



Australian Government
Department of Home Affairs

Submission

For decision
PDMS Ref. Number: MS24-000243
Date of Clearance: 15/03/2024

To Minister for Immigration, Citizenship and Multicultural Affairs
Subject Social Cohesion Measures - \$25 million package - Implementation Submission – Part A: National Initiative (Youth Component)

Timing For consideration by 27 March 2024 as discussed with Advisor Huang so implementation can proceed.

Recommendations

That you:

1. **approve** the Grant Opportunity Guidelines for Social Cohesion Measures - Part A: National Initiatives (Youth Component), provided at Attachment A;
2. **note** you have legal authority under section 32B of the *Financial Framework (Supplementary Powers) Act 1997*, and item 248 in Part 4 of Schedule 1AB to the *Financial Framework (Supplementary Powers) Regulations 1997* to award grants under the Part A National Initiative (Youth Component);
3. **s. 47C(1)**
4. **approve** the provision of an ad-hoc grant to the Lebanese Moslem Association, totalling \$1.5 million over two years, from 2023-24;
5. **approve** the provision of an ad-hoc grant to the Islamic Museum of Australia (IMA), totalling \$500,000 over two years from 2023-24; and
6. **agree** to a Departmental official being the decision maker who exercises the powers to vary and administer the Part A: National Initiative (Youth Component) grants.

approved / not approved

noted / please discuss

noted / please discuss

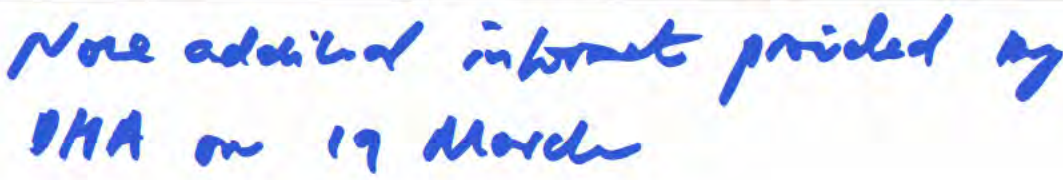
approved / not approved

approved / not approved

agrees / not agrees

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| | |
|--|---|
| Minister for Immigration, Citizenship and Multicultural Affairs | |
| Signature.....  | Date.....  /...../2024 |

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| Minister's Comments |
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Key Issues

1. This submission:
 - a) provides advice on the Part A National Initiatives (Youth Component) of the \$25 million Social Cohesion package (MS23-002316 refers);
 - b) seeks your approval of the corresponding Grant Opportunity Guidelines (GOGs) at **Attachment A**; and
 - c) subject to your approval of the GOGs, seeks your approval to provide ad-hoc grants to the Lebanese Moslem Association (LMA) and the Islamic Museum of Australia (IMA).

Your responsibility as grant approver

2. Paragraph 4.6 of the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs) requires that the Department provide certain written advice where Ministers exercise the role of grant approver, including providing explicit advice as to whether the spending proposals being considered for approval are a grant (paragraph 4.6(a)).
 - The Department confirms that the proposed ad-hoc grants to LMA and IMA are 'grants'.
3. Paragraph 4.6(b) of the CGRGs requires that the Department provide information on the applicable requirements of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), the *Public Governance, Performance and Accountability Rule 2014* (PGPA Rule) and the CGRGs, including providing advice on legal authority for the grant.
 - The Department advises that, in accordance with section 32B of the *Financial Framework (Supplementary Powers) Act 1997* and item 248 in Part 4 of Schedule 1AB to the *Financial Framework (Supplementary Powers) Regulations 1997*, you have the power to award grants under the Social Cohesion package.

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• **s. 42(1)**

- In accordance with section 71 of the PGPA Act and the CGRGs, you must be satisfied that, after reasonable inquiries, the grant funding expenditure would be a 'proper' use of relevant money and, as such, the grants should be awarded to the recommended organisations. 'Proper' when used in relation to the use or management of public resources means efficient, effective, economical and ethical.
4. Paragraph 4.6(c) of the CGRGs requires the Department outline the application and selection process followed, including the criteria used to select potential grantees.
 - Due to the urgent nature of this grant opportunity, a one-off ad-hoc grant with a Letter of Invitation with Acceptance submission has been utilised.
 - The identified organisations have been selected due to their specialist expertise in delivering the program outcomes.
 5. Paragraph 4.6(d) of the CGRGs requires that the Department provide advice on the merits of the proposed grant relative to the GOGs and the key principle of achieving value with relevant money.
 - The Department assesses that the proposed grants to LMA and IMA will achieve value with relevant money as the LMA and IMA both have the experience required to deliver national youth-focused projects to the target cohort, and the capability to deliver the intended outcomes.
 6. Paragraph 4.7 of the CGRGs requires that the Department indicate whether applications fully meet, partially meet, or do not meet the selection criteria.
 - The LMA fully meets the selection criteria outlined in the GOGs.
 - The IMA fully meets the selection criteria outlined in the GOGs.
 7. Paragraph 4.10(b) of the CGRGs and applicable requirements of the PGPA Act and PGPA Rule indicate that a Minister must record, in writing, the basis for the approval relative to the GOGs and the key principle of achieving value with relevant money.
 - Your approval and decisions requested in this submission indicate your agreement to funding recommendations in line with the above.
 8. Paragraph 4.11 of the CGRGs and applicable requirements of the PGPA Act and PGPA Rule indicate that, where a Minister approves a proposed grant in their own electorate, the Minister *must* write to the Finance Minister advising of the details.
 - The Department has determined the proposed ad-hoc grants to LMA and IMA do not fall within your electorate of Scullin.

~~PROTECTED: Legal Privilege~~

Grant recommendations

9. Having regard to assessments outlined above, the Department recommends you:
- approve the provision of an ad-hoc grant to the LMA, totalling \$1.5 million over two years from 2023-24.
 - approve the provision of an ad-hoc grant to the IMA, totalling \$500,000 over two years from 2023-24.

Next Steps

10. Subject to your approval of the GOGs (at **Attachment A**), and your decision on providing funding to LMA and IMA, the Department will invite LMA and IMA to enter into an ad-hoc funding agreement. The Department, in collaboration with the Department of Social Services Community Grants Hub (the Hub), will then work with both LMA and IMA to negotiate detailed activity work plans for the provision of National Youth Projects.
11. Should you choose not to fund LMA or IMA, the Department will brief you on alternative organisations that have the capacity and capability to deliver Part A National Initiatives (Youth Component) projects.

Power to make, vary and administer agreements

12. Under Section 32B of the *Financial Framework (Supplementary Powers) Regulations 1997*, both you (as the Minister for Immigration, Citizenship and Multicultural Affairs), and the Secretary of the Department (who is the Accountable Authority) have powers to make, vary and administer an arrangement or grant. The Secretary has delegated powers to make, vary and administer arrangements and grants to officials in the Department. These powers are held simultaneously.
13. The Department recommends that you agree to an official of the Department being a decision maker who exercises the powers to make (approve), vary and administer the agreements once you have approved the GOGs and grants. This will allow the Department to expedite the process to offer and execute agreements.
- Should you wish to retain this power, the Department will provide you with an additional submission to seek your final approval of the funding before agreements are offered and executed.

Background

14. On 23 November 2023, you agreed to the implementation arrangements for the \$25 million package of social cohesion measures to support Australian Palestinian, Muslim and other communities affected by the Hamas-Israel conflict (MS23-002210 refers).
15. On 22 December 2023, you agreed to engage the first tranche of grant recipients across Part A, Part B and Part C of this package, excluding two Part A National Initiative (Youth Component) Projects. You requested that the Department progress the National Youth Projects separately (MS23-002316 refers). The GOGs provided at **Attachment A** are similar to those provided in MS-002316, but with a focus on the Youth Component.

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Consultation – internal/external

- 16. The Chief Finance Officer has cleared the financial elements of this submission.
- 17. The Chief Procurement Officer / First Assistant Secretary, Procurement, Property and Contracts Division, has reviewed and endorsed the GOGs at **Attachment A** of this submission.
- 18. The following internal areas have been consulted on this submission: Commercial Law; Legal Opinions; National Security Legal; Israel-Hamas Taskforce; National Security and Crisis Communication and; Settlement Operations Branch.
- 19. The following external areas have been consulted on the contents of this submission: AUSTRAC and the Department of Social Services Community Grants Hub.

Consultation – Secretary / A/g Dep Sec Immigration

- 20. The Secretary was not consulted on this submission.
- 21. The A/g Deputy Secretary, Immigration was not consulted on this submission.

Client service implications

- 22. N/A.

Risks and Sensitivities

- 23. The information contained in this submission is classified and should not be publicly released without the authority of the Department of Home Affairs. In accordance with long standing practices, should you wish for unclassified media lines to be prepared in relation to this issue, please contact the Home Affairs Media Coordination team – media@homeaffairs.gov.au.

Due Diligence Checks

24. 

25.

26.

27.

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• s. 42(1)

28. s. 42(1)

• s. 42(1)

• s. 42(1)

29. To mitigate risks, should you approve the provision of funding to LMA, the Department will:

- Develop a detailed activity work-plan which specifies the intended activities, outcomes, timing and costs;
- Ensure the second payment to LMA (totalling \$750,000) is paid after receipt of performance and financial reports.
- Undertake increased monitoring of the grant such as regular progress reporting, sight visits and meetings to discuss progress; and
- Require an independently audited financial acquittal is submitted annually.

Constitutional and Legislative Risk Advice

30.

s. 42(1)

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Financial/systems/legal/deregulation/media implications

Financial Implications

31. All grants to support Part A: National Initiative (Youth Component) under the Social Cohesion package, including Grant Hub costs, are funded through existing appropriations, and will not result in any additional impacts on the underlying cash balance of the Commonwealth Budget.

Media Implications

32. There is significant media interest in the Hamas-Israel conflict, its impact on Australia's social cohesion and Government's international and domestic response. Communities have reported that statements from public leaders and perceived bias in media reporting have polarised public debate, exacerbated tensions, and decreased impacted communities' sense of belonging.

33. **s. 42(1)**

34. Messaging on the intent of both this and the Attorney-General's Department-led \$25 million package for provided to the Executive Council for Australian Jewry, must be aligned to ensure all segments of affected communities are closely consulted and feel heard.
35. The Department's Media and Communication Branch will work with your media team on a communication approach and any supporting media products (talking points, media releases) required to support further media announcements for this package. Any subsequent media engagement and media announcements will be developed in consideration of community concerns and to ensure national security, social cohesion and multicultural reputation and the reputation of funded organisations is protection.

Attachments

Attachment A Grant Opportunity Guidelines – Social Cohesion Measures - Part A: National Initiative (Youth Component)

Attachment B s. 42(1) [Redacted]

| |
|---|
| <p>Authorising Officer</p> <p>Cleared by:</p> <p>Anne Leo Acting First Assistant Secretary Citizenship and Multicultural Affairs Division</p> <p>Date: 15 March 2024 Mob: s. 22(1)(a)(ii) [Redacted]</p> |
|---|

Contact Officer: Erica Biddle, Assistant Secretary, Multicultural Affairs Branch, Ph: s. 22(1)(a)(ii) [Redacted]

- CC Secretary
- Deputy Secretary, National Security and Resilience
- A/g Deputy Secretary, Immigration
- Group Manager, Legal
- Chief Financial Officer
- Chief Procurement Officer
- A/g Assistant Secretary, Media and Communication

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Social Cohesion Measures – Part A: National Initiative (Youth Component) Grant Opportunity Guidelines

| | |
|------------------------------------|--|
| Opening date: | 18 April 2024 |
| Closing date and time: | 9:00 pm AEDT on 24 April 2024 |
| Commonwealth policy entity: | Department of Home Affairs |
| Administering entity: | Community Grants Hub |
| Enquiries: | <p>If you have any questions, contact</p> <p>Community Grants Hub</p> <p>Phone: 1800 020 283 (option 1)</p> <p>Email: support@communitygrants.gov.au</p> <p>Questions should be sent no later than 5:00 pm AEDT on 22 April 2024</p> |
| Date guidelines released: | 18 April 2024 |
| Type of grant opportunity: | One off ad hoc |

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1. About the grant

On 19 October 2023, the Australian Government announced initiatives across government to address the social cohesion impacts on Australian communities affected by the ongoing Hamas-Israel conflict. [The announcement](#) included a \$25 million commitment to support Australian Palestinian, Muslim, and other communities who have been affected by the conflict.

This grant contributes to the achievement of Program 2.5 - Multicultural Affairs and Citizenship Program within Outcome 2 of the Department of Home Affairs' [Portfolio Budget Statement](#).

The purpose and objective of the grant opportunity is to support youth programs provided by established organisations who have a working relationship with the relevant community.

The intended outcomes of the grant activity are to:

- improve social cohesion and sense of belonging of youth from Australian Palestinian, Muslim and other affected communities.
- support organisations to prevent further isolation of vulnerable youth due to the effects of the ongoing conflict.

This grant will be administered by the Community Grants Hub on behalf of the Department of Home Affairs.

The grant is to be undertaken in accordance with the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

2. Grant amount and grant period

The Australian Government announced a total of \$25 million (GST exclusive) for the Multicultural Affairs and Citizenship Program to support Australian Palestinian, Muslim and other communities who have been affected by the Hamas-Israel conflict.

For this grant opportunity, a total funding amount of up to \$2 million GST exclusive is available over two years, from FY 2023-24 to 2024-25. Funding will be disbursed in 2023-24 and 2024-25, depending on the specific grant's nature. A breakdown of the funding available per invited organisation is detailed in section 3.1.

Funding must only be used for the purpose for which it will be provided.

You must complete your grant by 30 June 2025.

3. The grant selection process

This grant opportunity has been established as a one-off ad hoc grant with a Letter of Invitation with Acceptance submission required. The Department of Home Affairs considers this is an appropriate type of selection process considering the nature of the grant.

As part of the \$25 million measure, \$2 million will be utilised to support applications from invited organisations who have experience in delivering services and projects that meet the purpose and objectives of the program outlined in section 1. The organisations have been identified as having specialist expertise in delivering the outcomes outlined in section 1. These measures are informed by community concerns.

The funding will:

- support a range of safety, mental health, cohesion and education objectives

- be targeted to address immediate needs as well as the longer-term social cohesion impacts being felt across communities in Australia.

Two projects have been identified to support social cohesion with a specific focus on youth programs for Australian Palestinian, Muslim, and other affected communities. This involves a targeted approach to identified organisations who are invited to deliver specific policy outcomes.

- Youth programs
 - Identified organisation(s)
 - The Lebanese Moslem Association (trading as the Lebanese Muslim Association)
 - Islamic Museum of Australia
 - Components:
 - Increase funding to scale-up existing youth programs.
 - Expected outcomes:
 - Improve social cohesion and sense of belonging of youth from Australian Palestinian, Muslim and other affected communities.
 - Support organisations to prevent further isolation of vulnerable youth due to the effects of the ongoing conflict.

3.1 Eligibility criteria

To be eligible to receive a grant, you must be one of the invited organisations listed in the table below and have received an invitation to apply for this grant opportunity.

You are not eligible to apply if you are an organisation, or your project partner is an organisation, included on the:

- [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

| Invited Organisation/s | ABN | 2023/24 (GST exclusive) | 2024/25 (GST exclusive) | Total Funding (GST exclusive) |
|--|----------------|-------------------------------|-------------------------------|--|
| The Lebanese Moslem Association | 74 874 168 589 | \$750,000 | \$750,000 | \$1,500,000 |
| The Trustee for the Foundation for the Islamic Museum of Australia | 88 561 206 382 | \$250,000 | \$250,000 | \$500,000 |

No further organisations will be invited to apply.

3.2 What qualifications, skills or checks are required?

If you are successful, all personnel working on the grant activity must maintain the following registration/checks:

- Working with Vulnerable People registration
- Working with Children check
- [National Police check.](#)

3.3 Eligible grant activities

To be eligible your grant must directly relate to the purpose and objectives of the grant opportunity as detailed in section 1.

The funding can be used to pay for:

- expenses directly associated with delivering the services and support outlined in sections 1 and 3, including the delivery of services to increase a sense of belonging and combat further isolation for youth from Australian Palestinian, Muslim and other affected communities including capacity building and leadership.

3.4 Eligible expenditure

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

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

Not all expenditure on your grant activity may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure.

3.5 Ineligible grant activities

The following are ineligible activities:

- activities that do not directly relate to the purpose and objectives of the grant opportunity as detailed in section 1
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility
- components of existing activities for which you have already received funding from a Commonwealth or state/territory grant agreement.

The grant cannot be used for the following costs:

- purchase of land
- major capital expenditure
- overseas travel or activities
- major construction/capital works
- staff salaries and on-costs not directly attributed to the delivery of your grant activity.

3.6 How to apply

The organisations listed at section 3.1 are invited to accept and submit a Letter of Invitation using the individualised Letter of Invitation with Acceptance form that was emailed to you.

If you have not received the Letter of Invitation with Acceptance email, please contact 1800 020 283 (option 1) or email support@communitygrants.gov.au before the application closing date.

Once you have completed the Letter of Invitation with Acceptance, you must email it to support@communitygrants.gov.au

Please include **2024-2793 – Large Project and National Support (Youth Component)** in the subject line of your email response. Please keep a copy of your Letter of Invitation with Acceptance.

You must make sure that your Letter of Invitation with Acceptance is complete and accurate and submitted in accordance with these guidelines.

4. Who will approve the grant?

A Department of Home Affairs official with the relevant delegated authority will make the final decision to approve a grant.

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

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

5. Notification of the grant

We will advise you of the outcome, following a decision by the decision maker. We will advise you of any specific conditions attached to the grant.

5.1 The grant agreement/payment of the grant

You must enter into a legally binding grant agreement with the Commonwealth. We will use the Commonwealth Standard Grant Agreement for this grant opportunity. Each agreement has standard grant conditions that cannot be changed. Specific grant requirements will be outlined in the grant details.

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 your grant activity prior to the Activity Start Date. If you choose to start your grant activity before you have an executed grant agreement, you do so at your own risk.

Your grant agreement may have specific conditions which will be determined during the assessment process. We will identify these in the agreement.

We may manage the grant agreement through our [Grant Recipient Portal](#). Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

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

The grant agreement will state the maximum grant amount to be paid.

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

We will make 2 equal payments according to an agreed schedule set out in the grant agreement.

Commonwealth Standard Grant Agreement

We will use a Commonwealth Standard Grant Agreement.

You will have 5 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 Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

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

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

5.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government has put in place ways to apply certain child safety requirements of the CCSF to grant recipients. A child safety clause will be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity
- activities that involve possible contact with children that is irregular or unplanned.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement, you must always comply with state and territory legislative requirements for working with children and mandatory reporting.

5.3 Multicultural Access and Equity

The Australian government's Multicultural Access and Equity Policy obliges Australian government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications.

5.4 Reporting

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

- completion of the grant activity and achievement of outcomes
- expenditure of the grant.

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

We will monitor progress by assessing reports you submit and may request records to confirm details of your reports if necessary. We may need to re-examine claims, ask for more information or request an independent audit of claims and payments.

You may be asked to provide community sentiment to the Department or a peak body on developments in the community as you are delivering your grant activity.

Activity Work Plan

You must submit a completed Activity Work Plan on the template provided by us after execution of the grant agreement. An Activity Work Plan will be used to outline the specific grant requirements. The Activity Work Plan documents planned deliverables, milestones and outputs for the funded project as well as risk management and community engagement relevant to the funded project.

Successful applicants' progress and outcomes against the Activity Work Plan including any compliance requirements will be monitored throughout the grant through annual Activity Work Plan Reports.

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 grant activity.

Final report

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

The final report 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.

5.5 Grant acquittal

Non-audited financial acquittal report

We will ask you to provide a non-audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement and declare unspent funds. A non-audited financial acquittal report is an income and expenditure statement from a grant recipient stating that grant funding was spent to perform the activity(ies) as set out in the grant agreement. If relevant, the grant recipient must include in the statement the details of any unspent funds. Non-audited financial acquittals must be certified by the Board, Chief Executive Officer or an authorised officer of the organisation.

Underspent funding must be returned to the Department of Home Affairs.

The grantee will be responsible for:

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

Audited financial acquittal report

Depending on the level of risk associated with the grant, 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 and declare unspent funds.

An audited financial acquittal report is a report prepared independent to the grant recipient by a:

- Registered Company Auditor under the *Corporations Act 2001*
- certified Practising Accountant
- member of the National Institute of Accountants, or
- member of the Institute of Chartered Accountants

who is not a principal member, shareholder, officer or employee of the Grantee or a related body corporate.

The report includes an income and expenditure statement, verifying that grant funding was spent to perform the activity(ies) as set out in the grant agreement. It must include details on spending against line item expenditure and, if relevant, detail reasons for any unspent funds. The report is to be accompanied by the audit opinion.

Underspent funding must be returned to the Department of Home Affairs.

5.6 Grant payments and GST

GST will be paid for this grant. 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](#).

If a government related entity is deemed successful, GST will not apply.

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.

6. Announcement of the grant

Your grant will be listed on the [GrantConnect](#) website no later than 21 days after the date of effect as required by section 5.3 of the CGRGs.

6.1 Record keeping

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

6.2 Acknowledgement

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

'This project is funded by the Australian Government's Social Cohesion Measures Grant to support the Australian Palestinian, Muslim and other communities affected by the Hamas - Israel conflict. The grants support an integrated and cohesive multicultural Australia.'

7. Grant evaluation

The Department of Home Affairs will evaluate this grant to measure how well the outcomes and objectives have been achieved. The Department 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.

Your grant agreement requires you to provide information to help with this evaluation.

8. 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 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 Home Affairs would breach an Australian Privacy Principle as defined in the Act.



Australian Government
Department of Home Affairs

Submission

For decision
PDMS Ref. Number: MS24-000477
Date of Clearance: 25/03/2024

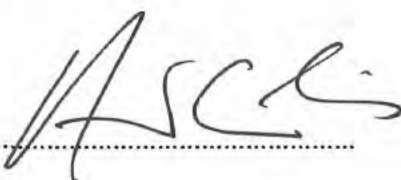
To **Minister for Immigration, Citizenship and Multicultural Affairs**
Subject **Social Cohesion Measures - \$25 million package - Implementation Submission: Open and Competitive Grant Round**
Timing *For consideration by 27 March 2024, as requested by Advisor Huang.*

Recommendations

That you:

- 1. agree to undertaking an open competitive grant opportunity to distribute the remaining unallocated funding of approximately \$5.218 million from the \$25 million social cohesion package to support Australian Palestinian, Muslim and other communities; agreed / not agreed
- 2. note that the Department of Home Affairs will design this grant opportunity in consultation with the community; and noted / please discuss
- 3. note that after the design of the grant opportunity, the Department of Home Affairs will submit Grant Opportunity Guidelines to you for approval. noted / please discuss

Minister for Immigration, Citizenship and Multicultural Affairs

Signature..... 

Date: 4/4/2024

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Minister's Comments

Can we please roll out the grant program as soon as possible and provide weekly progress updates to my office?

Key Issues

1. At this time, funding of approximately \$5.218 million over two years to 2024-25 remains unallocated from the \$25 million package of social cohesion measures to support Australian Palestinian, Muslim and other communities affected by the Hamas-Israel conflict (MS23-002210 refers).
2. In response to the urgent nature of the conflict, funding under this package has prioritised measures that could be facilitated as quickly as possible. As these initial measures are underway, the Department of Home Affairs (the Department) recommends that this funding be distributed through an open and competitive process that enables all relevant and eligible community organisations the ability to engage in the process, apply for funding and be considered on their merits. This is also the recommended approach for achieving value with Commonwealth funding.
3. The Department recommends that this grant opportunity target funding to cultural, ethnic and faith based community organisations for small to medium sized initiatives that foster social cohesion at the community level. Stakeholders have indicated that Australian Palestinian, Muslim and Arab communities affected by the conflict in Gaza are seeking avenues for funding that fill the gap between funding that has already agreed and announced under this Package. In particular they have identified the need for funding that:
 - supports Australian Palestinian, Muslim and Arab community organisations to directly respond to and support their communities in Australia that remain deeply affected by the events in Gaza; and
 - supports smaller scale security upgrades to facilities and places of worship; and
 - is informed by consultation with key stakeholders.
4. To ensure this grant opportunity meets the expectations of the community, the Department intends to engage key Palestinian and Arab community stakeholders in the design phase of the program through a rapid series of consultation workshops held over April.
5. Following the final design, the Department will present the proposed Grant Opportunity Guidelines to you for approval, as well as Australian Government Solicitor (AGS) advice on constitutional and legislative risks and any actions necessary to reduce these risks.

6. Based on consultations to date, the Department envisages that the grant opportunity could fund:
 - Security improvements which may include fencing upgrades, CCTV, vandal deterrents.
 - Community driven, solution focused projects that aim to:
 - Facilitate access to relevant support services;
 - reduce instances of discrimination;
 - develop tolerance and resilience;
 - promote integration;
 - promote Australian values; and
 - improve safety as a result of threats due to the conflict.
7. Grant amounts will be finalised following stakeholder consultations, but it is expected that organisations would be able to apply for between \$20,000 and \$100,000 for physical security improvements to facilities and between \$100,000 to \$500,000 for social cohesion projects. Organisations will have 12 months to complete activities.
8. Based on the proposed grant amounts, it is estimated that between 20 and 50 organisations would receive funding through this opportunity.

Timeframe

9. The Department is required to use a grants Hub for the administration of grant opportunities. The Department of Social Services Community Grants Hub has advised that, using their standard timeframes for an open competitive process, they expect the grant round can be opened for applications in July 2024, with funding dispensed to successful applications in early December 2024. The Department will work with the Hub to compress these timeframes where possible. Prior to the grant round opening for applications, the Department will remain engaged with the community to inform the program design.

Background

10. On 23 November 2023, you agreed to the implementation arrangements for the \$25 million package of social cohesion measures to support Australian Palestinian, Muslim and other communities affected by the Hamas-Israel conflict (MS23-002210 refers).
 - Part A: nationally focussed programs- targeted to identified organisations to deliver specific programs;
 - Part B: small grants to support local community needs; and
 - Part C: funding to support multicultural peak body activities to identify and provide funding to support community-led grassroots programs (up to \$20,000 for local, time limited initiatives).
11. On 22 December 2023, you agreed to engage the first tranche of grant recipients under this package, including to vary existing grant agreements to community groups under the first tranche of Part B (totalling \$1.250 million) projects through an ad-hoc closed non-competitive process (MS23-002316 refers).

12. On 15 March 2024, you agreed to engage the second tranche of grant recipients under Part B through an ad hoc closed non-competitive process with funding totalling \$3.220 million for 2023-24 (MS23-002550 refers).
13. On 19 March 2024, you agreed to engage the Lebanese Moslem Association (trading as the Lebanese Muslim Association) and the Islamic Museum of Australia (IMA) under Part A through an ad-hoc closed non-competitive process with funding totalling \$2.000 million, over 2023-24 and 2024-5 to conduct youth initiatives (MS24-000243 refers).

Consultation – internal/external

14. The Chief Finance Officer, Legal Group, Israel-Hamas Social Cohesion Taskforce, Procurement and Contracts Support Branch, Settlement Program Operations Branch, and Media and Communication Branch have been consulted on this submission.

Consultation – Secretary / A/g Deputy Secretary Immigration

15. The Secretary was not consulted on this submission.
16. The A/g Deputy Secretary, Immigration was not consulted on this submission.

Client service implications

17. N/A.

Risks and Sensitivities

18. To mitigate the possibility of issues being raised by affected communities due to the perceived delay in providing access to grant funding the Department will:
 - Utilise the Hubs website, Grant Connect, to publish a 'forecast opportunity' to notify potential applicants of the upcoming grant opportunity and promote their registration on Grant Connect.
 - Continue to engage with community organisations providing updated details regarding the required timeframes for the grant opportunity and potentially hold a workshop to canvas design elements of the grant opportunity.
 - Work with the Hub to compress timeframes where possible.
 - Host an information webinar to provide high-level information to prospective applicants, following the approval of the Grant Opportunity Guidelines, whilst noting the probity restrictions on the provision of information that may give unfair advantage to some prospective applicants over others.
19. The information contained in this submission is classified and should not be publicly released without the authority of the Department of Home Affairs. In accordance with long standing practices, should you wish for unclassified media lines to be prepared in relation to this issue please contact the Home Affairs Media Coordination team – media@homeaffairs.gov.au.

Financial/systems/legal/deregulation/media implications

Financial Implications

20. All grants provided through this Part B: Tranche 3 grant opportunity under the Social Cohesion package, including Grant Hub costs, are funded through existing appropriations, and will not result in any additional impacts on the underlying cash balance of the Commonwealth Budget.
21. The unallocated grant funding of \$5.218 million is expected to be paid in 2024-25. A request to the Department of Finance for movement of funds from 2023-24 to 2024-25 may be required to ensure sufficient funding is available to facilitate grant payments in 2024-25.

Legal implications

22. Commonwealth expenditure requires constitutional support and express legislative authority.
23. Following the detailed design of the grant opportunity, the Department will seek AGS advice on the constitutional and legislative risk of the proposed activity and provide advice on any actions required to reduce risks.

Media Implications

24. There is significant media interest in the Hamas-Israel conflict, its impact on Australia's social cohesion and Government's international and domestic response. Communities have reported that statements from public leaders and perceived bias in media reporting have polarised public debate, exacerbated tensions, and decreased impacted communities' sense of belonging.

25. **s. 42(1)**

26. Messaging on the intent of both this and the Attorney-General's Department-led \$25 million package provided to the Executive Council for Australian Jewry, must be aligned to ensure all segments of affected communities are closely consulted and feel heard.
27. The Department's Media and Communication Branch will work with your media team on a communication approach and any supporting media products (talking points, media releases) required to support further media announcements for this package. Any subsequent media engagement and media announcements will be developed in consideration of community concerns and to ensure national security, social cohesion and multicultural reputation and the reputation of funded organisations is protection.

Attachments

28. Nil.

| |
|---|
| Authorising Officer |
| Cleared by: Angus Kirkwood First Assistant Secretary Citizenship and Multicultural Affairs Division Date: 25 March 2024 Mob: s. 22(1)(a)(ii) |

Contact Officer: Erica Biddle, Assistant Secretary, Multicultural Affairs Branch, Ph: s. 22(1)(a)(ii)

Through CFO

- CC AS Immigration
- GM Legal
- Chief Procurement Officer
- FAS Refugee, Humanitarian and Settlement
- FAS Executive Coordination
- A/g Assistant Secretary, Media and Communication
- CoS, Israel-Hamas Social Cohesion Taskforce

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Australian Government
Department of Home Affairs

Submission

For decision
PDMS Ref. Number: MS24-000380
Date of Clearance: 04/04/2024

To Minister for Immigration, Citizenship and Multicultural Affairs
Subject Social Cohesion Measures - \$25 million package - Implementation Submission – Part C – Engaging Social Policy Group (SPG) to deliver the Community and Cohesion Support Program (CCSP) for community led grants

Timing *For consideration by 8 April 2024, as agreed with Advisor Huang, in order to allow for grant implementation to progress.*

Recommendations

That you:

1. note that you previously agreed for the Department of Home Affairs (the Department) to exercise the power to vary and administer grants to Social Policy Group (SPG) and to vary the existing SPG funding agreement to distribute small grants (of up to \$20,000) (MS23-002316 refers);
2. note that community feedback indicates the small grant amount of \$20,000 may be insufficient to achieve the proposed objectives of the funding;
3. agree to the Department varying the existing SPG funding agreement to allow SPG to distribute small grants of up to \$50,000;

noted / please discuss

noted / please discuss

agreed / please discuss

noted / please discuss

4. **s. 42(1)**

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5.

S. 42(1)

agreed / please discuss

6. If you agree to recommendation 5, that you sign the attached letter to the Prime Minister seeking his agreement of the proposed approach to lower the constitutional and legislative risk rating (**Attachment B**).

signed / please discuss

Minister for Immigration, Citizenship and Multicultural Affairs

Signature.....

Date 23 / 4 / 2024

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| Minister's Comments |
|---------------------|
| |

Key Issues

1. On 22 December 2023, you agreed to the Department varying the existing SPG funding agreement to distribute small grants (up to \$20,000) for local initiatives targeted at youth, women and mental health and well-being under Part C of the Social Cohesion Measures. The Department advised that we would work with the Australian Government Solicitor (AGS) in order to reduce the level of constitutional and legislative risk (MS23-002316 refers).
2. In line with that decision, the Department has published high-level information about Part C on its Webpage which states that:

"...The Department will provide \$4 million to the Social Policy Group (SPG), a national not-for-profit specialising in social cohesion, to deliver a Community and Cohesion Support Program (CCSP)...Under this program, community groups will be able to apply for grants up to \$20,000 to develop local initiatives for Australian Palestinian, Muslim and other affected communities..."

3. SPG has also established a website for community organisations to express their interest in this grant opportunity and advised that feedback on the program is overwhelmingly positive, but that grant amounts of up to \$20,000 are likely to be insufficient for communities to achieve the outcomes intended from the program.
4. The Department recommends that funding amounts are increased to up to \$50,000 for this SPG administered grant opportunity. This will ensure that recipients are able to fund larger projects and use funding to contribute to staffing as well as project costs. A limit of \$50,000 would ensure that smaller grass roots organisations are still able to apply for smaller funding amounts where suitable and that a reasonable amount of recipients will receive funding (a minimum of 64 recipients). It will also differentiate it from the open-competitive grant round proposed in MS24-000477 where organisations will be able to apply for medium sized grants (\$100,000 to \$500,000).

5.

s. 42(1)

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6.

s. 42(1)

7.

8.

9. The Department considers the proposed refinements from AGS to be reasonable and consistent with the objectives of Part C and recommends proceeding with the limited activities s. 42(1)

Proposed correspondence is provided at **Attachment B.**

Background

10. On 23 November 2023, you agreed to the implementation arrangements for the \$25 million package of social cohesion measures to support Australian Palestinian, Muslim and other communities affected by the Hamas-Israel conflict (MS23-002210 refers).

s. 42(1)

11. s. 42(1)

s. 42(1)

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- medium constitutional risk means that AGS consider that it is not clear that the expenditure is sufficiently connected to the Commonwealth’s legislative powers or within the Commonwealth’s executive power. Reasonable arguments could be put forward in support of validity of the expenditure, but it is not clear whether a court would accept those arguments.

s. 42(1)

12. s. 42(1)

- **s. 42(1)**
- **s. 42(1)**
- **s. 42(1)**

Consultation – internal/external

13. The following internal areas have been consulted on this submission: Chief Finance Officer; External Budgets and Revenue Branch; Financial Operations Branch, Israel-Hamas Social Cohesion Taskforce; Media and Communication Branch; Procurement and Contracts Support Branch; and Settlement Program Operations Branch. Legal Group have cleared the approach outlined in this submission.
14. The following external areas have been consulted on the contents of this submission: Australian Government Solicitor; and the Department of the Prime Minister and Cabinet.

Consultation – Secretary / Associate Secretary Immigration

15. The Secretary was not consulted on this submission. However, the Secretary was consulted on the department’s approach to the package of Social Cohesion Measures (MS23-002210 refers).
16. The Associate Secretary Immigration was not consulted on this submission.

Client service implications

17. N/A.

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Risks and Sensitivities

Grant Amount

18. The Government has previously announced that grants provided through SPG will be for up to \$20,000 and therefore increasing this funding amount may result in inconsistent messaging.
19. Based on community consultations, the Department anticipates that stakeholders will welcome this change and the Department will mitigate risks of confusion through further consultation and communication.

Media Implications

20. There is significant media interest in the Hamas-Israel conflict, its impact on Australia's social cohesion and Government's international and domestic response. Communities have reported that statements from public leaders and perceived bias in media reporting have polarised public debate, exacerbated tensions, and decreased impacted communities' sense of belonging.

21. **s. 42(1)**

22. Messaging on the intent of both this and the Attorney-General's Department (AGD) led \$25 million package provided to the Executive Council for Australian Jewry, must be aligned to ensure all segments of affected communities are closely consulted and feel heard.
23. The Department's Media and Communication Branch will work with your media team on a communication approach and any supporting media products (talking points, media releases) required to support further media announcements for this package.

Financial Implications

24. All grants under the Social Cohesion package are funded through existing appropriations, and will not result in any additional impacts on the underlying cash balance of the Commonwealth Budget.

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Attachments:

Attachment A s. 42(1)

Attachment B Letter to the Prime Minister seeking his agreement to proceed

| |
|---|
| Authorising Officer |
| Cleared by: |
| Angus Kirkwood First Assistant Secretary Citizenship and Multicultural Affairs Division |
| Date: 4 April 2024 |
| Mob: s. 22(1)(a)(ii) |

Contact Officer Erica Biddle, Assistant Secretary, Multicultural Affairs Branch, Ph: s. 22(1)(a)(ii)

Through CFO

- CC** Minister for Home Affairs, Minister for Cyber Security
- Associate Secretary, Immigration
- Chief Operating Officer
- DS Executive
- Group Manager Legal
- FAS Executive Coordination
- Chief of Staff Israel-Hamas Social Cohesion Taskforce

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Australian Government
Department of Home Affairs

Submission

For decision
PDMS Ref. Number: MS24-001061
Date of Clearance: 26/07/2024

To Minister for Immigration, Citizenship and Multicultural Affairs
Subject Australian Palestinian, Muslim and Arab Communities (APMAC) Support Projects Grant Opportunity Guidelines and Risk Assessment
Timing For consideration by 12 August 2024 in order to meet the submission round opening period of 18 September 2024 to 16 October 2024.

Recommendations

That you:

- 1. approve the Grant Opportunity Guidelines (Guidelines) for the Australian Palestinian, Muslim and Arab Communities Support Projects grant opportunity (APMAC grant opportunity) provided at **Attachment A**;
- 2. note how community consultation feedback provided at **Attachment B** has been incorporated into the design of the APMAC grant opportunity;
- 3. **s. 42(1)**
- 4. sign the letter to the Minister for Finance seeking agreement to release the Guidelines (letter at **Attachment D**) as a result of the overall 'medium' risk rating for the grant opportunity.

approved / not approved

noted / please discuss

noted / please discuss

signed / not signed

Minister for Immigration, Citizenship and Multicultural Affairs

Signature.....

Date: 29/7/2024

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| Minister's Comments |
|---------------------|
| |

Key Issues

1. You agreed to the Department of Home Affairs (the Department) progressing the design of an open competitive grant process to distribute the remaining unallocated funding from the \$25 million social cohesion package to support Australian Palestinian, Muslim and other communities (MS24-000477 refers). Policy authority for the grant opportunity was provided by the Prime Minister through an exchange of correspondence on 19 October 2023 (MC23-083715 refers).
2. The Department has developed proposed Grant Opportunity Guidelines (the Guidelines) for this grant process – the Australian Palestinian, Muslim and Arab Communities (APMAC) Support Projects grant opportunity, as provided at **Attachment A**.
3. Eligibility criteria has been designed to ensure community organisations as well as schools who may be best placed to target youth can apply for funding. In line with feedback received during consultations with communities (**Attachment B** refers), Australian Palestinian-led organisations or organisations representing Palestinian Australians as well as community organisations already working directly with Palestinian, Muslim and Arab communities impacted by the Hamas - Israel conflict will be prioritised for funding.

4. **s. 42(1)**

Background

Eligibility

5. Under the grant opportunity applicants will be able to apply for funding under two program streams:
 - The Security Infrastructure Support Projects stream will provide funding to enhance security at community organisation facilities (grants of between \$20,000 and \$100,000).
 - The Cohesion Support Projects stream will provide funding to organisations to deliver a range of projects to support either newly arrived individuals or established Australian Palestinian, Muslim and Arab communities: to integrate into the Australian community; build resilience and enhance their sense of belonging; prevent bias, prejudice and racial discrimination and promote understanding tolerance and friendship (grants of between \$100,000 and \$500,000).

6. A total of \$5,604,000 in funding remains unallocated from the \$25 million package in financial year 2024-25, which the Department recommends be allocated to the APMAC grant opportunity. This funding amount may increase by \$250,000 as Anglicare SA declined the offer for funding under the Social Cohesion Measures Grant – Supporting Palestinian-Australian and Muslim Communities grant opportunity (Part B, Tranche 2). The Department intends to seek a movement of funds for this \$250,000 and, if this process is successful, this funding will be added to the APMAC grant opportunity.

Community Consultations

7. The design of the APMAC grant opportunity has been informed by feedback received during a series of online consultations with organisations in May 2024. Organisations that were known to the Department’s community liaison network, or had made representations to the Department on the Hamas – Israel conflict were invited to participate in the consultations. A summary of the consultation feedback is provided at Attachment B.
8. In the community consultations, there was a strong call for:
- Funding to target the immediate needs of newly-arrived Palestinians (such as food, rent assistance, income support, trauma/mental health counselling, transport, and access to education/childcare and culturally specific services).
 - Longer term settlement services for newly-arrived Palestinians (such as mentoring and case management, information about visa pathways, housing, access to medical support such as Medicare, access to legal services, and digital literacy).
 - Financial and psychosocial services for Australian Palestinian families and community organisations to help manage the additional costs of housing newly-arrived Palestinians as well as mental-health assistance in dealing with trauma as they are deeply affected by the conflict.
9. Consultation attendees also acknowledged the need for other types of activities to support social cohesion, such as youth engagement projects, support to deal with discrimination and negative media commentary.
10. Following the consultations, a group of 21 Australian Palestinian, Muslim and Jewish organisations endorsed a request for funding to be allocated directly to four Australian Palestinian-led organisations.
11. While the Department has endeavoured to incorporate feedback from the consultations into the design of the APMAC grant opportunity, some feedback remains out of the scope of this grant opportunity. Other avenues where the feedback may be addressed include:
- On 22 July 2024 the acting Prime Minister agreed to provide an indicative \$5.1 million over 12 months in 2024-25 to strengthen support to Palestinian and young Muslim communities (MC24-103102 refers). This funding includes \$2.6 million to be provided directly to Palestinian-led organisations for responsive, trusted and culturally appropriate support services to provide emergency relief for recent arrivals from Gaza and promote a sense of belonging within the wider Australian community through social and economic participation pathways.

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- On 11 July 2024, the Prime Minister agreed to an additional \$1,047,000 in funding in 2024-25 to provide emergency financial assistance to temporary visa holders from Israel and the Occupied Palestinian Territories who are experiencing financial hardship. This is further to the \$2,000,000 already provided for 2023-24 to 2024-25 under the same grant, which is administered through the Australian Red Cross.

Risk

12. s. 42(1)

13. s. 42(1)

14. s. 42(1)

15. s. 42(1)

Program Delegate

16. As the Minister for Immigration, Citizenship, and Multicultural Affairs, you are responsible for complying with the decision-making and reporting requirements of the Commonwealth Grant Rules and Guidelines (CGRGs). This responsibility includes seeking the Minister for Finance's approval of the Guidelines, risk assessment, and publishing your grant decisions.
17. You will be required to exercise your powers under the *Financial Framework (Supplementary Powers) Act 1997* (FFSP Act) to award grants under the Multicultural Affairs Program. If you would rather that the Department makes the selection decisions, a suitable senior officer who has been delegated the powers in section 32B of the FFSP Act would make the decisions. Note that this will require a change to the current Guidelines that state that you will be the decision maker.
18. Prior to making decisions on the grant applications, the Department will provide you with written advice on the merits of the grant applications. You must then record, in writing, the terms and basis for the approval of the grant, relative to the Guidelines, and the key principles outlined in the CGRGs of achieving value with relevant money.
19. Note that the Commonwealth Rules and Guidelines require that Ministers write to the Finance Minister advising of the details of any grant that they approve in his or her own electorate. Furthermore, Ministers must report annually to the Finance Minister on all instances where they have decided to approve a particular grant which the relevant official has recommended be rejected.

Timeframe

- 20. Should you approve the Guidelines in their current form, the grant opportunity is scheduled to open on 18 September 2024.
- 21. Should you require changes to be made to the Guidelines, they will need to go back to the Departments of Finance and Prime Minister and Cabinet for further review. The Department will work with the Community Grants Hub on a revised opening date should this occur.

Consultation – internal/external

- 22. The Chief Finance Officer, Legal Group, Social Cohesion Taskforce, Procurement and Contracts Support Branch, Settlement Program Operations Branch, and Media and Communication Branch have been consulted on this submission.

Consultation – Secretary / Associate Secretary Immigration / ABF Commissioner

- 23. The Secretary was not consulted on this submission.
- 24. The A/g Deputy Secretary, Immigration was not consulted on this submission.
- 25. The Australian Border Force Commissioner was not consulted on this submission.

Risks and Sensitivities

- 26. There is a risk that the community may consider that their feedback delivered during consultations has not been addressed through this grant opportunity. This risk will be mitigated in part by the announcement of direct funding to Palestinian organisations outlined this week. However, two organisations- the QLD Charity & Welfare Association (TAQWA) and Palestinian Australians Welfare Association (PAWA) – will not be receiving funding through that mechanism.
- 27. To mitigate community concerns over the delay in funding being provided to communities, the Department will work with the Community Grants Hub to compress timeframes where possible.
- 28. The information contained in this submission is PROTECTED and should not be publicly released without the authority of the Department of Home Affairs. In accordance with long standing practices, should you wish for UNCLASSIFIED media lines to be prepared in relation to this issue, please contact the Home Affairs Media Coordination team – media@homeaffairs.gov.au.

Financial/systems/legal/deregulation/media implications

Financial Implications

- 29. All grants provided through this Part B: Tranche 3 APMAC grant opportunity under the Social Cohesion package, including Grant Hub costs, are funded through the 2023-24 MYEFO Measure *Supporting Australian Communities Affected by the Hamas-Israel Conflict*. Funding of \$77.7 million was provided over four years including \$25.0 million to support Australian Palestinian, Muslim and other Communities.

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Legal implications

30.

s. 42(1)

Media Implications

31. There is significant media interest in the Hamas-Israel conflict, its impact on Australia's social cohesion and Government's international and domestic response. Communities have reported that statements from public leaders and perceived bias in media reporting have polarised public debate, exacerbated tensions, and decreased impacted communities' sense of belonging.
32. Messaging on the intent of both this and the Attorney-General's Department-led \$25 million package provided to the Executive Council for Australian Jewry, must be aligned to ensure all segments of affected communities are closely consulted and feel heard.
33. The Department's Media and Communication Branch will work with your media team on a communication approach and supporting media products (talking points, media releases) required to support further media announcements for this package. Any media engagement will consider community concerns and social cohesion.

Attachments

Attachment A APMAC Grant Opportunity Guidelines

Attachment B Summary of Consultation Feedback

Attachment C s. 42(1)

Attachment D Letter to the Minister for Finance seeking approve to release guidelines

| |
|--|
| <p>Authorising Officer</p> <p>Cleared by:</p> <p>Angus Kirkwood First Assistant Secretary Citizenship and Multicultural Affairs Division</p> <p>Date: 26 July 2024 Mob: s. 22(1)(a)(ii)</p> |
|--|

Contact Officer Erica Biddle, Assistant Secretary, Multicultural Affairs Branch, Ph: s. 22(1)(a)(ii)

Through Chief Finance Officer

- CC Minister for Home Affairs, Minister for Cyber Security
- Associate Secretary Immigration
- GM Legal
- Chief Procurement Officer
- FAS Refugee, Humanitarian and Settlement
- FAS Executive Coordination
- Assistant Secretary, Media and Communication
- CoS, Social Cohesion Taskforce
- ABF Commissioner

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here - D20/894501

**Community
Grants Hub**
Improving your grant experience



Social Cohesion Measures Australian Palestinian, Muslim and Arab Communities (APMAC) Support Projects Grant Opportunity Guidelines

| | |
|------------------------------------|---|
| Opening date: | 18 September 2024 |
| Closing date and time: | 9:00 pm AEST on 16 October 2024 |
| Commonwealth policy entity: | Department of Home Affairs |
| Administering entity: | Community Grants Hub |
| Enquiries: | <p>If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au</p> <p>Questions should be sent no later than 5:00 pm AEST on 9 October 2024.</p> |
| Date guidelines released: | 18 September 2024 |
| Type of grant opportunity: | Open Competitive |
| Version: | <p>01 – 24 May 2024 2 - 04 June 2024</p> |

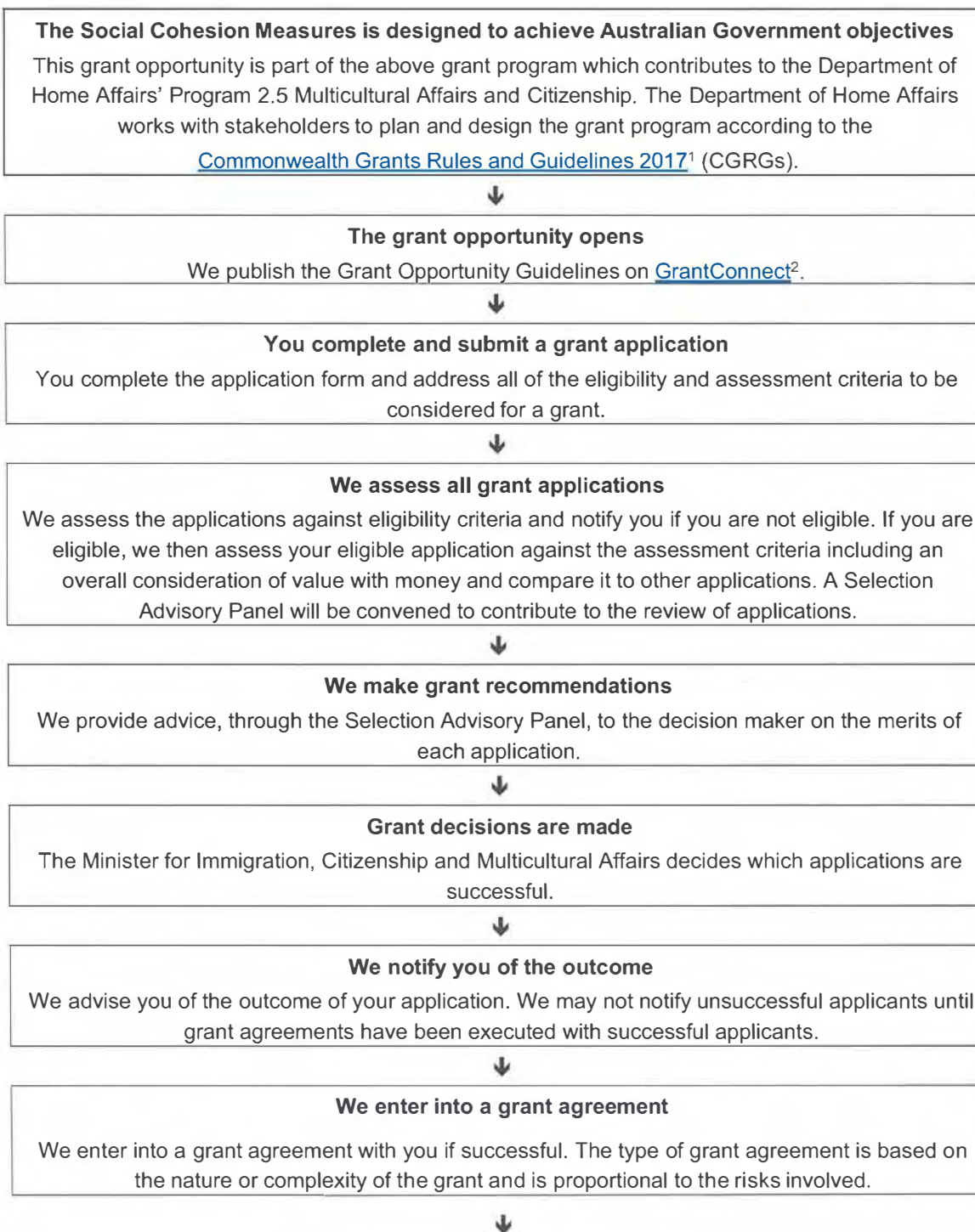
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1 Social Cohesion Measures: Australian Palestinian, Muslim and Arab Communities (APMAC) Support Projects



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

² <https://help.grants.gov.au/>

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 Australian Palestinian, Muslim and Arab Communities Support Projects grant opportunity

We evaluate your specific grant activity and the Australian Palestinian, Muslim and Arab Communities Support Projects 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 Australian Palestinian, Muslim and Arab Communities (APMAC) Support Projects grant opportunity (the APMAC grant opportunity).

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.

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

2 About the grant program

The APMAC grant opportunity contributes to the achievement of Program 2.5 - Multicultural Affairs and Citizenship Program within Outcome 2 of the Department of Home Affairs' (the Department) [Portfolio Budget Statement](#)³.

The APMAC grant opportunity is being provided as part of the Australian Government's [\\$25 million](#) package to support Australian Palestinian, Muslim and other communities who have been affected by the Hamas - Israel conflict.

The objective of this package of funding is to support and strengthen resilience in Australian communities who have been affected by the conflict through a range of measures, in response to the particular needs of local communities.

The intended outcome is to maintain and improve social inclusion and cohesion and emotional and social safety for Australian Palestinian, Muslim and Arab communities.

The Community Grants Hub administers the program according to [Commonwealth Grants Rules and Guidelines 2017](#)⁴ (CGRGs).

³ <https://www.homeaffairs.gov.au/reports-and-publications/reports/budgets/portfolio-budget-2024-25>

⁴ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-guidelines>

2.1 About the APMAC Support Projects grant opportunity

The APMAC grant opportunity forms part of the Australian Government's \$25 million package to support Australian Palestinian, Muslim and Arab communities who have been affected by the Hamas - Israel conflict.

The APMAC grant opportunity will provide funding in 2024–25 and be implemented over 2024–25 and 2025–26.

The objectives of the grant opportunity are to:

- foster the integration of Palestinian, Muslim and Arab communities.
- reduce community isolation within Australia.
- reduce instances of discrimination and racism.
- develop tolerance and respect for different cultures and religions.
- foster community wellbeing and social inclusion and cohesion.
- improve the safety of Australian communities that may experience threats due to the Hamas - Israel conflict.
- enable communities to undertake activities safely and free from harassment.
- deter crime by improving security infrastructure at community organisation facilities.
- contribute to greater community resilience and wellbeing.

The intended outcomes of the grant opportunity are:

- increased integration outcomes for Palestinian, Muslim and Arab communities.
- reduced instances of discrimination, racism, crime or violence in communities affected by the Hamas - Israel conflict.
- increased rates of social connections by Australian Palestinian, Muslim and Arab communities with the broader Australian community.
- increased sense of safety and belonging in Australia for Australian Palestinian, Muslim and Arab communities.

The APMAC grant opportunity will prioritise supporting:

- Australian Palestinian-led organisations or organisations representing Palestinian Australians.
- Community organisations who are already working directly with Palestinian, Muslim and Arab communities who have been impacted by the Hamas - Israel conflict.

3 Grant amount and grant period

3.1 Grants available

The Australian Government has [announced](#)⁵ a total of up to \$25 million (GST exclusive) over 2 years from 2023–24 to 2024–25 for a package of measures to support Palestinian, Muslim and Arab communities affected by the Hamas – Israel conflict. For this grant opportunity approximately

⁵ <https://www.homeaffairs.gov.au/about-us/our-portfolios/multicultural-affairs/programs/community-funding-to-support-social-cohesion-initiatives>

\$5,603,000 will be available over one year in 2024–25. The total allocation for the APMAC grant opportunity will be decided on completion of the selection process. This will depend on the number and quality of applications received.

The grant opportunity includes 2 streams that applicants can apply for.

Stream 1 - Security Infrastructure Support Projects

- The minimum grant amount is \$20,000 (GST exclusive).
- The maximum grant amount is \$100,000 (GST exclusive).

Stream 2 - Cohesion Support Projects

- The minimum grant amount is \$100,000 (GST exclusive).
- The maximum grant amount is \$500,000 (GST exclusive).

You can apply for funding under both streams. A separate application form must be submitted for each stream. If more than one application is submitted for the same stream (or grant activity), the latest accepted application form will progress.

3.2 Grant period

The maximum grant period is 12 months.

You must complete your grant activity by 31 March 2026. After this period, you will be expected to provide reporting on your grant activity for a further 3 months.

4 Eligibility criteria

The delegate can choose to waive the eligibility criteria, however they must be made aware of the risks. The waiver may be used to ensure that applicants are not excluded solely on the basis of entity type, particularly if there are applicants that may otherwise be considered suitable. Clear evidence will be provided to the delegate to enable a decision on whether eligibility criteria should be waived.

We cannot provide a grant if you receive funding from another government source for the same purpose.

Priority will be given to:

1. Australian Palestinian-led organisations or organisations representing Palestinian Australians.
2. Community organisations who are already working directly with Palestinian, Muslim and Arab communities who have been impacted by the Hamas - Israel conflict.

4.1 Who is eligible to apply for a grant?

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

- Incorporated Association
- Cooperative
- Statutory entity
- Company
- Indigenous Corporation
- Corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority

- Non-corporate State or Territory Entity

If you are applying as a Trustee on behalf of a Trust⁶, the Trustee must be one of the eligible entity types as listed above.

Further information including definitions of each entity type is available on the [Community Grants Hub](#)⁷ webpage.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above⁸. Eligible organisations can form a consortium with ineligible organisations.

4.2 Additional eligibility requirements

You must also have the following requirements in place before you apply for this grant opportunity:

- An Australian Business Number (ABN)
- An account with an Australian financial institution.

For applications under the **Security Infrastructure Support Projects** stream, we can only accept applications where you can:

- Confirm that you have the authority of the site owner or manager to undertake the project at the nominated site(s). You will be required to provide a letter from the site owner or manager using the mandatory letter template provided prior to entering into a grant agreement.

4.3 Who is not eligible to apply for a grant?

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

- Non-corporate Commonwealth Entity
- Corporate Commonwealth Entity
- Local Government Entity
- Non-corporate Commonwealth Statutory Authority
- International Entity
- Partnership
- Person
- Sole Trader
- Unincorporated Association.

⁶ 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. Trustees must be an eligible entity type as stated in section 4.1. Both the Trust's and Trustee's details will be collected in the application form.

⁷ <https://www.communitygrants.gov.au/information/information-applicants/legal-entity-status>

⁸ 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 in section 7.2.

- organisation, or your project partner is an organisation, that is included on the [National Redress Scheme's website](#)⁹ on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- organisation, or your project partner is an organisation, that is included on the [Workplace Gender Equality Agency website](#)¹⁰ on the non-compliant list.

4.3.1 Unincorporated Associations

Non-legal entities such as an Unincorporated Association may be able to receive funding where a legal parent organisation, or a legal entity connected to the Unincorporated Association, can enter into a legally binding agreement on its behalf.

4.4 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the grant activity must maintain the following registrations/ checks:

- Working with Vulnerable People registration
- Working with Children check.

Relevant personnel working on the grant activity may also be requested by the Department to obtain or provide a recent (completed in the last 12 months):

- National Police check.

5 What the grant money can be used for

5.1 Eligible grant activities

To be eligible for funding under the **Security Infrastructure Project Stream**, your grant activity must:

- Improve security measures at a Palestinian, Muslim or Arab community centre that is experiencing safety concerns as a result of the Hamas - Israel conflict.

Eligible security infrastructure activities include:

- Security camera systems (for example, CCTV)
- Access controls, such as secure exterior doors, intercoms and swipe access
- Security lighting
- Fencing and gates
- Traffic barriers and bollards
- Emergency communication systems
- Security windows
- Alarm systems.

⁹ <https://www.nationalredress.gov.au/>

¹⁰ <https://www.wgea.gov.au/>

To be eligible for funding under the **Cohesion Support Projects** stream, your grant activity must support either newly-arrived or established Australian Palestinian, Muslim and Arab communities by:

- assisting newly arrived Palestinians to integrate into the Australian community
- strengthening social inclusion and cohesion by building the resilience of and enhancing the sense of belonging of Australian Palestinian, Muslim and Arab community members and promoting shared values
- preventing bias, prejudice and racial discrimination and promoting understanding, tolerance and friendship among racial or ethnic groups.

Eligible activities may include:

- Activities that are an emergency response measure and are short term in nature (for example, less than one year) and are intended to address a particular emergency arising from the conflict.
- Providing mentoring and case management services to Palestinians who have recently arrived in Australia to support them to navigate the Australian service system to facilitate their participation in Australia.
- Supporting Palestinians who have recently arrived in Australia to gain the skills and knowledge required to participate in Australian society, such as digital literacy skills and information on democratic processes and civics engagement.
- Provision of information, training and support to established Australian Palestinian, Muslim and Arab community members who are assisting newly arrived migrants.
- Supporting the social participation of newly-arrived and established Palestinian, Muslim and Arab Australians within the wider Australian community to facilitate integration.
- Providing information and support for Australian Palestinian, Muslim and Arab communities to manage bias, prejudice, discrimination or negative media commentary.
- Building the resilience and sense of belonging of young Australian Palestinian, Muslim and Arab community members.
- Increasing understanding and awareness of racial, religious and cultural diversity through festivals, multicultural events, and community functions.
- Fostering respectful dialogue within and between different cultural, racial and faith communities in Australia to prevent bias and promote tolerance.

5.2 Eligible expenditure

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

Eligible expenditure items are:

For **Stream 1 - Security Infrastructure Support Projects**:

- the cost directly associated with the purchase and installation or upgrade of security infrastructure
- project management costs up to 5% of the total eligible expenditure claimed.

For **Stream 2 - Cohesion Support Projects**:

- staff salaries and on-costs that can be directly attributed to the provision of the funded grant activity
- employee training for paid and unpaid staff including Committee and Board members which is relevant, appropriate and in line with the grant activity
- training on cultural competency and trauma-informed service provision
- venue hire, insurance, catering, marketing and promotion for events, seminars and workshops
- operating and administration expenses up to a maximum of 15% of the total grant amount, for things that can be directly attributed to the provision of the funded grant activity such as telephones, computer, website, software, utilities, postage, stationery and printing, accounting and auditing, domestic travel and accommodation costs
- payment of subcontractors such as the use of translating and interpreting support services
- up to 10 per cent of the grant can be used for evaluation of the funded project and/or to explore options for future sustainability and ongoing viability of the funded project.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your grant activity.

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

Not all expenditure on your grant activity may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure.

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

5.3 What the grant money cannot be used for

Examples of ineligible expenditure include:

- provision of financial assistance or grants to individuals
- costs of purchasing, leasing, depreciation of, or development of land
- 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
- overseas travel
- activities that been funded through a different Commonwealth, state, territory or local government body program
- activities, works and equipment that does not have a primary purpose relating to the site's security - for example, playground equipment or decorative work (for Security Infrastructure Support Projects)
- costs incurred prior to executing a grant agreement with you
- any in-kind contributions
- financing costs, including interest

- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- insurance costs (the participants must obtain and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- depreciation of plant and equipment beyond the life of the project
- maintenance costs
- construction, (including of guard houses), major renovation or extension of buildings. (Major renovations include but are not limited to building or substantially modifying walls or other building structures)
- large-scale capital equipment and capital works such as construction or major upgrades of buildings, roads, bridges, or other structures
- costs related to security infrastructure for buildings that do not exist at the time of your application submission, or that require other major works to be completed first. A building is considered requiring other major works if it is undergoing construction, major renovation, or extension. Major renovations include but are not limited to building or substantially modifying walls or other building structures not being funded by this grant
- recurring or ongoing operational expenditure (including annual maintenance and bank charges)
- fund raising or sponsorship costs.

6 The assessment criteria

You must address all of the following assessment criteria in the application.

All assessment criteria apply to both streams.

All the assessment criteria are equally weighted.

The application form includes character limits – up to 3,000 characters (approximately 450 words) per criterion.

The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

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

Criterion 1: Need

Describe who your project will support and what their need is.

When addressing the criterion, strong applicants will:

- Outline the characteristics of your target group/ community and how this cohort aligns with the intent of the grant opportunity of supporting Palestinian, Muslim and Arab communities affected by the Hamas – Israel conflict.
- Outline what the needs of this target group/community are and how these needs relate to the Hamas – Israel conflict.

- Outline what support the target group/ community is presently receiving and any gaps that remain.

Criterion 2: Outcomes

Describe your proposed project and how it will achieve positive outcomes for your target group/community and contribute to the objectives of the grant opportunity outlined in section 2.1.

When addressing the criterion, strong applicants will:

- Outline the activities that will be delivered through the proposed project.
- Outline what outcomes are expected to be achieved through the project activities.
- Outline how these activities will address the need identified in criteria one.

Criterion 3: Capacity

Demonstrate your organisation's capacity to achieve outcomes for your target community through the proposed project.

When addressing the criterion, strong applicants will:

- Outline your organisation's relationship with the target group/community, including previous support provided by your organisation to the community.
- Describe your organisation's ability to deliver the project to the target group/ community.
- Identify any risks associated with the grant activity and mitigation strategies to manage these risks.

7 How to apply

Before applying, you must read and understand these Grant Opportunity Guidelines, sample application form and questions and answers.

These documents are found on the [GrantConnect](#)¹¹ website. Any changes to grant documentation are published as addenda¹² on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

An example of Commonwealth grant agreement terms and conditions are available on the [Department of Finance](#) website¹³.

A separate application form must be submitted for each stream, regardless of whether you are applying in your own right or as the lead member of a consortium. If more than one application is submitted for the same stream, the latest accepted application form will progress.

To apply, you must:

- complete the online application form on [GrantConnect](#)¹⁴

¹¹ <https://help.grants.gov.au/>

¹² 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.

¹³ <https://www.finance.gov.au/government/commonwealth-grants/tools-and-templates#types-of-agreements-and-their-templates>

¹⁴ <https://help.grants.gov.au/>

- 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 9:00 pm AEST on 16 October 2024.

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](#)¹⁵ 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 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 Attachments to the application

If you are applying as a trustee on behalf of a Trust, the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment.

- Trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.

If you are applying under **Stream 1 - Security Infrastructure Supports Projects** as part of your project, all of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided for your use with the grant opportunity documents as specified.

- Project Plan - Mandatory for **Security Infrastructure Support Projects stream**. Mandatory template provided.
- Letter from the site owner or manager confirming that you have permission to undertake the project at the nominated site(s) - Mandatory for **Security Infrastructure Support Projects stream**. Mandatory template provided.
- Quotes from suppliers outlining estimated costs of your project. Mandatory for **Security Infrastructure Support Projects stream**.

Your application will be considered non-compliant and will not proceed to assessment if the required attachments are not provided and/or the mandatory templates are not used.

¹⁵ http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/cca1995115/sch1.html

- The following supporting document can also be attached to your application (optional): Letter from your local Member for Parliament outlining support for your application.

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.

7.2 Joint (Consortia) applications

We recognise that some organisations may want to join together as a consortium to deliver a grant activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The lead organisation must also be an eligible entity type as outlined in section 4.1. The application must identify all other members of the consortium. Organisations will not be eligible to be members of a consortium arrangement if they are included on the:

- [National Redress Scheme's website](#)¹⁶ on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- [Workplace Gender Equality Agency website](#)¹⁷ on the non-compliant list.

Eligible organisations can form consortia with ineligible organisations.

7.3 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 an email request to the Community Grants Hub via support@communitygrants.gov.au. Where appropriate, applicants may provide supporting evidence to verify the claim of exceptional circumstances. Email requests are required within **3 business days** of the grant opportunity closing. There will be no further consideration of requests made outside of the 3 business days.

Upon receipt of a late application email request, the Community Grants Hub will send a link to the late application form, which will detail the due date and time for submitting the late application.

¹⁶ <https://www.nationalredress.gov.au/>

¹⁷ <https://www.wgea.gov.au/>

The late application form will prompt applicants to provide a detailed explanation of the exceptional circumstances, which prevented submission of their application prior to the closing date and time.

The Community Grants Hub will provide all exceptional circumstances for consideration to the Grant Opportunity Delegate¹⁸ or their appointed representative. The Grant Opportunity Delegate or their appointed representative will determine based on the merits of the exceptional circumstances, in accordance with probity principles, whether a late application is accepted.

The Grant Opportunity Delegate or their appointed representative's decision will be final and not subject to a review or appeals process.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around March 2025.

Table 1: Expected timing for this grant opportunity

| Activity | Timeframe |
|--|------------------|
| Assessment of applications | by November 2024 |
| Approval of outcomes of selection process | by January 2024 |
| Notification to applicants | by January 2025 |
| Negotiations and award of grant agreements | by March 2025 |
| Earliest start date of grant activity | 17 March 2025 |
| End date of grant activity | 31 March 2026 |

7.4 Questions during the application process

If you have any questions during the application 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. The Questions and Answers document will be updated to include answers to questions and addenda will be published on [GrantConnect](#)¹⁹.

The question period will close at 5:00 pm AEST on 9 October 2024. 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

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines.

The Community Grant Hub will first review all applications for eligibility and compliance against the requirements of the application process. Applicants will be rated as eligible or ineligible, compliant or not compliant. The Department of Home Affairs' delegate will provide a final determination on eligibility and/or compliance. Only eligible applications will move to the next stage (assessment).

¹⁸ This may be the Department of Home Affairs delegate or nominated staff member at the EL2 level or above.

¹⁹ <https://help.grants.gov.au/>

If eligible and compliant, the Department of Home Affairs will then assess your application through an open competitive grant process against the assessment criteria (see section 6) and against other applications. Your application will be considered on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

A Selection Advisory Panel will then be convened by the Department of Home Affairs to review applications and assessment outcomes and make final recommendations to the decision maker as part of the competitive selection process.

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

- the initial preliminary score against the assessment criteria
- the overall objective/s to be achieved in providing the grant
- whether the project will be delivered by an organisation already working directly with Palestinian, Muslim and Arab communities
- whether the project will be delivered by an Australian Palestinian-led organisation
- Whether the project will be delivered in a location with high numbers of Palestinian Australians
- the number of people the project will support
- whether the proposed project is in scope
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the APMAC grant opportunity
- the extent to which the applicant demonstrates a commitment to the Multicultural Affairs and Citizenship program
- how the grant activities will target groups or individuals
- the risks, financial, fraud and other that the applicant or project poses for the Department of Home Affairs
- the risks that the applicant or project poses for the Commonwealth.

The Selection Advisory Panel will:

- prioritise funding to:
 1. Australian Palestinian-led organisations or organisations representing Palestinian Australians.
 2. Community organisations who are already working directly with Palestinian, Muslim and Arab communities who have been impacted by the Hamas - Israel conflict.
- prioritise funding to organisations that have not yet received funding under the broader \$25 million package of measures to support Palestinian, Muslim and Arab communities
- seek to ensure there is a reasonable distribution of the types of activities funded, delivery locations and recipient communities.

8.2 Financial viability

Applicants applying for \$200,000 or more will be asked in their application to provide financial data from the last 2 full years' profit and loss statements and balance sheets (where available) in order to determine the organisation's financial risk. Based on the risk level, applicants may then be subject to a more in-depth financial viability assessment. You may be requested to provide further information or documentation to support this assessment.

The financial viability assessment can include:

- assessing the financial health of your organisation
- establishing whether you or relevant persons in your organisation (as applicable) have any adverse business history (for example, current or past bankruptcy).

The outcome of the financial viability assessment will be considered when assessing and/or selecting applications.

8.3 Who will assess and select applications?

The Department of Home Affairs will then undertake a preliminary assessment of eligible applications against the assessment criteria. The preliminary assessment will consider applications on their merits and provide a preliminary score of applications to inform the deliberations of the Selection Advisory Panel who will then make final recommendations to the decision maker on which applications to approve for a grant.

The Selection Advisory Panel will be established by the Department of Home Affairs and may include a mix of employees of the Department of Home Affairs, experts from the sector, and other Commonwealth officers with relevant specialist expertise.

The Department of Home Affairs may ask external experts/advisors to inform the assessment process. Any expert/advisor who is not a Commonwealth official will be required/expected to perform their duties in accordance with the CGRGs.

The Community Grants Hub's independent probity advisor may attend all Selection Advisory Panel meetings.

A strategy for any potential conflict of interest that could be identified between the Department of Home Affairs or external officials and applicants will be in place. If any actual or perceived conflict of interest is identified, the staff member is required to immediately disclose the conflict to the department and agree to abstain from any decisions. All staff involved in the assessment process will be required to complete a Conflict of Interest form. See section 13.2 for further information.

The Selection Advisory Panel may seek additional information from the applicant to assist in making its final recommendations.

8.4 Who will approve grants?

Based on the value of the grant opportunity, and in line with the Department of Home Affairs Financial Delegations, the Minister for Immigration, Citizenship and Multicultural Affairs will be the decision maker for this grant opportunity. The decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel, taking into consideration any further information that may become known, including the availability of grant funds for the purposes of the grant program.

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

- approval of the grant

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

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

9 Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the 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 access to 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.

9.2 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, the Department of Home Affairs may approach organisations directly and invite them to apply through a relevant targeted competitive or closed non-competitive selection process.

10 Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth.

Your grant will be based on the Commonwealth Standard Grant Agreement. Each grant agreement has general terms and conditions that cannot be changed. The type of grant agreement used and its specific conditions may also be determined by the assessment process or other considerations made by the decision-maker. We will identify these in the grant agreement.

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision-maker.

Whole-of-government grant agreement templates are available on the [Department of Finance](#)²⁰ website.

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 APMAC grant activities prior to the Activity Start Date.

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 grant agreement.

We may manage the grant agreement through our [Grant Recipient Portal](#)²¹. Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens and a

²⁰ <https://www.finance.gov.au/government/commonwealth-grants/tools-and-templates>

²¹ <https://www.communitygrants.gov.au/grant-recipient-portal>

copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

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

Commonwealth Standard Grant Agreement

We will use a Commonwealth Standard Grant Agreement.

You will have 10 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 Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

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

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

10.2 Workplace Gender Equality Act 2012

The Australian Government has a commitment to effectively support cultural change in Australian workplaces and drive improved gender equality outcomes. Requirements have been implemented for fairer and more consistent measures to ensure the Government deals with organisations who comply with the [Workplace Gender Equality Act 2012](#)²² (the WGE Act).

Applicants may need to satisfy a requirement to be compliant with the WGE Act.

- Applicants with 100 or more employees who are registered with the Workplace Gender Equality Agency (WGEA) and have been issued with a compliance letter are eligible to apply for a grant.
- Applicants with 100 or more employees who are **not** registered with WGEA will need to register to be issued with a compliance letter prior to applying for a grant.
- Applicants with less than 100 employees across their entire structure are not required to submit a report to WGEA; however, you are required to complete the registration form on the login page of the [WGEA Portal](#)²³. WGEA will use the details provided in the registration form to issue your organisation with a tender letter, which must be attained prior to applying for a grant.

For your grant application to be deemed compliant:

- your organisation must not be included on the WGEA website on the non-compliant list or
- you must be able to provide your compliance or tender letter to the Community Grants Hub when requested.

If you are unable to provide your compliance or tender letter and appear on the non-compliant list, you will be deemed non-compliant and withdrawn from the grant process.

More information regarding reporting requirements can be found at the [Workplace Gender Equality Agency website](#)²⁴.

²² <https://www.legislation.gov.au/C2004A03332/latest/text>

²³ <https://client-portal.wgea.gov.au/s/>

²⁴ <https://www.wgea.gov.au/reporting-guide>

10.3 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government has put in place ways to apply certain child safety requirements of the CCSF to grant recipients. A child safety clause will be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity
- activities that involve possible contact with children that is irregular or unplanned.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement, you must always comply with state and territory legislative requirements for working with children and mandatory reporting.

10.4 Indigenous organisation type classifications

All Australian governments are working with Aboriginal and Torres Strait Islander people, their communities, organisations and businesses to implement the National Agreement on Closing the Gap (National Agreement) at the national, state and territory, and local levels. The National Agreement identifies 4 priority areas for reform within government. One of these is Priority Reform 2, building the Aboriginal and Torres Strait Islander community-controlled sector to deliver services to Aboriginal and Torres Strait Islander communities.

To assist government with improving and reporting on the level of community grant funding going to Aboriginal and Torres Strait Islander organisations, changes have been made to the way organisation data is collected. Aboriginal and Torres Strait Islander organisations will now be classified into 3 tiers and asked to self-identify which group they fall under. The 3 tiers and their definitions are:

| Organisation type | Definition |
|--|--|
| Aboriginal and Torres Strait Islander Community Controlled organisation | These are organisations that are incorporated, not for profit, at least 51% Aboriginal and Torres Strait Islander owned and at least 51% Aboriginal and Torres Strait Islander controlled (Board members or equivalent). |
| Aboriginal and Torres Strait Islander Operated and Controlled organisation | These are organisations that are at least 51% Aboriginal and Torres Strait Islander owned and at least 51% Aboriginal and Torres Strait Islander controlled (Board members or equivalent). |
| Other Aboriginal and Torres Strait Islander organisation | These are organisations that are at least 50% Aboriginal and Torres Strait Islander owned OR at least 50% Aboriginal and Torres Strait Islander controlled (Board members or equivalent). |

10.5 Multicultural access and equity

The Australian Government's Multicultural Access and Equity Policy obliges Australian Government agencies to ensure their policies, programs and services – including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications.

10.6 How we pay the grant

The grant agreement will state the maximum grant amount to be paid.

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

We will pay 100% of the grant at the commencement of the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity.

10.7 Grant payments and GST

GST will be paid for this grant. If you are registered for the [Goods and Services Tax²⁵ \(GST\)²⁶](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice²⁷](#).

If a government related entity is deemed successful, GST will not apply.

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 Office²⁸](#). 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 no later than 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs²⁹](#).

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 activity or organisation.

²⁵ <https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/gst/registering-for-gst>

²⁶ <https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/gst/registering-for-gst>

²⁷ <https://www.ato.gov.au/forms-and-instructions/recipient-created-tax-invoices>

²⁸ <https://www.ato.gov.au/>

²⁹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-guidelines>

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 your Funding Arrangement Manager at the Community Grants Hub of any changes to your:

- organisation name
- ABN
- addresses
- contact person/s
- nominated contact details
- bank account details.

The details of your Funding Arrangement Manager will be included in your grant agreement.

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 to attend.

12.2 Reporting

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

- progress towards achievement of outcomes
- expenditure of the grant.

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

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.

Activity Work Plan

You must submit a completed Activity Work Plan on the template provided by us after execution of the grant agreement. An Activity Work Plan will be used to outline the specific grant requirements. The Activity Work Plan documents planned deliverables, milestones and outputs for the funded project as well as risk management and community engagement relevant to the funded project.

Successful applicants' progress and outcomes against the Activity Work Plan including any compliance requirements will be monitored throughout the grant through annual/6-monthly Activity Work Plan Reports.

Annual Child Safe Statement of Compliance

You will be required to submit an annual Child Safety Statement of Compliance. This will be a statutory declaration on a form provided by the Hub affirming that that you are compliant with the Child Safe Supplementary Term in your grant agreement.

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 grant activity.

Final report

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

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

12.3 Acquitting your grant

Financial declaration

We may ask you to provide a financial declaration annually for each funded year. A financial declaration is a certification from the grant recipient stating that funds were spent for the purpose provided as outlined in the grant agreement and in-which the grant recipient is required to declare unspent funds. The financial declaration must be certified by the Board, the Chief Executive Officer or an officer with authority to do so verifying that the funding has been spent in accordance with the grant agreement.

Underspent funding must be returned to the Department of Home Affairs.

Non-audited financial acquittal report

We may ask you to provide a non-audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement and declare unspent funds. A non-audited financial acquittal report is an income and expenditure statement from the grant recipient stating that grant funding was spent to perform the activity(ies) as set out in the grant agreement. If relevant, the grant recipient must include in the statement the details of any unspent funds. Non-audited financial acquittals must be certified by the Board, Chief Executive Officer or an authorised officer of the organisation.

Underspent funding must be returned to the Department of Home Affairs.

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 opportunity 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

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

'This project is funded/part-funded (select which ever applies) by the Australian Government's Australian Palestinian, Muslim and Arab Support Projects grant opportunity.

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 of Home Affairs. When this happens, the revised guidelines are published on the [GrantConnect³⁰](#) website.

13.1 Enquiries and feedback

Complaints about the grant process

Complaints about this grant process or the Community Grants Hub's service/s must be made in writing using the [online complaints form³¹](#) on the [Department of Social Services³²](#) website, or by contacting the Department of Social Services complaints line.

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints about the Department of Home Affairs grant opportunity, selection process or grant decisions

This grant opportunity will be administered by the Community Grants Hub on behalf of the Department of Home Affairs. All complaints not specific to this grant opportunity or the Community Grants Hub's service/s (including the selection process and grant decisions) should be addressed to the Department of Home Affairs in writing via the online form on the [Department's website³³](#).

³⁰ <https://www.grants.gov.au/Go/List>

³¹ <https://www.dss.gov.au/contact/feedback-compliments-complaints-and-enquiries/feedback-form>

³² <https://www.dss.gov.au/contact/feedback-compliments-complaints-and-enquiries/complaints-page>

³³ <https://www.homeaffairs.gov.au/help-and-support/departmental-forms/online-forms/complaints-compliments-and-suggestions>

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the Department of Home Affairs has handled your complaint, you may complain to the [Commonwealth Ombudsman](#)³⁴. 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 of Home Affairs.

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 of Home Affairs and 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 interest 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 of Home Affairs 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\(7\)\)](#)³⁵ of the [Public Service Act 1999](#)³⁶. 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](#)³⁷.

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#)³⁸ and the [Australian Privacy Principles](#)³⁹. This includes letting you know:

- what personal information we collect

³⁴ <https://www.ombudsman.gov.au/>

³⁵ http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/psa1999152/s13.html

³⁶ <https://www.legislation.gov.au/C2004A00538/latest/versions>

³⁷ <https://www.communitygrants.gov.au/conflict-intrest-policy>

³⁸ <https://www.legislation.gov.au/C2004A03712/latest/text>

³⁹ <https://www.legislation.gov.au/C2004A03712/latest/text>

- 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 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 Home Affairs would breach an Australian Privacy Principle as defined in the Privacy 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, the Australian 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](#)⁴⁰ (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
 GPO Box 9820
 Canberra ACT 2601

By email: foi@dss.gov.au

14 Consultation

Targeted consultations with community organisations were held through webinars in May 2024 to inform the final design of the APMAC Support Projects grant opportunity.

⁴⁰ <https://www.legislation.gov.au/C2004A02562/latest/versions>

15 Glossary

| Term | Definition |
|--|---|
| accountable authority | see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 ⁴¹ (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. |
| Commonwealth Grants Rules and Guidelines ⁴² (CGRGs) | establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration. |
| completion date | the expected date that the grant activity must be completed and the grant spent by. |
| co-sponsoring entity | when 2 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. |
| Funding Arrangement Manager | is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement. |

⁴¹ <https://www.legislation.gov.au/C2004A02562/latest/versions>

⁴² <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-guidelines>

| Term | Definition |
|--|--|
| 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: <ol style="list-style-type: none"> under which relevant money⁴³ or other Consolidated Revenue Fund⁴⁴ (CRF) money⁴⁵ is to be paid to a grantee other than the Commonwealth 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. |
| 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 Department of Home Affairs Portfolio Budget Statement program. |
| GrantConnect ⁴⁶ | 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. |
| grantee | the individual/organisation which has been selected to receive a grant. |
| National Redress legislation | means the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 ⁴⁷ . |

⁴³ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁴⁴ <https://www.finance.gov.au/about-us/glossary/pgpa/term-consolidated-revenue-fund-crf>

⁴⁵ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

⁴⁶ <https://help.grants.gov.au/>

⁴⁷ <https://www.legislation.gov.au/C2018A00045/latest/text>

| Term | Definition |
|--|---|
| Portfolio Budget Statement (PBS) program | described within the entity's Portfolio Budget Statement ⁴⁸ . 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 Advisory Panel | provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives. |
| 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. |
| 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. |

⁴⁸ <https://budget.gov.au/content/pbs/index.htm>