Project description and budget

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 Guidelines.

Assessors will review the applicant's response and prepare a short summary for inclusion in the assessors' workbook.

Assessors will also review the budget submitted by each applicant and ascertain whether any ineligible items have been sought (refer to section 5.3 of the Guidelines). If assessors identify any ineligible or potentially ineligible items sought, they will also prepare a short summary for inclusion in the assessors' 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 act as a 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.

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.

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APPENDIX A

S. 47E(d)

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Australian Government

OFFICE FOR
MULTICULTURAL AFFAIRS

Multicultural Grants Confidentiality and Conflict of Interest

Standard Operating Procedure (SOP)

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Table of Contents

1. Purpose **2**

2. Scope **2**

2.1. In scope 2

2.2. Out of scope 3

3. Standard Operating Procedure **3**

3.1. Introduction 3

3.2. Confidentiality 3

3.3. Types of conflicts 4

3.4. Identifying a conflict of interest 4

3.4.1. Conflicts of interest arising with the Assessment and Selection Processes 4

3.4.2. Conflicts of interest when receiving gifts or benefits (including hospitality) 5

3.5. Declaring and recording a conflict of interest 5

3.5.1. Confidentiality and Conflict of Interest Form 5

3.5.2. Assessors and Selection Assessment Panel members 6

3.5.3. Conflict of Interest Register 6

3.5.4. Senior Executive Service 6

3.5.5. Ministerial 6

3.5.6. Privacy and Recordkeeping 7

3.6. Strategies for managing a conflict of interest 7

3.7. Process Flow – Managing Conflict of Interest for Multicultural Grants 8

3.8. Further guidance and support 9

3.8.1. In the Department: 9

3.8.2. Department of Finance 9

3.8.3. DSS Community Grants Hub - Probity Advisors 9

3.8.4. Probity Training 9

4. Statement of Expectation **9**

5. Accountabilities and Responsibilities **10**

6. Version Control **11**

Attachment A – Definitions **12**

Attachment B – Assurance and Control Matrix **14**

Attachment C – Consultation **16**

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Document Contact	Multicultural Grants – Program Management Team s. 22(1)(a)(ii) @homeaffairs.gov.au

1. Purpose

The Multicultural Grants Deed of Confidentiality and Conflict of Interest (COI) Standard Operating Procedure (SOP) sets out the process to assist workers in carrying out their responsibilities in managing confidential information and conflict of interest in the administration of Multicultural Grants. It outlines how to declare and record:

- Acknowledgement of confidentiality and its requirements
- Actual or real conflicts of interest
- Potential and perceived conflicts of interest
- The receipt of a gift or benefit
- Other interest declarations of workers and stakeholders involved in administration and management of Multicultural Grants

2. Scope

2.1. In scope

This SOP applies to workers, which are defined as and include departmental staff and external stakeholders who are involved in the design and management of Multicultural Grants. Specific workers identified for this SOP are:

- all staff in Multicultural Grants Section
- Senior Executive Services (SES) Officials who clear material belonging to Multicultural Grants or delegations regarding Multicultural Grants
- Assessors for each grant round, unless administered by Grants Hubs.
- Selection Advisory Panel (Panel) chair and members of each grant round
- Advisors (Including Probity) for each grant round, unless administered by Grants Hubs.
- Other workers listed on Section 2.1 of Conflict of Interest Procedural Instruction who are identified to have any involvement in the design and management of Multicultural Grants

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2.2. Out of scope

External stakeholders who are in any part of consultation or evaluation activities relating to Multicultural Grants are not required to acknowledge confidentiality and declare conflict of interest for the purpose of this SOP.

The Minister and ministerial staff who may be involved in Multicultural Grants are not subject to this SOP noting that Ministerial staff will need to abide to their office's conflict of interest policies and requirements.

If a Worker has a conflict of interest which relates to matters outside of a Multicultural Grants, it must be declared directly with the Department via the Conflict of Interest Form as per the Conflict of Interest Procedural Instruction.

This SOP does not apply to the Department of Social Services (DSS) Community Grants Hub workers including assessors or probity advisors procured via them.

The Section 2.2 Conflict of Interest Procedural Instruction also list workers who are not subject to this SOP.

3. Standard Operating Procedure

3.1. Introduction

This SOP follows the direction of the Department in managing conflict interest in the workplace and does not replace the Departments existing mechanisms. The workers must review the Conflict of Interest Procedural Instruction for further information on the department's policies and procedures on how to manage conflicts of interest as a Departmental Employee.

This SOP focuses on the process and workers' responsibilities in managing confidential information and conflicts of interest when involved in all or any part of the design or management of Multicultural Grants.

To support this SOP, a COI Register and Deed of Confidentiality and Conflict of Interest Forms (the Forms) have been developed and will be updated on a regular basis to record, monitor and report COI accordingly.

The COI Officer is a member of the Multicultural Grants Section appointed by as Executive staff (EL2 or above). They are responsible for maintaining the COI register, creating and implementing this SOP to support workers and managers in declaring and managing any COI. This responsibility currently sits with the EL1 of Multicultural Grants - Program Management Team.

3.2. Confidentiality

The workers are required to acknowledge and declare confidentiality with the terms below:

"Confidential Information" means information (however stored) that:

- is by its nature confidential;
- was obtained as a consequence of assisting the Department with the Multicultural Grants.
- is designated by a grant applicant in Multicultural Grants as confidential; or
- the worker knows or ought to have known is confidential,
- but does not include information that:
    - is in the public domain (other than by breach of this Deed);
    - is in the possession of the worker without restriction in relation to disclosure before the date of receipt;
    - was independently developed or acquired by the worker or
    - is required to be disclosed by law

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The workers are required to keep information confidential and use solely for Multicultural Grants. Confidential Information must be handled as stated in the Forms.

The workers must notify their supervisor or the COI Officer if they have been asked to disclose information, or have been, or are likely to be, required by law to disclose it. Workers must also notify the Department of any suspected or actual use, copying or disclosure of confidential information by any person other than the Multicultural Grants Section and workers subject to this SOP.

3.3. Types of conflicts

According to Commonwealth Grants Rules and Principles 2024 (finance.gov.au), a conflict of interest may arise:

- where decision-makers or officials involved in grants administration have a direct or indirect interest, which may influence the selection of a particular grant activity;
- where members of external committees have a direct or indirect interest in informing a decision about expenditure or providing advice on grant opportunities; and
- where a potential grantee has a direct or indirect interest, which may influence the selection of their proposed grant activity during the application process.

There are three types of conflicts of interest; real/actual, potential and perceived as defined in Section 3.2 of Conflict of Interest Procedural Instruction. Please refer to this document for further information including examples of circumstances which may give rise to a conflict of interest.

3.4. Identifying a conflict of interest

All APS employees must take reasonable steps to avoid any conflict of interest in accordance with section 13(7) of the Code of Conduct.

All workers subject to this SOP are responsible for regularly assessing their personal circumstances to identify whether any matter may give rise to a real or perceived conflict of interest as per Section 3.3 of Conflict of Interest Procedural Instruction.

Personal circumstances should be assessed in relation to both the individual's work role and grant round specific matters, including:

- current and former relationships, family, friends, rivals and enemies
- social networking accounts, online dating sites, etc.
- close personal association with employees working or associated with organisations, whose values are inconsistent with the values of the Department and APS more broadly.

Where a Departmental worker is unsure whether there is a conflict of interest, the circumstances should be discussed with their direct supervisor and approved by second line manager. A written record of the discussion should be provided to the COI Officer. The COI Officer can also provide advice on the conflict of interest and possible management strategies at any stage.

Further information on where further guidance is required, the Integrity and Professional Standards (I&PS) Branch can provide assistance (integrityawareness@homeaffairs.gov.au).

3.4.1. Conflicts of interest arising with the Assessment and Selection Processes

Conflicts may arise at any stage including during the selection process or while the grant activity is being undertaken. Prior to commencing their duties in assessment and selection process, workers must review, declare and manage conflicts of interest in accordance with this SOP.

Workers who are involved in on-boarding assessors and Panel members for each grant round, must support the COI Officers in facilitating the completion and submission of the Forms and ensure that workers follow this SOP and declare and manage conflicts of interest accordingly.

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Workers who are involved in the assessment and selection process for each grant are also required to attend Probity Training delivered by the Probity Advisor allocated by the DSS Community Grants Hub. For grant specific enquiries on conflict of interest and other probity needs, the staff can contact Probity and Financial Team by email: Probityandfinancial@communitygrants.gov.au.

The COI Officer will support the process and record any COI declared within the COI register as part of a particular Assessment or Selection Process as required.

3.4.2. Conflicts of interest when receiving gifts or benefits (including hospitality)

This SOP follows the procedure and policies outlined in Section 3.3.3 of Conflict of Interest Procedural Instruction in terms of receiving gifts or benefits.

3.5. Declaring and recording a conflict of interest

All workers are required to complete and submit a COI Form to the COI Officer for appropriate record keeping within 5 business days of joining the area or before undertaking any work on the Multicultural Grants. All workers must complete the Forms even if they have no COI to declare and must include their supervisor in the email when sending the completed forms to the COI Officer.

Workers with ongoing involvement in Multicultural Grants are required to review and resubmit their Form on an annual basis (every 12 months). Staff who have recent changes in their role or takes on new responsibility within multicultural grass should assess their any types of conflict associated with these changes.

All workers must disclose any real, potential or perceived conflicts of interest to their supervisors or grant lead as soon as they arise.

Where a worker is unsure whether a conflict exists, they should discuss this with their supervisor or grant lead.

1. If a decision is made that there is no conflict, the decision and the reasons for it must be recorded on the Form and emailed to the COI Officer.
2. Where a conflict of interest has been identified and a management plan is required, the worker must:
    - discuss the circumstances of the conflict of interest with their supervisor or grant lead
    - come to agreement on an appropriate management plan (where required, the COI Officer, probity advisor and I&PS can assist in determining an appropriate management plan)

    Following agreement, details of the conflict of interest and the proposed management plan must be recorded in the relevant section of the Form. The Forms must be signed by the worker, their supervisor or grant lead and their second line manager or grant director (EL2 and above). The completed Forms must be emailed to the COI Officer.

3.5.1. Confidentiality and Conflict of Interest Form

The Forms assist workers in identifying, recording and reporting any conflict of interest relating to Multicultural Grants design and management. The Form includes terms, references and requirements when declaring the worker's acknowledgement of confidentiality and conflict of interest.

There are three forms that can be used:

1. one specific for workers who are employed internally within Multicultural grants
2. one specific for workers who are employed internally within the department but do not undertake Multicultural Grants work as their business as usual responsibilities
3. one for workers who are external to the department

All staff in the Multicultural Grants are required to complete and submit the Form to the COI Officer for appropriate record keeping. Workers with ongoing involvement in Multicultural Grants are required to review and resubmit their Form on an annual basis (every 12months). If conflict/s of interest is identified, the worker

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must discuss the conflict/s with their supervisor or second line manager and must be approved by EL2 or above prior to submitting the form to the COI Officer.

3.5.2. Assessors and Selection Assessment Panel members

Conflicts may arise at any stage including during the selection process or while the grant activity is being undertaken. Prior to commencing their duties in assessment and selection process, workers must review, declare and manage conflicts of interest in accordance with this SOP.

In circumstances where workers take on roles outside their usual responsibilities, for example, being an Assessor, Advisor, or Panel member for a specific grant round, they must reconsider confidentiality and conflict of interest obligations.

They must review the application and organisation lists and either:

- confirm via email to the Grant Lead for a specific grant round that no updated is required to their previous Form, or
- Update a new Form, which is required to be reviewed by Grant Lead for the specific grant round (EL1 and above, who will assess and make a management plan for the conflict and then week approval from Grant Director for the specific grant round (EL2 and above)

The Grant Lead is responsible for ensuring that all members or their Assessment Team and Selection Assessment Panel members declare conflict of interests. This includes circulating the forms, ensuring all members understand their requirements and providing completed forms to the COI Officer to record accordingly.

Panel members, Assessors and Advisors must notify the Grant Lead or Grant Director of any COI related matters as soon as they arise.

Workers including assessors, advisors and Panel members are required to report any changes to their COI circumstances when involved in any stages of the assessment and selection process for each grant to their Grant Lead and/or Grant Director as soon as the conflicts have been identified for respective COI

3.5.3. Conflict of Interest Register

The COI Register (MS Excel) is managed and maintained by the COI Officer. The register records any declared COI and the corresponding management strategies and details. The register also captures important dates including the next review date and dates when the COI were declared, etc.

The Conflict of Interest Register and all completed forms are kept in restricted files on Content manager with access provided on a need to know basis.

3.5.4. Senior Executive Service

Senior Executive Service (SES) Officials who are involved in any part of Multicultural Grants management or act as an appointed delegate for Multicultural Grants are required to follow this SOP and complete the Form. Any conflict of interest directly related to grants must be declared as described within this SOP with their direct supervisors and the COI Officer must be advised of outcomes. This is in addition to, and not a replacement for, the SES Declarations of Interest process.

Conflicts of interest not directly related to Multicultural Grants should be managed as per the Conflict of Interest Procedural Instruction.

3.5.5. Ministerial

The Commonwealth Grants Rules and Principles 2024 states within its Ministerial obligations that Ministers must record in writing any conflicts of interest relating to a decision to approve a grant.

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To support this, the Grant Lead will include the following statement, in Ministerial briefings/submissions that recommend specific applicants or organisations be invited to a grant round or received expenditure approval. This will prompt the Minister to consider and acknowledge their conflict of interest obligations.

"By approving this brief, you confirm that you have no conflicts of interest to declare,"

Under the Commonwealth Grants Rules and Principles (CGRPs) 2024, where the proposed expenditure relates to a grant or group of grants, the minister, must record in writing and declare as appropriate, any conflicts of interest relating to a decision to approve a grant (CGRPs 4.10e). How a minister records this conflict is a decision for the minister, there is no requirement to notify the Finance Minister of the conflict of interest. The CGRPs under the key principle of Probity and Transparency provide guidance around conflicts of interest (paragraphs 15-6 to 15.9). The overriding principle for a declaration of a material personal interest is, if in doubt, declare the interest.

Under paragraph 4.11 and 4.12 Ministers must write to the Minister for Finance advising of the decision to **award** a grant in their own electorate (4.11) or where they have decided to approve a grant that a relevant official has recommended be rejected (4.12).

3.5.6. Privacy and Recordkeeping

Information provided in relation to the Forms must be maintained in accordance with the *Privacy Act 1988* and the *Archives Act 1983*. All records created as a result of this SOP must be managed in accordance with the Records Management Policy Statement. Records created as a result of this document must be saved in Content Manager/TRIM RM8 or an approved business system.

The COI Officer is responsible for filing and saving all COI related documents in a dedicated folder/container in TRIM which has restricted access controls to maintain privacy and avoid breach of confidentiality.

Information provided in relation to the Forms will be used for the purpose of determining whether a conflict of interest arises. Workers are permitted to access and correct personal information that is held by the Section in connection with the Forms pursuant to the Privacy Policy of the Department, as applicable.

3.6. Strategies for managing a conflict of interest

Where a conflict of interest has been identified and a management plan is required, the worker must:

- discuss the circumstances of the conflict of interest with their supervisor or Grant Lead
- come to agreement on an appropriate management plan
- document the management plan and provide to the COI Officer

The management of COI will be determined on a case by case basis. Where required, the COI Officer, probity advisor and/or I&PS can assist in determining an appropriate management plan.

The strategies that may assist in managing a conflict of interest are listed in Section 3.5 of Conflict of Interest Procedural Instruction.

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3.8. Further guidance and support

3.8.1. In the Department:

Seek guidance on addressing a COI from your supervisor, grant lead, COI Officer or by reaching out to I&PS via email: s. 11C(1)(b) @homeaffairs.gov.au.

The Department's Ethical Decision Making (EDM) course through OurPeople may assist with ethical decision making, utilising critical thinking skills and problem solving to apply the REFLECT process

3.8.2. Department of Finance

Department of Finance release *Managing conflicts of interest and confidentiality with the non-government sector (RMG 208)* which is a guide to support officials in management Conflicts of interest (COI) and when working with the non-government sector using a principles-based, risk assessment approach.

3.8.3. DSS Community Grants Hub - Probity Advisors

For grant specific enquiries on conflict of interest and other probity needs, workers can contact Probity and Financial Team by email: s. 11C(1)(b) @communitygrants.gov.au. Workers can also email Home Affairs Client Manager by email s. 11C(1)(b) for any DSS and Home Affairs contract enquiries.

Further guidance is also available from the Australian Public Service Commission (APSC) via their website www.apsc.gov.au/conflicts-interest or via the APSC Ethics Advisory Service by phone: s. 11C(1)(b) or by email: s. 11C(1)(b)

3.8.4. Probity Training

Probity training including Confidentiality and COI is provided to the members of Multicultural Grants at a regular interval. Recording of the training can be found under **ADF2024/157987** Multicultural Grants - Section Admin - Induction and Training.

Briefings are also provided to all Assessors and Panel members prior to their involvement with Multicultural Grants.

4. Statement of Expectation

As outlined in the Section 4 of Conflict of Interest Procedural Instruction, workers must comply with the Public Service Act, APS Code of Conduct, Secretary's Professional Standards Direction, Commonwealth Grants Rules and Principles 2024, and other relevant legislative authorities and frameworks.

All workers who make decisions or exercise powers or functions under legislation have a duty to do so in accordance with the requirements of the legislation and legal principles.

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5. Accountabilities and Responsibilities

Role	Description
All Workers	Are responsible for: • reading and understanding this SOP • reporting all conflicts of interest in line with the policy and this SOP • reporting the receipt of any gifts or benefits in line with this policy and the Accountable Authority Instructions • reporting any suspected breaches with this policy to their supervisor or EL2 and above
Supervisors, Grants Leads, Grant Directors or Second Line Managers	Are responsible for: • reading and understanding their obligations in relation to the policy and this SOP • ensuring staff document and declare conflicts of interest raised to them or noted by them If they manage a Grant, they are also responsible for ensuring that all members of Assessment Teams and Selection Assessment Panel members manage declare conflict of interests.
Multicultural Grants COI Officer (The Multicultural Grants COI Officer is a staff member in Multicultural Grants Section who has been appointed by an Executive staff (EL2 and above). Current role sits with EL1 of Program Management Team)	Is responsible for: • Administering and maintaining this SOP, COI Register and other related documentation and serves as a central contact point for all COI enquiries.
Integrity and Professional Standards Branch	Supports business areas with all aspects of the Integrity Framework, including providing advice on effective policy and procedural development and management. Referral point for Integrity related matters that need to be investigated. Records and maintains all conflict of interest forms. Supports the Department with keeping records of all conflict of interest declarations.

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6. Version Control

Version number	Date of issue	Author(s)	Brief description of change
1.0	14 October 2024	Multicultural Grants Section	Approved by Erica Biddle, Assistant Secretary on 14 October 2024
1.2	16 October 2024	Multicultural Grants Section – Program Management Team	• Placed on OMA template • Review of current practices • Strengthen Panel and Assessor COI • added COI of Minister

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Attachment A – Definitions

Term	Acronym (if applicable)	Definition
Benefit	N/A	An advantage or gain received by a Worker.
APS Code of Conduct	N/A	Guidelines for all APS employees that govern appropriate behaviour and conduct and must be complied with at all times.
Confidentiality	N/A	Refers to the obligation of organisations that collect information to ensure that no person or organisation is likely to be identified from any data released.
Conflict of Interest	COI	Is where an individual and/or parties have private interests, which improperly influence, or may be perceived to influence, the performance of their official duty to serve the public interest.
Department of Home Affairs	The Department	The Department of Home Affairs, including the Australian Border Force.
Departmental workplace	N/A	Has the meaning given in section 8 of the *Work Health and Safety Act 2011*: A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. In this section, place includes: • a vehicle, vessel, aircraft or other mobile structure • any waters and any installation on land, on the bed of any waters or floating on any waters.
Family member	N/A	Includes a spouse, partner, children, siblings, parents and extended family, including those involving same-sex relationships.
Gift	N/A	An item or thing that is willingly given to an IBP worker without any monetary payment.
Grants	N/A	Funding awarded by the government to a person or organisation to achieve government policy objectives.
Worker	Worker	Defined in the *Secretary's Determination of Immigration and Border Protection Workers* and under subsection 4(1) of the ABF Act, includes but is not limited to: • all APS employees in the Department • persons employed by an Agency under the Public Service Act 1999 whose services are made available to the Department (often referred to as 'secondees')

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Term	Acronym (if applicable)	Definition
		• persons engaged as consultants or contractors to perform services for the Department in-house in the Department • persons engaged as consultants or contractors to performing services for the Department that require non-public access to departmental Assets
Integrity and Professional Standards Branch	I&PS	Administers the Professional Standards and Integrity Frameworks, which set out the standards of integrity and ethical behaviour required by all employees of the Department.
Policy and Procedure Control Framework	PPCF	The Policy and Procedure Control Framework mandates a consistent and integrated approach to the development and management of the Department's policies and procedures. The PPCF is aligned to, and complements, the Department's Risk Management Framework, Quality Management Framework and Information Environment Strategy.
Procedural Instruction	PI	Describes how to implement a Policy Statement by outlining actions in relation to a particular activity.
Senior Executive Service	SES	Senior managers, including branch and division heads, the Secretary and his deputies, and ABF Commissioner.
Standard Operating Procedure	SOP	Provides policies, standards and processes need to be taken by a worker to complete a task.

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Attachment B – Assurance and Control Matrix

1.1. Powers and Obligations

Please Note: Staff exercising any powers, delegations or authorisations outlined in this SOP (listed here) must check the latest delegation advice on the Intranet or the relevant instrument in LEGEND to ensure they currently hold the applicable power, delegation or authorisation.

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1.2. Controls and Assurance

S. 47E(d)

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Attachment C – Consultation

1.1. Internal Consultation

- Integrity and Professional Standards Branch
- Legal Group
- Panels, Grants & Corporate Contracts Section

1.2. External Consultation

- DSS Community Grants Hub
- O'Connor Marsden Probity Advisor (Probity Service Provider of Community Grants Hub)

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From: s. 47F(1)
To: s. 22(1)(a)(ii)
Cc:
Subject: RE: G336 2021-8259 RE: For advice by 9:30am tomorrow morning - CLSG Program - Fluency in Asian Languages Round 1 [SEC=OFFICIAL]
Date: Friday, 9 January 2026 7:18:42 AM
Attachments: image002.png
image003.png

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

Thanks for the email and request for clarification.

s. 47E(d)

Thanks and kind regards

s. 47F(1)

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From: s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU>
Sent: Thursday, 8 January 2026 5:42 PM
To: s. 47F(1) >
Cc: s. 47F(1) >; s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU>; s. 22(1)(a)(ii) >; s. 47F(1)
Subject: RE: G336 2021-8259 RE: For advice by 9:30am tomorrow morning - CLSG Program - Fluency in Asian Languages Round 1 [SEC=OFFICIAL]

OFFICIAL

s. 47E(d)

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Grateful for your confirmation that this approach is appropriate, as soon as possible.

Happy to discuss.

Kind regards,
s. 22(1)(a)(ii)

Assistant Director – Multicultural Grants
Office for Multicultural Affairs
Immigration Group | Department of Home Affairs
M: s. 22(1)(a)(ii)
E: s. 22(1)(a)(ii) @homeaffairs.gov.au

We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past and present.

OFFICIAL

From: s. 47F(1) >
Sent: Thursday, 8 January 2026 7:30 AM
To: s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU>
Cc: s. 47F(1) >; s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU>; s. 22(1)(a)(ii) >; s. 47F(1)
Subject: DHA: G336 2021-8259 RE: For advice by 9:30am tomorrow morning - CLSG Program - Fluency in Asian Languages Round 1 [SEC=OFFICIAL]

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

s. 47E(d)

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s. 47E(d)

s. 47F(1)



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From: s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU>
Sent: Wednesday, 7 January 2026 3:11 PM
To: s. 47F(1)
Cc: s. 47F(1) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU>
Subject: For advice by 9:30am tomorrow morning - CLSG Program - Fluency in Asian Languages Round 1 [SEC=OFFICIAL]
Importance: High

OFFICIAL

Hi s. 47F(1)

Thank you for providing the probity briefing today at the CLSG Program – Fluency in Asian Languages – Round 1 assessors training.

As discussed, we would appreciate your views on our proposed approach to conducting initial eligibility checks to inform decisions on what applications will proceed to assessment.

s. 47E(d)

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s. 47E(d)

Kind regards,

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

Assistant Director – Multicultural Grants
Special Envoy Support and Grants Programs Branch
Office for Multicultural Affairs
Immigration Group | Department of Home Affairs
M: s. 22(1)(a)(ii)
E: s. 22(1)(a)(ii) @homeaffairs.gov.au

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We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past and present.

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

From: s. 47F(1)
Sent: Wednesday, 14 January 2026 6:46 AM
To:
Cc: s. 22(1)(a)(ii) s. 47F(1)

Subject: RE: [IR170340] - DHA: Item Number 336G - Request for advice by tomorrow morning 10am - CLSG Program - Fluency in Asian Languages Round 1 [SEC=OFFICIAL]

Importance: High

Categories: Assessment - Fluency

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

Thank you for your email and request for advice.

s. 47E(d)

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We are happy to discuss the foregoing advice.

Regards

s. 47F(1)

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From: s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU>
Sent: Tuesday, 13 January 2026 1:23 PM
To: s. 47F(1)
Cc: s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU>; s. 22(1)(a)(ii) s. 47F(1)
Subject: Request for advice by tomorrow morning 10am - CLSG Program - Fluency in Asian Languages Round 1 [SEC=OFFICIAL]

OFFICIAL

Hi s. 11C(1)(a) and s. 11C(1)(a)

We would appreciate your advice on the eligibility checks we are conducting under section 4.2 of the CLSG Program – Fluency in Asian Languages – Round 1 grant opportunity.

s. 47E(d)

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s. 47E(d)

Kind regards,

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

Assistant Director – Multicultural Grants
Special Envoy Support and Grants Programs Branch
Office for Multicultural Affairs
Immigration Group | Department of Home Affairs
M: s. 22(1)(a)(ii)
E: s. 22(1)(a)(ii) @homeaffairs.gov.au



We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past and present.

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s. 47F(1)

s. 47F(1)

T: s. 47F(1)
E: s. 47F(1)

2 March 2026

s. 22(1)(a)(ii)
Assistant Director – Multicultural Grants
Special Envoy Support and Grants Programs Branch
Office for Multicultural Affairs
Immigration Group
Department of Home Affairs
s. 22(1)(a)(ii)@homeaffairs.gov.au

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

s. 47E(d)

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s. 47F(1)

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

From: s. 47F(1)
Sent: Monday, 2 March 2026 7:45 AM
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii) s. 47F(1) ; s. 22(1)(a)(ii)
Subject: [IR170340] - DHA: Item Number 336G Probity certificate - Community Language Schools Grants Program - Fluency in Asian Languages - Round 1 [SEC=OFFICIAL]
Attachments: Probity Sign Off - CLSG Program - Fluency in Asian Languages (Mar 26).pdf

Importance: High

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

s. 47E(d)

Regards

s. 47F(1)

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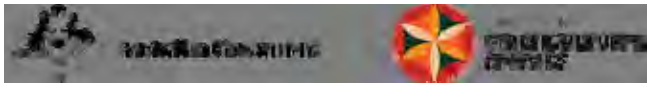
From: s. 22(1)(a)(ii)
Sent: Friday, 27 February 2026 4:28 PM
To: s. 47F(1)
Cc: s. 22(1)(a)(ii)
Subject: Probity certificate - Community Language Schools Grants Program - Fluency in Asian Languages - Round 1 [SEC=OFFICIAL]

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S. 47E(d)

Kind regards,
s. 22(1)(a)(ii)

s. 22(1)(a)(ii)
Assistant Director – Multicultural Grants
Special Envoy Support and Grants Programs Branch
Office for Multicultural Affairs
Immigration Group | Department of Home Affairs
M: s. 22(1)(a)(ii)
E: s. 22(1)(a)(ii) @homeaffairs.gov.au



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Australian Government

OFFICE FOR
MULTICULTURAL AFFAIRS

Selection Report Community Language Schools Grants Program – Fluency in Asian Languages – Round 1

Grant Round ID: 2025-4637

2 March 2026

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Table of Contents

Purpose **2**
Background 2
Selection Outcomes **2**
Summary of applications 3
Community Grants Hub Compliance and Eligibility Checks 3
Departmental Eligibility Checks 3
Initial approach to eligibility checks 3
Deviation from initial approach 4
Outcomes from deviating from the initial approach 5
Organisation Risk Review (ORR) Outcomes 5
Preliminary Assessment of Applications 5
Deviation from original assessment team 5
Training of assessment team 6
Selection Advisory Panel Assessment 6
Selection Advisory Panel composition 6
Selection Advisory Panel deliberations 7
Risks and Issues **8**
Probity 8
Recommendations **8**

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Purpose

The Selection Report provides assurance that the selection process for the Community Language Schools Grants (CLSG) Program – Fluency in Asian Languages – Round 1 grant opportunity has been conducted in accordance with the Department's policies and procedures, and the Commonwealth Grants Rules and Principles 2024 (CGRPs).

Grant Opportunity Summary	
Grant Round Type:	Open competitive
Round open/close dates:	20 November 2025 – 17 December 2025
Number of applications received:	103
Assessment Type:	Home Affairs Assessment
Funding:	$2,500,000

This information can be used to inform the decision-maker's expenditure approval for this grant opportunity.

Background

The grant opportunity fulfils the government election commitment to dedicate $5 million of this funding to a specialist Asian languages funding stream to help more students, regardless of their background, become fluent in Asian languages through to Years 11 and 12. This is the first of 2 grant rounds.

The objectives of the grant opportunity are to:

- support Australian secondary students (years 7 to 12) to build fluency in an Asian language;
- enhance Asian cultural and language literacy to take advantage of economic opportunities in Australia's region; and
- enable the participation of young Australians in a broader range of jobs in an economy closely integrated into a global market of diverse trading partners.

The intended outcomes of the grant opportunity are to:

- increase the number of Australian students learning an Asian language through community language school (CLS) education;
- increase the number of Australian students maintaining their Asian language learning during secondary schooling years (years 7 to 12) to build fluency in the Asian language; and
- build the capability and capacity of community language schools by strengthening their operational structures, so they can support Australian students study an Asian language through to year 12.

Further information about the objectives of the grant can be found in the Guidelines.

Selection Outcomes

The Selection Advisory Panel agreed to recommend 9 applications to the decision-maker for funding, for a total funding of $2,491,747.

The applications were assessed and selected in accordance with the requirements and priorities detailed in the Grant Opportunity Guidelines (Guidelines) (**Attachment A**), the Selection and Assessment Plan (**Attachment B**), and the Community Grants Hub (the Hub) Selection Plan: Conformance Assessment (**Attachment C**). However, the Department's eligibility checks process deviated in relation to the process outlined in the Selection and Assessment Plan, following the receipt of probity advice. Details of this are outlined in this report under 'Departmental Eligibility Checks'.

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The results of the Hub's conformance assessment conducted by the Hub, Selection Report: Conformance Assessment (**Attachment D**), was also taken into consideration.

Summary of applications

Category	Number
Applications received on time	99
Applications received late	4
Total applications received	103
Applications not accepted due to multiple applications	2
Withdrawn applications	2
Non-compliant	0
Non-eligible entity type and not progressed	1
Non-eligible due to not demonstrating involvement, or support, in languages education in Australia	12
Total applications assessed and considered by the SAP	86

Community Grants Hub Compliance and Eligibility Checks

The Hub reviewed the applications submitted in accordance with its Selection Plan: Conformance Assessment.

At the conclusion of the review, the Hub provided the Department with a Findings Report. The Findings Report identified:

- 3 applications as potentially ineligible due to the organisational entity requirements in section 4 of the Guidelines.
    - The Grant Opportunity Delegate decided one application was ineligible due to not meeting entity requirements, and 2 applications were to continue under the assessment processes, noting the decision-maker could waive the entity requirements if either of the applicants were recommended to be funded.
- One application as potentially non-compliant as they had not used the mandatory budget template and did not resubmit their budget with the mandatory template.
    - The Grant Opportunity Delegate did not find the application to be non-compliant and decided the application was to continue under the assessment processes.

Departmental Eligibility Checks

Initial approach to eligibility checks

The Selection and Assessment Plan outlined an approach for the Department's eligibility checks for the applications, which were in addition to the Hub's compliance and eligibility (conformance) assessment. In summary, the Department intended to review applications to identify whether:

- the applicant's proposed project is targeted at an eligible Asian language or languages as outlined in Appendix A of the Guidelines, and benefits the wider CLS community or sector, as required by section 5.1 of the Guidelines (project requirement); and

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- the applicant has demonstrated they are an organisation that is involved in, or supports, language education in Australia via the governing document submitted with their application in line with their entity type (refer to section 7.1 of the Guidelines) (organisational requirement).

The applicant had to satisfy both the project requirement and organisational requirement to be considered compliant and proceed to assessment. If the applicant failed to meet one of the requirements, they would be deemed ineligible.

Deviation from initial approach

Project requirement check

The project requirement check was removed from the eligibility check process, following receipt of probity advice.

In practice, this meant that applications were not deemed ineligible should the proposed activities outlined by the applicant not benefit the wider CLS community or sector, or not target an eligible Asian language outlined in Table 1 of Appendix A.

Background

S. 47E(d)

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s. 47E(d)

Outcome of eligibility checks following deviation from the initial approach

Following the adoption of the probity advice, the Department only considered whether the applicant demonstrated it is involved in, or supports, language education in Australia from their submitted evidence (organisational requirement check). It was found 12 applicants were unable demonstrate they were involved in, or supports, language education in Australia through their submitted evidence.

The Grant Opportunity Delegate approved those findings and therefore, deemed 12 applicants to be ineligible for assessment.

Organisation Risk Review (ORR) Outcomes

The Department conducted online searches for particular applicants and where required, their primary and secondary contacts in line with the Selection and Assessment Plan. Results of the checks were recorded in the Organisation Risk Review Report (**Attachment E**) and cleared by the Grants Director prior to their circulation to the Selection Advisory Panel.

s. 47E(d)

These risks were considered by the Selection Advisory Panel.

Preliminary Assessment of Applications

The preliminary assessment of applications was undertaken on all compliant and eligible applications in accordance with the requirements detailed in the Guidelines and Selection and Assessment Plan. The assessment team used a three-point scale to rate applications against three selection criteria, which were equally weighted, providing a score out of 9. The results of the preliminary assessment were recorded in the Assessment Report (**Attachment F**), and provided to the Selection Advisory Panel.

Deviation from original assessment team

The Selection and Assessment Plan outlined an assessment team for this grant opportunity. However, the assessment team changed before, and during, the preliminary assessment of applications due to illness, volume of work and capacity to complete the tasks.

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The final assessment team for the grant opportunity is noted in the below table.

Role	Name	Position / Team
Assessor	s. 22(1)(a)(ii)	Grants Officer, Multicultural Grants
Assessor		Protection Obligations Decision Maker, Protection Assessment Team 2 (VIC)
Assessor		Grants Officer, Multicultural Grants
Assessor		Procurement Officer, SPB Governance & Support
Assessor		Case Officer, Character Referral & Assessment
Assessor		Community Liaison Officer, West Community Liaison
Assessor		Officer, Settlement Network

Training of assessment team

The assessment team all received 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. Each assessor also received a probity briefing from the probity adviser. The probity adviser was advised via email to confirm all assessors received the probity briefing.

Selection Advisory Panel Assessment

To inform the Selection Advisory Panel (SAP) assessment and their funding recommendations to the decision-maker, the SAP were provided with:

- the Assessment Report (assessor scores and justifications (within the Application Detail Report), initial eligibility check report and ORR report);
- all grant applications submitted by the applicants; and
- the Grant Opportunity Guidelines.

The SAP undertook its assessment of applications in accordance with the requirements detailed in the Guidelines (**Attachment A**) and the Selection and Assessment Plan (**Attachment B**).

Selection Advisory Panel composition

The SAP comprised of 6 members (as outlined in the table below), a mix of both voting and non-voting members, noting s. 22(1)(a)(ii) substituted the original SAP members outlined in the Selection and Assessment Plan.

s. 22(1)(a)(ii) was substituted on the day of the first SAP meeting (20 February 2026), following receipt of advice from the independent probity adviser that this substitution was acceptable to manage the unexpected absence of an original SAP member.

Role	Name	Position
Chair	Ali Mond	SES B1, Migrant English and Language Services
Members	s. 22(1)(a)(ii)	Director, Multicultural Grants

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Role	Name	Position
	s. 22(1)(a)(ii)	Director, Immi Integrity and Risk Management
Probity Advisor		Probity advisor, Galent Management Pty Ltd
Policy Advisor		Assistant Director, Multicultural Grants
Secretariat		Grants Officer, Multicultural Grants

Selection Advisory Panel deliberations

s. 47E(d)

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Risks and Issues

Probity

All staff involved in the assessment of applications, and SAP, signed conflict of interest and confidentiality declarations prior to accessing the applications. Conflicts of interest were collected and managed during the assessment of this grant opportunity, and these conflicts will continue to be monitored through the grant process as required.

The independent probity adviser attended the Selection Advisory Panel meetings to ensure deliberations were undertaken in accordance with probity principles. No feedback was provided by the probity adviser during deliberations.

Probity advice was received at different times during the assessment process and followed accordingly. No other probity issues were identified during the selection process.

Recommendations

It is recommended that you:

1. support the provision of grants under the Community Language Schools Grants Program – Fluency in Asian Languages – Round 1 grant opportunity recommended for funding, as detailed in **Attachment G**.
2. Note the Department has undertaken the assessment of the Community Language Schools Grants Program – Fluency in Asian Languages – Round 1 grant opportunity in line with the:
    a. Guidelines (**Attachment A**),
    b. agreed Selection and Assessment Plan (**Attachment B**) (unless otherwise documented in this Selection Report),
    c. Hub's Selection Plan: Conformance Assessment (**Attachment C**), and
    d. Department's Standard Operating Procedures.

[Author – please click to select]

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

Malcolm McAllister
Assistant Secretary
s. 22(1)(a)(ii)
10 March 2026

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Attachments

Attachment	
Attachment A	Community Language Schools Grants Program – Fluency in Asian Languages Round 1 – Grant Opportunity Guidelines
Attachment B	Department's Selection and Assessment Plan
Attachment C	Hub's Selection Plan: Conformance Assessment
Attachment D	Hub's Selection Report: Conformance Assessment
Attachment E	Organisation Risk Review Outcomes Report
Attachment F	Assessment Report
Attachment G	SAP Application Detail Report
Attachment H	Probity certificate

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s. 47E(d)

Tracker ID	LEGAL ENTITY NAME
025-4637	Australian National University Please note: Australian National University is not an eligible entity type for this grant opportunity. However, the Grant Opportunity Delegate decided to allow the applicant to progress through assessment, with the decision-maker (Minister) making final decision if recommended to be funded.
025-4637	Macquarie University
025-4637	Balai Bahasa Indonesia (ACT) Incorporated

s. 47E(d)

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s. 47E(d)

2025-4637	COMMUNITY LANGUAGES VICTORIA INCORPORATED
2025-4637	The University of Melbourne

s. 47E(d)

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s. 47E(d)

2025-4637	THE UNIVERSITY OF SYDNEY
2025-4637	Tamil Study Centre, Homebush Inc
2025-4637	The Hunter Parents and Teachers Association of Community Language Schools Inc
2025-4637	NSW Federation of Tamil Schools Inc

Community Langu
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s. 47F(1)



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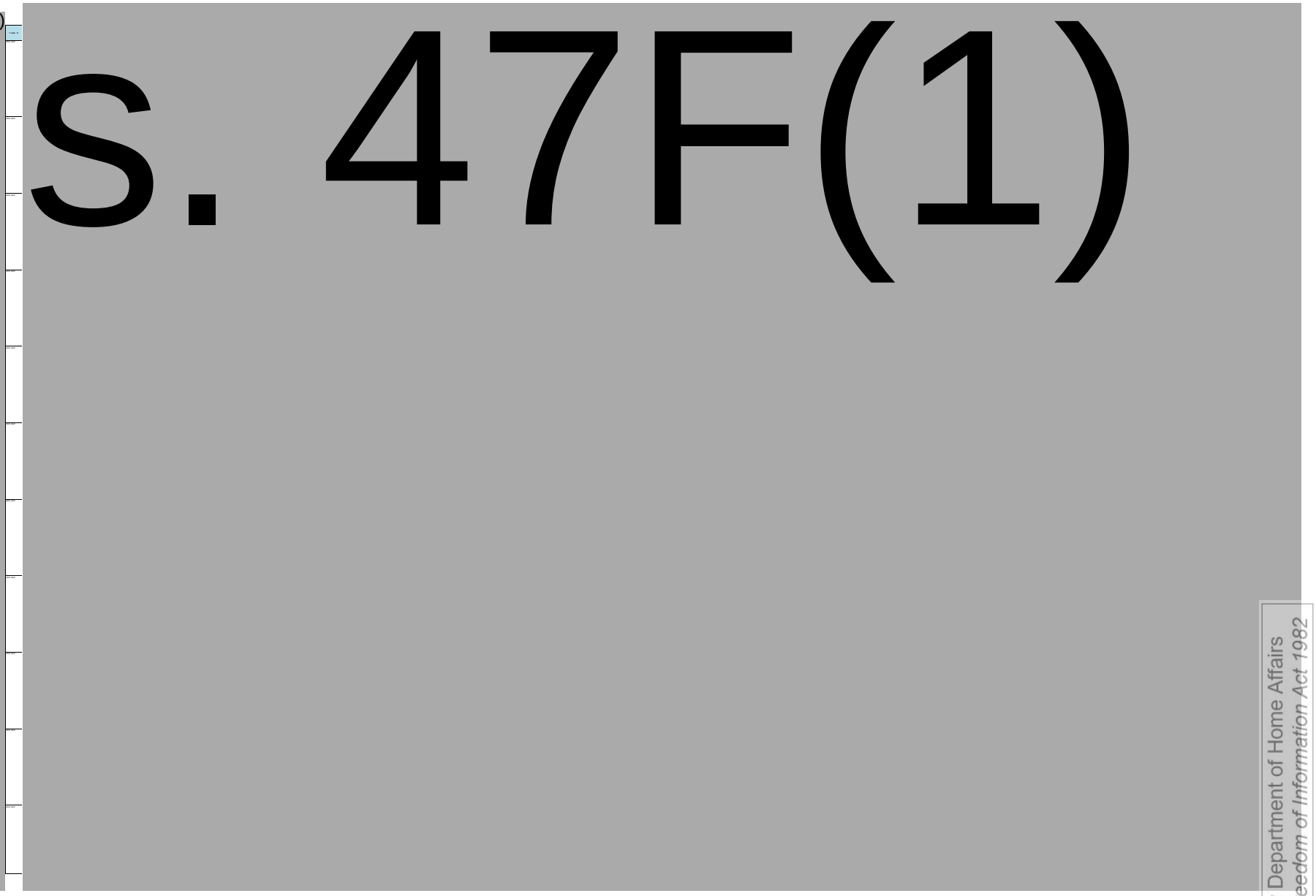
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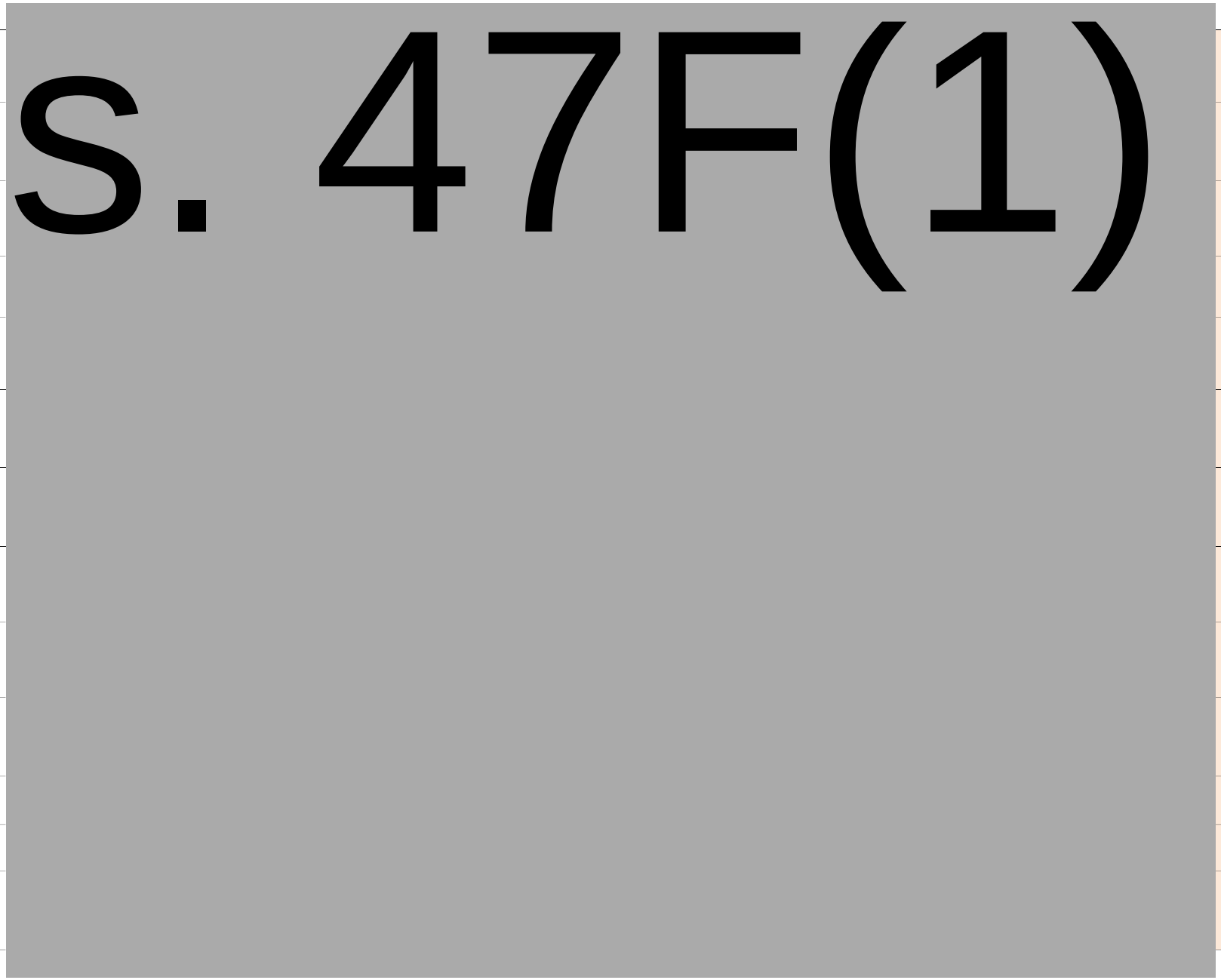
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Fully meets the criterion	Partially meets the criterion	Does not meet the criterion
• All sub-criteria have been addressed. • A good case has been made by the applicant through clear and convincing arguments that are supported by evidence. • The applicant has provided relevant information for all 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.

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Standard SAP Justifications

S. 47E(d)

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Overall justification	Specific justification
Fully meets criteria	Yes
Partially meets criteria	No
Does not meet criteria	Partial
	Non-compliant
	Ineligible

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Australian Government
Department of Home Affairs

Submission
For decision
PDMS Ref. Number: MS26-000455
Date of Clearance: 23/03/2026

To **Assistant Minister for Citizenship, Customs and Multicultural Affairs**

Subject **Expenditure Approval - Community Language Schools Grants Program - Fluency in Asian Languages - Round 1**

Timing *For consideration by 8 April 2026, to enable grant payments and notifications to be made prior to the end of the 2025-26 financial year.*

Recommendations

That you:

1. **approve** and initial the Selection Advisory Panel (SAP) recommendations to fund 9 organisations under the Community Language Schools Grants Program – Fluency in Asian Languages – Round 1 grant opportunity at **Attachment A**, which includes;

approved / not approved

s. 47C(1)

s. 47C(1)

agreed / not agreed

3. **approve** the associated expenditure of $2,491,747 (GST exclusive) over 2 years from 2025-26 for the Community Language Schools Grants Program – Fluency in Asian Languages – Round 1 grant opportunity;

approved / not approved

4. **agree** that in approving these grants, you have no conflicts of interest to declare (if you have any conflicts to declare, detail these in the comments section below);

agreed / not agreed

5. **agree** to an official of the Department of Home Affairs being the departmental delegate who exercises the powers to vary and administer the Community Language Schools Grants Program – Fluency in Asian Languages – Round 1 grant agreements once you have approved the grant recipients;

agreed / not agreed

AND (*Continued over*)

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6. **approve** the draft letter at **Attachment E** should you wish to send letters of congratulations to successful applicants.

approved / not approved

Assistant Minister for Citizenship, Customs and Multicultural Affairs

Signature.....

Date: 9/4/ 2026

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Assistant Minister's Comments
1. Please consider funding requirements whenever possible + appropriate that require recipients to make available resources + forums nationally, not just state based. 2. please liaise with my office re: media + communications.

Key Issues

S. 47C(1)

2. On 29 October 2025, the Hon Dr Anne Aly MP, Minister for Multicultural Affairs approved the Grant Opportunity Guidelines (Guidelines) (**Attachment B**) for the CLSG-Asian Fluency R1 grant opportunity (MS25-003300 refers).
   - 103 applications were received for this grant opportunity.

Eligibility, Compliance and Assessment

3. The Selection Report and associated attachments at **Attachment C** summarise the selection process undertaken for the grant opportunity and provides assurance that the process was conducted in accordance with the Selection Plan and the *Commonwealth Grant Rules and Principles 2024* (CGRPs).
   - Deviations from the Selection Plan have been documented in the Selection Report.

Compliance and eligibility checks

4. The Guidelines state that to be eligible for the CLSG-Asian Fluency R1 grant opportunity, applicants must provide evidence demonstrating they are involved in, or support, language education in Australia. Applicants were required to provide evidence by supplying governing documentation.
   - Applicants submitted a range of different documents, such as constitutions, rules of incorporation, school charters, internal governance documents and letters from community language school peak bodies and government bodies.

5. Departmental staff reviewed all evidence submitted by applicants to determine whether they met eligibility requirements and determined 12 applications were ineligible as the evidence submitted did not demonstrate the applicants were involved in, or support, language education in Australia.
   - These applications did not progress to assessment and consideration by the Selection Advisory Panel (SAP).

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6. The Department of Social Services' Community Grants Hub (the Hub) conducted compliance and eligibility checks for all applications, which identified:
   - 4 applications were submitted late (after the grant closing date).
     - The Department of Home Affairs (the Department) agreed to accept all late applications as the applicants demonstrated they experienced unforeseen circumstances, as per section 7.3 of the Guidelines.
   - 2 applicants submitted multiple applications.
     - The Department agreed, as per section 7 of the Guidelines, to accept the last application received.
   - 1 applicant did not have an Australian Business Number (ABN).
     - The Department deemed the applicant an ineligible entity, as per section 4.1 of the Guidelines requires applicants to have an ABN in place prior to applying for the grant opportunity.
   - 2 applicants were an ineligible entity type (unincorporated association and corporate Commonwealth entity).
     - The Department decided to progress the 2 applicants through to assessment and provide the decision maker (you) the opportunity to waive entity type eligibility if any of the applicants were recommended for funding.

s. 47C(1)

7. Overall, 86 applicants met both eligibility and compliance requirements and progressed to assessment.
   - The Department conducted additional due diligence checks on organisations and key personnel. The checks focused on identifying any information that could potentially harm the achievement of grant objectives or result in reputational damage for the government.
   - The findings of these checks are outlined in **Attachment C(E)** and were considered by the SAP along with the outcomes from the assessment process.

8. The Department undertook a preliminary assessment of the 86 applications considering how they met the selection criteria, including the budget.
   - The assessment team used a three-point scale to rate applications against 3 selection criteria, which were equally weighted, providing a score out of 9. The outcomes are recorded in the Assessment Report (**Attachment C(F)**).

9. Applications were submitted by a range of stakeholders such as universities, peak bodies, language training organisations and community language schools (CLS).
   - In general, applications were not high quality and lacked alignment to the objectives of the grant. There was a general issue with organisations not providing sufficient detail or information about how they would work with the CLS sector and improve outcomes more broadly.
   - The largest cohort to apply for the grant were CLS and most projects were focused on building their own school capabilities, such as introducing new Asian languages classes for secondary students or increasing existing language classes for secondary students. There were limited or unsubstantiated details of how projects would benefit the wider CLS community or sector, which was a key requirement of this grant opportunity.

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- Overall, applications demonstrated CLS need funding to support their own operations in providing secondary Asian language education. These outcomes will be considered in the design of second round of the CLSG Program – Fluency in Asian Languages grant opportunity.

Funding recommendation

10. The SAP, consisting of 3 departmental staff, convened on 20 February and 23 February 2026 and finalised its assessment of the 86 eligible and compliant applications.

11. The SAP agreed to recommend funding 9 applicants as they were best able to demonstrate capacity and capability against the objectives and outcomes of the grant, along with demonstrating efficient, effective, economical and ethical use of relevant money (**Attachment C(G)**).

12. The following table summarises the recommended funding amount (GST exclusive) for each applicant from 2025-26 as well as the languages recommended to be targeted in each project.

Applicant	Language/s to be targeted	2025-26	2026-27
Australian National University	s. 47C(1)		
Macquarie University			
Balai Bahasa Indonesia (ACT) Incorporated			
Community Languages Victoria Incorporated			
The University of Melbourne			
The University of Sydney			
Tamil Study Centre, Homebush Inc			
The Hunter Parents and Teachers Association of Community Language Schools Inc			
NSW Federation of Tamil Schools Inc			
Total funding			

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13. In determining their recommendations, the SAP outlined a range of requirements to be placed on the applicants during the negotiation of grant agreements and Activity Work Plans. This includes, but is not limited to, requiring all successful applicants to participate in a Community of Practice, to share their respective project scopes and ensure there is no duplication in project activities across the successful applicants.

s. 47E(d)

Waiving eligibility for s. 47F(1)

s. 47C(1)

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S. 47C(1)

Agreement for the Department to administer grants

22. Under section 32B of the *Financial Framework (Supplementary Powers) Act 1997* (FFSP Regulations), you (as the Assistant Minister for Citizenship, Customs and Multicultural Affairs), and the Secretary of the Department (who is the Accountable Authority) have powers to make, vary and administer an arrangement or grant. The Secretary has issued delegations to make, vary and administer arrangements and grants to officials in the Department. These powers are held simultaneously.

23. As both you, as Assistant Minister, and the Secretary hold these powers simultaneously, this submission seeks your agreement for an official of the Department being the departmental delegate for administering the grant opportunity pursuant to the delegation instrument referenced above.

24. The Department recommends that you agree to an official of the Department being a departmental delegate who exercises the powers to vary and administer grant agreements once you have approved the grant recipients. This will allow the Department to expedite the process for making day-to-day decisions once grant agreements are in place.

25. Below are the types of actions that can be taken under each power:
    - the power to 'make' includes deciding which organisations should be awarded a grant, what amount of grant funding they should receive and what conditions or terms might apply to the grant agreement offered to the organisation;
    - the power to 'vary' includes deciding requests from organisations to change the types of activities, length of time or changes to items in a budget that an organisation might deliver under a grant agreement; and
    - the power to 'administer' includes deciding when an organisation has reached a milestone in its project and can receive the next instalment or payment under a grant.

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Background

Requirements for the approval of grants

26. Should you agree to the recommendations of the Department to fund 9 applicants, your approval and initials are requested on each page of **Attachment A**. There are a number of requirements that support the approval process for grants, including advice that must be provided to you by the Department, which is outlined below.
    - If you do not approve a recommended applicant, you should provide a reason in the comments column;
    - Should you decide to fund an organisation that has been found suitable but not recommended for funding, you must provide the reason in the comments column; and
    - Should you decide to fund a proposal that the Department has not recommended, you should note this and provide a reason in the comments column.
        - Please note that, if you wish to fund applicants which have not been recommended by the Department, paragraph 4.12(a) of the CGRPs provides that Ministers must report to the Minister for Finance on all instances where they have decided to approve a particular grant which the relevant official has recommended be rejected.
            - The report must include a brief statement of reasons (i.e. the basis of the approval for each grant). The report must be provided to the Minister for Finance as soon as practicable following the approval.
        - Additionally, should you decide to fund applicants not recommended by the Department, and an applicant is located in your electorate, paragraph 4.12(b) of the CGRPs requires you to write to the Minister for Finance advising of the details.
            - Please note none of the 9 recommended applicants are located within your electorate.

27. Paragraph 4.6 of the CGRPs requires that the Department provide certain written advice where Ministers exercise the role of grant approver. In particular, paragraph 4.6(a) requires the Department to explicitly advise whether the spending proposals being considered for approval are a grant.
    - The Department confirms that it considers these spending proposals are grants.

28. Paragraph 4.6(b) of the CGRPs requires that the Department provide information on the applicable requirements of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), the *Public Governance, Performance and Accountability Rule 2014* and the CGRPs, including the legal authority for the grant.
    - The Department advises that, in accordance with section 32B of the FFSP Regulations, you have the power to award grants for the CLSG-Asian Fluency R1 grant opportunity; and

s. 47E(d)

29. In accordance with section 71 of the PGPA Act and the CGRPs, you must be satisfied that, after reasonable inquiries, the grant funding expenditure of $2,491,747 (GST exclusive) for the CLSG-Asian Fluency R1 grant opportunity would be a proper use of relevant money and, as such, the grants should be awarded to the recommended organisations.

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30. Paragraph 4.6(c) of the CGRPs requires the Department to outline the application and selection process followed, including the selection criteria that were used to select potential grantees. A Selection Report, outlining the CGRP compliant processes followed during the selection process is available at **Attachment C**.
    - The application period opened on 20 November 2025 and closed on 17 December 2025.
    - The selection process was an open competitive process, enabling all eligible applicants to apply.
    - 103 applications were received.
    - The Department conducted eligibility checks to determine whether the applicants were involved in, or supports, language education in Australia through their submitted evidence.
    - The Hub conducted routine eligibility and compliance checks as per a standard grant process and reviewed each organisation's legal entity status to confirm they can enter into a grant agreement with the Commonwealth, have an active ABN and an Australian bank account.
    - The Department assessed the 86 eligible and compliant applications against selection criteria in accordance with the Guidelines.
    - The assessment was provided to the SAP to inform their advice on funding recommendations to the decision maker.

s. 47E(d)

    - The SAP reviewed the assessment information and made recommendations based on defined criteria outlined in the Guidelines.
    - The SAP agreed to recommend 9 organisations to the decision maker for funding and identified the funding allocation over the 2 financial years. All voting members of the SAP have all endorsed the final SAP Report at **Attachment C(G)**.

31. The eligibility checks to be undertaken by the Department as set out in the Selection Plan were revised following s. 47F(1) that these checks should only be based on the eligibility criteria in section 4 of the Guidelines.

s. 47E(d)

32. This advice resulted in the Department only assessing whether the evidence submitted demonstrated the applicant was involved in, or supports, language education in Australia, in line with section 4.2 of the Guidelines. Details of this deviation are outlined in **Attachment C**.

33. Paragraph 4.6(d) of the CGRPs requires that the Department advise on the merits of the proposed grants relative to the Guidelines and the key principle of achieving value with relevant money.
    - As described by the Guidelines, funding will support the development of initiatives that will help more students in Australia, regardless of their background, become fluent in Asian languages through to years 11 and 12.

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- The Department ensured that value for money was a key consideration of the SAP when considering each application. The methodology and deliberations around value for money was endorsed by an independent probity adviser s. 47F(1). s. 47F(1) provided the probity certificate at **Attachment D**.

34. Paragraph 4.7 of the CGRPs requires that the Department indicate whether the applications fully meet, partially meet or do not meet the eligibility criteria.
    - Each compliant and eligible application has been assessed in line with **Attachment A**.

35. Following your decision, applicants will be notified of the outcome of their applications by the Hub. The Hub will also negotiate grant agreements with the successful applicants.

36. As per the existing service agreement with the Hub, if your approval is received by 8 April 2026, the following table outlines the anticipated timing of the next steps:

Applicants notified of grant outcome	Commence grant agreement negotiation	Anticipated first payment (2025-26)	Activity Work Plan negotiated
17 April 2026	11 May 2026	10 June 2026	15 July 2026

    - If you require additional time for your approval, the Department will work with the Hub to determine new dates, as soon as possible after your decision.

37. In accordance with paragraph 5.4 of the CGRPs, information about these grants will be published on GrantConnect no later than 21 calendar days after the grant agreement takes effect.

Consultation – Internal/External

Internal

38. The Chief Procurement Officer and Procurement and Contracts Support Branch have reviewed and cleared the grant policy aspects of this submission.

39. The Chief Financial Officer delegate has cleared the financial information in this submission.

External

40. s. 47F(1)

Risks and Sensitivities

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

Financial/systems/legal/deregulation/media implications

42. s. 47C(1)

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43. S. 47C(1)

44.

45. Further, should you wish to send letters of congratulations to successful applicants, a draft letter is at **Attachment E**, for your approval.
    - Approving the letter by 8 April 2026 will enable the letters to be sent to applicants in alignment with the Hub's notification to successful grant applicants.

Attachments

Attachment A	SAP Recommendations – for Minister's approval
Attachment B	CLSG-Asian Fluency R1 Grant Opportunity Guidelines
Attachment C	Selection Report (with associated Attachments A to H included, noting Attachments E and G are attached separately to the PDMS record)
Attachment D	Probity certificate
Attachment E	Draft letter of congratulation to successful applicants

Authorising Officer

Cleared by:

Sneha Chatterjee
First Assistant Secretary
Office for Multicultural Affairs

Date: 23 March 2026
Mob s 47F(1)

Contact Officer: Malcolm McAllister, Assistant Secretary, Special Envoy Support and Multicultural Grants, Ph: s 47F(1)

Through Chief Finance Officer
Chief Procurement Officer

CC Minister for Home Affairs, Minister for Immigration and Citizenship, Minister for Cyber Security
Minister for Multicultural Affairs
Secretary
DS Executive
DS Legal
DS Immigration Programs
Head of Immigration
AS Media and Communications

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Minister initials: ge

Application Submission Reference	LEGAL ENTITY NAME	Language/s to be targeted	Any priority Asian language/s?	Project description from application	Funding amount applied for (GST Excl.)	Project location	Assessment score (out of 9)	Overall justification	Specific justification	SAP Notes	Recommend to fund	If partial, recommended funding amount	2025-26 RECOMMENDED FUNDING (GST Excl.)	2026-27 RECOMMENDED FUNDING (GST Excl.)	Special conditions for grant agreement	Minister's comments
s. 47E(d)	Australian National University Please note: Australian National University is not an eligible entity type of this grant opportunity. However, the Grant Opportunity Delegate decided to allow the applicant to progress through assessment, with the decision-maker (Minister) making final decision if recommended to be funded.	s. 47E(d)														
	Dalai Bahasa Indonesia (ACT) Incorporated															
	COMMUNITY LANGUAGES VICTORIA INCORPORATED															
	Macquarie University															

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Minister initials:

s. 47E(d)

s. 47E(d)

s. 47E(d)

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s. 47E(d)

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Feedback for applicants

Thank you for your interest in the Community Language Schools Grants Program - Fluency in Asian Languages - Round 1 grant opportunity. We appreciate the time and effort you put into your application.

The Department of Home Affairs (the Department) is providing the following general feedback for grant applicants to support future grant applications.

Summary of the Grant Opportunity

Application period: opened 20 November 2025 and closed 17 December 2025.

Applications received: 103

Summary of the round: This grant opportunity provided funding to organisations involved in, or supporting, language education to develop initiatives that would help more students, regardless of their background, become fluent in Asian languages through to years 11 and 12. For this grant opportunity, up to $2.5 million (GST exclusive) of funding is available over 2 years from 2025–26 to 2026–27. A total of up to $1.25 million (GST exclusive) will be available in each of the 2 years.

Conflict of Interest Management for Assessment Staff

All Community Grants Hub and departmental staff were required to declare any actual, potential, or perceived conflicts of interest before participating in the assessment process. Where a conflict was identified, appropriate steps were taken to manage it, which could include:

- Excluding the team member from undertaking assessment related to the affected application(s).
- Assigning the application(s) to an alternate assessor.
- Documenting the conflict and the management action in accordance with the Department's Conflict of Interest Policy.

Selection Process

The Community Grants Hub reviewed all applications to confirm they met the eligibility and compliance requirements for the grant opportunity. This information was provided to the Department's Grant Opportunity Delegate, who made the final decision on whether each identified grant application met those requirements. Grant applicants whose applications were identified as ineligible or non-compliant were notified of the outcome in writing by the Community Grants Hub.

The Department undertook the preliminary assessment of all eligible and compliant applications through a Open Competitive grant process. This involved assessing applications

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against the published selection criteria and any additional requirements outlined in the Grant Opportunity Guidelines.

Following the preliminary assessment, the Department convened a Selection Advisory Panel to make final recommendations to the Financial Delegate. The Selection Advisory Panel was made up of subject matter experts whose role was to review the assessed applications, provide advice, and make recommendations to the Grant Opportunity Delegate.

Before participating in the assessment process, all Selection Advisory Panel members were required to declare any actual, potential, or perceived conflicts of interest. In cases where a conflict was identified, appropriate management strategies were applied to ensure the integrity of the process. These strategies included:

- Excluding the panel member from discussions or decisions related to the affected application(s).
- Documenting the conflict and the management action in accordance with the Department's Conflict of Interest Policy.

In undertaking their role on the Selection Advisory Panel, panel members were required to consider:

- Whether applications met all eligibility and compliance requirements listed in the Grant Opportunity Guidelines.
- How well responses addressed the published assessment criteria.
- The overall quality of applications compared to others received.
- The completeness and relevance of supporting attachments.
- Whether the proposed project demonstrated value for money.
- How the proposed activities aligned with the objectives of the grant opportunity.
- Any risks identified and the strategies proposed to manage those risks.

Selection Results

There was strong interest in this grant opportunity.

The preferred applicants demonstrated their ability to meet the requirements outlined in the Grant Opportunity Guidelines based on the strength of their responses to the published assessment criteria. Applicants were notified of the outcome of their application in writing at the end of the selection period.

The following feedback is provided to assist grant applicants in understanding what comprised a strong application and what quality responses looked like against the requirements of the grant opportunity.

Common Mistakes to Avoid

Read the supporting information before applying:

It is critical to read the Grant Opportunity Guidelines prior to applying, as it will assist you in understanding the requirements and expectations of the grant opportunity. Resources including the Questions and Answers and recorded information session can also offer further clarification and guidance.

Using these materials before preparing an application helps to support the development of a clear, accurate, and complete application.

Eligibility evidence:

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To be eligible for this grant opportunity, applicants were required to provide evidence demonstrating that its organisation is involved in, or supports, language education in Australia. The type of evidence required, and examples of types of evidence, were outlined in section 7.1 of the Grant Opportunity Guidelines. Applicants were also required to indicate the sections of the evidence that it considered would demonstrate that it is involved in, or supports, language education in Australia.

Strong evidence included clear information about the applicant's involvement, or support, in language education in Australia. The evidence also indicated the relevant sections of the document showing the applicant's involvement or support in language education.

Strong applicants clearly indicated the sections which they considered demonstrated involvement, or support, in language education in Australia.

It is important to ensure instructions are followed and applicants carefully consider whether evidence will sufficiently meet eligibility requirements.

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Criterion 1: What is your project?

When addressing the criterion, applicants:

- described their proposed project
- outlines the key activities and deliverables
- explained how the project would contribute to the objectives and outcomes of the grant program outlined in section 2.1
- detailed how they would analyse, measure and evaluate performance of the project to demonstrate success and outcomes.

What strong applications did well:

- provided a detailed description of the project, including explanations about how the project would benefit or contribute to the wider community language schools (CLS) community or sector (rather than an individual school).
- provided details on the specific activities to be undertaken, timeframes for those activities, and impacts or deliverables to be expected.
- described how the project would specifically contribute to grant program objectives and outcomes.
- demonstrated the ability to analyse, measure and evaluate performance of the project by outlining specific methods for monitoring, assessing and evaluating project progress and performance.

Common gaps observed:

- not addressing each of the sub-criterion.
- insufficient detail or information provided about how the project would benefit the wider CLS community or sector, or how the applicant would work with the wider community or sector to improve outcomes more broadly.
- limited detail about the specific actions or plans that would be undertaken to deliver the project, especially how the project would work with the wider community or sector.
- not clearly addressing how projects would be analysed, measured and evaluated, making it unclear how project success and outcomes would be demonstrated.

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Criterion 2: How will you deliver your project?

When addressing the criterion, applicants:

- outlined their skills and experiences their organisation had to successfully deliver the project, including their current engagement with Asian languages education
- identified any other organisations or stakeholders they were currently or would work with to deliver the project
- provided details of the personnel in their organisation who would be involved in the project
- explained the potential issues or risks that may arise and how they would manage them.

What strong applications did well:

- provided evidence of organisational capability by describing current or previous activities and engagement with Asian language education.
- outlined well-established or purposeful partnerships, showing how collaboration with those networks would strengthen project delivery and broaden project impact.
- clearly set out the roles and responsibilities of personnel involved in the project, indicating how particular personnel would contribute to the delivery of the project.
- demonstrated understanding of the potential issues or risks arising from the project and the impacts those issues and risks would have to project delivery.
- provided issue or risk planning strategies, including management plans and mitigation strategies, to address potential issues or risks.

Common gaps observed:

- not addressing each of the sub-criterion.
- limited detail about the capability of the organisation to deliver the project.
- lack of specificity about how the organisations and stakeholders that would be partnered with for the purposes of the project would support overall project delivery. In some applications, it was unclear how the organisation or stakeholder would relate to the project.
- lack of detail or information provided about how the applicant would work with the wider community or sector to improve outcomes more broadly.
- potential issues or risks that would arise during project delivery were not outlined, and if they were specified, limited details were included on how those issues or risks would be managed throughout the project.

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Criterion 3: Project budget

When addressing the criterion, applicants:

- provided an indicative budget outlining the funding they required and the allocation against items.
- described how they would manage the grant funds to effectively deliver their grant activities.

What strong applications did well:

- utilised, and followed the instructions within, the budget template.
- provided an indicative budget that demonstrated strong value for money and clear evidence of economic planning.
- completed an indicative budget that demonstrated a clear linkage to the project and scope of activities within the project.
- provided clear information about how grant funds would be managed over the course of the grant, including the processes that would be used to oversee and track use of grant funding.

Common gaps observed:

- indicative budgets included ineligible expenditure items as specified in the Guidelines, or items that did not have apparent linkage to the project.
- limited details on how grant funds would be managed, such that, it was unclear how expenditure would be managed and monitored throughout the project.

Tips for Future Applications

- Start early and read the **Grant Opportunity Guidelines** carefully.
- Check eligibility and gather required evidence before drafting your application.
- Provide complete, relevant attachments and references.
- Address each assessment criterion directly and clearly.
- Explain how your proposed activities deliver outcomes and demonstrate **value for money**.
- Identify risks and outline strategies for managing them.

Next Steps

- Individual feedback will **not** be provided for this grant opportunity.
- If you would like to know about upcoming grants opportunities for funding, you can register to receive email alerts with GrantConnect the Australian Government's grants information system.

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