



Centre of Excellence for Biosecurity Risk Analysis (CEBRA) grant program

Grant Opportunity Guidelines 2021–25

Opening date:	18 November 2020
Closing date and time:	11:00 PM AEDT on 15 January 2021
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 5:00 PM AEDT on 8 January 2020
Date guidelines released:	18 November 2020
Type of grant opportunity:	Closed non-competitive

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1. Centre of Excellence for Biosecurity Risk Analysis (CEBRA) grant program

The Centre of Excellence for Biosecurity Risk Analysis is designed to achieve Australian Government objectives

This grant opportunity contributes to the Department of Agriculture, Water and the Environment's Outcome 4: Safeguard Australia's animal and plant health status to maintain overseas markets and protect the economy and environment from the impact of exotic pests and diseases, through risk assessment, inspection and certification, and the implementation of emergency response arrangements for Australian agricultural, food and fibre industries. The grant program has been designed in accordance with the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#) and [Community Grants Hub](#) websites.



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 your grant application

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



We make grant recommendations

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



Grant decisions are made

The decision maker, First Assistant Secretary, Compliance Division, Department of Agriculture, Water and the Environment decides whether your application is successful.



We notify you of the outcome

We advise you of the outcome of your application.



We enter into a grant agreement

We enter into a grant agreement with you if successful.



Delivery of grant

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



Evaluation of the Centre of Excellence for Biosecurity Risk Analysis grant opportunity

We evaluate your specific grant activity and the Centre of Excellence for Biosecurity Risk Analysis grant opportunity as a whole. We base this on information you provide us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Centre of Excellence for Biosecurity Risk Analysis (CEBRA or the program) grant opportunity.

You must read these guidelines before filling out an application. This document sets out:

- the purpose and objectives of the grant program
- the eligibility and assessment criteria
- how the grant application is considered and selected
- how the grantee is notified and receives grant payments
- how the grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

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

1.2 Overview

The program is a long-standing biosecurity research initiative of the Australian Government and is integral to the department's response to managing biosecurity risks. Its activities help ensure that governments are leaders in biosecurity risk management by providing collaborative research that informs a range of regulatory activities – such as risk analysis (assessment, management and communication), the setting of regulatory interventions, inspection activities and surveillance.

The program has been in operation and hosted at the University of Melbourne (the UoM) since 2006. The UoM has been the successful applicant to host the program in 2 competitive tender processes completed in 2006 and 2012.

Between March 2006 and June 2013, the program operated as the Australian Centre of Excellence for Risk Analysis (ACERA). Its purpose was to build on and help strengthen the integrity of Australia's biosecurity import risk assessment processes. Over its term of operation, ACERA gained international recognition and other countries, such as New Zealand, indicated an interest in participating.

In 2012, the UoM was selected to host an expanded program from July 2013 – the Centre of Excellence for Biosecurity Risk Analysis (CEBRA) – building on the work of ACERA and encompassing participation beyond Australia. Its purpose is to continue to support governments' advancement of biosecurity risk analysis and management by providing expertise in risk analysis techniques and the development of associated methods, protocols, tools and procedures.

The current grant funding arrangement expires on 30 June 2021.

Following the positive findings from an independent evaluation of the CEBRA completed in 2020, the department is establishing a new round of funding from July 2021 for the continuation of the program at the UoM for a further 4 years to June 2025. Grant funding of up to \$7,507,000 (GST exclusive) will be provided following a non-competitive (direct select) tender process.

Under the new grant funding arrangement, enhancements will be made to the program to ensure it continues to meet the needs of the department and that the research supports the department to adapt to a changing biosecurity context. These enhancements are aimed at improving the strategic capabilities of the program and its governance and administration of research projects.

The new round of funding will continue to accommodate participation more broadly within Australia and beyond, including with Australian state and territory governments, and New Zealand's Ministry for Primary Industries (MPI) (who has indicated its ongoing commitment to contribute to funding the program). Details of arrangements with any state or territory government or other country that participates will be negotiated separately between that government and the UoM.

A competitive tender process will commence in mid-2023 to identify a future host of the program from July 2025.

2. Purpose and objectives of the program

The purpose of the program remains consistent with its original intent, to continue to support the government's strategic advancement of biosecurity risk analysis by providing expertise in risk analysis techniques and the development of associated methods, protocols, tools and procedures.

The objectives of the program are to deliver practical, rigorous solutions and strategic advice related to biosecurity risk analysis, encompassing the assessment, management and communication of biosecurity risk.

Under this grant opportunity, the program will provide strategic advice on current and future biosecurity trends and risks, provide guidance on priority areas for research investment (including new approaches or technologies), and play a greater role in helping to develop Australia's capability and connectedness to capabilities domestically and overseas in biosecurity risk analysis research.

To achieve its objectives under this grant opportunity, the program will:

- a. provide strategic advice and guidance on biosecurity trends and risks, and priority areas for research investment (including new approaches or technologies)
- b. deliver a balanced portfolio of research and develop new and existing methods relevant to biosecurity risk analysis
- c. engage a range of disciplinary skills relevant to contemporary risk analysis to ensure governments remain at the forefront of biosecurity risk analysis
- d. assist in developing Australia's biosecurity risk analysis research capability, including its collaboration with and connectedness to capabilities overseas
- e. engage governments, biosecurity decision makers and the broader biosecurity community in its research findings and outputs
- f. work to promote excellence in biosecurity risk analysis, including collaborating with end users and other research institutions to increase the adoption and impact of research findings and outputs.

The program will build on the work of the UoM and be guided in its operations by the department, and any other funding contributors as appropriate. The grantee will also be expected to leverage other funding and work, consistent with the program's purpose and objectives.

The Community Grants Hub will administer the program in accordance with the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

3. Grant amount and grant period

3.1 Grant available

A total of up to \$7,507,000 (GST exclusive) in administered funding has been allocated over 4 years for the program. The actual amount of funding available is subject to annual Commonwealth budget parameter adjustments. Final funding amounts will be included in the grant agreement.

Invited organisation	Service delivery Area	Maximum funding (GST exclusive) (\$ million)				
		2021–22	2022–23	2023–24	2024–25	TOTAL
The University of Melbourne	Research	1.848	1.869	1.895	1.895*	7.507*

* Final amounts will be available when 2024–25 figures are announced as part of the 2020–21 MYEFO process and any parameter adjustments made.

You are required to contribute towards the grant activities and administration of the program at or above current levels, including cash and in-kind contributions as detailed in Schedule 6 of the CEBRA Funding Deed 2017–21. You also have flexibility to leverage funding from other contributors consistent with the program's purpose and objectives.

Funding from other contributors, including Australian state and territory governments and NZ MPI, is separate to this grant opportunity. You must develop governance and reporting provisions to clarify the contributions from other contributors in the program, including budgets and expenditure. This also includes details of any resource sharing arrangements (including staffing) between the program and other research entities.

4. Eligibility criteria

As this is a non-competitive (direct select) grant selection process, the UoM will be the eligible invited organisation to apply for the grant opportunity through [GrantConnect](#).

No other organisations will be invited to apply.

4.1 Who is not eligible to apply for a grant?

You are not eligible to apply for this grant opportunity if you have not received an invitation to apply through GrantConnect.

4.2 Program governance

You must have a sound governance model with suitable arrangements to deliver the program.

The good governance principles identified by the Australian Stock Exchange (ASX) Corporate Governance Council may assist you in developing a sound governance model relevant for the program. More detail on the principles is available from the ASX [website](#).

You will establish a Board, with the appropriate skills and background, to drive the strategic direction and overall performance of the program. The Board will work with the departments to set the direction of, and be accountable for, providing strategic advice and guidance to the departments on biosecurity trends and risks, priority areas for research investment (including new approaches and technologies) and the program's overall performance.

The Board must include an independent Chairperson, as agreed between the parties, with the necessary skills and experience required to lead a research organisation with diverse partner needs and outcomes. For this program, the Chairperson should be an eminent Australian respected for their work in the fields of biosecurity, research and innovation, and/or science.

In keeping with the ASX good governance principles, membership on the Board should be limited to a total of 2 terms, with alternate renewal of members to ensure corporate knowledge is maintained. Non-government Board members, including the Chairperson, cannot have been employed by government departments or ministries for 2 years prior to their appointment, to maintain independence. The Board will include 2 representatives from the department in an advisory capacity, and other advisors or observers as required by the department or as requested by the Board.

You will appoint a Chief Executive Officer (CEO). The CEO will be responsible for day-to-day management of the program (leads, directs, co-ordinates and controls its finances and operations) and will be accountable to the Board. This is consistent with best practice corporate governance. For the purposes of the program, the CEO will not be a Board member. This is to ensure clear lines of responsibility and accountability.

The CEO will play a key role in delivering the objectives of the program, advising the Board on a range of issues and engaging with stakeholders – including the department, NZ MPI, other contributors and those engaged in relevant research – in terms of program delivery (for example, project development, timely project delivery and implementation of research findings and outputs) and strategic direction.

To manage a diverse collaboration, the CEO must commit the majority of their time and effort to the program unless otherwise agreed by the department.

The program will have a strong focus on and linkages between project delivery, milestones and payment of grant funds, including accountability and reporting requirements.

5. What the grant money can be used for

5.1 Eligible grant activities

The department's draft grant agreement template, available on the GrantConnect [website](#), contains the terms and conditions of the grant. You should review the draft template before submitting your application and seek independent legal advice before entering into an agreement.

The grant may only be used for:

- salaries for researchers and support staff, fellowships and student stipends, and direct salary on-costs
- support costs of program governance, delivery and administration, including communications and engagement (see section 5.2)
- (if required) minor capital items, such as software or equipment necessary for conducting research.

No legally binding relationships exist in relation to this grant opportunity until a grant agreement is executed. Executed means both you and the department have signed the agreement.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities. To be considered eligible, you must incur the expenditure between the start date and the end date, or earlier if the grant opportunity is terminated prior to the end date.

Eligible expenditure items are:

- up to 15% of funding per annum may be used to meet the cost of administration, staffing and servicing the work of CEBRA. This amount is additional to the required in-kind contribution provided by the grantee as outlined in section 3.1.
- the balance of funding must be used for research/project work to fulfil the requirements of annual work plans developed by the program in conjunction with the department.

5.3 What the grant money cannot be used for

You cannot use the grant for:

- purchase of land
- 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
- major construction/capital works
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The assessment criteria

You must address all of the following assessment criteria in the application. The 3 criteria are weighted proportionally.

The application form includes character limits – up to 15,000 characters (approx. 2,200 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit. The application form allows one optional attachment for each criterion (see section 7.1).

Criterion 1

Ability to meet program purpose and objectives – 35%

You should demonstrate this by describing:

- how you will ensure CEBRA meets the objectives and intended outcomes outlined in section 2
- how you will maintain and further grow CEBRA's domestic and international standing as a centre of excellence for biosecurity risk analysis
- how you will engage governments, biosecurity decision makers and the broader biosecurity community to increase the adoption and impact of research findings

- how you will augment your own capacities and competencies by identifying potential arrangements with others. This response should be supplemented by evidence of relevant networks that will contribute to biosecurity and the range of relevant scientific skills able to be harnessed through such channels, including collaboration with other research institutions and the private sector.

You should use **Attachment A** to submit further details and/or diagrams.

Criterion 2

Structure, Governance and Administration – 35%

You should demonstrate this by describing:

- your proposed governance structure and management arrangements to align with the requirements detailed in these guidelines (section 2)
- how the CEBRA Board will be structured to meet the objectives of the program, including role of Chair, Board composition, membership and tenure (see section 4.3)
- what key program indicators (KPIs) you will use to track progress against program objectives
- outline your approach to program/project management and how projects will be monitored and implemented on time, including through annual reporting
- how you will manage business risk arising from program activities
- how you will manage confidential material arising from program activities.

If required, you can submit further details and/or diagrams as **Attachment B**.

Criterion 3

Financial Management, Co-Contributions and Research Partners – 30%

You should demonstrate this by describing:

- how you will manage CEBRA to provide an efficient and effective return of investment, noting relevant beneficiaries
- how you will support the work of CEBRA, including any financial and in-kind contribution you will make to the operation of the centre from your own resources
- how you will leverage other financial contributions to assist in enhancing CEBRA's capacity and meet the program's purpose and objectives.

If required, you can submit further details, budgets and/or diagrams as **Attachment C**.

7. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement, and questions and answers.

These documents are found on the GrantConnect website. Any changes to grant documentation are published and addenda¹ will be published on GrantConnect and is only accessible by invited applicants. GrantConnect is the authoritative source for grants information.

¹ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents

You can only submit one application form for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress.

To apply you must:

- Complete the online application form on GrantConnect.
- Provide all the information requested.
- Address all eligibility criteria and assessment criteria.
- Include all necessary attachments.
- Submit your application(s) to the Community Grants Hub by 11:00 PM AEDT on 15 January 2020.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

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 Act 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. The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

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

If we find an error or something missing, we may ask you for clarification or additional information. This will not change 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 submitted.

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

7.1 Attachments to the application

All of the following supporting documents should be attached to your application. The online application form allows users to attach files to support their application. The maximum size for individual attachments is no larger than 2MB and the form will not accept individual attachments above this size. Please plan to modify your attachment files accordingly if necessary.

Accepted file types: .doc and .docx, .ppt, .pptx, and.xls, .xlsb, .xlsx. Compressed files, such as .zip, .rar, are not accepted and foreign characters should not be used in file names.

- Attachment A – Assessment Criterion 1 additional information: optional
- Attachment B – Assessment Criterion 2 additional information: optional
- Attachment C – Assessment Criterion 3 additional information: optional.

You should 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.

7.2 Timing of grant opportunity processes

You must submit an 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. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- 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 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 can 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 3 days after the grant opportunity has closed.

The Delegate or their appointed representative² 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 declined.

Expected timing for this grant opportunity

If you are successful, you will be expected to commence your grant activity on 1 July 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of application	Mid-January to mid-February 2021
Approval of outcomes of selection process	By 28 February 2021
Negotiations and award of grant agreement	March to April 2021
Earliest start date of grant activity	1 July 2021
End date of grant activity	30 June 2025

² This may be the Community Grants Hub Delegate or nominated staff member of the department at the EL2 level or above.

7.3 Questions during the application process

Only invited applicants' questions will be answered during the application submission period, please contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions are posted on GrantConnect.

The question period will close at 5:00 PM AEDT on 8 January 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

Your application will be considered through a closed non-competitive grant process.

8.2 Who will assess applications?

The Community Grants Hub assessment centre will conduct an initial assessment of your application to determine if it has met the requirements of the guidelines and will recommend to the department if it is eligible or not eligible for funding.

If your application is recommended for funding, the department will assess your application against the assessment criteria (see section 6). Your application will be assessed on its merits based on:

- how well it meets the assessment criteria
- value with money.

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

- the overall purpose of, and objective/s to be achieved in, providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the purpose and objectives.

The department uses this information to help recommend to the approving delegate whether your application can be awarded a grant.

8.4 Who will approve grants?

The Minister's delegate, First Assistant Secretary, Compliance Division (the decision maker) decides whether to approve your grant based on the recommendations from the grant application assessments and the availability of funds for the program.

The decision maker's decision is final, including the:

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

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

9. Notification of application outcomes

The department will write to you about the outcome of your application.

9.1 Feedback on your application

Individual feedback will be available. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

10. Successful grant applications

10.1 Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth (represented by the department).

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.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

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

Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth (represented by the department). We will use a fit-for-purpose Commonwealth Grant Agreement for this grant opportunity.

You will have up to forty (40) business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the department have signed the agreement. During this period, we will work with you to finalise the terms and conditions of the agreement.

You may request changes to the grant agreement. However, we will review changes to ensure consistency with the intent of the grant opportunity as approved by the Minister.

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 the grant on the information you provide in your application.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make.

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

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

10.3 Grants payments and GST

Payments will be GST exclusive. 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](#). We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

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

12. How we monitor your grant activity

12.1 Keeping us informed

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

We need to know of any 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 because of these changes.

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 the terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative or delegate to attend. Section 12.8 provides further guidance on acknowledging the Australian Government funding for the project.

12.2 Reporting

You must submit reports in line with the grant agreement. We will expect you to report on:

- progress against agreed project milestones and outcomes
- contributions of participants directly related to the program
- 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, ask for more information or request an independent audit of claims and payments.

Progress reports

Progress reports, where applicable, must:

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

We will only make grant payments when we receive satisfactory progress reports, including delivery of activities.

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

Final report

When you complete the program, 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 and in the format provided in the grant agreement.

Reporting requirements will be included in an agreed schedule set out in the grant agreement.

12.3 Audited financial acquittal report

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

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

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

12.8 Acknowledgement

The program logo should be used on all materials developed under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth by saying:

‘The Centre of Excellence for Biosecurity Risk Analysis – an Australian Government initiative’.

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

‘This Centre of Excellence for Biosecurity Risk Analysis received grant funding from the Australian Government.’

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 by the department. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

13.1 Enquiries and feedback

Complaints about this grant opportunity

The department’s complaints procedures apply to complaints about this grant opportunity. Complaints about this grant opportunity, including grant decisions, must be provided in writing by contacting biosecurity.research@awe.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 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 Community Grants Hub or 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 and the 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
- 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 think there is an actual, apparent, or perceived conflict of interest, you must inform the department and the Community Grants Hub 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 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 give out 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* (the Act) 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 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 give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

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

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the 3 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 that the Australian government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who 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 Team
 Government and Executive Services Branch
 Department of Social Services (DSS)
 GPO Box 9820
 Canberra ACT 2601

By email: foi@dss.gov.au

14. Consultation

The department's Biosecurity Research and Innovation Steering Committee (BRISC) oversees the program and has been consulted on the grant opportunity. Membership of the committee comprises First Assistant Secretary-level representatives from all biosecurity divisions, Australian Bureau of Agricultural and Resource Economics and Sciences and MPI.

15. Glossary

Term	Definition
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
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.
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.
funding arrangement manager	the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

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 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	the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grantee	the individual/organisation which has been selected to receive a grant.
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.
Portfolio Budget Statement (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.
value with money	<p>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.