



Australian Government

Department of Defence

Department of Defence Strategic Policy Grants Program 2021 Grant Opportunity Guidelines

<i>Opening date and time:</i>	<i>09:00 am AEST on 2nd September 2020</i>
<i>Closing date and time:</i>	<i>11:30 pm AEST on 14th October 2020</i>
Commonwealth policy entity:	Department of Defence
Enquiries:	If you have any questions, please contact us at sp.grants@defence.gov.au
<i>Date guidelines released:</i>	<i>1st September 2020</i>
Type of grant opportunity:	Open competitive





Contents

1. SPGP process flowchart	4
2. About the Strategic Policy Grants Program	5
2.1 Introduction and purpose of the guidelines	5
2.2 Strategic Policy Grants Program outcomes	5
2.3 SPGP Priority Policy Topics	6
2.4 Strategic Policy Grants Program Funding - Grant amounts	6
2.5 Multi-Year funding	7
3. Eligibility Criteria and Activities	7
3.1 Who is eligible to apply for a grant?	7
3.2 What can the grant money be used for?	7
3.3 What can't the grant money be used for?	7
4. Application and Selection Process	8
4.1 Overview of application process	8
4.1.1 Application timeline	9
4.2 Application Details	9
4.2.1 Applications from consortium	9
4.2.2 Additional activities	9
4.2.3 Questions during the application process	10
4.3 Further grant opportunities	10
4.4 Selection process	10
5. Assessment Criterion	10
6. Assessment of Grant Applications	12
6.1 Who will assess applications?	12
6.2 Who will approve grants?	12
7. Notification of Application Outcomes	12
7.1 Feedback on your application	13
8. Successful Grant Applications	13



8.1	The grant agreement	13
8.2	How the grant will be paid	14
8.3	Grant agreement variations	14
8.4	Announcement of grants	15
9.	Delivery of Grant Activities	15
9.1	Your responsibilities	15
9.2	Department of Defence's responsibilities	15
9.3	Grant payments and GST	16
9.4	Evaluation	16
9.5	Acknowledgement	16
10.	Probity	16
10.1	Complaints process	17
10.2	Conflict of interest	17
10.3	Privacy: confidentiality and protection of personal information	18
10.4	Freedom of information	19
11.	Glossary	19



1. SPGP process flowchart





2. About the Strategic Policy Grants Program

2.1 Introduction and purpose of the guidelines

These guidelines set out the funding rules for the Strategic Policy Grants Program (the Program or SPGP) for applicants, including eligibility and the process for assessing and allocating funding to grant applicants. The Department of Defence (Defence) is responsible for administering the Program, according to the requirements of the [*Commonwealth Grants Rules and Guidelines \(CGRGs\)*](#).

This document sets out:

- the outcomes and priorities of the grant opportunity;
- eligibility and the application process;
- assessment criteria and selection process; and
- responsibilities and expectations in relation to the opportunity.

You must read this document before filling out an application.

2.2 Strategic Policy Grants Program outcomes

The Strategic Policy Grants Program is a mechanism for Defence to support independent research, events and activities to shape the public Australian strategic debate, with a focus on Defence issues, and support and enhance Defence's strategic policy advice..



2.3 SPGP Priority Policy Topics

All grant proposals should have direct relevance to Department of Defence strategic policy interests and challenges for Australia's future defence and security needs. These priorities have been identified for 2021, and may be updated in subsequent years. The 2020 Defence Strategic Update (DSU) has informed the selection of the SPGP Priority Policy Topics, and the five (5) to ten (10) year outlook.

All applications must include activities that support one or more of the topics of priority interest below:

Within the next 5-10 years, implications for Australia and possible Australian responses to:

- a. Strategic competition (e.g. US-China), particularly in the Indo-Pacific,
- b. Evolving US strategies in the Indo-Pacific,
- c. Coercive statecraft / grey-zone activities, particularly in the Indo-Pacific,
- d. Challenges to global rules, norms and institutions,
- e. Accelerating regional military modernisation (and asymmetric advantages),
- f. Emerging and disruptive technologies,
- g. Expanding capabilities in information, cyber and space,
- h. Prospect of high-intensity military conflict,
- i. Geostrategic impacts of the COVID-19 pandemic,
- j. Threats to national resilience (e.g. disrupted global supply chains),
- k. Threats to human security, and
- l. State fragility in the Indo-Pacific.

2.4 Strategic Policy Grants Program Funding - Grant amounts

In 2021, up to \$2 million¹ will be available for the Strategic Policy Grants Program grant opportunity, subject to appropriation. There is no minimum or maximum amount that may be applied for, but all applications will be subject to selection criteria, including value for money considerations. Defence reserves the right to consider and approve single activities that are part of a broader application proposal.

¹ All values in these grant guidelines are "GST exclusive".



2.5 Multi-Year funding

In 2021, a portion of program funding may be considered for multi-year applications. Defence reserves the right to consider and approve a multi-year application for only a single year. Defence will only approve a multi-year applications where the available program funding is available to support the funding offer. Grant approval is not a guarantee of future funding.

3. Eligibility Criteria and Activities

We cannot consider your application if it does not satisfy all the eligibility criteria.

3.1 Who is eligible to apply for a grant?

- Individuals must apply on behalf of the organisation with which they are affiliated, such as a university, not-for-profit organisation, or research institution.
- Joint applications are welcome, contingent upon any consortium having a lead organisation². To be a lead, an applicant must designate the main contact and/or project manager.
- International applicants are eligible, provided they can demonstrate the qualifications, skills and necessary background for the topic and activity proposed.

3.2 What can the grant money be used for?

You must use the grant for activities that advance one or more of the outcomes and fall within the priority policy topics outlined in Section 2.3.

You can use the grant to pay for costs detailed in your budget and grant agreement, including:

- Research-related fees;
- Flight and accommodation costs, meals and travel allowances, other transport;
- Event venue hire and catering; and
- Advertising and promotion, graphic design and printed material.

You can only spend grant funds on eligible grant activities as defined in the grant details in your grant agreement. Your funding acquittal will report on these details.

3.3 What can't the grant money be used for?

You cannot use the grant for the following activities:

² The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.6 'Grant Applications from Consortia'



- wages for permanent staff employed outside of the grant project;
- subsidy of general ongoing administration of an organisation such as electricity, phone, internet or rent, or administrative charges levied by the applicant's organisation (to include overhead costs);
- capital expenditure, including the purchase of real-estate and vehicles;
- the covering of retrospective costs;
- costs incurred in the preparation of a grant application or related documentation;
- major construction/capital works;
- completed projects; and
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

We do not generally fund travel and accommodation for attendance at conferences or meetings, unless such activities are considered by the SPGP Secretariat to be of direct relevance to the SPGP outcomes. To be considered, a substantial program should exist in the sidelines or around the event and there should be a strong argument for the need of the proposed enabling activity.

4. Application and Selection Process

4.1 Overview of application process

The SPGP grant opportunity is an open competitive process, and applications are assessed against criteria and each other.

All grant applications must be submitted using the template provided by the SPGP to the Department of Defence at sp.grants@defence.gov.au by the closing date. Late applications will not be accepted — no exceptions will be granted. Defence will not provide application forms or accept applications for this grant opportunity by fax or mail.

You must read these grant guidelines to ensure your application is complete by addressing all of the eligibility and assessment criteria to be considered for a grant. Giving false or misleading information will exclude your application from further consideration. Please complete each section of the application form and make sure you provide the information requested. You cannot change your application after the closing date and time.

If you find a mistake in your application after it has been submitted, you should contact sp.grants@defence.gov.au straight away. Defence may ask you for more information, as long as it does not change the substance of your application. Defence does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.



We will acknowledge receipt of applications within three working days of receipt.

4.1.1 Application timeline

Table 1: Expected timing for the 2021 SPGP Round

Activity	Timeframe
Application period	<i>Open: 9:00am AEST 02/09/2020 Close: 11:30pm AEST 14/10/2020</i>
Assessment of applications	<i>By early January 2021</i>
Approval and notification of outcomes of selection process	<i>By mid February 2021</i>
Finalisation of Negotiations and award of grant agreements	<i>By end May 2021</i>
Activity commences	<i>By early July 2021</i>

4.2 Application Details

4.2.1 Applications from consortium

Organisations may apply as a consortium to deliver grant activities. A consortium is two or more organisations who are working together to combine their capabilities when developing and delivering a grant activity.

If you are submitting a grant on behalf of a consortium, one organisation must be appointed the 'lead organisation'. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the application form and identify all other members of the proposed consortium, including identification of a Project Manager, in the application. The application will also require additional information about the consortium.

If a lead organisation is proposing other individual, non-consortium, activities, it may submit a single application that comprises all proposed activities.

4.2.2 Additional activities

In your application, you may identify additional activities that enhance the outcomes of the main activity. Possible activities include:

- Professional development activities (webinars, pre-recorded videos, workshops, etc.) that will strengthen the capability of Defence's strategic policy workforce to deliver high-quality advice;



- Public engagement to further the dissemination of the research (public podcasts, events, etc.); or
- International engagement opportunities which may not be possible due to pandemic restrictions.

4.2.3 Questions during the application process

If you have any questions during the application period, please contact sp_grants@defence.gov.au. The Strategic Policy Grants Program will respond to emailed questions within three to five working days.

4.3 Further grant opportunities

The SPGP aims to allocate all grant funding during the annual grants round and is typically over-subscribed with suitable applications each year. If there are not enough suitable applications to meet the program's outcomes and priority interests, the Department of Defence may consider another grant opportunity round.

4.4 Selection process

The selection of grantees is based on applicants meeting eligibility criteria, an assessment of proposed applicant activities against assessment criteria and a comparative assessment of applications. Your application will be considered on its merits, based on:

- How well it meets the assessment criteria;
- How it compares to other applicants;
- Whether it provides value for money; and
- Whether it will ensure a reasonable spread of projects across organisations, locations, outcomes and priority policy topics.

5. Assessment Criterion

We will assess the proposed activities in your application against the assessment criterion set out below, which is also in the SPGP Grant Application form. Applications should respond to the criterion. The assessment criterion is structured to provide the Defence with objective guidance on how to assess activity/applicant rankings and/or comparative benefits. A word limit has been provided for responses. A response longer than the designated word limit will not be considered past the point of the word limit.

Key factors for consideration in the assessment process will be whether the research proposals are relevant to the Priority Policy Topics, future-focused and innovative, and can



deliver outcomes that have a practical benefit for Defence or will significantly deepen the broader strategic debate on the topic.

Assessment Criterion (maximum 1500 words)

Applicants should concisely describe their proposed project and outline how the project will support Defence achieving the Strategic Policy Grants Program aims to support independent research, events and activities to shape the public Australian strategic policy debate, with a focus on Defence and National Security issues, and enhance Defences' strategic policy advice. The proposed project must address one or more of the Priority Policy Topics, listed below.

Priority Policy Topics

Within the next 5-10 years, implications for Australia and possible Australian responses to:

- a. Strategic competition (e.g. US-China), particularly in the Indo-Pacific,
- b. Evolving US strategies in the Indo-Pacific,
- c. Coercive statecraft / grey-zone activities, particularly in the Indo-Pacific,
- d. Challenges to global rules, norms and institutions,
- e. Accelerating regional military modernisation (and asymmetric advantages),
- f. Emerging and disruptive technologies,
- g. Expanding capabilities in information, cyber and space,
- h. Prospect of high-intensity military conflict,
- i. Geostrategic impacts of the COVID-19 pandemic,
- j. Threats to national resilience (e.g. disrupted global supply chains),
- k. Threats to human security, and
- l. State fragility in the Indo-Pacific.

Applicant Guidance

Applicants should concisely describe how the proposed project is directly relevant to and will advance one or more of the Priority Policy Topics. Applicants should also describe how the proposed project is relevant to Defence interests and challenges to Australia's future defence and security environment. Applicants should clearly demonstrate how the proposed project would provide new future-focused perspective or innovative approaches and voices to discussions on one or more of the Priority Policy Topics.

Applicants should describe how the proposed project will provide new and significant insights that will be of benefit to Defence and Government. Applicants should also describe how the project is to be carried to a wide audience and how the project might use innovative delivery of content to communicate key findings to both an expert and non-expert audience.

Applicants should succinctly detail their ability to undertake the project independently of other support from the Department of Defence. Where a project requires additional support or input from the Department of Defence the applicant should detail these requirements.



Applicants should also consider describing the background, skills, capabilities and accomplishments of the applicant or of the project team that will be involved in the delivery of the project; you may wish to do this as an attachment to the application.

6. Assessment of Grant Applications

6.1 Who will assess applications?

Strategic Policy Grants Program staff, under the direction of the Assistant Secretary for Strategic Policy (ASSP), will oversee the initial assessment and shortlisting of applications. The shortlisting may rank all grant applications according to the selection criteria and a comparative assessment of all applicant activities, noting budget constraints.

A selection panel made up of senior members of the Australian Public Service and Australian Defence Force, chaired by the First Assistant Secretary Strategic Policy (FASSP), will make a recommendation for the Secretary of Defence. The selection panel may recommend all or part of an application and its associated proposed activities.

During the assessment process, we may seek information about you or your application. If the selection / assessment process identifies unintentional errors in your application, you may be contacted to correct or explain the information. The selection panel may also consider information about you or your application that is available through the normal course of business, as well as any post-activity reports you may have delivered for previously awarded grants.

6.2 Who will approve grants?

The Secretary of Defence will make the final decision to approve a grant or not. The decision by the Secretary of Defence is final in all matters, including:

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

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

7. Notification of Application Outcomes

You will be advised of the outcome of your application in writing via email, following a decision by the delegate. If successful, you will also be advised about which proposed



activities were supported, and any specific modifications or conditions attached to approval of a grant.

If you are unsuccessful, we will notify you via email. You may submit a new application for the same project (or a similar project) in any future grant opportunity rounds. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

7.1 Feedback on your application

If you are unsuccessful, you may ask for feedback via email to sp.grants@defence.gov.au within 30 days of being advised of the outcome. The Department may give written (via email) or verbal feedback for any such request.

8. Successful Grant Applications

8.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Defence. Standard terms and conditions for the grant agreement will apply and will only be changed in exceptional circumstances. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

Further information on standard government agreements can be found at the Department of Finance website at <https://www.finance.gov.au/government/commonwealth-grants>.

You will be required to:

- Confirm your project outline within two weeks of accepting a grant offer;
- Provide a final report, including financial acquittal, within 60 days of project completion; and
- For multi-year grants, complete interim reports once a year as detailed in the grant agreement, such as demonstrating how you have met key performance indicators and outputs detailed in your application.

The Department of Defence will negotiate agreements with successful applicants. If there are unreasonable delays on the part of grantees in finalising a grant agreement, the grant offer may be withdrawn.

Where a grantee fails to meet the obligations of the grant agreement, the Department of Defence may withhold or suspend the funding to the grantee; and/or require the grantee to



repay all or part of the grant. No compensation is payable by the Department for termination in these circumstances.

You should not make financial commitments, related to the grant, until a grant agreement has been executed.

Approval of a grant is not a commitment by the Department of Defence to provide any future funding.

8.2 How the grant will be paid

The grant agreement will state the maximum grant amount to be paid. Defence will not exceed the maximum grant amount under any circumstances. Any additional expenditure incurred beyond the amount agreed in the grant agreement will be the sole responsibility of the grantee to pay.

We may make an initial payment shortly after the execution of the grant agreement and on receipt of a valid invoice, and additional payments will be part of agreed milestones in the grant arrangement. For multi-year grants, we will make subsequent payments, detailed in the grant agreement, progressively based on your interim reports, including acquittals, agreed milestones, and receipt of a valid invoice.

A percentage of the total grant funding may be set aside for the final payment. We will pay this when you submit a satisfactory final report. We may need to adjust your progress payments to ensure that a minimum retention amount of grant funding is retained for final payment.

8.3 Grant agreement variations

We recognise that unexpected events may affect the progress of a project. In these circumstances, you can request a project variation, including:

- changing project milestones
- extending the timeframe for completing the project but within a reasonable period of time; and
- changing the allocations across budget items.

The program does not allow for an increase to the agreed amount of grant funds.

Proposed changes to the grant agreement must be put in writing before the grant agreement end date to the SPGP Secretariat at sp.grants@defence.gov.au. We will not consider changes after the grant agreement end date.

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



- how it affects the project outcome;
- consistency with the program policy objectives and any relevant policies of the department; and
- changes to the timing of grant payments.

8.4 Announcement of grants

If successful, details of your grant, including your organisation name and the amount grant award, will be listed on GrantConnect website after the date of effect³ as required by Section 5.3 of the CGRGs.

9. Delivery of Grant Activities

9.1 Your responsibilities

You must submit any requested activity updates and a post activity report(s) in line with the timeframes in the grant agreement. The elements of the post-activity report will be specified in the grant agreement. We will expect you to be able to report on:

- progress against agreed project milestones;
- contributions of participants directly related to the project;
- eligible expenditure of grant funds; and
- results against key performance indicators and the project specific outputs detailed in your grant agreement.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively;
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement; and
- participating in a grant program evaluation, if specified in the grant agreement.

9.2 Department of Defence's responsibilities

The Department of Defence will:

- meet the terms and conditions set out in the grant agreement;

³ See glossary



- provide timely administration of the grant; and
- evaluate the grantee's performance.

We will monitor the progress of your project or activity by assessing reports or milestone updates you submit and may conduct site visits and seek additional information 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.

Funding under the SPGP does not imply that the Department of Defence endorses the views of recipients involved in any funding activity.

9.3 Grant payments and GST

Payments will be made as set out in the grant agreement.

The tax implications, particularly in relation to GST, of receiving a grant are the responsibility of grantee.

You should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a Commonwealth grant agreement. You can also visit the Australian Taxation Office website at www.ato.gov.au for more information.

9.4 Evaluation

The Department of Defence will evaluate the Strategic Policy Grants Program 2020 activities to measure how well the outcomes and priority interest have been achieved. Your grant agreement requires you to provide reporting of information to help with this evaluation.

9.5 Acknowledgement

If your grant agreement specifies a request for acknowledgement, your publications related to grants under the Program you must acknowledge the Commonwealth as follows (unless otherwise determined):

'This activity received grant funding from the Australian Department of Defence. The views expressed in this activity are the views of the authors and may not reflect the view of the Commonwealth of Australian as represented by the Department of Defence'

10. Probity

The Department of Defence will ensure that the program 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.



Note: These guidelines may be changed from time-to-time by the Department of Defence to ensure their ongoing compliance with Commonwealth regulations regarding grants and to meet the changing needs of the Department. When this happens the revised guidelines will be published on GrantConnect.

10.1 Complaints process

All complaints about a grant process must be lodged in writing with the SPGP Secretariat, which may be sent via email to sp.grants@defence.gov.au.

Any questions you have about grant decisions for the Program should be sent to sp.grants@defence.gov.au.

If you do not agree with the way the Department of Defence has handled your complaint, you may contact the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department of Defence.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

10.2 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, perceived, or potential conflict of interest, if Department of Defence staff, and/or you or any of your personnel:

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

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 that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform the Department of Defence in writing immediately via email at sp.grants@defence.gov.au. Committee members and other officials including the decision maker must also declare any conflicts of interest.



The chair of the selection panel will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. 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*. Our conflict of interest policy is available on the Department of Defence website (defence.gov.au).

10.3 Privacy: confidentiality and protection of personal information

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

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

You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under the Program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

- the committee and other 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; and



- a House or a Committee of the Australian Parliament.

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

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995*

The grant agreement will include any specific requirements about special categories of information collected, created or held under the grant agreement, such as business confidential or commercially sensitive information.

10.4 Freedom of information

All documents in the possession of the Australian Government, including those about the Program, are subject to the *Freedom of Information Act 1982 (FOI Act)*.

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

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

By mail: Freedom of Information Department of Defence
CP1-6-001
PO Box 7910
CANBERRA BC ACT 2610

By email: foi@defence.gov.au

By phone (02) 6266 2200

11. Glossary

assessment criteria	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a
---------------------	---



	competitive granting activity, to determine applicant rankings. (as defined in the Commonwealth Grant Rules and Guidelines - CGRG)
commencement date	The expected start date for the grant activity.
completion date	The expected date that the grant activity must be completed and the grant funds are spent by.
date of effect	The date in which a grant agreement is signed or a specified starting date.
decision maker	The person who makes a decision to award a grant.
double dipping	Double dipping occurs where a grant recipient is able to obtain a grant for the same project or activity from more than one source. (Commonwealth Grant Rules and Guidelines - CGRG)
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria. (Commonwealth Grant Rules and Guidelines - CGRG)
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 <i>Public Governance, Performance and Accountability Act 2013</i> .
cost shifting	Involves 'substitution of effort' by the Commonwealth for activities of another organisation or level of government. For example, cost shifting occurs where the Commonwealth provides a grant for an activity that would usually be paid for by a state, territory, or local government, such as municipal services. (Commonwealth Grant Rules and Guidelines - CGRG)
grant	a grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a) under which relevant money or other CRF money, is to be paid to a recipient other than the Commonwealth; and b) which is intended to assist the recipient achieve its goals; and and



	<p>c) which is intended to help address one or more of the Australian Government's policy objectives; and</p> <p>d) under which the recipient may be required to act in accordance with specified terms or conditions. (Commonwealth Grant Rules and Guidelines - CGRG s - section 2.3)</p>
grant activity	Is the project /tasks /services that the Grantee is required to undertake with the grant money as described in the Grant Agreement.
grant agreement	Grant agreement means the contract template used by Australian Government entities to set out the relationship and mutual obligations relating to the provision of the grant.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees.
grantee	An individual/organisation that has been awarded a grant. (Proposed definition in the grants taxonomy)
selection criteria	Comprise eligibility criteria and assessment criteria. (Commonwealth Grant Rules and Guidelines - CGRG)
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. (Commonwealth Grant Rules and Guidelines - CGRG)