



Established Pest Animals and Weeds Management Pipeline Program - Advancing Pest Animal and Weed Control Solutions Competitive Grant Round

Grant Opportunity Guidelines

Opening date:	4 August 2020
Closing date and time:	11.00PM AEST on 25 September 2020
Commonwealth policy entity:	Department of Agriculture, Water and the Environment
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5:00PM AEST on 18 September 2020
Date guidelines released:	4 August 2020
Type of grant opportunity:	Open Competitive

Contents

1. Advancing Pest Animal and Weed Control Solutions Competitive Grant Round processes	4
1.1 Introduction	5
2. About the grant program	5
2.1 Pest Animals and Weeds Management Pipeline Program	5
2.2 Grant program.....	6
3. Grant amount and grant period	8
3.1 Grants available	8
3.2 Grant period.....	8
4. Eligibility criteria	8
4.1 Who is eligible to apply for a grant?	8
5. What the grant money can be used for	10
5.1 Eligible grant activities	10
5.2 Eligible expenditure.....	10
5.3 What the grant money cannot be used for.....	11
6. The assessment criteria	11
7. How to apply	14
7.1 Joint (consortia) applications	15
7.2 Attachments to the application.....	15
7.3 Timing of grant opportunity processes.....	16
7.4 Questions during the application process.....	17
8. The grant selection process	17
8.1 Assessment of grant applications	17
8.2 The Expert Assessment Panel	18
8.3 Who will approve grants?	19
9. Notification of application outcomes	19
9.1 Feedback on your application	19
10. Successful grant applications	19
10.1 The grant agreement	19
10.2 How we pay the grant	20
10.3 Grants payments and GST	20
11. Announcement of grants	20
12. How we monitor your grant activity	21
12.1 Keeping us informed.....	21
12.2 Reporting	21
12.3 Financial declaration.....	22
12.4 Grant agreement variations	22
12.5 Compliance visits	22
12.6 Record keeping.....	22

12.7 Evaluation	22
12.8 Acknowledgement.....	22
13. Probity.....	24
13.1 Enquiries and feedback	24
13.2 Conflicts of interest	25
13.3 Privacy	25
13.4 Confidential information	26
13.5 Freedom of information.....	27
14. Glossary.....	28

1. Advancing Pest Animal and Weed Control Solutions Competitive Grant Round processes

The Advancing Pest Animal and Weed Control Solutions competitive grant round is designed to achieve Australian Government objectives.

This grant opportunity is part of the Established Pest Animals and Weeds Management Pipeline Program which contributes to the Department of Agriculture, Water and the Environment's Outcome 3: More sustainable, productive, internationally competitive and profitable Australian agricultural, food and fibre industries through policies and initiatives that promote better resource management practices, innovation, self-reliance and improved access to international markets.

The Department of Agriculture, Water and the Environment works with the Department of Social Services, Community Grants Hub, 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 the GrantConnect and Community Grants Hub websites.



You complete and submit a grant application

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



We assess all grant applications

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



We make grant recommendations

We provide advice, through an Expert Assessment Panel, 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. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of grant program

We evaluate your specific grant activity and the Advancing Pest Animal and Weed Control Solutions competitive grant program. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Advancing Pest Animal and Weed Control Solutions competitive grant program (grant program).

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
- responsibilities and expectations in relation to the opportunity.

A glossary with specific definitions relating to the program particularly regarding pest and weed management has been added to put information in context and is found in section 14.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Agriculture, Water and the Environment.

2. About the grant program

2.1 Pest Animals and Weeds Management Pipeline Program

Established pest animals and weeds are a significant burden to the economy, primary producers, land managers, environment and the community in Australia. They impact ecosystems by destroying natural habitats, threaten native animals and plants, and affect agricultural productivity and profitability. The annual economic cost nationally to agriculture is estimated to be \$800 million for vertebrate pest animals and \$4 billion for weeds.

The Australian Government recognises this negative impact and invests strategically in improved management where it is in the national interest. Nationally important research to develop innovative control solutions for established pest animals and weeds, together with activities that increase the delivery, uptake and use of 'farm-ready' control tools, are a key priority, with farmers and land managers in need of more effective approaches to reduce their impacts.

The grant program forms part of the broader Pest Animals and Weeds Management Pipeline Program (Pipeline Program), which aims to deliver lasting improvement to the way priority established pest animals and weeds are managed in partnership with state and territory governments, land managers and communities. The Pipeline Program seeks to:

- gain a better understanding of the distribution/impact of priority established pest animals and weeds on Australia's agricultural sector and environment
- focus longer term research and development efforts on innovative solutions for controlling priority pest animals and weeds
- increase the development and take-up of 'farm-ready' pest and weed management and control techniques through coordination, extension, adoption, and information sharing.

2.2 Grant program

This grant program is aimed at research organisations, companies or consortia that fit one or more of the following descriptions: research and development corporations; primary industry and scientific organisations; cooperative research centres; state, territory or local governments; corporate Commonwealth entities; universities; or, public and private research organisations.

The grant program will commence in 2020-21, with one opportunity for eligible applicants to apply for funding in mid-2020. To be eligible, applicants must meet the eligibility criteria set out in section 4 and submit a research-based project(s) to advance control tools and technologies for pest animals and weeds. Projects are required to be completed within three years of executing the grant agreement. All projects will need to meet at least one of the grant program outcomes (see section 2.2.2 Outcomes).

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

2.2.1 Objectives

The objectives of this grant program are to:

1. improve the way established pest animals and weeds are managed
2. research and develop innovative control solutions for established pest animals and weeds.

Note: all references to *established pest animals or weeds* in these guidelines mean pest animals and weeds that are not endemic to Australia or a particular part of Australia.

2.2.2 Outcomes

To align with the Pipeline Program's aim in delivering a lasting improvement to the way established pest animals and weeds are managed, the purpose of the grant program is to fund projects that research and develop new practices, methods and tools, or adapt existing ones for use in new or different ways, for the control of established pest animals or weeds.

Specifically, the grant program outcomes are to:

- OUTCOME 1: Advance a range of breakthrough control solutions that challenge traditional approaches to managing pest animals and weeds to enable better outcomes.

Examples include:

- Biological control research and development – Investigating and developing biological control agents such as viruses, insects and fungi to control established pest animals and weeds.
- Genetic modification technologies – Investigating the use of RNAi and genetic modification to reduce population abundance of established pest animals and weeds.
- Digital technology research and development – Investigating and developing artificial intelligence, Internet of Things (IOT), digital disruption technologies and building on web-based technologies and electronic resources to better detect, monitor, treat and control established pest animals and weeds.

- **OUTCOME 2:** Deliver innovations that improve existing established pest animals and weeds control methods or tools, as well as improved detection and monitoring methods.

Examples include:

- Chemical and/or physical technology research and development.
 - Investigating and developing chemical controls, changes or extensions to chemical usage patterns and associated delivery systems.
 - Managing emerging issues such as herbicide and insecticide resistance using novel, non-chemical technologies.
- **OUTCOME 3:** Further research into, and development of, new and enhanced 'farm ready' pest animals and weeds control tools to increase uptake and accessibility of these tools by farmers and land managers.

Note: This outcome is not intended to fund basic research into pest animals or weeds or extension activities but to progress projects that are underpinned by existing research and have either demonstrated previously, or are ready to demonstrate, 'proof of concept'.

An example includes:

- Building on past research with additional testing and research towards a product to bridge the gap between a laboratory innovation and its on-ground use, such as a bioherbicide, for commercialisation and production.

2.2.3 National significance/impact

Projects will need to target invasive established pest animals or weeds that have one or more of the following attributes:

- pose a significant threat to agriculture, the environment, people (their health and/or social amenity) or other business activity (including infrastructure), in more than one jurisdiction
- have already caused significant agricultural, social, economic or environmental impacts, or a combination of impacts, in more than one jurisdiction
- impacts significantly on nationally important or ecologically valuable species; nationally or ecologically important places; or has significant negative consequences and impacts areas over an extensive range
- have biological, ecological, behavioural or physical attributes as a species that are likely to see its population increase in distribution, abundance or density in a region, and so overspill to other localities in future, with likely direct or indirect significant and broad scale impact on agricultural commodities and sectors.

2.2.4 Additional support

Applicants will need to seek additional support through cash and/or in-kind contributions that will add value to the delivery of a project. These additional contributions will need to be clearly articulated in your application, including how this support will improve the baseline potential of the project to advance overall research and development outcomes or outputs.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has allocated a total of \$13 million (GST exclusive) over three years commencing in 2020-21 for this grant program.

The grant program will be published on the Australian Government [Community Grants Hub](#) website and accept application submissions between the period 4 August 2020 and 25 September 2020. Grants are expected to be completed within three years from execution of the grant agreement. Some projects may be extended past this timeframe subject to any changes to the overall Pipeline Program timeframe.

Total grant limits that apply are:

- The minimum grant amount is \$300,000 (GST exclusive).
- The maximum grant amount is \$2 million (GST exclusive).

You are required to source and declare any other cash and/or in-kind contributions that will be put towards the proposed project.

3.2 Grant period

Projects are expected to be completed within three years of executing a grant agreement.

Across this timeframe, grant payments will be paid on successful completion of milestones and progress reports, as per the reporting requirements set out in your individual grant agreement.

Following completion of your project activities, an evaluation period of six months will commence.

4. Eligibility criteria

We will not consider your application if you do not satisfy all eligibility and assessment criteria.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN) or Australian Company Number (ACN)
- be registered for the purposes of GST
- have an account with an Australian financial institution
- be an organisation with a proven research and development capacity
- target a nationally significant invasive established pest animal or weed (see section 2.2.3)
- be applying for a grant within the grant limits (between \$300,000 and \$2 million (GST exclusive) and grant period
- have a project that meets at least one of the grant program outcomes (see section 2.2.2)
- source additional cash and/or in-kind contributions towards the project
- have completed all application forms and templates (see section 6: The assessment criteria).

To be eligible you must also be one of the following entity types:

- Indigenous Corporation
- Company¹
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government²
- Cooperative
- Incorporated Association
- Sole Trader
- Statutory Entity
- Partnership³
- Trustee on behalf of a Trust⁴
- Unincorporated Association.

You are not eligible to apply if you are a/an:

- Person⁵
- International Entity.

International entities that do not meet the eligibility criteria, listed above, for this grant opportunity may still apply through a partnership consortium with an Australian company or companies, where the lead partner is an Australian registered corporation that meets the above criteria.

We recognise that some organisations may also want to join as a consortium partnership to deliver a project (see section 7.2 for more information).

¹ Company is a company incorporated under the *Corporations Act 2001* (Cth).

² Includes New South Wales local governments created as Body Politics.

³ Partnership – the individual partners will enter into the agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested.

⁴ Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form.

⁵ A person is a natural person, an individual, a human being.

5. What the grant money can be used for

5.1 Eligible grant activities

In addition to meeting the eligibility criteria above, to be eligible your project must address the program objectives (refer to section 2.2.1: Objectives) and at least one of the grant program outcomes (refer to section 2.2.2: Outcomes). You must clearly and explicitly state how your project aligns to these within the application, assessment criteria and associated templates.

Eligible projects must also clearly articulate how the project will support a landscape-scale approach to managing one or more established pest animals or weeds in Australia that are considered to have a national impact, or are a nationally significant invasive pest, or are a priority invasive species in the context outlined in section 2.2.3.

Project proposals involving pest animals must adhere to relevant animal welfare legislation and requirements, and voluntary and/or mandatory Codes of Practice and Standard Operating Procedures for the management of relevant pest animals, as well as adhering to relevant federal and state/territory legislation and regulations.

Project proposals involving weeds must adhere to relevant federal and state/territory legislation and regulations.

5.2 Eligible expenditure

You can only spend the grant on agreed project activities as outlined in your grant agreement, consistent with the eligible expenditure items identified below. Expenditure on project activities must occur between the start and completion dates of this agreement.

Eligible expenditure items include:

- commissioning of studies and/or trials
- laboratory or field work
- data analysis
- travel where it is directly related to carrying out the project and is considered a reasonable and fair travel expense (e.g. economy fare for plane flights)
- the development and submission of regulatory application materials for a proposed control option
- project administration (e.g. report preparations, project planning, equipment resources and supplies) up to no more than 10 per cent of the total funding sought
- fair and reasonable capital expenditure or construction works for specialist equipment or infrastructure necessary to undertake the proposed activities. This will be assessed on a case by case basis
- development of communication, training or educational materials or establishing demonstration sites, as required to make project information available and/or facilitate adoption and use of proposed control options by end users, up to no more than 20 per cent of the total grant funding sought
- salary for staff directly carrying out the project activities.

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 in writing such as quotes for major costs.

5.3 What the grant money cannot be used for

You cannot use the grant for the following:

- purchase of land
- grants from you to other entities
- wages/salaries except those that relate directly to engagement/employment for the purpose of the project
- activities that have commenced before execution of the grant agreement
- 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
- activities with the potential to adversely impact on a matter of national environmental significance under the *Environment Protection and Biodiversity Conservation Act 1999* (Cth)
- extension-related activities such as instructional material, workshops, and training
- overseas travel (note: a grantee's contribution to the project may be used for this purpose)
- activities that are reasonably considered to be the same as ones which are already underway, or activities that are so closely related that they could not be reasonably considered to be additional to those already underway or completed
- activities for which the applicant has previously received funding from the Commonwealth or another source (such as state, territory or local government, or private sector).

6. The assessment criteria

You must address all the following assessment criteria in your application. We will assess your application based on the four criterion detailed below. Each criterion will have equal weighting. In addition, we will assess your application based on the additional information you provide in the application form and templates. All templates must be completed and submitted at the same time as your application.

The application form includes text limits up to 6,000 characters (approximately 900 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

Your application, when submitted, must contain the following completed templates:

- Risk management template
- Project plan template
- Budget template.

Criterion 1: Need for the project and its alignment to the grant program objectives and outcomes

When addressing this criterion, you must:

- a) explain why the project is important and worthwhile, including identifying:
 - i. the established pest animal(s) or weed(s) problem the project is designed to address and their national impact/significance;

- ii. the control solution that will be investigated; and
 - iii. how this solution could improve pest animal and/or weed management through future adoption.
- b) describe your project's overall aim(s), what you want to achieve with your project and why
 - c) clearly articulate the expected results and outputs of the project in context to the grant program objectives (see section 2.2.1) and outcome(s) (section 2.2.2)
 - d) describe the benefit to Australia, farmers and land managers expected or likely to be derived from the project.

Self-help questions to assist you with writing your response:

- *What is the project? What is the purpose and benefit of undertaking this work?*
- *What is the research/question/need/issue you are trying to address, improve or solve?*
- *Are the project's aims and outputs clearly defined?*
- *Does the project align to the grant program objectives and outcomes and how will it contribute to achieving them?*
- *What are the overarching goals in undertaking this project to achieve improved pest animal or weed management on the ground? And, how do you anticipate your project being adopted?*

Criterion 2: Suitability and effectiveness of the project activities to achieve project aims

When addressing this criterion, you must clearly identify:

- a) the project activities
- b) the proposed methodology(ies) or approach(es) to undertaking the project activities
- c) where, when and how the project activities are to be undertaken
- d) how the project activities will achieve its aim(s), including the technical feasibility of the methodology(ies)
- e) how progress towards achieving the project's aim(s) will be measured
- f) potential risks to the success of the project and how these are to be managed or mitigated.

You must also complete the project plan template and risk management template provided as attachments to the grant program application form.

Self-help questions to assist you when writing your response:

- *What is the control solution you are investigating?*
- *What is the method and corresponding activities that will seek to achieve results and address the issue/question/need?*
- *What are all the activities that will be required across the three-year timeframe and where will they occur?*
- *What are all the potential risks associated across all phases of the project and its corresponding activities. How will these be controlled, managed, and mitigated appropriately?*

Criterion 3: Value for money and degree of innovation in the project

When addressing this criterion, you must:

- a) explain the innovation of the project and how it offers a breakthrough outcome and/or practice (i.e. how the innovation being delivered enhances/differs from current practice)
- b) describe how the innovation will meet the identified need and lead to adoption by Australia's farmers and land managers
- c) detail the budget for the project and the project activities
- d) explain how the funding requested is proportionate to the aim(s) of your project
- e) identify the value and composition of other cash and in-kind contributions towards delivery of the project and how they assist in achieving the project aim(s)
- f) describe any future financial or private benefit(s) (e.g. commercialisation of product or financial benefit from research) that may accrue from delivering on the project.

You must also complete the budget template attached to the application form.

Self-help questions to assist you when writing your response:

- *Does your application demonstrate the innovativeness of the proposed practices, methods and/or tools that will be trialled, developed or implemented?*
- *Does the innovation being delivered differ from usual practice and how?*
- *Is it underpinned by robust scientific research and evidence demonstrating its usefulness and/or will it build on/complement previous activities?*
- *Have you clearly explained and identified how the proposed project budget will correspond to the project scope and activities and how it is value for money?*
- *Has your application clearly articulated the other cash and/or in-kind contributions that will be received and how they will add value to the delivery of a project?*

Criterion 4 - Applicant and partnership consortium capability to deliver

When addressing this criterion, you must demonstrate by providing examples of projects with comparable objectives, activities, scope and budget.

In addressing this criterion, you must clearly demonstrate:

- a) your organisation's capability and experience in research and development, together with its capacity to deliver outcomes and engage the expertise required to undertake the proposed project
- b) your organisation's capability to implement, monitor and report on the proposed project and identify and manage risks to deliver on time and on budget
- c) how your organisation has or will engage with relevant stakeholders
- d) how your organisation has or will engage with end users to inform design and adoption
- e) your organisation's ability to manage Commonwealth and/or state government grant funding responsibly and effectively.

Self-help questions to assist you when writing your response:

- *What is your previous experience in managing comparable projects and budgets?*
- *Examples/evidence of your project management capability to cope with change to ensure projects can be successfully managed and results delivered within appropriate timeframes?*
- *What is your organisation's capability and capacity to successfully deliver the project?*
- *How will you manage obstacles that arise?*
- *Who are the relevant stakeholders associated with your project, how are they involved? How will you approach them and for what purpose?*

7. How to apply

Before applying, you must read and understand these guidelines, the grant program's questions and answers and the sample grant agreement.

These documents are available at [GrantConnect](#) and the [Community Grants Hub](#). Any alterations and addenda⁶ to these documents will be published on [GrantConnect](#). By registering on this website, you will be automatically notified of any changes. [GrantConnect](#) is the authoritative source for grants information.

To apply you must:

- a) complete the online grant opportunity application form found at the [Community Grants Hub](#) website or on [GrantConnect](#)
- b) provide all the information requested
- c) address all eligibility criteria and assessment criteria
- d) attach all necessary attachments and fill out and submit all available templates
- e) submit your application to the [Community Grants Hub](#) by 11:00PM AEST 25 September 2020.

We will not provide application forms or accept applications for this grant program by fax, email or post.

The application form includes help information. 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](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

Note: You cannot change your application after the closing time.

⁶ Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time. However, exceptions may be made in certain circumstances. If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

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

You will receive an automated notification acknowledging the receipt of your application.

7.1 Joint (consortia) applications

We recognise that some organisations may want to join as a consortium to deliver a project.

A consortium partnership is two or more organisations who are working together to develop and deliver a project. We want organisations with relevant expertise in innovation development to partner with others that have the networks and resources to promote, and deliver, large scale future adoption of these innovations.

In these circumstances, a 'lead organisation' that meets the eligibility criteria in section 4.1 must be appointed. Only the lead organisation (which must be an Australian entity with a registered ACN or ABN) can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed consortium and include a letter of support from each of the partners.

Each letter of support should be consolidated into a single attachment and include:

- details of the partner organisation(s)
- an overview of how the partner organisation(s) will work with the lead organisation and any other partner organisations in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the partner organisation(s) will bring to the group
- the roles/responsibilities of the individual partner organisation(s) within the consortium and the resources they will each contribute (for example, in-kind and/or cash contributions)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of a grant agreement and provide those details to the Commonwealth for review.

7.2 Attachments to the application

All the following documents must be attached to your application, using the templates provided, for it to be considered eligible and to proceed to the assessment stage. These are:

- a) a budget outlining the estimated costs associated with the proposed grant activity
- b) a project plan detailing the key activities and plan for the project
- c) a risk management plan.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for.

Please note: There is a 2 MB limit for each attachment.

7.3 Timing of grant opportunity processes

You must submit your application between the published opening and closing dates.

Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application by the closing date. Broadly, exceptional circumstances are events characterised by one or more of the following:

- a) reasonably unforeseeable
- b) beyond the applicant's control
- c) unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request form to the Community Grants Hub.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence should be provided to verify the claim of exceptional circumstances.

The late application request form and instructions for how to submit it can be found on the [Community Grants Hub website](#).

Written requests to lodge a late application will only be accepted within three days after the grant opportunity has closed.

The Delegate or their appointed representative⁷ will determine whether a late application will be accepted. The decision of the Delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or has been declined. At this time, Community Grants Hub will also advise late applicants the new deadline for lodging an application, based on the circumstances surrounding their case.

Expected timing for this grant opportunity

If you are successful, we expect you will be able to commence your project in 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4-6 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks

⁷ This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

Activity	Timeframe
Earliest start date of grant activity	November 2020
Anticipated end date of grant activity or agreement	30 June 2023 (may be subject to change slightly based on individual grant agreements)

7.4 Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub by email support@communitygrants.gov.au or by calling 1800 020 283 (option 1).

The Community Grants Hub will respond to emailed questions within five working days. Answers to questions will be posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00PM AEST on 18 September 2020. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

In the first stage, the Assessment Centre, which is made up of Community Grants Hub qualified staff trained in recruitment procedures and streamlined processes, will review your application against the eligibility criteria (see section 4). Eligible applications will be considered through an open competitive grant process.

In the second stage, if eligible, the Assessment Centre will assess your application against the assessment criteria (see section 6) along with information provided in the application form and templates. Your application will be scored based on how well it meets each of the assessment criteria using the following matrix:

Score	Quality rating	Rating description
0	Does not address criterion	The applicant has provided no relevant response to the criterion.
1	Very Poor	The applicant has provided a very poor response to the criterion.
2	Poor	The applicant has provided a poor response to the criterion.
3	Satisfactory	The applicant has provided a satisfactory response to the criterion.
4	Good	The applicant has provided a good response to the criterion.
5	Excellent	The applicant has provided an excellent response to the criterion.

8.2 The Expert Assessment Panel

In the third stage, an Expert Assessment Panel will be convened to consider the merit of eligible grant applications.

The Expert Assessment Panel (the Panel) will provide strategic oversight, advice and recommendations to the decision maker on its assessment of applications. The Panel will include employees from the Department of Agriculture, Water and the Environment; pest and weed management experts; representatives of community groups and researchers (to be drawn from a variety of organisations such as natural resources management groups, land management areas and primary industries as well as other Commonwealth officers and, possibly, state and territory government agencies), with relevant specialist expertise.

Any expert/advisor on the Panel, who is not a Commonwealth Official, will be required to perform their duties in accordance with the CGRGs.

The Panel will consider applications that have been assessed by the Assessment Centre, having regard to:

- how well an application scored against the assessment criteria
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the program outcomes and objectives
- conformance with eligibility criteria
- practical ability to deliver
- how the services and/or project will be delivered
- whether the project proposal provides value for relevant money
- the relative merit of an application compared to other applications
- minimising possible duplication with other Commonwealth/state/territory government programs/service delivery.

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

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will target groups or individuals.

The Panel may seek additional information about you or your application. This may be from sources not nominated by you as referees. The Assessment Centre and the Panel may also consider information about you or your application that is available through the normal course of business.

The Panel will then recommend to the decision maker, the Minister for Agriculture, Drought and Emergency Management, which applications to approve for funding.

8.3 Who will approve grants?

The Minister for Agriculture, Drought and Emergency Management decides which grants to approve considering the recommendations of the Panel and the availability of grant funds for the purposes of the grant program.

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

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

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

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

9.1 Feedback on your application

A feedback summary will be published on the Community Grants Hub website to provide all organisations with easy to access information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will not be provided for this grant opportunity.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Simple Grant Agreement for this grant program.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on [GrantConnect](#) and at [Community Grants Hub](#). We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any Advancing Pest Animal and Weed Control Solutions grant program activities until a grant agreement is executed.

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

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

Commonwealth Simple Grant Agreement

We will use a Commonwealth Simple Grant Agreement.

You will have 20 business 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 after it has been executed, which will require a deed of variation. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the decision maker.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- any financial contributions your organisation will make
- any in-kind contributions your organisation will make
- any financial and/or in-kind contribution provided by a third party
- reporting requirements and any associated grant payments due on satisfactory completion of activity milestones.

We will not exceed the maximum grant amount under any circumstance. 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 activities.

10.3 Grants payments and GST

Payments will be Goods and Services Tax (GST) inclusive. If you are registered for the 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. We do not provide the Australian Taxation Office or your financial or legal advisor advice or information in relation to the obligations and financial consequences of the terms of the grant agreement. We also do not provide financial or taxation advice on your particular 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, along with the Department of Agriculture, Water and the Environment's website.

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 including partner organisations if you apply as part of a consortium. Particularly any changes that may affect your organisation's ability to complete the project, fulfil grant obligations, carry on business as usual or pay debts that are 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 in advance of planned events (one-month notice) relating to your grant and to 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 sample templates 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 grant activity milestones and outcomes
- expenditure of the grant.

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

Progress reports

Progress reports must:

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

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

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

Ad-hoc reports

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

Final report

When you complete the project, 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
- be submitted by the due date in the format provided in the grant agreement.

12.3 Financial declaration

We 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

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager, Community Grants Hub.

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

12.5 Compliance visits

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

12.6 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7 Evaluation

We will evaluate the grant program to measure how well its objectives and outcomes have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

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

12.8 Acknowledgement

12.8.1 Funding recognition guidelines

All projects funded in full or part by the Australian Government must acknowledge the Australian Government's investment in all promotional activities, including but not limited to:

- events and announcements: national, state and local (at all project stages/phases)
- public relations activities including workshops, forums and conferences
- display materials such as banners, posters and on-ground project signs
- publications such as reports, books, and case studies

- information kits and fact sheets
- websites and social media posts, either through direct acknowledgement or the use of hashtags where space allows.

12.8.2 How do I acknowledge the funding?

To acknowledge the program funding, use one of the following funding acknowledgement statements:

This project is supported by [project proponent's name], through funding from the Australian Government's Established Pest Animals and Weeds Management Pipeline Program - Advancing Pest Animal and Weed Control Solutions

If there has been more than one funding body, the following wording should be used:

This project is supported by [project proponent's name], through funding from the Australian Government's 'Established Pest Animals and Weeds Management Pipeline Program - Advancing Pest Animal and Weed Control Solutions and [other funding body's name].

If the project proponent has also provided funding, the following wording should be used:

This project is jointly funded through [organisation name] and the Australian Government's 'Established Pest Animals and Weeds Management Pipeline Program - Advancing Pest Animal and Weed Control Solutions.

If the project was funded under a previous program, the following wording should be used

This project is funded by the Australian Government.

12.8.2 What logos do I use?



Australian Government

The Australian Government logo followed by the program logo must only be used as it appears above. They should be used on all materials related to grants under the program. Whenever the logos are used, the publication must also acknowledge the Commonwealth as follows:

'Established Pest Animals and Weeds Management Pipeline Program - Advancing Pest Animal and Weed Control Solutions – an Australian Government initiative'.

The logo's colour, shape, form, font, or design must not be modified in any way. It should never be placed over an image or heavily textured background or as a tint of a colour. Please ensure that your materials adhere to the standard Australian Government guidelines which apply when you use Australian Government logos – the Australian Government Branding Guidelines.

If your project was funded under a previous program, use the Australian Government logo followed by the program logo with the appropriate acknowledgement statement above.

12.8.3 When should the logo and crest not be used?

The Australian Government's logo and program logo can only be used to show recognition of the Australian Government's support or funding for a project. It must **NOT** be used to give the impression that the Australian Government is endorsing a particular private business. It should not be used on any communication materials that do not relate directly to the approved project.

The Australian Government's logo and program logo must also **NOT** be used when you are promoting your project through your organisation via a media release. This is to avoid the impression that the media release is a joint statement between your organisation and the Australian Government. However, acknowledgement that your project has been supported by Australian Government funding should be included in media releases, media activities including print, television and radio interviews.

12.8.4 What should we do if we want to publish our project findings?

If you want to publish outcomes or potential findings of your project, this needs to be communicated as soon as possible. The Commonwealth will discuss this with you in detail to work out a suitable arrangement on a case by case basis and will be project dependent and will require written formal approval. Please refer to Confidential information in section 13.4 to understand your responsibilities and for further details.

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 Agriculture, Water and the Environment. When this happens, the revised guidelines will be published on [GrantConnect](#).

13.1 Enquiries and feedback

Complaints about this grant opportunity

The [Department of Agriculture, Water and the Environment Complaints Procedures](#) apply to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to pestanimals&weeds@agriculture.gov.au.

Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service(s) or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the [online complaints form](#) on the [Department of Social Services](#) (DSS) website or contact the DSS Complaints line.

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the Department of Agriculture, Water and the Environment has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually investigate a complaint unless the matter has first been raised directly with the Community Grants Hub or the Department of Agriculture.

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 Department of Agriculture, Water and the Environment staff, Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- 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
- 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 of Agriculture, Water and the Environment 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.

We publish our conflict of interest policy on the Community Grants Hub 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 will 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 Agriculture, Water and the Environment would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential information

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

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

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

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

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

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- 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 to.

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

By mail: Freedom of Information Coordinator
 Government and Executive Services Branch
 Department of Social Services (DSS)
 GPO Box 9820
 Canberra ACT 2601

By email: foi@dss.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
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
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
<i>Commonwealth Grants Rules and Guidelines (CGRGs)</i>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by
control	regulation or management of a pest animal or weed
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.

Term	Definition
fisheries sector	aquaculture industry, commercial and recreational fishing
forestry sector	native, plantation and farm forestry industries, nurseries, timber and wood industries
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁸ or other <u>Consolidated Revenue Fund (CRF) money</u>⁹ 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
<u>GrantConnect</u>	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
jurisdiction	a geographic area over which an authority extends (e.g. local, state, or federal government).

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

⁹ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
PBS Program	described within the entity's <u>Portfolio Budget Statement</u> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower levels, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
treat	apply or aim to apply, a process, substance or tool to a pest animal or weed to reduce its impact
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 the:</p> <ul style="list-style-type: none"> • quality of the project proposal and activities • fit for purpose of the proposal in contributing to government objectives • absence of a grant is likely to prevent the grantee and government's outcomes being achieved • potential grantee's relevant experience and performance history.