



Australian Government
Department of Home Affairs

OFFICIAL **Community Grants Hub**
Improving your grant experience



Supporting Multicultural Communities - Infrastructure Grant Opportunity Guidelines

Opening date:	14 November 2025
Closing date and time:	9:00 pm AEDT on 11 December 2025
Commonwealth policy entity:	Department of Home Affairs
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub¹ Email: support@communitygrants.gov.au Questions should be sent no later than 5:00 pm AEDT on 4 December 2025
Date guidelines released:	14 November 2025
Type of grant opportunity:	Closed non-competitive
Version:	1.0 November 2025

¹ <https://www.communitygrants.gov.au/contact-us>

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1. Supporting Multicultural Communities - Infrastructure process

The Supporting Multicultural Communities - Infrastructure is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Home Affairs' Program 2.5 Multicultural Affairs and Citizenship. The Department of Home Affairs works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles 2024](#)² (CGRPs).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#)³.



You complete and submit a grant application

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



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money. A Selection Advisory Panel will be convened to contribute to the review of applications.



We make grant recommendations

We provide advice, through the Selection Advisory Panel, to the decision maker on the merits of each application.



Grant decisions are made

The decision maker, either the Minister for Multicultural Affairs or the Assistant Minister for Citizenship, Customs and Multicultural Affairs, decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

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



² <https://www.legislation.gov.au/F2024L00854/latest/text>

³ <https://www.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 Supporting Multicultural Communities - Infrastructure**

We evaluate your specific grant activity and the 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 Supporting Multicultural Communities - Infrastructure 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 (the department).

2. About the grant program

The Supporting Multicultural Communities - Infrastructure (SMC - Infrastructure) grant opportunity will run over 3 years from 2025–26 to 2027–28.

The program will fulfil the 2025 election commitments to support multicultural communities as outlined in *Labor's costed plan to Build Australia's Future*. These projects will provide direct support to multicultural community organisations demonstrating the Government's commitment to support both small and large communities and more diverse organisations with strong local links and who provide innovative support direct to their communities.

The SMC - Infrastructure grant opportunity is being provided under Program 2.5 Multicultural Affairs and Citizenship Program, within Outcome 2 of the Department of Home Affairs [Portfolio Budget Statement](#)⁴.

- Outcome 2: Support a united and prosperous Australia through effective coordination and delivery of immigration and citizenship policy and programs underpinned by robust integrity and assurance.
- Program 2.5: Multicultural Affairs and Citizenship: To support a prosperous and inclusive society through the promotion, delivery and effective management of the Australian multicultural and citizenship programs.

⁴ <https://www.homeaffairs.gov.au/reports-and-publications/reports/budgets/portfolio-budget-2024-25>

The objectives of the program are to:

- support multicultural organisations to deliver new construction or extend/upgrade existing infrastructure to provide access to purpose-built facilities
- improve amenity and accessibility through investment in community infrastructure.

The intended outcomes of the program are to:

- maintain and enhance access to multicultural infrastructure and amenity
- encourage and facilitate multicultural communities to connect and commune in a designated safe physical environment
- improve equity outcomes and social inclusion.

The Community Grants Hub administers the program according to the [Commonwealth Grants Rules and Principles 2024](#)⁵ (CGRPs).

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced funding over 4 years from 2025–26 to 2028–29 for the Supporting Multicultural Communities program.

For the SMC - Infrastructure grant opportunity, a total of up to \$109.38 million (GST exclusive) is available over 3 years from 2025-26.

The SMC - Infrastructure grant opportunity will run from 14 November 2025 to 11 December 2025.

Funding will be available for Australian Government identified projects that are scheduled for completion with final payment made before 30 June 2028.

There is no minimum grant amount. A maximum amount available to each invited organisation is listed in **Appendix A** of this document. Funding will be provided in 2025–26, 2026–27 and 2027–28, depending on the nature of the project.

Requests for additional funding from the Australian Government will not be considered in this program. If your project is solely for the development of a business case, feasibility study, masterplan or similar, no additional funding is available for the construction phase of the project under this program.

The split of funding between financial years in the below table may change due to negotiation for multi-year funding agreements or projects not expected to commence until forward years. These changes will not affect the total funding amount.

Table 1: Available funding for this grant opportunity.

Financial Year	2025–26	2026–27	2027–28	Total
Funding per year (GST exclusive)	\$45,631,399	\$54,775,000	\$8,975,000	\$109,381,399

⁵ <https://www.legislation.gov.au/F2024L00854/latest/text>

3.2 Grant period

The maximum period of this grant is 3 years.

All projects must be completed no later than **30 June 2029**.

The department may approve up to a further 12-month extension provided you have met all of your reporting requirements and can display that your project has incurred at least one of the following:

- Natural disaster.
- Change in scope.
- Delays in development approvals.
- Delays in obtaining materials to complete your project.

3.3 Designated Use Period

After the grant period, applicants will be expected to use the developed facility/ies for the agreed purpose from the date on the Certificate of Completion (or equivalent), until the end of the Designated Use Period (DUP), according to the schedule below:

Total Grant Value (GST exclusive)	Designated Use Period
Below \$5 million	5 years
\$5 million to \$10 million	10 years
Above \$10 million	15 years

During the DUP, any intention to change the use, ownership or lease arrangements of the property including if the facility is sold, novated, or otherwise disposed of by you, in part, or entirely, you must notify the department and you must inform the new owner/occupier of this requirement, and the remaining period.

4. Eligibility criteria

This is a closed non-competitive grant selection process. The department considers this is an appropriate type of selection process considering the nature of the grant opportunity is in response to the commitments made by the Government during the 2025 Federal Election campaign, addressing the needs of multicultural communities in local areas of Australia.

4.1 Who is eligible to apply for a grant?

To be eligible to receive a grant, you must be one of the invited organisations listed in **Appendix A** and have received an invitation to apply through GrantConnect.

The list of eligible applicants was determined by the Australian Government during the 2025 Federal Election. Eligible applicants hold relevant project knowledge, and are considered to possess:

- appropriate cultural awareness to deliver facilities that will meet the needs of multicultural communities
- an ability to work with multicultural communities to increase the uptake of Australian values, boost civic participation and enable connection through the use of community spaces
- a willingness to strengthen inclusion and social cohesion.

No further organisations will be invited to apply.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you:

- have not received an invitation to apply through GrantConnect and your organisation is not listed as an eligible invited organisation in **Appendix A**
- are an organisation, or your project partner is an organisation, that is included on the [National Redress Scheme's website](#)⁶ on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- are an organisation, or your project partner is an organisation, that is included on the [Workplace Gender Equality Agency website](#)⁷ on the non-compliant list.

4.3 What qualifications, skills or checks are required?

If you are successful, all personnel working on the grant project may be required to meet certain qualifications, accreditation, registration or checks such as Working with Children check or Working with Vulnerable people registration. These requirements will be identified in the agreement.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your grant activity or project must be included in **Appendix A** and:

- be consistent with the intent of the announced commitment
- have as a primary outcome the construction, upgrade (renovation), extension or purchase of infrastructure that provides benefit to multicultural communities
- not be located on privately owned land where you do not have a formal arrangement, such as a lease, for use of the land or building.

The decision maker makes the final decision on what are eligible grant activities and may also approve other activities.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on your eligible grant activity as detailed in **Appendix A**.

Expenditure must be a direct cost related to the project, and consistent with the policy intent announced by a Labor candidate prior to the federal election and not be listed as an ineligible expense.

Expenditure on your grant must be incurred on or after Sunday 4 May 2025. Any expenditure incurred prior to entering into your grant agreement, should not exceed **40%** of the total approved grant funding. Applicants will be required to provide detailed financial documentation to support any costs incurred prior to the execution of the grant agreement, including invoices, contracts and payment records. If costs are incurred prior to the execution of the grant agreement, and they exceed 40% of the total approved grant funding, the grant opportunity delegate will make a

⁶ <https://www.nationalredress.gov.au/>

⁷ <https://www.wgea.gov.au/what-we-do/compliance-reporting/non-compliant-list>

decision on the approval of these costs. You must complete the 'pre-incurred expenses' template and provide evidence such as quotes, receipts in your application.

Eligible expenditure items may include, but are not limited to:

- pre-construction and development activities, including architect services, design, surveying, planning, levies, zoning, environmental or other regulatory approvals costs, limited to 10% of the overall project costs
- costs associated with project management services for the delivery of the project
- materials for construction such as:
 - building materials
 - fit-out of the infrastructure, such as window dressings
 - fixed furniture, such as kitchen fit outs as part of the construction of a building
 - landscaping paths, outdoor areas, driveway, and parking areas
- labour costs for wages and salaries for workers undertaking eligible project activities
- connection of sewage, water and electricity or other services and/or upgrades to utility services
- costs associated with preserving and protecting the infrastructure, including ensuring users accessing the venues are safe
- excavation, site clearance/demolition and asbestos removal
- hired/leased plant equipment for the project period only
- safety compliance costs and insurances that are specifically required to cover the grant, during the activity period
- fees paid to the Commonwealth, state, territory and local governments to obtain planning, environmental or other regulatory approvals (for example Final Certificate of Occupancy)
- financial auditing of project expenditure (maximum 5% of total eligible project expenditure).

This is not a definitive list. Other expenditure may be eligible. The decision maker makes the final decision on eligible expenditure.

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 project.

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 project may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- costs associated with the purchase of land, existing infrastructure or vehicle, unless specified in the activity description in **Appendix A**
- costs associated with the development, construction or fit-out of a childcare centre, unless it directly relates to a broader construction project
- costs associated with the maintaining and running the facility during the Designated Use Period

- costs associated with:
 - employees of your organisation including wages or employee on-costs such as superannuation, holiday loading, overheads, except where they are undertaking eligible project activities
 - consumables such as paper, printer cartridges, office and kitchen supplies, brochures and other marketing materials
 - routine operational expenses, including communications, accommodation, printing and stationery, postage, legal and accounting fees and bank charges
- subsidy of general ongoing administration, such as electricity, phone and rent
- costs relating to the ongoing maintenance of any fit-out items purchased with grant funding
- costs relating to construction or fit out of any accommodation or domiciles
- relocation costs
- ongoing upgrades, updates and maintenance of existing ICT systems, the cost of ongoing subscription-based software, and IT support memberships and warranties for purchases
- domestic or overseas travel
- funding to develop or deliver ongoing training or educational courses
- funding to purchase items that will not remain the property of the organisation, including items to be given away
- purchase and installation of manufacturing equipment
- project overhead items, including office equipment, or mobile capital equipment. Examples include trucks and earthmoving equipment and the applicant's internal plant operating costs
- costs incurred in the preparation of a grant application or related documentation for example business case development and feasibility studies
- making donations, gifts and sponsorships
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The assessment criteria

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

All the assessment criteria are equally weighted.

The application form includes character limits – up to 3,500 characters (approximately 525 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.

In assessing your responses to each of the criteria below, the Panel will rate the response as:

- fully meets the criterion
- partially meets the criterion
- does not meet the criterion.

Applicants must at least partially meet each of the criteria in order to be deemed suitable.

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Fully meets the criterion	Partially meets the criterion	Does not meet the criterion
• All sub-criteria have been addressed. • A good case has been made by the applicant through clear and convincing arguments that are supported by evidence. • The applicant has provided relevant information for all of the sub-criteria. • All the claims made are reasonable, generally convincing and well explained. • All the claims made are supported by evidence. • All the claims made and evidence provided generally link back to the grant activities and objectives/outcomes. • All the evidence provided is relevant. • Very limited areas of relevant weakness may have been identified.	• Some or most of the sub-criteria have been addressed. • A satisfactory case has been made by the applicant through information that is generally relevant. While some information is ambiguous, overall a clear picture emerges. • The applicant has provided some or mostly relevant information. • Some or most of the claims made are reasonable and supported by some evidence. • Some or most of the evidence provided is relevant. • Some areas of relevant weakness have been identified.	• No real case has been made against the criterion or any of the sub-criteria. • No relevant information has been provided or the response field is blank. • No analysis has been provided or the sub-criteria are largely repeated. • A very poor case has been made with limited information supplied. • Any claims made may be inadequate, ambiguous or not clearly explained. • Critical areas of weakness have been identified.

Criterion 1: Project need

Describe how your proposed project will contribute to the objectives and intended outcomes of this grant opportunity (refer to section 2) and why it is needed.

When addressing the criterion, strong applicants will:

- Describe the need your project will meet for your community.
- Describe the community that will benefit from the project.
- Outline how your project will support multicultural communities connect and commune in a safe physical environment.
- Describe your project outcomes and how you will know the project has been successful.

Criterion 2: Organisation Capability

Describe how you will manage grant funds while completing your project.

When addressing the criterion, strong applicants will:

- Provide a budget, on the mandatory template as specified in section 7.1, outlining the total cost of the project, how you will allocate the grant funding to complete the project.
- Describe how you will ensure the success of your project, which should include:
 - project designs and costings, such as quotes or tender documents

- details of any consultation with your community on your project, including design
- sustainability once construction is complete including maintenance and upkeep of buildings, fit-outs and/or vehicles.
- Describe how you will manage the project to ensure it is successfully completed.
- Provide details of how your project can be delivered in isolation of funds from other sources.

7. How to apply

Before applying, you must read and understand these Grant Opportunity Guidelines and the questions and answers. These documents are found on the GrantConnect website. Any changes to grant documentation are published as addenda⁸ on GrantConnect.

All other grant opportunity documentation (including the online application form) will only be available to invited applicants via GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

If your organisation is listed against multiple activities in **Appendix A**, you must submit a separate application for each listed activity. If more than one application is submitted from a single applicant for the same Activity, the latest accepted application form will progress.

To apply, you must:

- complete the online application form on [GrantConnect](#)⁹
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application to the Community Grants Hub by 9:00 pm AEDT on 11 December 2025.

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](#)¹⁰ 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 by email support@communitygrants.gov.au or by visiting the Community Grants Hub's [Contact Us](#)¹¹ page. The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

⁸ 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.

⁹ <https://www.grants.gov.au/>

¹⁰ http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/cca1995115/sch1.html

¹¹ <https://www.communitygrants.gov.au/contact-us>

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

If we find an error or something missing, we may ask you for clarification or additional information. This will not change your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

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

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

7.1 Attachments to the application

All of the following documents listed as mandatory 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.

- Detailed grant activity budget – mandatory template provided – mandatory.
- Project and Risk Management plan – mandatory template provided - mandatory.
- If applicable, pre-incurred expenses table – mandatory template provided.
- If applicable, evidence of pre-incurred expenses, such as quotes and/or receipts.
- Evidence of land ownership or approval from land owner to complete the project and carryout the designated use for the designated use period on the property, such as, Certificate of Title or a letter agreeing to enter into a Use Agreement from land owner– mandatory.
- Evidence of regulatory and development approvals, where available – non-mandatory.

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

At any time during the assessment and decision making process, the department or its representative may request additional details or evidence to support an attachment you provided.

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. Mandatory documents form part of the application and will be used to support assessment of the application.

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

7.2 Timing of grant opportunity processes

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

Late applications

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

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

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

How to lodge a late application

Applicants seeking to submit a late application will be required to submit 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.

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 Delegate¹² 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 June 2026.

Table 3: Expected timing for this grant opportunity.

Activity	Timeframe
Assessment of applications	Within 10 weeks from the closing date
Approval of outcomes of selection process	Within 16 weeks from the closing date
Notification to applicants	Within 18 weeks from the closing date
Negotiations and award of grant agreements	Within 20 weeks from the closing date
Earliest start date of grant activity	4 May 2025
Grant Activity must end no later than	30 June 2029

7.3 Questions during the application process

Only invited applicants' questions will be answered during the application submission period. Please contact the Community Grants Hub by email support@communitygrants.gov.au or by visiting the Community Grants Hub's [Contact Us](#)¹³ page.

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](#)¹⁴.

The question period will close at 5:00 pm AEDT on 4 December 2025. Following this time, only questions about using and/or submitting the application form will be answered.

¹² This may be the department's delegate or nominated staff member at the EL2 level or above.

¹³ <https://www.communitygrants.gov.au/contact-us>

¹⁴ <https://www.grants.gov.au/>

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 Grants 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 Grant Opportunity Delegate will provide a final determination on eligibility and/or compliance. Eligible applications will move to the next stage (assessment).

If eligible and compliant, the department will then assess your application through a closed non-competitive grant process against the assessment criteria (see section 6). Your application will be considered on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money.

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

When assessing whether the application offers value with relevant money, the department will consider the following factors:

- the initial preliminary score against the assessment criteria
- the overall objective/s to be achieved in providing the grant
- 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 SMC - Infrastructure grant opportunity
- how the grant activities will target groups or individuals
- the outcome of the financial viability assessment
- any and all risks whether actual or perceived that the applicant or project may pose to the department and/or the Commonwealth. This includes financial, fraud-related, reputational, and other relevant risks.

8.2 Financial viability

Applicants 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 applications?

The department will undertake the assessment of eligible applications against the assessment criteria. The assessment will consider applications on their merits and provide a score for each eligible application 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 and may include a mix of employees of the department, experts from the sector, and other Commonwealth officers with relevant specialist expertise.

The department 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 CGRPs. Experts/advisors will generally be those with specialised knowledge or experience in providing grants to infrastructure projects.

The Selection Advisory Panel may seek additional information about you or your application to support their assessment which may delay the completion of the selection process. This may include information received or requested within other Commonwealth and State or Territory agencies. The Selection Advisory Panel may also consider information about you or your application that is available through the normal course of business.

An independent probity advisor will attend all Selection Advisory Panel meetings.

A strategy for any potential conflict of interest that could be identified between the department 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.

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's Financial Delegations, either the Minister for Multicultural Affairs or the Assistant Minister for Citizenship, Customs 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
- approval of eligible expenditure incurred prior to the grant agreement execution
- risks that are acceptable to the department and/or the Commonwealth
- 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.

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 Capital Works 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.

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.

Eligible expenditure must have been incurred on or after 4 May 2025. Any costs incurred after this date, but before the grant agreement is executed should not exceed 40% of the total approved grant funding. Applicants will be required to provide detailed financial documentation to support any costs incurred prior to the execution of the grant agreement, including invoices, contracts and payment records. If costs are incurred prior to the execution of the grant agreement, and they exceed 40% of the total approved grant funding, the grant opportunity delegate will make a decision on the approval of these costs. You must complete the 'pre-incurred expenses' template and provide evidence such as quotes, receipts in your application.

We may manage the grant agreement through our [Grant Recipient Portal](#)¹⁵. 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.

Capital Works Grant Agreement

We will use a Capital Works Grant Agreement.

You will have 15 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.

¹⁵ <https://www.communitygrants.gov.au/grant-recipient-portal>

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](#)¹⁶ (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](#)¹⁷. 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](#)¹⁸.

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.

¹⁶ <https://www.legislation.gov.au/C2004A03332/latest/text>

¹⁷ <https://client-portal.wgea.gov.au/s/>

¹⁸ <https://www.wgea.gov.au/reporting/reporting-guide>

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 groups and asked to self-identify which group they fall under. The 3 groups and their definitions are:

Organisation type	Definition
Group 1: 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).
Group 2: 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).
Group 3: 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 Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards in your state or territory for the expenditure of public money and the procurement of good and services. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- [Workplace Gender Equality Act 2012](#)¹⁹ [reporting requirements](#)²⁰.
- State/territory legislation in relation to working with children.

¹⁹ <https://www.legislation.gov.au/C2004A03332/latest/text>

²⁰ <https://www.wgea.gov.au/reporting/reporting-guide>

- Working with Vulnerable People registration.
- Building and construction requirements.

To be eligible for a grant, you must declare in your application that you comply with these requirements. You may need to declare you can meet these requirements in your grant agreement with the Commonwealth.

Where the Building Code or WHS Accreditation Scheme applies, construction activity must be undertaken by an accredited builder as specified under the Building Code and WHS Accreditation Scheme.

10.6 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.

10.7 Governance requirements

Successful applicants will be required to adhere to the below minimum requirements:

Grants not exceeding \$10.0 million	Grantee is required to engage and utilise a qualified Project Manager
Grants in excess of \$10.0 million	▪ Grantee is required to engage and utilise a Project Manager ▪ Establish a Project Control Group to: - facilitate communications - receive and consider all reports and information about the Activity and the Works - make all necessary approvals, notices, consents and decisions in relation to the Works - comprise, where appropriate, the following positions (i) one representative of the Grantee (ii) one representative of the architect (iii) one representative of the quantity surveyor (iv) one representative of the project manager (v) one representative of the building contractor (once engaged) (vi) other representatives notified by the Commonwealth to the Grantee in writing.

10.8 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.

Your grant agreement will outline when your grant payment/s will be made.

We will either pay 100% of the grant at the commencement of the grant agreement.

OR

We will make an initial payment at the commencement of the grant agreement. We will make payments according to an agreed schedule set out in the grant agreement, usually upon completion of milestones reflecting the stage of construction. Payments are subject to satisfactory progress on the project.

You will be required to report how you spent the grant funds throughout your project and at the completion of your project.

10.9 Grants payments and GST

GST will be paid for this grant. If you are registered for the [Goods and Services Tax²¹ \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice²²](#).

If a government related entity is deemed successful, GST will 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 Office²³](#). 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 5.4 of the [CGRPs²⁴](#).

We may also publish non-sensitive details of successful projects on websites managed by the department. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

²¹ <https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/gst/registering-for-gst>

²² <https://www.ato.gov.au/forms-and-instructions/recipient-created-tax-invoices>

²³ <https://www.ato.gov.au/>

²⁴ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-principles-2024>

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.

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 and Budget

You must submit a completed Activity Work Plan and Budget on the template provided by us after execution of the grant agreement. An Activity Work Plan and Budget will be used to outline the specific grant requirements. The Activity Work Plan and Budget documents planned deliverables, milestones, budget 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 and Budget including any compliance requirements will be monitored throughout the grant through quarterly Activity Work Plan and Budget Reports.

Projects in receipt of \$10.0 million or greater of grant funding will be required to establish a Project Control Group. The Project Control must provide quarterly Project Control Group reports as part of the quarterly Activity Work Plan reporting.

Annual Child Safe Statement of Compliance

You may 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 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 or project.

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.

Designated Use report

Your project will have a specified Designated Use Period commencing on the date of practical completion of the project. During this period, you must submit an annual Designated Use report, certifying the project is meeting the Designated Use requirements.

12.3 Acquitting your grant

Depending on the associated risks, value and complexity of each grant activity, we will ask you to provide one of the following:

Non-audited financial acquittal report

We may ask you to provide a non-audited financial acquittal report covering the entirety of the grant activity period. 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 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.

Or

Audited financial acquittal report

We may ask you to provide an independently audited financial acquittal report covering the entirety of the grant activity period. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement and declare unspent funds.

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

Released by Department of Home Affairs
under the Freedom of Information Act 1982

- 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.

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. Variations for increased funding amounts will not be considered.

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

Successful grantees will be required to comply with general guidelines for acknowledging funding received under the Supporting Multicultural Communities - Infrastructure grant opportunity. This includes notifying and inviting the relevant Minister or delegate of the Minister to the opening event for your completed project, or in print or publication by using the following wording:

‘This project is supported with grant funding from the Australian Government’s Supporting Multicultural Communities - Infrastructure 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 [CGRPs](#)²⁵.

These guidelines may be changed by the department. When this happens, the revised guidelines are published on the [GrantConnect](#)²⁶ 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 form](#)²⁷ on the [Department of Social Services](#)²⁸ 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

The department's Complaints Procedures apply to complaints about the grant program, selection process or grant decisions.

This grant opportunity will be administered by the Community Grants Hub on behalf of the department. 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 in writing to [Compliments, complaints and suggestions](#)²⁹.

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#)³⁰. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au/

²⁵ <https://www.legislation.gov.au/F2024L00854/latest/text>

²⁶ <https://www.grants.gov.au/>

²⁷ <https://www.dss.gov.au/contact/feedback-compliments-complaints-and-enquiries/feedback-form>

²⁸ <https://www.dss.gov.au/contact/feedback-compliments-complaints-and-enquiries/complaints-page>

²⁹ <https://www.homeaffairs.gov.au/help-and-support/departmental-forms/online-forms/complaints-compliments-and-suggestions>

³⁰ <https://www.ombudsman.gov.au/>

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department and 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 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\(7\)\)](#)³¹ of the [Public Service Act 1999](#)³². 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](#)³³.

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#)³⁴ and the [Australian Privacy Principles](#)³⁵. 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.

³¹ http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/psa1999152/s13.html

³² <https://www.legislation.gov.au/C2004A00538/latest/versions>

³³ <https://www.communitygrants.gov.au/conflict-intrest-policy>

³⁴ <https://www.legislation.gov.au/C2004A03712/latest/text>

³⁵ <https://www.oaic.gov.au/privacy/australian-privacy-principles>

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 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](#)³⁶ (FOI Act).

³⁶ <https://www.legislation.gov.au/C2004A02562/latest/versions>

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

These guidelines have been developed by the department in consultation with:

- Department of Social Services
- Department of the Prime Minister and Cabinet
- Department of Finance
- Australian Government Solicitor.

Released by Department of Home Affairs
under the *Freedom of Information Act 1982*

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 (PGPA Act) ³⁷ .
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 Principles 2024 ³⁸ (CGRPs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

³⁷ <https://www.legislation.gov.au/C2013A00123/latest/text>

³⁸ <https://www.legislation.gov.au/F2024L00854/latest/text>

Term	Definition
grant	for the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: - under which relevant money³⁹ or other Consolidated Revenue Fund⁴⁰ (CRF) money⁴¹ 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 ⁴²	the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
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 ⁴³ .

³⁹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁴⁰ <https://www.finance.gov.au/about-us/glossary/pgpa/term-consolidated-revenue-fund-crf>

⁴¹ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

⁴² <https://www.grants.gov.au/>

⁴³ <https://www.legislation.gov.au/C2018A00045/latest/text>

Term	Definition
Portfolio Budget Statement (PBS) program	described within the entity's Portfolio Budget Statement ⁴⁴ , 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	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. 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: ▪ 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.

⁴⁴ <https://budget.gov.au/>

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Appendix A. list of Invitees

Ref	Organisation legal entity name	Org ABN	Activity description	2025–26	2026–27	2027–28	Total funding (GST exclusive)
G48-R-000424	JEWISH ARTS QUARTER LTD	34 649 543 822	Construction of the Jewish Arts Quarter (JAQ) on Selwyn Street Melbourne, delivering a multi-purpose precinct including accommodating several key institutions, a performing arts theatre, co-working facilities and activated open areas to offer a rich and immersive community space.	\$8,000,000.00	\$10,000,000.00	\$ 0	\$18,000,000.00
G48-R-001530	THE TRUSTEES OF THE LEBANESE MARONITE MISSIONARY	90 233 549 241	The design and construction of a 2 storey community centre with offices and amenities over a basement parking. Including concrete slabs, metal roof frame and covering, brickwork and glazing, soundproofing, solar panels and an internal lift.	\$2,000,000.00	\$1,000,000.00	\$ 0	\$3,000,000.00
G48-R-001614	The Greek Orthodox Community of Oakleigh and District Inc	78 446 978 431	Construction of a Greek Cultural Hub in Oakleigh, including site works.	\$500,000.00	\$4,000,000.00	\$ 0	\$4,500,000.00
G48-R-001617	Trustee for Shree Swaminarayan Mandir Bhuj - Sydney Australia Trust	18 973 817 136	Establish the Nilkanth Community Hub in Kings Park, converting a warehouse into a multipurpose space.	\$ 0	\$1,300,000.00	\$ 0	\$1,300,000.00
G48-R-001693	CHUNG WAH ASSOCIATION	31 621 821 100	Construction of a new community centre in Bently, Western Australia. The two-storey facility will include a main performance hall, a dining hall, two dance studios, three activity rooms, office spaces, landscaped gardens, and a car park.	\$750,000.00	\$250,000.00	\$ 0	\$1,000,000.00
G48-R-001725	Turbans 4 Australia	64 704 364 097	Turbans 4 Australia to expand facilities into Adelaide, South Australia. The proposed new facilities in Adelaide will serve as multipurpose community centre, including a community kitchen and multicultural support centre.	\$1,600,000.00	\$ 0	\$ 0	\$1,600,000.00
G48-R-001934	SRI KRISHNA BRUNDAVANA LTD	19 164 178 330	Construction of a state of the art cultural and multifunctional facility at Marsden Park, NSW. The project includes basement parking, a multi-purpose hall, kitchen, dining hall, outdoor dining area, basement car park, footpaths, a children's play area, additional hall and classrooms, and accommodation facilities. The design focuses on accessibility, sustainability, and safety, with features such as ramps, energy-efficient lighting, solar systems, and CCTV security.	\$1,500,000.00	\$750,000.00	\$250,000.00	\$2,500,000.00
G48-R-001992	WERRIBEE ISLAMIC CENTRE LIMITED	17 286 943 994	Construction of a purpose-built library at the Werribee Islamic Centre, to support the development of a shared community space, library and gym facilities in addition to a recently completed mosque and childcare centre on-site.	\$350,000.00	\$150,000.00	\$ 0	\$500,000.00
G48-R-002007	HINDU COUNCIL OF AUSTRALIA LIMITED	32 082 437 670	Upgrades to the Karma Kitchen, including new dining area and industrial kitchen, storage, bathroom facilities, landscaping and refurbishment of the existing house on site.	\$ 2,400,000.00	\$ 0	\$ 0	\$2,400,000.00
G48-R-002008	VITRAAG JAIN SHWETAMBAR SANGH INCORPORATED	85 422 639 495	Creation of a multipurpose community and cultural centre in Girraween, including an assembly hall with advanced AV systems, storage, and parent rooms; classroom facilities; a library; and supporting infrastructure including	\$2,000,000.00	\$ 0	\$ 0	\$2,000,000.00

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Ref	Organisation legal entity name	Org ABN	Activity description	2025-26	2026-27	2027-28	Total funding (GST exclusive)
			a commercial kitchen, over 100 car parking spaces, loading docks, offices, male and female amenities, and other essential services.				
G48-R-002033	SANTHOM CULTURAL CENTRE LTD	74 675 516 257	Creation of the Santhom Community Hub and Resource Centre, a multipurpose facility including a South Indian migration museum and library showcasing Malayalam literature and resources.	\$500,000.00	\$3,500,000.00	\$ 0	\$4,000,000.00
G48-R-002190	SOUTHERN MIGRANT AND REFUGEE CENTRE INC	44 877 224 580	Establishment, including design and fit-out, of a permanent facility to house the Southern Migrant Resource Centre in east Victoria.	\$ 0	\$1,250,000.00	\$ 0	\$1,250,000.00
G48-R-002192	ABU TALIB COMMUNITY CENTRE INC.	43 598 795 591	Expansion of the Abu Talib Community Centre in Hallam.	\$420,000.00	\$ 0	\$ 0	\$420,000.00
G48-R-002240	HINDU ASSOCIATION OF WESTERN AUSTRALIA INC	52 149 783 309	To build an educational and cultural building to facilitate religious and community events inclusive of a car park at the Perth Hindu Temple.	\$1,000,000.00	\$ 0	\$ 0	\$1,000,000.00
G48-R-002242	The trustee for DUNNIEH ASSOCIATION TRUST	70 100 292 049	Upgrade Community Centre's internal facilities, including meeting spaces and new bathrooms.	\$ 350,000.00	\$325,000.00	\$325,000.00	\$1,000,000.00
G48-R-002243	Khalsa Shaouni Inc	77 309 098 903	Construction of a new dining hall and commercial-grade kitchen and upgrades to existing amenities to ensure a safe, inclusive and sustainable environment.	\$3,000,000.00	\$ 0	\$ 0	\$3,000,000.00
G48-R-002244	MULTICULTURAL SERVICES CENTRE OF WESTERN AUSTRALIA INCORPORATED	18 563 729 871	Establishment of the Multicultural Services Centre of Western Australia Women's Shed and Multicultural Hub.	\$250,000.00	\$200,000.00	\$ 0	\$450,000.00
G48-R-002257	Sydney Marae Alliance	54 599 783 835	Establishment of a dedicated Māori Cultural Centre and Marae in Western Sydney, creating a dedicated space in the heart of South West Sydney for traditional ceremonies, festivals, exhibitions and education programs.	\$1,000,000.00	\$ 0	\$ 0	\$1,000,000.00
G48-R-002258	MULTICULTURAL SERVICES CENTRE OF WESTERN AUSTRALIA INCORPORATED	18 563 729 871	Construction of a second storey and rooftop community garden at 20 Cobbler Place, Mirrabooka, principally to be used as a Multicultural Hub. The Hub will also provide a physical space for multicultural communities to connect and allow for facilitation of meetings, shared spaces for skills building, income earning opportunities for CaLD women and visual arts exhibitions for emerging CaLD artists	\$300,000.00	\$200,000.00	\$ 0	\$500,000.00
G48-R-002262	Shree Swaminarayan Temple (Mandir) Perth Australia Inc	40 589 248 982	Creation of a multipurpose multistorey facility at the Shree Swaminarayan Temple, including relocation of existing shed, service upgrade and foreshore management.	\$3,250,000.00	\$ 0	\$ 0	\$3,250,000.00
G48-R-002265	SAIVA MAHA SABAI OF WESTERN AUSTRALIA INCORPORATED	39 364 584 677	Building of a multicultural community centre in Mandogalup WA, to support cultural events, educational programs and social activities.	\$ 0	\$1,800,000.00	\$ 0	\$1,800,000.00
G48-R-002284	AUSTRALIA BUDDHIST BLISS CULTURE MISSION INC	37 683 727 239	Expansion of the current Australian Buddhist Bliss Culture Mission building, including improvements of existing facilities, a reconfigured courtyard and parking area, a kitchen relocation and technology upgrades.	\$400,000.00	\$500,000.00	\$700,000.00	\$1,600,000.00
G48-R-002285	THE GREEK ORTHODOX COMMUNITY OF	14 004 258 360	Creation of the St Dimitrios Multi-Function Art Space in Windsor. This project will improve existing facilities and create a multi-function arts and	\$123,000.00	\$800,000.00	\$300,000.00	\$1,223,000.00

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Ref	Organisation legal entity name	Org ABN	Activity description	2025–26	2026–27	2027–28	Total funding (GST exclusive)
	MELBOURNE AND VICTORIA		community space that will provide versatile, inclusive space for community gatherings, educational activities and for local events.				
G48-R-002290	AL-MINIA CHARITABLE ASSOCIATION LTD	75 001 703 046	Build the Al Minia Charitable Association's new Indoor Sports Facility, including the construction of a purpose-built, multifunctional recreational facility designed to support a variety of community-based sporting and social activities.	\$700,000.00	\$300,000.00	\$ 0	\$1,000,000.00
G48-R-002291	Holy Apostolic Catholic Assyrian Church of the East Property Trust	84 594 873 037	Establishment of a new 600 person St Yosip Parish community hall in Leppington, including site costs, services, parking, landscaping and construction of the community hall which will service both the wider community and church community.	\$2,500,000.00	\$2,500,000.00	\$ 0	\$5,000,000.00
G48-R-002294	THE MELBOURNE VINAYAGAR HINDU SANGAM INCORPORATED	50 275 645 361	Construction of the community hub at the Sri Vakrathunda Vinayagar Hindu Temple in The Basin, including adaptable spaces designed for multiple uses.	\$1,800,000.00	\$200,000.00	\$ 0	\$2,000,000.00
G48-R-002297	St Mary Antiochian Orthodox Church Incorporated	57 330 501 152	Construction of a Youth and Community Centre at St Mary's the Nativity Orthodox Church in Mays Hill.	\$2,000,000.00	\$ 0	\$ 0	\$2,000,000.00
G48-R-002313	AFGHAN ISLAMIC CENTRE AND OMAR-FAROOQ MOSQUE INC.	50 084 731 946	Construction of a new Afghan Islamic Centre & Omar Farooq Mosque (AICOM) community hub in Melbourne's southeast. The centre will feature a mosque, multipurpose hall, classrooms, offices, and support facilities.	\$1,000,000.00	\$3,000,000.00	\$1,000,000.00	\$5,000,000.00
G48-R-002323	The Greek orthodox Community of New South Wales Ltd	50 000 018 128	Construction of the Hellenic Historical and Cultural Centre.	\$ 0	\$4,500,000.00	\$ 0	\$4,500,000.00
G48-R-002324	Chaldean Catholic Diocese Incorporated	26 649 045 706	Establishment of the Chaldean Diocese youth centre that features meeting rooms, a library, a media room and a pastoral centre for assisting Chaldean Australians.	\$500,000.00	\$2,000,000.00	\$500,000.00	\$3,000,000.00
G48-R-002326	TIGRAY ORTHODOX TEWAHEDO DEBRE AMIN ABUNE TEKLEHAIMANOT CHURCH INC	73 992 183 906	Construction of a multipurpose hall that will be used as a hub for the community, especially youth, the multipurpose hall will provide a flexible, inclusive community event space, along with 130 car parking bays.	\$1,000,000.00	\$ 0	\$ 0	\$1,000,000.00
G48-R-002328	UMA CENTRE LTD	65 604 205 334	Construction of a Community Centre integrating sport, education and social services in Western Sydney.	\$ 0	\$10,000,000.00	\$ 0	\$10,000,000.00
G48-R-002332	SRI DURGA ARTS/CULTURAL & EDUCATIONAL CENTRE INC.	47 799 049 841	Construction of a Community and Cultural Precinct on Neale Road, Deanside. The Centre will cater for a wide variety of immediate social needs and community activities.	\$250,000.00	\$2,500,000.00	\$2,250,000.00	\$5,000,000.00
G48-R-002334	The Trustees of The Roman Catholic Church for The Diocese of Saint Maron Sydney	41 627 619 405	Lift infrastructure and shaft works at the St Joseph's parish site on Acton Street in Croydon.	\$500,000.00	\$1,000,000.00	\$ 0	\$1,500,000.00
G48-R-002354	City of Ryde Council	81 621 292 610	Revitalisation and upgrade of the Eastwood Town centre.	\$100,000.00	\$250,000.00	\$1,650,000.00	\$2,000,000.00

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Ref	Organisation legal entity name	Org ABN	Activity description	2025–26	2026–27	2027–28	Total funding (GST exclusive)
G48-R-002356	The Trustees of The Roman Catholic Church for The Diocese of Saint Maron Sydney	41 627 619 405	The development of the piazza forecourt and ANZAC Memorial above the car park that is being developed.	\$500,000.00	\$500,000.00	\$1,000,000.00	\$2,000,000.00
G48-R-002360	FEDERATION OF INDIAN COMMUNITIES OF QUEENSLAND INCORPORATED	89 440 569 010	Establish a new 'House of India' community and cultural centre in South East Queensland including a dedicated hub for community activities and cultural events, as well as a meeting place for Indian community associations, and other multicultural and faith groups.	\$2,500,000.00	\$2,000,000.00	\$1,000,000.00	\$5,500,000.00
G48-R-002482	Turbans 4 Australia	64 704 364 097	Support the delivery of multipurpose facilities in Thomastown Victoria. The proposed new facilities in Thomastown will include community kitchen and multicultural support centre.	\$988,399.00	\$ 0		\$988,399.00
G48-R-002505	Turbans 4 Australia	64 704 364 097	Support the delivery of multipurpose facilities in Cowan Perth. The proposed new facilities in Cowan will include community kitchen and multicultural support centre.	\$1,600,000.00	\$ 0	\$ 0	\$1,600,000.00

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From: s. 22(1)(a)(ii)
To: s. 22(1)(a)(ii) s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii); [Multicultural Grants](#); [HomeAffairsDesign](#)
Subject: FYI - Published: 2025-5141 - Supporting Multicultural Communities Infrastructure - closed selection round [SEC=OFFICIAL]
Date: Friday, 14 November 2025 3:45:03 PM
Attachments: [image001.png](#)
[IR147123 - Invitation to apply for the 2025-5141 - Supporting Multicultural Communities Infrastructure SECOFFICIAL.msg](#)

Good afternoon,

Our Grant Support Helpdesk team has sent the confirmation of invitation email *2025-5141 - Supporting Multicultural Communities Infrastructure* on Friday 14 November 2025 at 2:19pm AEST (see attached a copy for your reference).

Additionally, the team confirmed that the email was successfully delivered to all contacts.

Regards,

s. 22(

s. 22(1)(a)(ii)

Assistant Director

Agency Scheduling, Design and Agreement Creation

Client Grants Branch

Community Grants Hub

P: s. 22(1)(a)(ii) | **E:** s. 22(1)(a)(ii) [@dss.gov.au](mailto:s.22(1)(a)(ii)@dss.gov.au)

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

CGH_Signature_2



From: s. 22(1)(a)(ii)

Sent: Friday, 14 November 2025 2:10 PM

To: s. 22(1)(a)(ii) s. 22(1)(a)(ii) @homeaffairs.gov.au>;

s. 22(1)(a)(ii) @homeaffairs.gov.au

Cc: s. 22(1)(a)(ii) s. 22(1)(a)(ii) @homeaffairs.gov.au>; Multicultural Grants

s. 22(1)(a)(ii) @homeaffairs.gov.au>

Subject: FYI - Published: 2025-5141 - Supporting Multicultural Communities Infrastructure - closed selection round [SEC=OFFICIAL]

Good afternoon team,

I am pleased to advise that 2025-5141 - Supporting Multicultural Communities Infrastructure has been published on [GrantConnect](#) and will be updated shortly on the CGH website.

Regards,

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

Assistant Director

Agency Scheduling, Design and Agreement Creation

Client Grants Branch

Community Grants Hub

P: s. 22(1)(a)(ii) | **E:** s. 22(1)(a)(ii) [@dss.gov.au](mailto:s.22(1)(a)(ii)@dss.gov.au)

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CGH_Signature_2





Australian Government



**OFFICE FOR
MULTICULTURAL AFFAIRS**

Supporting Multicultural Communities - Infrastructure

Selection and Assessment Plan

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Purpose

This Selection and Assessment Plan details the approach for the selection and assessment processes, including the deliverables and activities, for the Supporting Multicultural Communities – Infrastructure (SMC-Infrastructure) grant opportunity. This Selection and Assessment Plan outlines the responsibilities and processes to administer the assessment and selection phases in accordance with the Grant Opportunity Guidelines (the Guidelines, **Attachment A**) and the *Commonwealth Grant Rules and Principles 2024* (CGRPs).

This Selection and Assessment plan is complemented by the Conformance Assessment Plan (**Attachment B**) developed by the Department of Social Services (DSS) Community Grants Hub (the Hub). The Conformance Assessment Plan outlines the compliance and eligibility checks undertaken by the Hub that will be submitted to the Grant Delegate for approval.

Overview

This grant opportunity will fulfil elements of the commitments made by Labor candidates in the 2025 Federal election to support multicultural communities as outlined in Labor's costed plan to *Build Australia's Future*. These projects will provide direct support to multicultural community organisations demonstrating the Government's commitment to support both small and large communities and more diverse organisations with strong local links and who provide innovative support direct to their communities.

Summary

Summary	Details
Grant Round Type	Closed Non-competitive
Open Date	14 November 2025
Close Date	11 December 2025 at 9:00PM AEDT
Expected number of applications	39
Expected number of agreements	39

Delegations

Delegation	Personnel
Grant Lead	s. 22(1)(a)(ii) EL1, Multicultural Grants Election Commitments (up to 20 January 2026) s. 22(1)(a)(ii) A/g EL 1, Multicultural Grants Infrastructure (from 21 January 2026)
Grant Director	s. 22(1)(a)(ii) EL2, Multicultural Grants Election Commitments s. 22(1)(a)(ii) A/g EL2, Multicultural Grants (from 21 January 2026 to 6 February 2026)
Grant Opportunity Delegate	Malcolm McAllister, SESB1, Special Envoys Support and Grants Programs
Decision Maker/Financial Delegate	Minister for Multicultural Affairs or Assistant Minister for Customs, Citizenship and Multicultural Affairs

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Timeframes

The timeframes for completion of processes and deliverables are outlined below in line with the agreed timeframes with the Hub. All timeframes are dependent on the final number of applications and are detailed in the Amenities SelectAssess Run Sheet (ADD2025/7945919).

Task	Start Date	End Date	Owner
Conformance Assessment (Hub)			
Conduct Conformance Assessment	12/12/2025	12/01/2026	Hub: ODM
Provide on time applications to the Department	16/12/2026	16/12/2026	Hub: Selections
Provide late applications to the Department	22/12/2025	22/12/2025	Hub: Selections
Delegate decision: Conformance Assessment Outcomes	12/01/2026	15/01/2026	Department: Grant Opportunity Delegate
Finalise Conformance Assessment Report and Application Data Report	15/01/2026	20/01/2026	Hub: Selections and ODM
Assessment			
Preliminary Assessment of grant applications	12/12/2025	09/01/2026	Department: Grant Lead
Training of Assessors	15/01/2026	15/01/2026	Department: Grant Lead
Assessment and moderation of applications by Department	15/01/2026	02/02/2026	Department: Grant Lead
Finalise Assessment Report	03/02/2026	13/02/2026	Department: Grant Lead
Selection Advisory Panel and Decision Making			
Selection Advisory Panel (SAP) training and probity briefing	16/02/2026	16/02/2026	Department: Grant Lead
SAP meeting/s convened	20/02/2026	23/02/2026	Department: SAP
Finalise SAP Report and circulate for approval of members	24/02/2026	27/02/2026	Department: Grant Lead
Draft Ministerial Submission	03/02/2026	04/02/2026	Department: Grant Lead
Finalise Ministerial Submission	05/02/2026	19/03/2026	Department: Grant Lead
Approval of Grant Round Outcomes	05/03/2025	02/04/2026	Decision Maker

Responsibilities

Department Responsibilities

The roles and responsibilities of the Department are outlined in this Selection and Assessment Plan.

- Making decisions on ineligible, non-compliant and late application findings.
- Conducting further reviews of applicants included on the National Redress Scheme's list of *'Institutions that have not joined or signified their intent to join the Scheme'* and on the *Workplace Gender Equality Agency* non-compliant organisations list at the Organisational Risk Review (ORR) stage.
- Undertaking assessment against the assessment criteria and conducting additional eligibility checks specified in the guidelines.
- Undertaking the recruitment of a SAP chair and SAP members.
- Conducting ORR on organisations and key personnel for each application.
- Producing the final selection report detailing assessment processes undertaken in line with the CGRPs and relevant legislation.
- Ensuring appropriate delegation for decision making.
- Preparing, briefing and making final recommendations to the financial delegate for decision.
- Providing the signed Spending Minute, all associated attachments, and the completed application data report to the Hub to reconcile outcomes.
- Reviewing and amending draft general feedback (template to remain unchanged, information to be inputted as directed).

Hub Responsibilities

The Hub will provide the Department with the following administrative services to assist in delivering the grant opportunity:

- Provide applications and attachments via GovTeams 3 business days after the closure of the grant opportunity, this is to include potential late application submissions.
 - **Please note:** the Department accepts the risk of commencing work on these applications as they have not yet undergone compliance and eligibility preliminary assessment checks.
- Undertake conformance assessment: compliance and eligibility checks, compile and provide the compliance and eligibility finding report for the grant opportunity delegates decision, including:
 - Review applicants included on the National Redress Scheme's list of 'Institutions that have not joined or signified their intent to join the Scheme' prior to issuing the compliance and eligibility report.
 - Review applicants included on the Workplace Gender Equality Agency non-compliant organisations list prior to issuing the compliance and eligibility report.
 - Notify applicants of ineligible and non-compliant selection outcomes upon receipt of the eligibility and compliance findings.
- Facilitate financial viability assessments, as requested by the department.
- Provide the Selection Report: Conformance Assessment to the Department outlining the work undertaken and results.
- Provide an application data report to the Department to assist in the deliberation and review of applications.
- Reconcile and action the signed spending minute into the Grant Payment System (GPS), against the spending minute, associated attachments, and the application data report.
- Notify all applicants of the outcome of their application upon receipt of the spending minute.

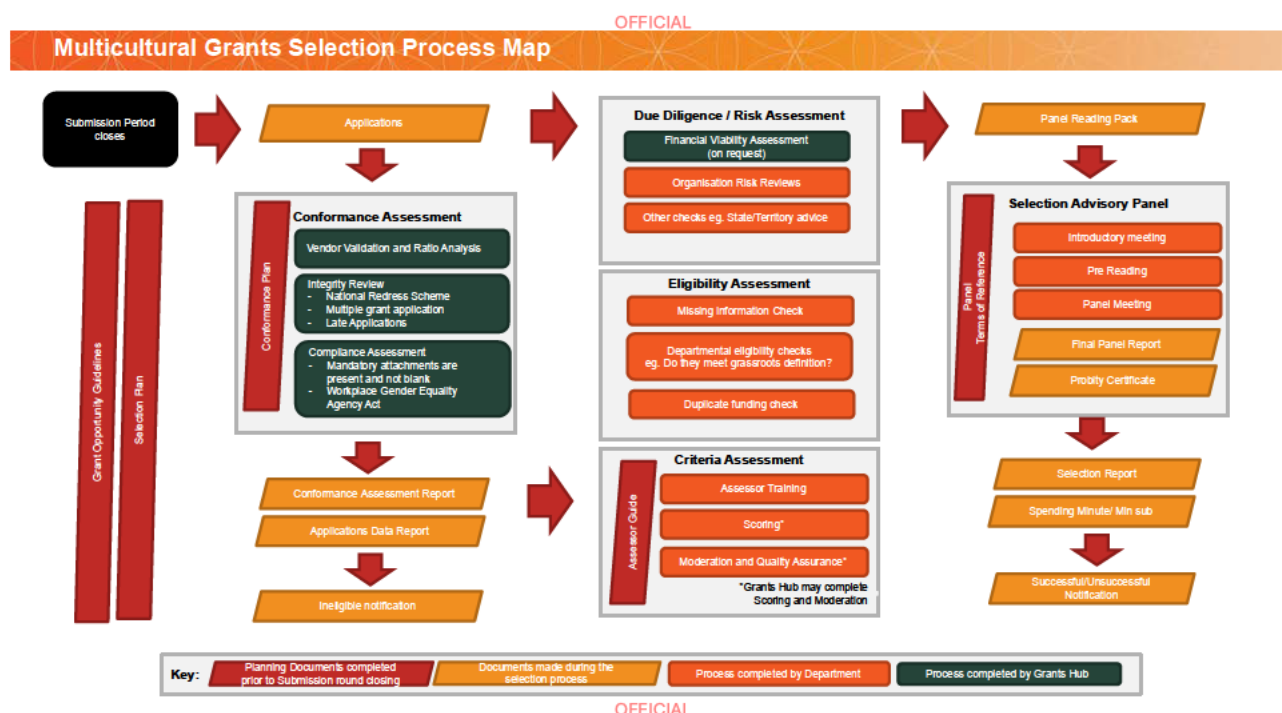
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Related Documents and Artefacts

The following outlines the documents and artefacts to be developed to support the assessment and selection process.

Name of Document	Selection of Plan	Location	Owner
Decision Tracker	All	ADD2025/6060140	Design
Assessors Training Presentation	Assessment Team	ADD2025/8221579	Design
Conformance Plan	Conformance Assessment Plan and Report	ADD2025/8166491	Hub
Conformance Report	Conformance Assessment Plan and Report	ADD2026/884915	Hub
Organisation Risk Review Report	Organisation Risk Review	ADD2025/8116863	Design
Assessors Guide	Assessment	ADD2025/7077523	Design
Assessors Workbook	Assessment	ADD2025/8202650	Design
Application Data Report	Assessment Report	ADD2026/885820	Hub
Assessment Report	Assessment Report	ADD2026/885899	Design
SAP Terms of Reference	Selection Advisory Panel Members	ADD2025/7065593	Design
SAP Training Presentation	Introductory SAP Meeting	ADD2025/8221555	Design
SAP Report	SAP Report	To Be Developed	Design
Selection Report	Selection Report and Grant Round Outcomes	To Be Developed	Design
Probity Certificate	Briefing the Decision Maker	To Be Received	Probity
Spending Minute (Executive Communication)	Briefing the Decision Maker	PDMS Reference to be developed	Design

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Assessment Process

1. Assessment Team

An assessment team consisting of the below members will be established.

The assessment team will receive training from the Grant Lead on the background of the grant opportunity and how to assess the applications, including using the assessors guide and completing the Assessors workbook.

Role	Name	Position/Team
Initial Assessor	s. 22(1)(a)(ii)	Grant Support, Multicultural Grants
Grant Lead	s. 22(1)(a)(ii)(to 20 January 2026)	EL1, Multicultural Grants Election Commitments
	s. 22(1)(a)(ii) (from 21 January 2026)	A/g EL1 – Multicultural Infrastructure Grants
Assessor	s. 22(1)(a)(ii)	EL1, Multicultural Infrastructure Grants
Assessor	s. 22(1)(a)(ii)	EL1, Multicultural Grants
Assessor	s. 22(1)(a)(ii)	EL1, Settlement Network
Assessor	s. 22(1)(a)(ii)	APS 6, Skilled Visa Branch (from 2 February 2026 to 9 February 2026)
Assessor	s. 22(1)(a)(ii)	APS 5, Partner Visa Delivery Branch (from 2 February 2026 to 9 February 2026)
Assessor	s. 22(1)(a)(ii) (to 20 January 2026)	A/g EL1, Multicultural Infrastructure Grants

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2. Conformance Assessment Plan and Report

Compliance and eligibility requirements, which are detailed in the Guidelines, will be conducted in accordance with the process outlined in the Conformance Assessment Plan (Attachment B) developed by the Community Grants Hub.

Following the completion of all checks outlined in the Conformance Assessment Plan, the Hub will provide the Selection Report: Conformance Assessment which will include:

- a summary of grant applications
- a summary of the conformance assessment outcomes
- risks, issues, or probity advice to be noted
- information regarding any deviation from the Conformance Assessment
- Application Data Report as an attachment

The Hub will provide a Conformance Report on the outcomes and decisions for approval by the specified Grant Opportunity Delegate¹. The Conformance report will be attached to the final selection plan submitted to the decision maker.

Ratio Analysis

The Hub will conduct ratio analysis for this grant opportunity to provide the Department with a basic indication of the grant applicant's financial health.

The required information will be captured electronically by requesting the financials in the grant application form and balance four ratio scores (current ratio, liquidity ratio, debt ratio and net profit ratio) to generate a low to high-risk rating.

The Hub will provide the results of the ratio analysis to the Department for inclusion in the Assessment Report.

3. Organisation Risk Review

An initial assessor will undertake the Organisation Risk Review following the process specified in the Multicultural Grant standard scope as detailed in the Multicultural Grant guide to conducting organisational risk reviews guide (located at ADD2025/7227235). An ORR report on outcomes will be developed for consideration by the Grant Lead.

The purpose of these checks is to help determine whether there are concerns that could potentially harm the achievement of the grant objectives.

The ORR report will be signed off by the Grant Director. Risks and issues identified in the report will be incorporated into the assessment report.

4. Initial Checks

Following the Hub provision of applications through GovTeams and after they are saved into TRIM, the Grant lead/initial assessor will conduct an initial review and check of the applications to identify:

- Did the applicant apply for the correct activity, aligned with Appendix A of the Guidelines?
- Does the application funding reflect the same amount and profile specified in Appendix A of the Guidelines?
- Are all mandatory attachments included and are they complete and accurate (ie funding matches the total amount)

¹ For the Conformance Reports, the Grant Opportunity Delegate is different for the purposes of this Selection and Assessment Plan to manage the reporting from the Hub. Any issues with the rounds will be escalated to the Grant Opportunity delegate specified in this plan.

This information will be recorded in the assessment report.

In these checks, the Grant lead/initial assessor will consider the project financial risk and determine which applications will be provided to the Hub to conduct a FVA. The threshold for conducting a FVA will be the total cost of the project being over \$5 million.

5. Assessment

The grant lead will allocate applications to teams of two assessors. Each application must be reviewed by at least two independent assessors, following the guidance in the Assessors' Guide and applying the scoring matrix.

Score	Basis for Score
3	The applicant has provided a strong response to the criterion.
2	The applicant has provided a satisfactory response to the criterion.
1	The applicant has provided a poor response to the criterion.
1	The applicant has provided no relevant response to the criterion.

Project Description, Budget and Project Plan

Assessors will review the applicant's brief description of their project and prepare a short summary for inclusion in the Assessors Workbook.

Assessors will also review the budget and project plan submitted by each applicant. For the project plan, assessors will prepare a short summary for inclusion in the assessors workbook highlighting key dates and deliverables, any potential issues (for example, pre-incurred expenses).

Process

Each assessor will record their scores and justifications on each application in their Assessors Workbook. Where the assessors final score vary by more than 2 points, the Grant Lead will act as moderator and conduct a third assessment to be used in the Assessment Report. The Grant Lead will also review all applications with a score of 0 in any criteria from any assessor to ensure scores, assessment justifications and summaries are fair, defensible, and consistent across the grant opportunity.

The Assessor's Guide provides further details about the assessment process.

All issues identified during the assessment process by the assessment team will be discussed with the Grant Lead. Key decisions on seeking additional information or requiring further work are to be documented in the decision tracker and approved by the Grant Director.

6. Assessment Report

The Assessment Report will be completed by the Grant Lead, incorporating:

- Initial checks
- FVA Outcomes
- Assessor scores and justifications
- Any other risks or issues identified during the assessment process, including in the ORR report where additional information may need to be requested, such as a project budget, if there is a risk or issue with an applicant's claims (only under exceptional circumstances).

A quality assurance check of the Assessment Report will be conducted by the Grant Director prior to collating this with other documents to be provided to the SAP in the SAP Reading Pack to inform deliberations

Selection Process

1. Selection Advisory Panel (SAP) Members

The Department will establish a Selection Advisory Panel (SAP). An independent probity advisor will provide training for the SAP and attend meetings.

For this grant opportunity SAP members include:

Role	Name	Position/Team
Chair	Malcolm McAllister	SESB1, Special Envoys Support and Grants Programs
Members	s. 22(1)(a)(ii)	EL1, Multicultural Grants
	s. 22(1)(a)(ii)	A/g EL2, Multicultural Grants
Probity Advisor	s. 47F(1)	s. 47F(1)
Secretariate	s. 22(1)(a)(ii)	APS 6, Multicultural Grants Election Commitments
Policy Advisor	s. 22(1)(a)(ii) (to 20 January 2026)	EL1, Multicultural Grants Election Commitments
	s. 22(1)(a)(ii) (from 21 January 2026)	A/g EL1, Multicultural Grants - Infrastructure

The SAP will be conducted in line with the SAP terms of reference. Below is a summary of critical steps in this process.

2. Introductory SAP Meeting

An introductory meeting will be arranged by the grant lead where the SAP panel will be provided with information and training using the SAP training presentation.

3. SAP Reading Pack

The SAP reading pack will be circulated following the introductory meeting and it will include:

- all applications with attachments
- SAP Terms of Reference
- SAP Assessment Report
- Application Data Report
- Selection and Assessment Plan
- Hub list of justifications

4. Meeting and Decision Making

In line with the Guidelines, the SAP must rate each selection criteria response as:

- fully meet the selection criteria
- partially meet the selection criteria
- do not meet any of the selection criteria.

Fully meets the criterion	Partially meets the criterion	Does not meet the criterion
• All sub-criteria have been addressed. • A good case has been made by the applicant through clear and convincing arguments that are supported by evidence. • The applicant has provided relevant information for all sub-criteria. • All the claims made are reasonable, generally convincing and well explained. • All the claims made are supported by evidence. • All the claims made and evidence provided generally link back to the grant activities and objectives/outcomes. • All the evidence provided is relevant. • Very limited areas of relevant weakness may have been identified.	• Some or most of the sub-criteria have been addressed. • A satisfactory case has been made by the applicant through information that is generally relevant. While some information is ambiguous, overall a clear picture emerges. • The applicant has provided some or mostly relevant information. • Some or most of the claims made are reasonable and supported by some evidence. • Some or most of the evidence provided is relevant. • Some areas of relevant weakness have been identified.	• No real case has been made against the criterion or any of the sub-criteria. • No relevant information has been provided or the response field is blank. • No analysis has been provided or the sub-criteria are largely repeated. • A very poor case has been made with limited information supplied. • Any claims made may be inadequate, ambiguous or not clearly explained. • Critical areas of weakness have been identified.

All panel determinations on the selection criteria scoring must be recorded in the SAP Report.

5. SAP Report

All decisions made by the SAP will be clearly documented in a SAP Report. This SAP Report will be developed during the Panel meeting by the secretariat.

The SAP Report must provide clear advice about the merits of the recommended grant/s relative to the Guidelines and the key principle of achieving value with relevant money.

The SAP Report must include:

- the names and details, including funding, in application for all applicants
- assessment score
- rating (fully meets criteria, partially meets criteria, does not meet criteria)
- recommended funding total and by financial year
- justifications for decisions using the standard SAP justifications (as required by the Hub)
- special conditions for the Grant Agreement and Activity workplan, if any
- a column for approval and comments by the decision maker

The SAP Report must also indicate which of the applications can be supported within the available funding, including a yearly financial allocation and recommend that applications that do not meet any of the selection criteria be rejected.

The SAP must approve the SAP Report

6. Selection Report and Grant Round Outcomes

The Department will prepare a Selection Report that confirms the selection process was completed in line with this Selection and Assessment Plan, the Guidelines and CGRPs. If there was a deviation from the Selection Plan and Assessment, an appropriate explanation will be provided and evidence of the approved decision.

The Selection Report will follow the template and be attached to the Spending Minute (Executive Communication). It must include:

- A summary of the assessment process
- Funding recommendations, including funding allocation by financial year and funding breakdown by service area/s (if applicable)
- Risks, issues or probity advice to be noted
- Information regarding any deviation from the Selection and Assessment Plan
- Attachments to the Report will be:
 - o Grant Opportunity Guidelines
 - o Selection and Assessment Plan
 - o Conformance Assessment Plan
 - o Conformance Assessment Report
 - o SAP Report endorsed by Pannel
 - o Probity Certificate

7. Briefing the Decision Maker

The Department will prepare a Spending Minute (Ministerial Submission) for the decision maker using the Selection Report.

The Ministerial Submission must provide recommendations to the decision maker on:

- Approval of applicants and funding, as detailed in the Selection Report
- Identifying any conflicts of interest
- Noting the requirements relating to decision making by Ministers, including if the Minister rejects a recommendation of the Department or approves a grant in their electorate, they need to advise the Finance Minister
- Agree to an official of the department being the decision maker who exercises the power to vary and administer the grants

In accordance with the CGRP's, when briefing the decision maker, the following information must be included in the document and the Hub must receive the approval:

- decisions to fund and not fund applications;
- funding amounts including breakdown by financial year;
- service areas (coverage) including breakdown of funding (dollar amount) per service area, and
- the Panel's overall assessment justifications, SAP Report (fully meets, partially meets, or does not meet).

The probity advisor will provide a probity certificate confirming the probity principles were utilised in the process. This will be added as an attachment to the recommendations to the Decision Maker/Financial Delegate.

8. Approval to fund applicants

In accordance with the CGRP's and the Guidelines, the decision maker will make the final decision to fund and not fund applicants.

Following the Decision Maker/Financial Delegate's decision, the Department will provide the Hub with the Financial Delegate's written authority (including all attachments) to fund successful applicants. The Hub will notify all applicants of the outcome of their grant application.

Project Management

Risks and Issues Management

Further to the Hub's risks and issues management strategies for this grant, the Multicultural Grants section established a risk management process to identify and assess risks or issues which will be promptly escalated to Grant Opportunity Delegates for decision-making. The focus is to find suitable resolutions to potential risk or issues to achieve policy outcomes.

Examples of possible risks and issues can be:

- Tight timelines
- Incomplete applications
- Delays in providing outcomes decisions
- IT issues
- Natural disasters such as fire or floods
- Potential for another pandemic.

The Multicultural Grants section has oversight of the risks for the deliverables that the Department is responsible for including additional eligibility checks, organisational risk checks, and assessment and selection activities.

Conflict of Interest and Declaration of Confidentiality/Probity

All personnel involved in the select phase of the grant opportunity selection process will be required to complete the Multicultural Grants Acknowledgement of Confidentiality and Disclosure of Conflict of Interest as per the *Multicultural Grants Confidentiality and Conflict of Interest Management – Standard Operating Procedure*.

Probity

Probity is the evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness, and honesty in a grants process. The CGRP's specifically identify the principles, public sector values and duties of honesty, integrity, impartiality, and accountability whilst working on grant opportunities.

The Australian Government ensures 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 CGRP's.

During the select phase of this grant opportunity, the Department or the Hub may request to receive probity advice. For this grant opportunity **S. 47F(1)** is the nominated independent probity advisor who can assist the Department to ensure compliance with the Guidelines, Departmental selection documentation and the CGRPs.

Approval to Proceed

Grant Opportunity Delegate

You:

1. **Note and agree** to the Selection and Assessment Plan for Supporting Multicultural Communities - Infrastructure Grant Opportunity.
2. **Note** the process in which the Multicultural Grants section will administer the grant opportunity for Supporting Multicultural Communities - Infrastructure Grant Opportunity in accordance with the Grant Opportunity Guidelines.

Malcolm McAllister

Assistant Secretary

Multicultural Grants, Special Envoy Support and Grants Programs Branch

Signature:

Date:

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Related Documents

Document	
Multicultural Grant Guide to Conducting Organisational Risk Reviews	ADD2025/7227235
Multicultural Grants Confidentiality and Conflict of Interest Management – Standard Operating Procedure	ADD2024/8254806
SMC – Infrastructure – Grant Opportunity Guidelines	ADD2026/670068

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Community
Grants Hub
Improving your grant experience



Selection Plan – Conformance Assessment

Supporting Multicultural Communities - Infrastructure

Department of Home Affairs

s. 47F(1), s. 47G(1)(a)

Tracker ID: 2025-5141

Date: November 2025

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Implementation of the Key Principles of Grants Administration

1. Robust Planning and Design

- This grant opportunity is designed to align with government priorities and intended outcomes.
- Early engagement with stakeholders ensures the grant is fit-for-purpose and considers implementation risks.

2. Collaboration and Partnership

- The Community Grants Hub and Department of Home Affairs (the Department) work collaboratively to ensure effective implementation.
- Feedback mechanisms are in place to support continuous improvement.

3. Proportionality

- The level of effort and oversight is proportionate to the scale, complexity, and risk of the grant activity.
- Conformance Assessment, Preliminary Assessment and assurance processes are tailored accordingly.

4. An Outcomes Orientation

- This grant process is focused on achieving measurable outcomes and delivering public value.
- Performance indicators and reporting requirements are clearly defined in the subsequent grant agreement.

5. Merit Based Processes

- Selection processes align with the key principles of grants administration, ensuring fairness and transparency.
- Merit criteria are clearly defined and weighted to reflect policy objectives and operational needs.
- Preliminary assessment methodology is tailored to the grant's purpose and risk profile.
- Decisions are well-documented, publicly promoted, and equitably administered to maximise access and outcomes.

6. Achieving Value with Relevant Money

- All stages of the grant lifecycle from design to select and monitoring are guided by value for money considerations.
- This includes effective use of resources, competitive selection processes, and risk management.

7. Consistency with Grant Opportunity Guidelines and Established Processes

- Consistency with Grant Opportunity Guidelines promotes transparency, accountability, and alignment with government expectations.
- Established processes support efficient resource use, reduce duplication, and ensure compliance.

8. Governance and Accountability

- Roles and responsibilities are clearly defined, with appropriate delegations and decision-making authorities.
- The process is supported by internal controls, audit trails, and compliance with the PGPA Act.

9. Probity and Transparency

- The process is fair, impartial, and transparent.
- Conflicts of interest are managed, and decisions are documented and communicated appropriately.

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Legislative and Policy Framework

The grant selection process is governed by a robust legislative and policy framework that ensures transparency, accountability, and alignment with government priorities.

Commonwealth Grants Rules and Principles (CGRPs) 2024

The grant process is governed by the [CGRPs \(2024\)](#), which set out mandatory requirements and principles for grants administration, with emphasis on value for money, robust planning, and transparent decision-making.

Public Governance, Performance and Accountability Act 2013 (PGPA Act)

The [PGPA Act](#) underpins the CGRPs and outlines the responsibilities of accountable authorities and officials in managing public resources, ensuring proper use of public funds and alignment with government priorities.

Enabling Legislation, Program Guidelines and Publications

- **Legislation:** [Criminal Code Act 1995](#), [Privacy Act 1988](#), [Public Service Act 1999](#), [Freedom of Information Act 1982](#).
- **Policy Obligations:** [Australian Public Service Code of Conduct](#), [Taxation Obligations](#), [Australian Privacy Principles](#).
- **Program-Specific References:** [GrantConnect](#), [Portfolio Budget Statement](#), Grant Opportunity Guidelines.
- Supporting Multicultural Communities Program Outcome 2 under Program 2.5 - Multicultural Affairs and Citizenship.

Whole-of-Government Policies

- **Whole-of-government Grants Toolkit:** Available from the [Department of Finance](#)
- **National Agreement on Closing the Gap:** [National Agreement](#)
- **Gender Equality:** Compliance with the [Workplace Gender Equality Act 2012 \(WGEA\)](#)
- **Redress Scheme:** Consideration of the [National Redress Scheme for Institutional Child Sexual Abuse](#)

Community Grants Hub Policies

The Conformance Assessment will be conducted in accordance with the Community Grants Hub (Hub) Standard Operating Procedures for the Select Phase of the grant lifecycle. These procedures ensure a consistent, transparent, and accountable approach to assessing grant applications, in alignment with the Commonwealth Grants Rules and Principles (CGRPs) and the broader legislative and policy framework.

Risk and Assurance Framework

The selection process is guided by the Selection - Risk Management and Issues Standard Operating Procedure, adapted from the Department of Social Services Risk Management Framework. This ensures consistent identification, assessment, and management of risks throughout the Select Phase of the grant lifecycle.

Risk registers are maintained and reviewed at key decision points, with escalation protocols in place for high or emerging risks. Internal assurance mechanisms including moderation, quality assurance, and oversight by the Selection Advisory Panel support the integrity and transparency of the process.

This approach aligns with the Commonwealth Risk Management Policy and promotes accountable, evidence-based decision-making.

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Purpose of the Selection Plan

This Selection Plan, developed in collaboration with Department of Home Affairs (the Department), outlines the administrative and procedural framework for the Conformance Assessment process for the grant opportunity. It supports delivery of the grant in alignment with the objectives and operational parameters set out in the Grant Opportunity Guidelines (**Attachment A**).

The plan defines the roles, responsibilities, and processes agreed between the Department and the Community Grants Hub (the Hub) to ensure a consistent, transparent, and accountable selection process. Standard operating procedures will be applied where relevant, with any tailored or bespoke processes documented within this Selection Plan.

All selection activities will be implemented in accordance with the timeframes and requirements outlined in the Grant Round Timeline (GRT). Any deviations from the agreed approach will be managed collaboratively and may require updates to the GRT to reflect revised timelines or procedures.

Conflict of Interest and Confidentiality Declarations

To uphold the integrity and transparency of the selection process, all personnel involved in the Select Phase must complete Conflict of Interest and Declaration of Confidentiality forms prior to accessing or assessing grant applications.

Hub Responsibilities:

Hub staff must complete both forms:

- Upon commencement in the Hub.
- Upon identification of a potential or actual conflict.
- Annually thereafter.

Where a conflict is identified, the Hub will implement appropriate mitigation measures and file the forms in accordance with its standard record-keeping procedures.

Department Responsibilities

The Department is responsible for ensuring that all selection advisory panel members, advisors, and Departmental staff involved in the Select Phase complete the required forms before accessing grant application information. These documents must be retained in line with relevant probity and governance requirements.

The Department may use its own approved forms or adopt the Hub's standard templates, which can be provided and adapted as needed.

The Department is responsible for:

- Distributing forms to relevant personnel.
- Ensuring completion prior to access.
- Implementing mitigation strategies for identified conflicts.
- Filing completed forms in accordance with the Departments record-keeping procedures.

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Probity

Both officials and grantees involved in grants administration must implement robust safeguards to prevent fraud, corruption, unlawful conduct, and other forms of misconduct. These measures are critical to maintaining the integrity of the grants process and ensuring compliance with the PGPA Act, including Section 10 of the Public Governance, Performance and Accountability Rule 2014 (PGPA Rule) and the CGRPs (2024).

Probity refers to the demonstration of ethical behaviour, including honesty, integrity, impartiality, and accountability. These values are central to the CGRPs and must be upheld throughout the grant lifecycle.

The Australian Government is committed to ensuring that all grant opportunity processes are:

- Conducted fairly and transparently.
- Aligned with published guidelines.
- Free from fraud, corruption, and other inappropriate conduct.

As part of this commitment, during the select phase of this grant opportunity, the Department or the Hub may seek advice from the nominated independent probity advisor to ensure compliance with the Grant Opportunity Guidelines and the CGRPs.

For this grant opportunity, the Department's nominated probity advisor is:

s. 47F(1)

The probity advisor may:

- Respond to probity advice requests within three business days.
- Deliver pre-reading probity briefings to departmental staff and panel members.
- Attend the selection advisory panel meeting.
- Provide a probity certificate at the conclusion of the selection process, where appropriate.

Requests for probity advice should be directed to: s. 22(1)(a)(ii) [@communitygrants.gov.au](mailto:communitygrants.gov.au).

Grant Opportunity Overview

Purpose of the Grant:

This grant opportunity aims to provide direct support to multicultural community organisations demonstrating the Government's commitment to support both small and large communities and more diverse organisations with strong local links and who provide innovative support direct to their communities. It aligns with the strategic objectives outlined in the Grant Opportunity Guidelines.

Grant Opportunity Type:

Non-Competitive Assessment

Assessment Responsibility:

Conformance Assessment – Compliance and Eligibility will be undertaken by the Community Grants Hub.
Preliminary Assessment will be undertaken by the Department.

Grant Application Period:

Opens: 14/11/2025
Closes: 11/12/2025

Anticipated Volume:

Expected number of grant applications: 39
Expected number of grant agreements: 39

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Timeframes for Select Services

Timeframes for completing the Conformance Assessment processes are outlined below in the grant process tasks, in accordance with the agreed workflow schedule. These timeframes are subject to the volume of grant applications received and the timely return of decisions to the Hub.

Task	Start Date	End Date	Owner
Conformance Assessment			
Provide applications including attachments, basic GPS export applicant list and Raw Data Report	16/12/2025	16/12/2025	Hub: Selections
Provide late applications including attachments, basic GPS export applicant list and Raw Data Report	23/12/2025	23/12/2025	Hub: Selections
Vendor Validation: Confirm legal entity status	12/12/2025	12/01/2026	Hub: ODM
Conformance Assessment - Integrity Review and Compliance and Eligibility Findings	12/12/2025	12/01/2026	Hub: Selections
Delegate decisions: Conformance Assessment - Integrity Review and Compliance and Eligibility Findings	12/01/2026	15/01/2026	Department: Grant Opportunity Delegate
Conformance outcome notifications distributed to grant applicants	15/01/2026	22/01/2026	Hub: Selections
Final Conformance Assessment Report including Application Data Report	15/01/2026	20/01/2026	Hub: Selections and ODM
Preliminary Assessment			
Preliminary Assessment of grant applications, Moderation and Quality Assurance	21/01/2026	11/02/2026	Department: Policy Partner
Selection Advisory Panel and Decision Making			
Selection Advisory Panel (panel) pre-reading: Materials distributed to Panel Members	17/02/2026	19/02/2026	Department: Policy Partner
Selection Advisory Panel meeting convened	20/02/2026	24/02/2026	Department: Policy Partner
Outcome Finalisation			
Selection outcomes provided to the Hub: Spending Minute, associated attachments and the completed Application Data Report	5/03/2026	2/04/2026	Department: Policy Partner
Selection outcomes actioned in the Grant Payment System	7/04/2026	8/04/2026	Hub: Selections
Successful and unsuccessful outcome notifications distributed to grant applicants	9/04/2026	15/04/2026	Hub: Grant Support Team

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Conformance Assessment

The Hub undertakes a staged assessment process to ensure grant applications meet the requirements outlined in the Grant Opportunity Guidelines.

All submitted grant applications will first undergo initial screening to confirm successful lodgement in the Grant Payment System (GPS). Following this, grant applications will proceed to an Integrity Review, which identifies submissions that may not meet key integrity requirements. This early review helps reduce unnecessary burden on applicants who are unlikely to progress further in the selection process.

Based on the outcome of the Integrity Review, remaining grant applications will then undergo formal Compliance and Eligibility Checks. These checks are conducted in accordance with the Grant Opportunity Guidelines to confirm that grant applications meet the defined criteria.

Together, the initial screening, Integrity Review, and Compliance and Eligibility Checks form the overall Conformance Assessment process for the grant opportunity.

Raw Data Report

Three days after the closure of the grant opportunity, the Hub will provide the Department with:

- All grant applications received on time and any associated attachments
- A basic GPS export
- A preliminary report containing raw application data

Eight days after the closure of the grant opportunity, following the late application timeframe, the Hub will provide the Department with:

- All late grant applications and any associated attachments
- A basic GPS export of late applications
- A preliminary report containing raw application data for the late applications

Important Note:

These reports will not have undergone Conformance Assessment. Applications listed may later be withdrawn, amended, or deemed ineligible or non-compliant following the completion of conformance checks. The reports are intended for information only to assist the Department in undertaking preliminary assessment.

Integrity Review

To support transparent and informed decision-making, the Hub conducts an Integrity Review at the outset of the Conformance Assessment process. This review helps identify grant applications that may not meet key requirements, based on:

- Findings from the National Redress Scheme
- Instances of multiple grant applications
- Late submissions

The findings are compiled into an Integrity Review Findings Report and provided to the Grant Opportunity Delegate. This early check is designed to ensure that grant applicants who are unlikely to progress are not unnecessarily burdened with requests for additional information during the Conformance Assessment process.

Grant applications confirmed by the Grant Opportunity Delegate as not meeting the requirements of the Integrity Review will be withdrawn from the selection process. Grant applicants will be notified in writing once the Integrity Review decisions are received.

Note: These grant applications will be excluded from the final Application Data Report.

Late Applications

Grant applications submitted after the published closing time of **9.00pm AEDT on 11 December 2025** will not be accepted unless the grant applicant can demonstrate exceptional circumstances, as defined in Grant Opportunity Guidelines and the Hubs Late Applications Policy.

Grant applicants must submit a written request via email within **three business days** of the grant opportunity closing. The Hub will accept late application requests until **9.00pm AEDT on 16 December 2025**.

Requests received after **9.00pm AEDT on 16 December 2025** will not be considered. Grant applicants will be advised that the timeframe has lapsed.

Upon receiving the email request, the Hub will issue a link to the Late Application Form and provide submission instructions. Grant applicants will have until **9.00pm AEDT on 19 December 2025**.

Multiple Grant Applications

Grant applicants may submit **one grant application** for each listed activity for this grant opportunity. If multiple grant applications are received from the same organisation, for the same activity, only the latest accepted grant application will be considered.

The Hub will identify multiple grant applications using the following criteria:

- Legal entity name
- ABN
- Reference Id (as located in Appendix A of the Grant Opportunity Guidelines)
- Project/activity title
- Project description

National Redress Scheme Eligibility

To be eligible, grant applicants must meet the requirements of the **National Redress Scheme**, as outlined in the Grant Opportunity Guidelines.

The Hub will check all grant applications to ensure:

- The grant applicant, or any project partner, is not listed on the National Redress Scheme website as an institution that has not joined or signalled an intent to join the Scheme.

The Hub maintains a weekly report listing organisations that may be ineligible under the Scheme. During the Conformance Assessment, this report will be reviewed to assess all grant applicants and consortium members.

If a grant applicant or their partner is flagged, the Hub will refer the case to the National Redress Scheme for confirmation. If confirmed, the grant application will be withdrawn from the selection process.

Note: The Department is responsible for rechecking the National Redress Scheme website before briefing the Financial Delegate.

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Integrity Review Findings

To support transparent and informed decision-making, the Hub will provide the Grant Opportunity Delegate with an Integrity Review Findings Report, outlining grant applications identified during the initial stages of the Conformance Assessment process. This report will include:

- National Redress Scheme findings: identifying grant applicants or project partners listed as institutions that have not joined or signalled an intent to join the Scheme.
- Late application findings: identifying grant applications submitted after the published closing time with their exceptional circumstances request.
- Multiple grant application findings: Identifying instances of multiple submissions.

The report will highlight grant applications that may not meet key integrity requirements. These findings are presented for the Grant Opportunity Delegate's consideration and decision, ensuring a transparent and accountable Conformance Assessment process.

Grant applications confirmed by the Grant Opportunity Delegate will be withdrawn from the selection process. Grant applicants will be notified in writing upon receipt of the Grant Opportunity Delegates decisions relating to the Integrity Review Findings.

Note: These grant applications will be excluded from the final Application Data Report.

Compliance and Eligibility Assessment

Following completion of the Integrity Review, eligible grant applications will progress to the Compliance and Eligibility Assessment stage, ensuring they meet the minimum requirements outlined in the Grant Opportunity Guidelines.

Attachment Compliance

The Hub will verify that grant applicants have submitted all mandatory attachments as outlined in the Grant Opportunity Guidelines. This includes confirming that attachments are present and not blank. It is the Department's responsibility to assess the content of attachments for relevance.

Grant applicants must provide:

- Activity Budget – mandatory template
- Project and Risk Management plan – mandatory template
- If applicable, pre-incurred expenses table – mandatory template.
- If applicable, evidence of pre-incurred expenses
- Evidence of land ownership or approval from land owner - mandatory

The Hub will undertake checks to confirm the presence of non-mandatory attachments however these attachments will not undergo a formal attachment check. The results of the non-mandatory checks will be provided to the Grant Opportunity Delegate for information only.

- Where available, evidence of regulatory and development approvals – non-mandatory

If a mandatory attachment is blank or not submitted using the required template, the Hub will request a corrected version from the grant applicant.

Note: This may impact delivery timeframes.

Workplace Gender Equality Agency (WGEA)

To be eligible for this grant opportunity grant applicants must meet the requirements of the Workplace Gender Equality Agency Act, as outlined in the Grant Opportunity Guidelines.

The Hub will verify:

- If a grant applicant or any project partner is listed as non-compliant on the Workplace Gender Equality Agency website.

A weekly WGEA Compliance Report is prepared by the Hub and used during the Conformance Assessment.

The Department is responsible for conducting further reviews against the WGEA non-compliant list prior to briefing the Financial Delegate.

Organisation Legal Entity Eligibility

To be eligible for this grant opportunity grant applicants must be one of the listed organisations specified in **Appendix A** outlined in the Grant Opportunity Guidelines.

The Hub will undertake the following checks:

- Verify that the grant applicant organisation's legal entity type aligns with the eligible entity types specified in the Grant Opportunity Guidelines.
- Review supporting documentation confirming legal entity type or request additional documentation if required.
- Verify the grant applicant's bank account details and request supporting documentation where applicable.
- Confirm Indigenous status through entity type, ACNC registration, and self-declared information.

Ratio Analysis and Financial Risk Assessments

The Hub will conduct Ratio Analysis for this grant opportunity to provide the Department with a basic indication of the grant applicant's financial health.

The required information will be captured electronically by requesting the financials in the grant application form and balance four ratio scores (current ratio, liquidity ratio, debt ratio and net profit ratio) to generate a low-high risk rating.

The Hub will provide the results of the ratio analysis to the Department for consideration as an attachment in the final Conformance Assessment Report to assist the Department when making their final recommendations.

Please Note: Where manual calculations are required, delivery timeframes may be impacted.

Where the Department requests further Financial Risk Assessments (Commercial and Financial Risk Scores or in-depth Financial Capacity Assessments) be undertaken, a list of relevant grant applicants is to be provided to the Hub.

The Department can request Financial Risk Assessments on:

- A shortlist of grant applicants once their grant assessment is complete, or
- Specific grant applicants as requested at a time agreed to in the workflow schedule.

The Hub will provide the results of any Financial Risk Assessments to the Department for consideration as part of their final recommendations.

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Compliance and Eligibility Finding Report

At the conclusion of the Compliance and Eligibility Checks, the Hub will prepare a Compliance and Eligibility Findings Report for the Grant Opportunity Delegate.

- The report will outline all potentially ineligible and non-compliant grant applications identified through the attachment, legal entity, vendor, WGEA checks.
- Supporting evidence will be provided to assist the Grant Opportunity Delegate in making informed decisions.
- The Grant Opportunity Delegate will have **three business days** to review the report and return their decisions to the Hub.

The report will highlight grant applications that may not meet key eligibility and compliance requirements. These findings are presented for the Grant Opportunity Delegate's consideration and decision, ensuring a transparent and accountable Conformance Assessment process.

Grant applications confirmed by the Grant Opportunity Delegate will be withdrawn from the selection process and notified in writing. Grant applicants will be notified upon receipt of the Grant Opportunity Delegates decisions relating to the Compliance and Eligibility Findings.

Note: These grant applications will be included on a separate tab within the Application Data Report for information and policy partner's reference.

Conformance Assessment Outcome Notifications

Upon receipt of the Grant Opportunity Delegate's decisions relating to Conformance Assessment – Integrity Review and Compliance and Eligibility Findings, the Hub will notify grant applicants who have been deemed ineligible or non-compliant using standard notification processes. These outcome notifications will be issued upon receipt of the decisions from the Grant Opportunity Delegate and prior to finalising the Conformance Assessment Report for the grant opportunity.

Selection

The Department will document their assessment process using their own documentation in alignment with the assessment process outlined in the Grant Opportunity Guidelines.

Final Selection Outcomes

Application Data Report

For the purposes of the panel decision-making process, the Hub will prepare the Application Data Report (**Attachment B**) containing relevant grant applicant information and the Conformance Assessment outcomes. The panel can utilise the report to record their funding recommendations and applicable justifications. The final endorsed Application Data Report can be used to inform the spending brief provided to the Financial Delegate.

To enable the Hub to reconcile GPS with funding for successful grant applicants, the Department is required to provide the final endorsed Application Data Report to the Hub.

The Hub requires the Department to complete and return the Application Data Report along with the signed spending brief and all associated attachments to progress to the establishment phase.

The Hub will provide detailed instructions in the final Conformance Assessment Report to the Grant Opportunity Delegate, outlining the required action for the Application Data Report.

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Conformance Assessment Report

The Hub will provide the final Conformance Assessment Report (including the pre- reading Application Data Report), as an assurance and confirmation of the outcomes and the completion of the Conformance Assessment process in accordance with the Grant Opportunity Guidelines, CGRPs and this Selection Plan.

The final Conformance Assessment Report will include:

- a summary of grant applications.
- a summary of the conformance assessment outcomes.
- risks, issues, or probity advice to be noted.
- information regarding any deviation from this Selection Plan
- The Application Data Report as an attachment

The Department will be able to use the Conformance Assessment Report to assist when preparing the spending brief for the Financial Delegate.

Selection Advisory Panel (Panel) Members

The Department is responsible for recruiting and determining panel members for the Panel meeting. The Department will follow the SAP terms of reference documentation, including roles and responsibilities as set out in the relevant document.

Approval to Fund Applicants

In accordance with the Grant Opportunity Guidelines, the Financial Delegate will make the final decision to fund and not fund grant applicants. The Department is required to provide the Hub with the signed Spending Minute (including all attachments) to fund successful grant applicants.

In accordance with the CGRPs 2024 the Spending Minute must include:

- A clear explanation of the grant opportunity.
- Alignment with government policy objectives or program outcomes.
- A summary of the assessment process.
- How the grant applications met the eligibility and compliance criteria.
- Overall total recommendation for funding, including rationale.
- **A list of recommended successful grant applicants:**
 - Name of organisation
 - Overall justification of Fully Meets Criteria, Partially Meets Criteria or Does Not Meet Criteria (if funding an organisation that does not meet criteria provide a detailed rationale as to why they are being funded.)
 - Amount of funding recommended
 - Purpose of the grant/project
- **A list of unsuccessful grant applicants (optional but often included):**
 - Name of organisation
 - Summary of why they were not recommended e.g. did not meet criteria, ineligible, non-compliant
- Evidence that the grant represents an efficient, effective, economical, and ethical use of resources
- Identification of key risks (financial, reputational, delivery) and any. mitigation strategies put in place.
- The duration and conditions of the grants
- Any co-funding or in-kind contributions.
- Confirmation that the grant complies with relevant legislation, including the PGPA Act.
- Any special conditions or approvals required.
- A summary of any consultations undertaken stakeholder views or support.
- Whether the Minister (or their office) has had any involvement in the assessment or recommendation process prior to the spending brief.
- Any declared interests or potential perceived conflicts with the Minister.

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- Whether any recommended grantees are located in the Minister's electorate.
- Be signed and dated by the Financial Delegate.

Failure to provide the signed Spending Minute including all attachments will result in delays in reconciling the outcomes in GPS and progressing the grant opportunity to the next phase.

Outcome Notifications

General Feedback

General Feedback will not be published for this grant opportunity.

Assessment Outcome Notifications

Following receipt of the Spending Minute, the Hub is responsible for distributing all selection outcome notifications (both successful and unsuccessful).

- The Hub will send successful notifications using standard notification processes.
- The Hub will request the Department provides wording to be included for individual unsuccessful notifications.

Requests for Reconsideration

Where a grant applicant requests reconsideration of the outcome of their grant application, the following steps will be taken in accordance with the Grant Opportunity Guidelines:

- **Refer to the Finality of the Decision:** Grant applicants will be informed that, as stated in the Grant Opportunity Guidelines, there is no appeal mechanism. Final decisions were made by the Financial Delegate and are not subject to reconsideration.
- **Departmental Feedback:** For visibility the grant applicant's request will be referred to the Department, who may wish to provide additional feedback on the outcome to the applicant, where appropriate.
- **Complaints Process:** If a grant applicant is not satisfied with the responses provided to them, as above, the Community Grants Hotline will direct the grant applicant to the formal complaints process as per the Grant Opportunity Guidelines. If dissatisfied with how their complaint is handled, they may escalate the matter to the Commonwealth Ombudsman.

Evaluation and Continuous Improvement

In line with the principles of continuous improvement and accountability outlined in the CGRPs 2024, an evaluation survey will be conducted at the conclusion of the selection process. The purpose of this survey is to assess the effectiveness, transparency, and integrity of the selection process, and to identify opportunities for process enhancements in future grant opportunities.

The survey will be distributed to Departmental staff involved in the selection process. Feedback collected will inform internal reviews and support the Hub in delivering high-quality grants administration that aligns with the CGRPs' core principles of robust planning, governance, and performance monitoring.

Roles and Responsibilities

Personnel for the Grant Opportunity

Department Personnel

Financial Delegate: The Minister for Multicultural Affairs or the Assistant Minister for Citizenship, Customs and Multicultural Affairs

Grant Opportunity Delegate: Director, Multicultural Grants, Special Envoy Support and Grants Programs Branch

Primary Policy Contact s. 22(1)(a)(ii)

Hub Personnel

Client Management Team:

The Client Management team can provide the Department with assistance to questions relating to the quote, rate card and invoicing.

Director: s. 22(1)(a)(ii)

Client Manager: s. 22(1)(a)(ii)

Design Team:

The Design team can provide the Department with assistance to questions outside of assessment and establishment of grants process.

Director: s. 22(1)(a)(ii)

Design Lead: s. 22(1)(a)(ii)

Selections Team:

The selections team are responsible for the conformance and preliminary assessment of grant applications.

Director: s. 22(1)(a)(ii)

Assessment Manager: s. 22(1)(a)(ii)

Organisation Data Management Team (ODM) including the Probity and Financial Team:

The ODM team are responsible for conducting the eligibility checks, providing results of ratio analysis, requesting third party financial viability assessments, and requesting probity advice, as required.

Director: s. 22(1)(a)(ii)

Assistant Director: s. 22(1)(a)(ii)

Grants Hotline Team (HESS):

The HESS team are responsible for responding to requests from the public via our Support Inbox which can include call backs to grant applicants. The HESS team send outcome notifications to grant applicants in relation to their grant application.

Director: s. 22(1)(a)(ii)

Assistant Director: s. 22(1)(a)(ii)

Grants Establishment Team (Estabs):

The Estabs team are responsible for establishing the Departments grant agreements in GPS in line with the selection outcome including agreed conditions. The Estabs team transitions the grant agreement through the offer and execution phase with the grant applicant.

Director: s. 22(1)(a)(ii)

Assistant Director: s. 22(1)(a)(ii)

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Department Responsibilities

The Department is responsible for the successful implementation of the grant program¹. The Hub provides administrative services to support the Conformance Assessment of the grant opportunity. The Department has responsibility for the following:

- Ensuring delegated authority is in place for conformance assessments and financial decisions.
- Completing the pre-engagement survey for the grant opportunity.
- Attending selection oversight meetings with Hub and Department stakeholders.
- Making decisions on Integrity Review Findings.
- Making decisions on Compliance and Eligibility Findings.
 - Determining suitability of provided attachments
 - Determining eligibility against child safe requirements
 - Determining eligibility against activities, expenditure, and locations
- Undertaking fraud and organisation risk – including undertaking checks on key personnel associated with an organisation.
- Considering the outcome of financial risk assessments including ratio analysis and financial viability assessments.
- Undertaking preliminary assessment, moderation and quality assurance activities.
- Undertaking the recruitment of a selection advisory panel chair (panel chair) and selection advisory panel members (panel members).
- Reviewing grant application and assessment information prior to the panel meeting.
- Chairing, coordinating, participating and providing secretariat support during the panel meeting to provide recommendations to the Financial Delegate.
- Conducting further reviews prior to briefing the Financial Delegate of the recommended organisations against the:
 - National Redress Scheme
 - Workplace Gender Equality Agency non-compliant organisations list
- Preparing, briefing, and making final recommendations to the Financial Delegate.
- Providing the signed Spending Minute, all associated attachments to the Hub.
- Providing the completed Application Data Report to the Hub to reconcile outcomes.
- Providing feedback to grant applicants where requests for reconsideration are received.
- Providing feedback to the Hub through the final evaluation survey.

¹ “Consistent with the accountability principles of the Public Governance, Performance and Accountability Act 2013, the entity allocated responsibility for the design and implementation of a program is accountable for the quality of any work undertaken by other entities to deliver the program. This includes the activities of contractors as well as whole of government shared services arrangements and service delivery hubs.”

— Auditor-General Report No.12 2019–20, Award of Funding Under the Regional Jobs and Investment Packages Fund

Hub Responsibilities

The Hub will provide the following administrative services to assist in delivering the Conformance Assessment of the grant opportunity. The Hub has responsibility for the following:

- Facilitating probity enquiries and subsequent advice, as requested.
- Conducting the pre-engagement survey to identify the Departments knowledge of the select phase, determining appropriate communication methods, frequency of engagement, outcome identification and engagement with key stakeholders.
- Providing relevant training relating to the select phase for Hub staff.
- Providing the Raw Data Report on day three and day eight after the closure of the grant opportunity.
- Providing initial grant applications and attachments via GovTeams **three business days** after the closure of the grant opportunity.
- Providing late application via GovTeams **eight business days** after the closure of the grant opportunity
- Undertaking Conformance Assessment - Integrity Review and Compliance and Eligibility Checks and providing the findings report for the Grant Opportunity Delegate's decision.
- Notifying grant applicants of Conformance Outcomes: Integrity Review and Compliance and Eligibility Checks upon receipt of the Grant Opportunity Delegate's decision.
- Providing the Ratio Analysis Report and facilitating Financial Viability Assessments as requested.
- Providing the final Hub endorsed Conformance Assessment Report prior to the panel meeting.
- Providing the Application Data Report prior to the panel meeting.
- Reconciling and actioning the signed Spending Minute in GPS and progressing to the establishment phase.
- Notifying grant applicants of selection outcomes upon receipt of the signed Spending Minute.
- Providing requests for reconsideration and subsequent notifications upon receipt from the Department.
- Providing the final evaluation survey for completion.

Approval to Proceed

Grant Opportunity Delegate

You:

1. **Note and agree** to the Selection Plan for Supporting Multicultural Communities - Infrastructure grant opportunity.
2. **Note** the process in which the Hub will administer the grant opportunity for Supporting Multicultural Communities - Infrastructure in accordance with the Grant Opportunity Guidelines and the Hub's Standard Operating Procedures.

s. 22(1)(a)(ii)

Director

Multicultural Grants, Special Envoy Support and Grants Programs Branch, on behalf of

Malcolm McAllister

Assistant Secretary

Multicultural Grants, Special Envoy Support and Grants Programs Branch

Signature:

Date:

Director, Assessment

You:

1. **Note** the endorsed the Selection Plan for Supporting Multicultural Communities - Infrastructure grant opportunity which has been endorsed by the Grant Opportunity Delegate.
2. **Note** the endorsed process in which the Hub will administer the grant opportunity for Supporting Multicultural Communities - Infrastructure in accordance with the Grant Opportunity Guidelines and the Hub's Standard Operating Procedures.

s. 22(1)(a)(ii)

Hub Operations Branch

Community Grants Hub

Signature:

Date:

Director, Organisation Data Management

You:

1. **Note** the endorsed the Selection Plan for Supporting Multicultural Communities - Infrastructure grant opportunity which has been endorsed by the Grant Opportunity Delegate.
2. **Note** the endorsed process in which the Hub will administer the grant opportunity for Supporting Multicultural Communities - Infrastructure in accordance with the Grant Opportunity Guidelines and the Hub's Standard Operating Procedures.

s. 22(1)(a)(ii)

Hub Operations Branch

Community Grants Hub

Signature:

Date:

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Glossary

Term	Definition
CGRPs	Commonwealth Grants Rules and Principles 2024 – the mandatory framework for grants administration.
PGPA Act	Public Governance, Performance and Accountability Act 2013 – outlines duties for managing public resources.
Select Assessment Type	A specific grant assessment method used for grant opportunities.
Hub	Community Grants Hub – responsible for administering the grant process.
Department	The government department partnering with the Hub for grant delivery.
Grant Opportunity Delegate	The Grant Opportunity Delegate (typically EL2 or above) oversees the day-to-day management of the grant opportunity, making key operational decisions, including plan approvals, eligibility findings, and communications.
Financial Delegate	Holds legal authority to approve the expenditure of public funds, making final funding decisions ensuring value for money, alignment with government priorities, and compliance with the PGPA Act and CGRPs. This is likely the Minister or a senior executive depending on delegations.
Conformance Assessment	Initial screening to ensure grant applications meet basic compliance and eligibility requirements.
Preliminary Assessment	Scoring and assessment evaluation of eligible grant applications against assessment criteria.
Moderation	Review of preliminary assessment process to ensure consistency and fairness in grant assessments.
Quality Assurance (QA)	Final review of assessed grant applications to check for completeness, accuracy, and consistency.
Application Data Report	A report summarising assessment outcomes and Grant Applicant details for decision-making.
Spending Brief	Document submitted to the Financial Delegate recommending funding decisions.
Probity	Ethical conduct ensuring fairness, transparency, and accountability in the grant process.
Conflict of Interest	A situation where personal interests could improperly influence professional duties.
WGEA	Workplace Gender Equality Agency – referenced in compliance checks.

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Documents

Related Documents

This selection plan aligns with, relates to, or depends on the following documents:

Document
Supporting Multicultural Communities - Infrastructure Grant Round Timelines
Supporting Multicultural Communities - Infrastructure Grant Opportunity Guidelines
Supporting Multicultural Communities - Infrastructure Workflow Schedule
Supporting Multicultural Communities - Infrastructure Questions & Answers

Attachments

Document
Attachment A - Supporting Multicultural Communities - Infrastructure - Grant Opportunity Guidelines
Attachment B - Supporting Multicultural Communities - Infrastructure - Application Data Report

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Australian Government

OFFICE FOR
MULTICULTURAL
AFFAIRS

Supporting Multicultural Communities - Infrastructure

Selection Advisory Panel - Terms of Reference

1. Context

As part of the grant opportunity assessment process, the Department of Home Affairs (the department) may convene a selection advisory panel (the panel). The role of the panel is to provide strategic oversight and final recommendations for the decision maker to consider in making a final decision on the outcome of a grant opportunity. The panel recommendations on the suitability of applicants is based on application data and assessment including due diligence findings provided by the department and applying their individual subject matter expertise.

The panel considers the policy intent and requirements relating to the specific grant, including alignment to grant objectives and value with relevant money in accordance with probity principles and *Commonwealth Grants Rules and Principles 2024* (CGRPs).

2. Description of the Grant Opportunity

This Terms of Reference relate to the SAP assessment process for Supporting Multicultural Communities – Infrastructure Grant Opportunity.

In the 2025 Federal Election, the Australian Labor Party announced up to \$190.3 million over 2 years from 2025-26 for the *Supporting Multicultural Communities* program.

As part of the 2025 federal election, the Australian Labor Party made election commitments of \$190.3 million over 2 years from 2025-26 to provide direct support to multicultural communities.

The Supporting Multicultural Communities - Infrastructure grant opportunity will provide up to \$110 million to 39 pre-identified community organisations.

The objectives of the grant opportunity is to:

- support multicultural organisations to deliver new construction or extend/upgrade existing infrastructure to provide access to purpose-built facilities
- improve amenity and accessibility through investment in community infrastructure

The intended outcomes of the grant opportunity are:

- maintain and enhance access to multicultural infrastructure and amenity
- encourage and facilitate multicultural communities to connect and commune in a designated safe physical environment
- improve equity outcomes and social inclusion.

3. Panel Roles and Responsibilities

The panel's responsibilities are to consider the following:

- information provided by applicants in their application form
- any eligibility or assessments against selection criteria completed by the department
- the extent to which the proposed grant activity will contribute to meeting the outcomes/objectives of the grant opportunity
- the overall objective/s to be achieved in providing the grant
- whether the proposed project is in scope
- the relative value of the grant sought
- the target community/communities
- the outcome of the financial viability assessment
- the risks that the applicant or project poses for the Department of Home Affairs, including those identified through due diligence checks on the organisation and key personnel.

The panel's responsibility is to advise the decision maker on:

- how each application will deliver the outcomes outlined in the Grant Opportunity Guidelines (Guidelines)
- whether each application provides value with relevant money
- the extent to which the recommended grants match identified priorities, which may include grantee capability and service, organisation type or geographical spread.
- any risks identified from the application, including mitigations that may be required for grant agreements
- funding recommendations regarding all applications, including amount and yearly phasing
- robust justifications to support the recommendations for each application
- an overall assessment justification of fully meets the selection criteria, partially meets the selection criteria, or does not meet the selection criteria for the financial delegate as per the CGRPs

3.1. Confidentiality and Conflicts of Interest

Prior to receiving any reading material, all panel members must complete a Deed of Confidentiality and Conflict of Interest form. Departmental officers and advisors involved in providing support and advice during the selection process, including during the SAP meeting, must also complete and sign a Deed of Confidentiality and Conflict of Interest form.

Depending on the nature of any identified conflicts of interest, SAP members may elect or be asked to be excluded from decisions relating to the identified conflict.

3.2. Probity

All panel members are bound by the following probity principles outlined in the CGRPs to ensure fair and equitable treatment of all applicants:

- fairness and impartiality
- consistency, accountability and transparency of process
- security and confidentiality of information
- identification and resolution of conflicts of interest

- legislative obligations and government policy

Panel members will participate in a probity briefing before the reading period. A probity advisor will be available to provide advice to members throughout the duration of the assessment and selection process, as required.

3.3. Term of the Panel

The Panel will be established once due diligence checks, eligibility and assessments have been completed for all applications, and will cease to operate once the members have cleared the Final Panel Report. The panel may be required to reconvene at a later date for specific purposes relating to the grant.

Panel members will need to be available to participate in a:

- 1 hr introductory meeting to be held 17 February 2026
- 2 days of reading between the 18 February 2026 and 19 February 2026
- 3 days of panel meetings to be held on Friday 20 February 2026, Monday 23 February 2026 and Tuesday 24 February 2026, noting additional dates may be added if required

It is anticipated panel members will meet either virtually via a Microsoft Teams meeting.

4. Membership

The Panel will comprise of at least 3 voting members at the appropriate level, as specified in the table below. If a Grant does not sit in either category then a decision by the Grant Opportunity Delegate on the appropriate levels for Panel members is required.

Panel members can be external to the department but, where possible, should have expertise that links to the policy, program and delivery aspects of the Grant Opportunity. The voting members cannot be the decision maker of the grant, as specified in the Guidelines.

The Panel will be chaired by an appropriate representative from the department with secretariat support provided by departmental staff.

Panel members should attend all panel meeting deliberations, where possible, and discuss any absences with the Chair. All voting members must sign off on the Panel Report, excluding where Conflict of Interest management strategies are enacted.

Grant Type	Chair	Voting Members
Open competitive round or Other grant round that is over \$10 million or Minister listed as the decision maker of the grant	SES Band 1 or above Must be Departmental staff	EL1 equivalent or above
Closed Non Competitive or Ad hoc round under \$10 million and Department official is listed as the decision maker of the grant	EL2 or above Must be departmental staff	APS 6 equivalent or above

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4.1. Panel Voting Members

Panel members are required to familiarise themselves with the Principles outlined in the CGRPs as well as the Guidelines, Selection Plan and Questions and Answers relating to the grant opportunity.

The draft panel report and applications will be circulated to Panel members after COI forms are completed and the introductory meeting is held. This report should be used by Panel members to familiarise themselves with the applications, and to make notes on their considerations.

Panel members are required to have reviewed all information in the report prior to the meeting to ensure deliberations can occur and the meeting can be finalised within the identified timeframes.

In consultation with the probity advisor, the panel can request additional information from applicants or other known sources such as other government agencies, to inform their consideration of issues at the meeting.

4.2. Chair

The Chair is an equal voting member of the panel with responsibility to ensure the Panel members remain on task and deliberations are completed within the identified timeframe.

The Chair may also advise the secretariat of any proposed meeting structures, which will assist deliberations. Any special requirements must be identified and negotiated with the secretariat prior to the meeting.

The Chair must be available if the decision maker has any questions regarding the deliberation of the panel and its recommendations.

4.3. Advisors

The Panel may be supported by non –voting members such as a policy advisor with knowledge of the policy, program and delivery aspects of the grant and a probity advisor.

The policy and probity advisors will be responsible for delivering the introductory meeting with help from the secretariat.

The panel may, subject to probity guidance, consult additional expertise as required. This may include input from technical experts or relevant specialists within the department and / or State and Territory-based networks on matters which are relevant to the Guidelines and related policy matters.

4.4. Secretariat

Departmental officers will provide secretariat support for the panel.

The Secretariat is responsible for:

- assisting in organising, coordinating, and scheduling meetings
- ensuring all Panel members have completed their COI forms
- coordinating and distributing the pre-reading pack to provide to Panel members
- aiding the Panel members with navigating documents within the pre-reading pack
- displaying relevant documentation for the panel to review during the meeting
- recording recommendations made by the panel and assigning the pre-determined justifications relating to these decisions
- transcribing or taking minutes of the panel meeting
- drafting, finalising, and circulating Final Panel Reports for formal approval

5. Panel Deliberations

5.1. Introductory meeting

The panel will be provided with information and training by the policy and probity advisors at an introductory meeting to be held prior to the reading period. This introductory meeting will cover:

- The responsibilities of the panel and how these will be delivered
- The Guidelines and policy direction of the grant, including any priority areas or considerations
- The Selection Plan, including assessment criteria and the assessment work already undertaken to support the Panel in their deliberations
- A walk through of an application, the Application Data Report and overview of the mix of applications received
- The settings and reporting on justification of decisions
- Understanding of the probity principles outlines in the CGRPs, including the Confidentiality and Conflict of Interest requirements of the Panel

5.2. Pre-reading

Panel Members are required to have reviewed all information provided in the pre-reading pack prior to the panel meeting to ensure deliberations can occur and the meeting can be finalised within the identified timeframes.

The pre-reading pack will include the applications with attachments, Application Data Report, Selection Plan, SAP Terms of Reference, Guidelines and any other information identified that could be of use by the Panel.

The Application Data Report should be used by panel members to familiarise themselves with the application and required attachments, and to make notes. The panel pre-reading Application Data Report will include:

- organisation details, including State and service area information
- project/ activity details
- description of the project
- total funding applied for, and a break down per financial year if applicable
- the department's compliance, eligibility and due diligence review outcomes, including details of any financial matters or reputational risks which may affect an applicant's performance
- applicants' responses to each criterion
- the department's preliminary assessment against each criterion response and the total application score including assessor's justifications and assessment score

When pre-reading the applications and the Application Data report, panel members will:

- make notes of their assessment for discussion at the panel meeting including persuasive factors (e.g. strengths, high impact, capable, good value project, innovation, evidence based, demonstrated need, community led and culturally appropriate) and doubt factors (e.g. delivery risk, low impact, weak need, expensive or unrealistic, organisation capacity/expertise)
- consider information that will assist in determining an overall justification
- make note where additional information may need to be requested, such as a project budget, if there is a risk or issue with an applicant's claims (only under exceptional circumstances)

5.3. Meeting and Decision making

In assessing responses to each of the selection criteria, the panel must rate each criteria response as:

- fully meet the selection criteria
- partially meet the selection criteria
- do not meet any of the selection criteria.

All panel determinations on the selection criteria scoring must be recorded in the Final Panel Report. Where the panel agrees with the assessment they can use the justification provided. If they wish to change the selection criteria scoring, clear justification of this change must be recorded.

The panel will make decisions via majority voting. All members of the SAP have equal voting rights. Voting can only occur when a quorum of at least half the voting members are present.

The panel determinations must be in accordance with the Guidelines and Selection Plan. The panel must meet their obligation as officials within this meeting under the CGRPs.

In consultation with the probity advisor, the Panel can request additional information from the applicant or other known sources such as government agencies who have provided funding, to further inform their consideration of issues at the meeting.

5.4. Final Panel Report

All determinations and advice provided by the panel will be clearly documented within a Final Panel Report. This Final Panel Report will be developed during the Panel meeting by the secretariat.

The Panel will confirm their assessment outcomes and funding recommendations by endorsing the Final Panel Report following the conclusion of the panel deliberations, prior to the Department submitting their recommendations to the decision maker. This endorsement may occur at the conclusion of the panel meeting or via email at a later date.

The Final Panel Report must provide clear advice about the merits of the recommended grant/s relative to the Guidelines and the key principle of achieving value with relevant money.

The Final Panel Report

- **must** indicate which of the applications can be supported within the available funding including a yearly financial allocation
- **must** recommend that applications that do not meet any of the selection criteria be rejected
- **should** include any other specific recommendations that are appropriate, which may include recommendations based on other factors that the decision maker might consider as set out in the Guidelines
- **may** rank applications, if appropriate.

5.5. Post- meeting deliberations

Additional information can be received by the department after the panel meeting but prior to the recommendations being presented to the decision maker. If this occurs the Chair will review this information and decide if the panel needs to be reconvened or if the information is not of substance.

Assessors Guide: Supporting Multicultural Communities – Infrastructure

Context

The Department of Home Affairs (the Department) will establish a team of assessors to undertake assessments of applications submitted for the Supporting Multicultural Communities – Infrastructure grant opportunity. The assessment will create an overall score and justifications for use by the Selection Advisory Panel in forming their final recommendations to the financial delegate.

Documentation

Each Assessor will be provided with the following documentation, after they have attended probity training and completed their Conflict of Interest declaration:

- Supporting Multicultural Communities - Infrastructure - Grant Opportunity Guidelines
- Selection and Assessment Plan
- Assessors guide
- Assessors' workbook - for recording findings

Assessors will also receive a TRIM link to a copy of the applications they are assessing and relevant attachments:

- Activity Budget – mandatory template
- Project and Risk Management plan – mandatory template
- If applicable, pre-incurred expenses table – mandatory template.
- If applicable, evidence of pre-incurred expenses
- Evidence of land ownership or approval from land owner - mandatory
- evidence of regulatory and development approvals

Assessors will capture their assessments and other information required for the grant agreement in the Assessors workbook.

Timing

Assessors will attend a pre-assessment briefing, which will include a probity training session, with the below activities being completed between 22 December 2025 and 12 February 2026.

The below scheduled is based on 4 individual assessors.

Dates	Activity
12/12/2025 – 05/01/2025	Preliminary Assessment of grant applications
15/01/2026	Training of Assessors
15/01/2026 – 02/02/2026	Assessment and moderation of applications by Department
03/02/2026 – 13/02/2026	Finalise Assessment Report

Assessment Process

Assessors are listed in the Supporting Multicultural Communities – Infrastructure Selection and Assessment Plan.

Assessors will be assigned applications for assessment by the Grant Lead. Each application will be assessed by a minimum of two assessors.

Assessors will use the below scoring matrix when assessing.

Score	Basis for Score
3	The applicant has provided a strong response to the criterion.
2	The applicant has provided a satisfactory response to the criterion.
1	The applicant has provided a poor response to the criterion.
0	The applicant has provided no relevant response to the criterion.

The assessors will utilise the information provided in each applicant's response to the criterion and the mandatory attachments to inform their assessment, but they will not consider information provided via hyperlinks or web addresses (see section 7.1 Guidelines).

Assessors will use the below guide questions to determine the score for each criterion. Each score will be recorded in the assessors workbook, along with the justification reasons for each score.

The steps for assessors will be:

1. **Review the application and attachments** (budget template, project plan, other evidence).
2. **Check each requirement** using the examples as a guide.
3. **Flag follow-up items** for the Grant Lead where evidence is unclear or missing.
3. **Calculate the criterion score** and record it in the assessor workbook
4. **Add brief justifications** in the comments column (e.g., "Two ineligible items identified: overseas purchases, existing staffing costs").

5. **Work with assessor team mate to determine final criterion scores and justification.**

Strong responses will include the following:

- Specific details (e.g., accessibility features, multilingual signage, security lighting).
- Clear link to objectives (safe space, community connection, inclusion).
- Measurable actions (scheduled events, timelines).
- Evidence of planning (design features, maintenance plans, staffing).

When assessing the criteria, assessors should consider all the documentation provided, including

- Information provided in the application, including responses to:
 - o Project/activity details
 - o General description of works to be carried out
 - o Project benefits
- Activity Budget
- Project and Risk Management plan
- Pre-incurred expenses table and documentation on evidence of pre-incurred expenses
- Documentation of land ownership or approval from land owner
- Documentation of regulatory and development approvals

When assessing, consider what makes documentation “*Good*”

- Official and verifiable: Issued by the relevant authority (council, planning department, regulatory body).
- Complete and current: Includes dates, reference numbers, and signatures.
- Relevant to the project scope: Covers all proposed works and any conditions attached.
- Clear and legible: No ambiguity about approval status.

Assessment Criterion	Assessment Guidance (based on the criterion)	Score 3 (strong response)	Score 2 (Satisfactory response)	Score 1 (Poor response)	Score 0 (No response)
<i>Describe how your proposed project will contribute to the grant opportunity and intended outcomes (refer to section 2 of the Guidelines).</i>	Consider how well the applicant has explained or described: - Is the need clear? - Has the applicant engaged with their community? - Is there clear benefit to multicultural communities? - Do they explain short- and long-term outcomes? - Do they show how they'll measure success?	- Clear, convincing, and well-supported response. - Need is well described - Evidence of consultation - Strong community benefit - Outcomes well defined - Monitoring plan explained	- Clear response with gaps - Need described but is unclear or limited evidence - Some consultation or engagement noted - Outcomes basic or unclear	- Provides limited description or information. - Need is vague - Little/no consultation - Benefits not well defined - Minimal evidence of consultation or monitoring.	- Does not answer the criterion. - No relevant content.
<i>Describe how you will manage grant funds while completing your project.</i>	Consider the Budget template, pre-incurred expenses and project plan. - Is the budget complete and understandable? - Are costs eligible and reasonable? - Is the organisation capable of managing funds? - Is there a clear plan for delivering the project? - Have they shown how they will maintain the building and amenities? - Have they detailed pre-incurred costs (where applicable)	- Budget is on the correct template with all sections complete. - Budget includes clear breakdown of costs and activities - All items are eligible. - Pre-incurred expenses are eligible with evidence - Quotes/estimates provided - Delivery plan is realistic - Sustainability addressed	- Budget is mostly complete but lacks minor detail (e.g., unclear breakdowns, missing small evidence items). - Minor inconsistencies or missing evidence - Project plan satisfactory but basic - Missing evidence - Limited information on sustainability	- Budget template incomplete or inaccurate. - Some items ineligible, including pre-incurred expenses. - Project planning incomplete or missing key information - Weak delivery or sustainability plan	- Budget and project plan both unclear and incomplete. - Evidence not provided to support claims

Project/Activity Details

Applicants were asked to provide a brief description of their project or services to be delivered and how it will contribute to the objectives outlined in the Grant Opportunity Guidelines.

Assessors will review the applicant's response and assess it against the objectives and outcomes of the grant opportunity and determine whether the response **fully aligns, partially aligns or does not align**.

A strong response will provide evidence of how they have or will:

- maintain and enhance access to multicultural amenity
- encourage and facilitate multicultural communities to connect and commune in a designated safe physical environment.

Whether the project **fully aligns, partially aligns or does not align** with the objectives and outcomes of the grant opportunity will be recorded in the assessor's workbook.

Role of the Grant Lead

The Grant lead is responsible for the coordination of the Assessment process. The Grant Lead will assign applications to each assessor.

Assessors will share their workbook with the Grant Lead. Grant assessors will discuss and agree a final score and justification. Where the assessors score varies by more than 2 points, the Grant Lead will assign the application to a third assessor. The Grant Lead is responsible for adding the final score to the Assessment report.

Next steps

Each Assessor will submit their assessors workbook to the Grant lead for filing in TRIM.

The Grant lead will record the final score and justifications in the Assessment report, which will be provided to the Selection Advisory Panel to assist them in their deliberations along with justification reasons.

If the SAP require further information, the Grant Lead will utilise the assessors workbook to identify any additional details that will assist in deliberations. Where the Grant Lead is unable to answer a question using the assessors workbook, the Grant Lead may contact the Assessors directly.