether your application provides value with relevant money; and
- how it meets the outcomes and objectives of the program.

Table 4: Assessment Criteria Scoring Matrix

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria, exceeds expectations.	5
Good – response to this criterion addresses all or most sub-criteria to a higher than average standard.	4
Average – response against this criterion meets most sub-criteria to an average but acceptable level.	3
Poor – poor claims against this criterion, but may meet some sub-criteria.	2
Does not meet criterion at all – response to this criterion does not meet expectations or insufficient or no information to assess this criterion.	1

*Additional evidence may include attachments to the application, previous departmental experience with this applicant, referee reports or information from other areas of the assessment of the criterion. The Assessment Committee will be made aware that this information could include personal information for the purposes of the Privacy Act 1988 and therefore should only be used or disclosed for the purpose of assessing the application for funding.

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

- the overall objective/s to be achieved in providing the grant;
- the relative value of the grant sought and the indicative activity budget; and
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.

8.2 Who will assess applications?

The Department may establish multiple Assessment Teams to assess eligible and compliant applications. Assessment Teams will comprise staff from across the Department and may include contractors who will undertake training to ensure consistency in assessment.

Following assessment against the criterion, an assessment committee will review applications assessed as good or above on its merits before recommending which grant applications should be awarded a grant. The assessment committee will be made up of representatives of the Department.

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

The Assessment Committee recommends to the decision maker which applications to approve for a grant.

8.3 Who will approve grants?

The Minister for Sport decides which grants to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

The Decision Maker's decision is final in all matters, including:

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

9. Notification of application outcomes

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

9.1 Feedback on your application

The Department will provide generic feedback for all applicants on the Department of Health website. Individual feedback will **not** be provided.

9.2 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, the Department may seek to fill any gaps through subsequent or additional funding rounds, including targeting particular regions or previous applicants where applicable.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The Department uses the standard [grant agreement](#) in this program.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on Department of Finance [website](#).

The Department must execute a grant agreement with you before the Department can make any payments. The Department are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. The Department will identify these in the agreement.

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

Standard Grant Agreement

The Department will use a standard grant agreement.

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

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

You may request changes to the grant agreement. However, the Department will review any required changes to these details to ensure they do not impact the grant as approved by the decision maker.

10.2 Specific legislation, policies and industry standards

While you are required to be compliant with all relevant laws and regulations, you will also be requested to demonstrate compliance with the following policy:

- Commonwealth Child Safe Framework

As mentioned, the Commonwealth is required to implement the [Commonwealth Child Safe Framework](#) from February 2020. As it is anticipated this grant will be in place during this time, the Department has seen fit to embed this requirement now.

To be eligible for a grant, 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.

The grant agreement will include a clause on child safety which binds your organisation to implement the National Principles for Child Safe Organisations and other actions for the safety of children. More information is available at: www.pmc.gov.au/sites/default/files/files/faqs-grants-and-procurement.pdf

10.3 How the grant will be paid

The grant agreement will state the:

- maximum grant amount to be paid;
- schedule of payments linked to reporting requirements;
- activity components; and
- reporting requirements.

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

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

10.4 Grants Payments and GST

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

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek

assistance from the [Australian Taxation Office](#).² The Department do not provide advice on your particular taxation circumstances.

11. Announcement of grants

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

12. How grant activity is monitored

You must submit reports in line with the grant agreement. The Department will remind you of your reporting obligations before a report is due. The Department will expect you to report on:

- progress against agreed milestones;
- contributions of participants directly related to the grant activity; and
- expenditure of grant funds.

12.1 Keeping the Department informed

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

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

You must also inform the Department of any changes to your:

- name;
- addresses;
- nominated contact details; and
- bank account details.

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

You must notify the Department of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

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

- progress against agreed grant activity milestones and outcomes;
- contributions of participants directly related to the grant activity; and
- expenditure of the grant.

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

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

² Australian Tax Office website: www.ato.gov.au

Progress reports

Progress reports must:

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

The Department will only make grant payments once satisfactory progress reports are received.

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

Ad-hoc reports

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

Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved;
- include the agreed evidence as specified in the grant agreement;
- identify the total eligible expenditure incurred; and
- be submitted within 30 days of completion in the format provided in the grant agreement.

12.3 Financial declaration

The Department may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

12.4 Grant agreement variations

The Department recognises that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement.

You should not assume that a variation request will be successful. The Department will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

The Department may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. The Department will provide you with reasonable notice of any compliance visit.

12.6 Record keeping

The Department may inspect the records you are required to keep under the grant agreement.

12.7 Evaluation

The Department will evaluate the grant program to measure how well the outcomes and objectives have been achieved. The Department may use information from your application and reports for this purpose. The Department may also interview you, or ask you for more information to better

understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

12.8 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

‘Driving Social Inclusion through Sport and Physical Activity’ – an Australian Government initiative’.

13. Probity

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

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

13.1 Enquiries and feedback

The Department’s [Complaint Handling Process](#) apply to complaints about this grant opportunity. All complaints about a grant process must be lodged in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to grant.atm@health.gov.au

If you do not agree with the way the Department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

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

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

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee

members and other officials including the decision maker must also declare any conflicts of interest.

The Conflict of Interest policy is available on the [Australian Public Service Commission's website](#).

13.3 Privacy

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

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

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

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

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

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department of Health would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than the Department, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Department may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

The Department will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why the Department should treat it as confidential.
2. the information is commercially sensitive.
3. revealing the information would cause unreasonable harm to you or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively;
- employees and contractors of the Department so we can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

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

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

By mail: Freedom of Information Coordinator
 FOI Unit
 Department of Health
 GPO Box 9848
 CANBERRA ACT 2601

By email: foi@health.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money³ or other Consolidated Revenue Fund (CRF) money⁴ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program
grantee	the individual/organisation which has been selected to receive a grant
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities
selection criteria	comprise eligibility criteria and assessment criteria.

³ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁴ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

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

Appendix A. Frequently Asked Questions

1. What is an output and a deliverable?

Outputs include planned tangible products (deliverables), the intangible items that can be 'difficult' to measure, and the tangible items that pertain to planning, managing and closing activities. Outputs are the consequences of undertaking an activity and detail what will be created as a result.

Deliverables are the planned specified outputs the activity will produce to achieve the objectives.

2. Can I confirm with the Department if I am eligible to apply for this grant opportunity?

No. Applicants must determine if they are eligible to apply based on the eligibility criteria contained in the Grant Opportunity Guidelines and supporting documentation.

3. Are the following entity types eligible to apply for this grant program: Incorporated Associations, Indigenous Corporations, Cooperatives and Trustees on behalf of a trust?

These entity types are eligible if they can demonstrate they have been operating for 12 months or longer and they provide written evidence they are a not-for-profit (NFP) organisation through one of the following:

- current registration with the Australian Charities and Not-for-profits Commission (ACNC);
- state or territory incorporated association status; or
- constitutional documents and/or Articles of Association that demonstrate the NFP character of your organisation.

4. Can I target more than one community group in my application?

Yes. Applicants may include more than one targeted community group in their application. Applications targeting 3 or more community groups may be considered more favourably depending on the quality of the applications received.

5. Can I put in more than one application?

Yes. Applicants who wish to apply for more than one project **must** submit a separate Application Form for each project.

6. What activities am I eligible to do as part of my project?

Eligible activities include:

- engaging with community organisations;
- coaching clinics to teach sports skills and techniques;
- participation in local sports competitions;
- research and data collection; and
- recruitment and engagement of translators required to deliver the activities.

7. Is the organisation required to make a financial or in-kind contribution to the grant activity?

Organisations are not required to provide financial or in-kind contributions for eligible costs. Organisation may outline contributions they will make in their application. If the applicant is successful, these contributions will be stipulated in the grant agreement. These in-kind or financial contributions may come from the organisation or another contributing partner.

8. Can my project target a specific portion (subpopulation) of one or more target community groups?

Yes, applicants can identify specific subpopulations within the following targeted community groups: newly arrived migrants and refugees; women; people with a physical or mental disability; and Aboriginal and Torres Strait Islander people.

As part of selection criteria 1, applicants are asked to demonstrate their understanding of the target community group/s (or subpopulations), the extent of the identified need and how the group/s will benefit from the project.

9. What are the definitions for the target community group 'people with a physical or mental disability' for this grant opportunity?

A broad definition of disability will apply for this grant opportunity, based on the Australian Bureau of Statistics' Survey of Disability, Ageing and Carers (refer link below). Persons are considered to have a disability if they have a limitation, restriction or impairment, which has lasted, or is likely to last, for at least six months and restricts everyday activities. This is inclusive of, but not limited to the following disabilities:

- Sensory (e.g. loss of sight, loss of hearing, speech difficulties);
- Intellectual (e.g. learning difficulties);
- Physical;
- Psychosocial (e.g. mental illness);
- Head injury, stroke or acquired brain injury; and
- Other conditions resulting in a restriction in everyday activities.

The Department of Health will not list all possible disabilities or conditions to be included within this target community group.

As part of selection criteria 1, applicants are asked to demonstrate an understanding of their target community group/s (or subpopulations), the extent of the identified need and how the group/s will benefit from the project.

ABS Survey of Disability, Ageing and Carers – Glossary:

www.abs.gov.au/AUSSTATS/abs@.nsf/Latestproducts/4430.0Glossary12018?opendocument&tabname=Notes&prodno=4430.0&issue=2018&num=&view

10. My organisation is not-for-profit (NFP) however the online application form does not list my entity type (for example, company). Will the list be updated?

The application form was updated on 11 November 2019 to include the following entity types:

- Non-corporate Commonwealth Entity
- Corporate Commonwealth Entity
- Non-corporate Commonwealth Statutory Authority
- Commonwealth Company
- Non-corporate State or Territory Entity
- Corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government
- Company
- Indigenous Corporation
- Incorporated Association
- Cooperative
- Unincorporated Association
- Statutory Entity
- Trustee on behalf of a trust

11. What do I do if the full list of entity types does not appear in my application form?

Simply close and re-open the application form. This will refresh the form and allow you to select from the full list of entity types.

12. Can I apply if my organisation has not been operating for 12 months or longer?

As outlined in Section 4 of the Grant Opportunity Guidelines, the Department cannot consider your application if you do not satisfy all the eligibility criteria.

Organisations who have not been operating for 12 months may wish to consider Section 7.2 of the Guidelines regarding joint (consortia) applications. A consortium is two or more organisations who are working together to combine their capabilities when developing and delivering a grant activity. Eligible organisations can form a consortium with ineligible organisations.

13. Can you clarify the difference between assets and major capital expenditure in relation to what the grant can be used for?

Section 5.2 of the Grant Opportunity Guidelines outlines that assets are eligible if they can be reasonably attributed to meeting agreement deliverables.

Section 5.3 of the Guidelines outlines that major capital expenditure, major capital works and construction of new facilities and buildings are ineligible under this grant opportunity.

The Department will not provide specific advice during the application process on the eligibility of proposed expenditure items.

The Guidelines outline that not all expenditure on your grant activity may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

14. For the target community group ‘newly arrived migrants and refugees’, what time period does ‘newly arrived’ refer to?

As general guidance only, the time period for ‘newly arrived’ refers to migrants and refugees who are within their first five years living in Australia.

15. What does the Department consider acceptable wages for various activities and roles?

The Department cannot provide specific advice on acceptable wages for activities or roles. Applicants are encouraged to include an appropriate level of detail in their Indicative Activity Budget, which includes a column for notes and the basis of estimates. The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant funding amount requested.

16. What sport and physical activity projects will be considered for funding under this program? Is my specific sport/physical activity eligible?

A broad range of sport and physical activity projects will be considered.

For context, extracts from the Australian Government’s National Sport Plan, *Sport 2030*, are provided below.

- When the Australian Government talks about ‘sport’ and sport policy, it will now talk about a broad range of physical activities including informal, unstructured activity such as walking, riding, swimming and running as well as traditional, structured sport and new and evolving sport and physical activity offerings such as mixed martial arts, “ninja” style obstacle courses and stand-up-paddle boarding.
- The way we live, work and engage in sport has changed. Australia has changed around sport. Where once people planned their weeks around sporting and physical activity, today many Australians now look for sporting and physical activities that work around their week. Sport is more fragmented. Traditional sports now compete with less organised physical activities such as yoga, bushwalking, cycling, gym and parkruns for the physical activity demands of Australians.

17. Does the target community group ‘women’ include girls?

Yes

18. Under what circumstances are schools eligible to apply?

The Department of Health cannot provide advice on a school’s legal entity status or eligibility to apply for funding.

As with other organisations, schools may be eligible to apply if they meet the eligibility criteria in accordance with section 4 of the Guidelines and their application is for an eligible grant activity in accordance with section 5 of the Guidelines.

Applicants should note the following activities are ineligible:

- Existing activities that already receive government funding (Section 4.2 of the Guidelines); and
- Activities for which other Commonwealth, state territory or local government bodies have primary responsibility (Section 5.3 of the Guidelines).

19. Section 4.2 of the Guidelines states “You cannot apply for this grant opportunity for an existing activity that already receives government funding”. What does “government funding” refer to?

You cannot apply for this grant opportunity for an existing activity that already receives funding from Commonwealth, state, territory or local government agencies or bodies (including government business enterprises).

20. In the application form, where do I indicate the location for delivery of the Activity?

The application form has a question on ‘coverage area’ which requires you to select the states and/or territories for your Activity (for example Tasmania, Queensland, Northern Territory).

You cannot select more detailed regions within those states and territories for this question.

You may provide more specific details about the location of your proposed Activity in other parts of the application form, including:

- The title of your Application for the Activity (Activity Details tab)
- The description of your Application for the Activity (Activity Details Tab)
- Selection criteria 1 – your understanding of the Target Community Group/s (Assessment Criteria tab)

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

Updated as of 2 June 2020

21. What is the project period?

The maximum project period has been extended due to the coronavirus pandemic (COVID-19) restrictions on group sport and physical activity. The project period will commence in June 2020 and conclude in December 2022.

Once grant agreements are in place, grant recipients will be able to conduct project planning and other appropriate activities until the COVID-19 restrictions are lifted and community-based group sport and physical activity can resume. Grant recipients must follow Australian Government, State and Territory Government and Local Public Health Authority advice on the conduct of sport and recreation activities.