



Intercountry Adoptee and Family Support Service Grant Opportunity Guidelines

Opening date:	2 October 2020
Closing date and time:	11.00PM AEDT on 13 November 2020
Commonwealth policy entity:	Department of Social Services
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5.00PM AEDT on 6 November 2020
Date guidelines released:	2 October 2020
Type of grant opportunity:	Open competitive

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1. Grant opportunity process

The Intercountry Adoptee and Family Support Service is designed to achieve Australian Government objectives

This grant opportunity contributes to the Department of Social Services' Outcome 2, Program 2.1 Families and Communities. The Department of Social Services works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

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



You complete and submit a grant application

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



We assess 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 and compare it to other 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 decides which application is 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 are executed with the successful applicant.



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.



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 Intercountry Adoptee and Family Support Service

We evaluate your specific grant activity and the Intercountry Adoptee and Family Support Service 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 Intercountry Adoptee and Family Support Service (ICAFSS) grant. 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.

As a result of insight gathered through the consultation process, the name of the Intercountry Adoption Family Support Service will change to the Intercountry Adoptee and Family Support Service. This is to ensure potential service users or those referring to the service are clear that it is available to both adoptees and adoptive families. Intercountry Adoption Family Support Service is used in this paper to refer to the pre-2021 program and the consultations, while Intercountry Adoptee and Family Support Service is used to refer to this grant opportunity.

2. About the Intercountry Adoptee and Family Support Service

2.1 Purpose

The ICAFSS is funded by the Australian Government and managed by the Department of Social Services (the department). It is funded under the [Portfolio Budget Statement](#) Outcome 2, Program 2.1 Families and Communities, Component 2.1.2 (Families and Children). The Families and Communities Program aims to strengthen relationships, support families, improve children's wellbeing and increase the participation in community life to strengthen family and community functioning, and reduce the costs of family breakdown. The [Families and Children Activity](#) is delivered under the Families and Communities Program and provides support to families to improve the wellbeing of children and young people to enhance family and community functioning, as well as increasing the participation of vulnerable people in community life.

2.2 Objectives of the ICAFSS

The ICAFSS is delivered under the Families and Children Activity. Its objective is to provide free, nation-wide intercountry adoption-specific support, including Therapeutic Care, Community Capacity Building and a Small Grants and Bursaries Program. Please refer to sections 2.4 and 5.3 of the Grant Opportunity Guidelines for a detailed list of these activities and the manner in which they are expected to be delivered.

The service must be free and accessible to young and adult adoptees, adoptive parents and families (including siblings) and prospective adoptive parents. This includes post-adoption support for adoptees and families formed by intercountry adoption, and for adoptions by expatriate Australians while living overseas. The service may also support partners and children of adoptees where their need for support relates to the adoptee's experience of intercountry adoption.

The grant opportunity will be awarded to one successful provider. The Community Grants Hub and the department administers the ICAFSS according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

2.3 Consultations on the redesign of the ICAFSS

Consultations were held by the department over February and March 2020, to gain the views and insights of the intercountry adoption community and support the redesign of the ICAFSS. The consultation received online written submissions, held workshop sessions, small group discussions and phone interviews with young and adult adoptees, adoptive parents, academics, advocacy groups and service providers, including those who live in regional and remote areas of Australia.

The ICAFSS redesign has been informed by key themes emerging from this consultation, which indicate that the intercountry adoption community would like the redesigned ICAFSS to consider the following items.

Therapeutic Care, which includes:

- intercountry adoption-specific counselling
- diverse therapeutic approaches to best meet client needs
- group work and other therapeutic care practices, including trauma-informed practice
- emotional support throughout search and reunification.

Capacity building, which includes:

- greater involvement of people with lived experience
- peer support groups and activities
- intercountry adoption specific education and training
- practical support for search and reunification.

Promotion, awareness and access, including:

- greater promotion and awareness of the program
- national accessibility of the program.

2.4 Supporting principles of the ICAFSS

Collaboration

To ensure effective integration with appropriate services, the service provider must build and maintain collaborative and effective relationships with a broad network of relevant government agencies, non-government agencies and community organisations or groups within the intercountry adoption community that provide services or peer support for the target group. This is in accordance with section 2.7 of the Families and Communities Program – [Families and Children Guidelines Overview](#).

Client and staff diversity

The service provider must provide flexible, culturally responsive and accessible service delivery models and practices that ensure accessibility to anyone who may face barriers to receiving assistance, and have in place strategies to achieve this unless otherwise exempted by legislation. Services must be provided equitably, without bias or prejudice about clients. The service provider must provide evidence of these strategies on request.

It is highly desirable for personnel working on the grant activity to have lived experience of intercountry adoption, or have similar experiences or cultural background of those with lived experience of intercountry adoption.

Design principles

Services must be offered in a way that means:

- clients drive the type and direction of support
- clients are the expert in their own life
- service delivery is flexible and tailored to the individual needs of each person
- services are clear about what they do and how they do it
- feedback loops and ways to improve the service are built into its delivery.

The service is delivered by skilled staff who place importance in:

- developing trusting, empathetic and respectful relationships
- taking time to notice relevant information about clients, are curious, ask questions, are invitational to clients and do not dictate to clients
- using sensitive and informed language.

Complaints processes

The service provider must have an organisational complaints procedure in place that must be easily accessible. Clients must be made aware of the avenues available to them to make a complaint related to the ICAFSS by more than one method, for example in person, in writing, over the phone or via email. Complaints are to be treated professionally and responded to in a timely manner.

Service providers must notify the relevant department Funding Arrangement Manager about significant policy concerns, and sensitive or serious complaints related to the ICAFSS that may not be easily resolved. This includes actions taken by the organisation to resolve the client's issues and concerns.

If a complainant is not satisfied with the outcome of the service provider's complaints process, they can submit a formal complaint to the department through the Complaints Management Process. More information on this process can be found on the department's [website](#).

Section 6 of the Families and Communities Program, [Families and Children Guidelines Overview](#), outlines the process for dealing with complaints and escalation in more detail.

In addition to complaints, the service provider may also submit concerns to the department that were raised with them or brought to their attention by clients, where appropriate or on request of the client.

2.5 Additional information

The department acknowledges that the coronavirus pandemic, and the restrictions imposed by it, may have an impact on the delivery of services. Where the coronavirus pandemic has impact on the delivery of the ICAFSS, the department will work with the successful provider to determine how such issues can be reasonably addressed.

In applying for the ICAFSS grant opportunity, please ensure that you consider the information provided in the two consultation summaries below. These documents detail the key themes that emerged from the consultations on the Intercountry Adoption Family Support Service and are the basis for this Intercountry Adoptee and Family Support Service Grant Opportunity Guidelines.

- Summary of the ICAFSS Online Submissions, by the department.
- Summary of the Workshops, Group Sessions and Phone Interviews, by Gilimbaa.

You may also like to take into consideration the information provided in the following documents:

- published submissions to the online consultation on the ICAFSS
- Discussion Paper: Consultations on the Intercountry Adoption Family Support Service
- existing research on intercountry adoption, including (but not limited to) those commissioned by the department.

3. Grant amount and grant period

3.1 Grant funding

The Australian Government has announced a total of \$4,750,000.00 (GST exclusive) over the period of the grant opportunity, from 1 July 2021 to 30 June 2026, for the Intercountry Adoptee and Family Support Service. Over this period of the grant opportunity \$950,000 (GST exclusive) is available per annum. Funding of up to \$50,000 (GST exclusive) is available in the 2020-21 financial year to allow for a transition period prior to the grant activity start date*.

If your organisation chooses to co-contribute to the grant funding, please include this in your project plan and where appropriate in the selection criteria.

The funding details below are designed with regard to the ICAFSS consultations. The three components of service delivery: Therapeutic Care, Capacity Building and Small Grants and Bursaries, will be approached as three distinct activities under the one grant agreement.

Total available funding per annum, per component, is listed below. Provision of a simplified budget, using the provided Project Plan Template, is required as part of your application to outline the funding you are requesting for the delivery of this grant. Please see section 7.1 of the Grant Opportunity Guidelines for more information, noting that funding per component is available up to the amounts listed below.

Intercountry Adoptee and Family Support Service				
Annual funding available for the period 1 July 2021 to 30 June 2026				
Financial Year	Therapeutic Care Funding available (GST exclusive):	Capacity Building Funding available (GST exclusive):	Small Grants and Bursary Program Funding available (GST exclusive):	Total (GST exclusive)
2020-21	-	-	-	\$50,000*
2021-22	\$800,000	\$100,000	\$50,000	\$950,000
2022-23	\$800,000	\$100,000	\$50,000	\$950,000
2023-24	\$800,000	\$100,000	\$50,000	\$950,000
	Independent program evaluation and review point			
2024-25	\$800,000	\$100,000	\$50,000	\$950,000
2025-26	\$800,000	\$100,000	\$50,000	\$950,000
Total	\$4,000,000	\$500,000	\$250,000	\$4,750,000

4. Eligibility criteria

The decision maker can choose to waive the eligibility criteria, however they must be made aware of the risks.

4.1 Who is eligible to apply for a grant?

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

- Indigenous Corporation
- Company¹
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government²
- Cooperative
- Incorporated Association
- Statutory Entity
- Partnership³
- Unincorporated Association.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above⁴. Eligible organisations can form a consortia with ineligible organisations.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- International Entity
- Person⁵
- Sole Trader

¹ Company is a company incorporated under the *Corporations Act 2001* (Cth).

² Includes New South Wales local governments created as Body Politics.

³ Partnership – the individual partners will enter into the agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested.

⁴ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. Consortia are eligible to apply and the relevant conditions applicable to consortia can be found in section 7.2 of the Grant Opportunity Guidelines.

⁵ A person is a natural person, an individual, a human being.

4.3 What qualifications, skills or checks are required?

If you are successful, personnel working on the grant activity must maintain the following qualifications and checks:

- compliance with requirements outlined in section 10.2 of the Grant Opportunity Guidelines
- working with vulnerable people checks or jurisdictional equivalent
- qualifications appropriate to counselling, group work and other therapeutic approaches offered, including social work and psychology
- receive regular professional supervision.

The service provider must have an organisational complaints procedure in place that must be easily accessible.

Please refer to section 2.4 of the Grant Opportunity Guidelines for information on the complaints process.

4.4 Grant period

The ICAFSS will run across five financial years from 1 July 2021 to 30 June 2026, with an independent program evaluation and review completed at three years. If the program delivery does not meet satisfactory performance of the obligations under the grant agreement, we may terminate or reduce the scope of the agreement. After three years of delivery, the department will review the program delivery by the service provider.

The service provider will be required to work with the department and the selected independent program evaluator to ensure data and information is available for the evaluator to produce an effective evaluation of the ICAFSS.

To ensure continuity of service provision for existing clients of the Intercountry Adoption Family Support Service, where transition to a new structure or service provider is required, the grant opportunity will be offered in April 2021 with an activity start date of 1 July 2021. This will allow sufficient time for a successful and supported transition.

4.5 Application for funding amount

Organisations must not apply for more than the total available grant funding of \$4,750,000 (GST exclusive).

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activity must include all items of all three components listed below.

Component 1: Therapeutic Care

Therapeutic approaches must include:

1. counselling
2. psychoeducation
3. group work
4. peer or mentorship approaches
5. case management
6. working collaboratively with other service providers to ensure that the client/s can access other supports that are not available through the ICAFSS, including through provision of a warm referral

Note: Other therapeutic approaches based on client needs can be offered, including on a cost-recovery basis (for example, play, art and music therapy).

Note: Service providers may choose to financially support the target group to continue receiving support from their existing counsellor, if appropriate. If you propose to include this option within your service delivery, you must detail how you will approach and manage this, including expected costs and reimbursement models, within your application (Criterion 1).

The approach to Therapeutic Care must be:

7. nationally accessible, including provision of outreach services, through both face-to-face and digital communication
8. intercountry adoption and trauma-informed
9. aware of challenges related to identity, grief and loss
10. strengths-based and culturally responsive, including understanding the impacts of racism
11. cater to adoptees and families' different life stages, including adolescent years and adult adoptee experiences
12. competent in working with people with physical and intellectual disabilities, recognising that intercountry adoption to Australia increasingly supports people with special needs
13. evidence-informed and guided by professional best practice

The provision of Therapeutic Care must be able to:

14. address challenges commonly associated with intercountry adoption for young and adult adoptees, including personal and cultural identity, mental health, trauma, loss and grief
15. address intercountry adoptive family-related challenges, including family formation, parenting difficult behaviours, family disruption and support for siblings
16. provide ongoing education and training for prospective/adoptive parents to support children with special needs
17. provide ongoing education and training for prospective/adoptive parents to support the adoptee in their development of connection to culture and country of origin
18. provide emotional and crisis support for search and reunion, including preparation, planning and post-tracing and reunion support
19. recognise and provide appropriate crisis support or referral for adoptees and adoptive families.

Client facing staff must be professional, appropriately qualified and receive supervision.

Professional staff should include, but not be limited to, those with lived experience of adoption.

Engagement of those with lived experience of intercountry adoption

The ICAFSS will be run by the successful service provider in accordance with the grant agreement. Delivery of **Components 2 and 3** of the grant opportunity is to be informed and guided by people with lived experience of intercountry adoption, including adoptees and adoptive parents, through a reference group or similar. This group will help to determine the primary needs in the intercountry adoption community, define and prioritise the types of activities to be funded and, where appropriate, engage in decision making regarding the allocation of small grants or bursaries.

Component 2: Community Capacity Building includes work to support:

20. Promotion and awareness of the ICAFSS across Australia (including regional and remote areas). This could include through direct engagement with the intercountry adoption community, use of social media platforms, video conferencing platforms and frequent communication with support groups, community organisation and public spaces. The service provider must make the details of the ICAFSS publicly available, clear and accessible.
21. Development of guidance resources on search for origins, reconnection or reunion with family of origin, including after the initial reconnection, and other intercountry adoption-specific experiences.
22. Development and coordination of intercountry adoption-informed resources for parents, schools and allied health professionals.
23. Development of education and training for practitioners, including but not limited to counsellors, psychologists, speech therapists and teachers, to be intercountry-adoption aware (a cost-recovery model may be used for delivery of training to practitioners).
24. Training and resources for adoptees and adoptive families in mentoring or peer support. Potential peers, facilitators and mentors must be appropriately trained, assessed and screened, to ensure the safety of everyone involved.

Component 3: Small Grants and Bursaries Program

The service provider will be required to manage the provision of small grants and bursaries as outlined in Appendix A of the Grant Opportunity Guidelines . The introduction of a small grants and bursaries program will allow the ICAFSS to support and address needs of the intercountry adoption community in ways that may not be possible through Therapeutic Care or Community Capacity Building.

Activities funded through small grants could include:

25. activities, events, and projects for and by the intercountry adoption community to assist with connecting with others with shared experience, including peer support, mentorship and group activities
26. developing, or expanding existing, intercountry adoption-specific community-based initiatives
27. small research projects, including multi-year projects
28. development of resources authored by those with lived experience of intercountry adoption.

Activities funded through bursaries could include:

29. practical items, for provision to adoptees only, including (but not limited to) contribution to costs associated with:
 - accessing or translation of birth documentation
 - visa application for search for origin or reunion purposes
 - applying for country-of-origin citizenship
 - access to intercountry adoption related activities for those who live in regional and remote areas.

Note: funding cannot be used on overseas travel or expenditure outside of Australia. A more extensive list of eligible activities is listed in Appendix A of the Grant Opportunity Guidelines.

5.2 Eligible locations

The ICAFSS must be accessible and delivered nationally, including to regional and remote areas. Therapeutic Care must be available through both face-to-face and digital communication.

5.3 Eligible expenditure

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

Eligible expenditure items include wages as associated with the delivery of the service, and items outlined in section 5.1 of the Grant Opportunity Guidelines.

We may update the guidelines on eligible and ineligible expenditure through an addendum. If your application is successful, the version in place when you submitted your application applies to your grant activity. If your application is successful, we may ask you to verify project costs that you provided in your application.

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

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- purchase or leasing of motor vehicles
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility
- activities that are already funded on an ongoing basis by other Australian, state or territory, or local government programs
- activities that commenced prior to the grant agreement being finalised
- other costs not specified in the grant agreement
- wages not related to the provision of the grant activities, and
- apart from GST, the covering of any tax obligations that arise from the provision of the grant.

6. Assessment criteria

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

The department will assess your application based on the five equally weighted criterion detailed below.

The application form includes character limits – 6,000 characters (approximately 900 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

Each criterion relates to each of the three components of the redesigned ICAFSS, as listed above in sections 2.4 and 5.1 of the Grant Opportunity Guidelines. In responding to the assessment criteria, please ensure that you consider the supporting papers listed in section 2.5 of the Grant Opportunity Guidelines.

Criterion 1

Demonstrate the organisation's capacity to deliver therapeutic care for young and adult adoptees, adoptive parents and families (including siblings) and prospective adoptive parents, as outlined at **Component 1: Therapeutic Care** (please refer to section 5.1 of the Grant Opportunity Guidelines).

When addressing the criterion strong applications will:

- demonstrate experience in the listed therapeutic approaches (items 1-6)
- explain how the organisation will ensure the listed approaches to therapeutic care (items 8-13) and provision of therapeutic care (items 14-18) will be provided
- describe the organisation's experience in delivering services or programs relevant to the ICAFSS, and how this experience supports capacity to deliver the ICAFSS.

Criterion 2

Outline the organisation's ability, and describe your approach, to providing the ICAFSS as a **nationally accessible** service (see Component 1: Therapeutic Care, item 7 in section 5.1 of the Grant Opportunity Guidelines). This should include provision of regional and remote outreach services, through both face-to-face and digital communication.

When addressing the criterion strong applications will:

- Describe how the service will be nationally accessible. This should include where face-to-face services will be available, and how the service will be delivered via alternative methods (e.g. using technology) for regional and remote areas.
- Identify challenges that may be involved in delivering nationally accessible services, and describe how these challenges would be addressed.

Criterion 3

Describe how the organisation will engage in community capacity building through this service, as outlined at **Component 2: Community Capacity Building** (please refer to section 5.1 of the Grant Opportunity Guidelines)

When addressing the criterion strong applications will:

- Describe how the organisation will promote and increase awareness of the ICAFSS (item 19) throughout the life of the grant. This may include a communications strategy outlining diverse approaches for all target groups and geographic locations.
- Demonstrate how the organisation will engage in capacity building initiatives (items 20-23), and detail any prior experience.
- Detail how the organisation will be guided on community capacity building by people with lived experience of intercountry adoption, including adoptees and adoptive parents.

Criterion 4

Detail how the organisation will establish and manage a small grants and bursaries program and engage with the intercountry adoption community. Please consider the details provided at **Component 3: Small Grants and Bursaries Program** (please refer to section 5.1 and Appendix A of the Grant Opportunity Guidelines)

When addressing the criterion strong applications will:

- Detail how the organisation will be informed and guided on a small grants and bursaries program by people with lived experience of intercountry adoption, including adoptees and adoptive parents.
- Describe the organisation's relevant prior experience of active engagement and collaboration with the intercountry adoption community. Alternatively, demonstrate the organisation's ability and capacity to build strong relationships and engage with the intercountry adoption community.
- Describe the proposed approach for the delivery of the small grants and bursaries program, including outlining relevant prior experience in establishing or managing similar programs, and assessing, selecting and reporting on recipients' activities.

Criterion 5

Detail how the organisation does, or will, adhere to and engage with the principles that underlie the ICAFSS as detailed in section 2.4 of the Grant Opportunity Guidelines.

When addressing the criterion strong applications will:

- Address all four supporting principles, these being collaboration, client and staff diversity, design principles and complaints process.
- Demonstrate organisational capacity to deliver the ICAFSS, outlining information such as staffing (qualifications and experience), delivery of complimentary or relevant services, organisational governance and reporting structures.

7. How to apply

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

These documents are found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda⁶ will be published on GrantConnect. By registering on GrantConnect, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You can only submit one application form for this grant opportunity per entity. If you are applying both as a consortium lead and as an individual organisation, you may submit one application as an organisation and one application as a consortium lead. If more than one application (per entity) is submitted, the latest accepted application form will progress.

To apply you should:

- complete the online application form on [GrantConnect](#) or [Community Grants Hub](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- complete and attach the Project Plan (including simplified budget), using the provided template
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 11.00PM AEDT on 13 November 2020.

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

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The department does not have to accept any additional information, or requests from you to correct your application after the closing time.

⁶ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications and questions and answers documents.

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

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

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

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

7.1 Attachments to the application

All of the following supporting documents must be attached to your application. Templates are provided for your use with the grant opportunity documents as specified:

- Project Plan (including simple budget) – mandatory template provided (this will be prompted through the online application form). If the mandatory template is not used your application may be considered non-compliant and may not proceed to assessment.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for.

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

7.2 Joint (consortia) applications

We recognise that some organisations may want to join as a group to deliver the program.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group.

You must have a formal arrangement in place with all parties prior to execution of the agreement. This formal agreement must be provided to the department to demonstrate the partnership.

An organisation may apply both as their organisation and as a consortium lead, through two separate applications.

7.3 Timing of grant opportunity processes

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

Late applications

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

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

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

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The late application request form and instructions for how to submit it can be found on the [Community Grants Hub website](#).

Written requests to lodge a late application will only be accepted within three days after the grant opportunity has closed.

The Selection Advisory Panel Chair or their appointed representative will determine whether a late application will be accepted. The decision of the Selection Advisory Panel Chair will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

Expected timing for this grant opportunity

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

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	March 2021
Transition period if new grant provider	From April 2021
Earliest start date of grant activity	1 July 2021
End date of grant activity	30 June 2026

7.4 Questions during the application process

If you have any questions during the application period contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within five working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00PM AEDT on 6 November 2020. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

The Community Grants Hub will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

If eligible, the department will then assess your application against the assessment criteria (see section 6). We will consider your application on its merits, based on:

- how well it addresses the assessment criteria as set out in section 6 of the Grant Opportunity Guidelines
- how well it meets the eligibility criteria as set out in section 5.1 of the Grant Opportunity Guidelines
- how well it fits with the supporting principles of the ICAFSS as set out in section 2.4 of the Grant Opportunity Guidelines
- how it compares to other applications.

A Selection Advisory Panel will consider:

- whether it provides value with relevant money⁷
- your proposed Project Plan (with simplified budget), on the provided template.

When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will have regard to:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will target groups or individuals
- how it compares to other applications.

8.2 Financial viability

Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- establishing whether relevant persons have any adverse business history (for example current or past bankruptcy)
- assessment of the financial health of an entity.

8.3 Who will assess and select applications?

Each eligible and compliant application will be assessed by the department on its merit and compared to other eligible applications. Assessment will be undertaken by the department's personnel, who will undertake training to ensure consistent assessment of all applications.

⁷ See glossary for an explanation of 'value with money'.

In response to suggestions made through the ICAFSS consultation for the greater involvement of people with a lived experience of intercountry adoption, an Expert Advisory Group will be established to provide supplementary advice to the Selection Advisory Panel. The Expert Advisory group will offer sector specific knowledge or expertise regarding trauma informed practice and views on the demonstrated ability of applicants to engage with and meet community needs.

Any advisor, who is not a Commonwealth official, will be required to perform their duties in accordance with the CGRGs. Expert Advisory Group members are non-voting positions. Their role is only to inform the Selection Advisory Panel's recommendations and justifications to the grant delegate.

The Selection Advisory Panel may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. Assessment personnel may also consider information about you or your application that is available through the normal course of business.

The Selection Advisory Panel may conduct an interview process with applicants deemed highly suitable for the delivery of ICAFSS.

The Selection Advisory Panel recommends to the decision maker which applications to approve for a grant.

8.4 Who will approve grants?

The Minister for Families and Social Services or the Minister's delegate (the decision maker) decides which grant to approve based on the recommendations of the Selection Advisory Panel and 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
- the grant funding amount to be awarded
- the 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.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will not be provided for this grant opportunity.

9.2 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, the department may deliver subsequent grant opportunities.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Standard Grant Agreement for this grant opportunity.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on [GrantConnect](#) and [Community Grants Hub](#) websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

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.

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

Commonwealth Standard Grant Agreement

We will use a Commonwealth Standard Grant Agreement.

You will have fifteen (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.

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

10.2 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 is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

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

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to

execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

10.3 Multicultural access and equity

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

Grant applicants must consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners will 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 must be factored into the total funding, and reflected in the grant agreement (to assist with identifying these costs see the Translating and Interpreting Services costing tool in the grant opportunity documents).

10.4 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- grant activity deliverables
- schedule payments (according to progress)
- reporting requirements
- acquittal procedures.

If you incur extra costs, you must meet them yourself.

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

10.5 Grant payments and GST

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

If a Government Related Entity is deemed successful, GST will not apply.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).⁸ We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

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

⁸ <https://www.ato.gov.au/>

12. How we monitor your grant activity

12.1 Keeping us informed

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

We need to know of any changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due because of these changes.

You must also inform us of any changes to your:

- name (legal and trading)
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of the terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

Program Logic

Within the first three months of the activity start date, the service provider will work with the department to finalise and/or tailor the ICAFSS Program Logic. This Program Logic will detail the inputs, goals and activities of the ICAFSS and the required resources and practices needed to achieve the objectives and outcomes detailed at [section 2.1 Purpose](#), [section 2.2 Objectives of the ICAFSS](#) and [section 5.1 Eligible grant activities](#).

Data Exchange

Grantees must have systems in place to meet their data collection and reporting obligations outlined in their grant agreement.

Performance information (e.g. client characteristics and service delivery information) needs to be collected by grantees at the client level and put directly into the department's performance reporting solution, the Data Exchange.

The performance information reported through the Data Exchange includes:

- client identity characteristics (given and family names, date of birth, gender and residential address)
- client demographic characteristics (Indigenous status, cultural and linguistic diversity, and disability status, impairment or condition)
- service delivery information (outlets, cases, sessions)
- client outcomes.

The Data Exchange has two standardised six monthly performance reporting periods each year, which run from 1 July to 31 December and 1 January to 30 June, with a 30 day close off period after each of these. Once the close-off period is completed, no further changes can be made to the data.

Information must be provided in accordance with the Data Exchange Protocols available on the [Data Exchange website](#).

For this activity, participation in the “partnership approach” is a requirement of funding. By participating, you agree to provide some additional information in exchange for the receipt of regular and relevant reports. The main focus of the partnership approach is collecting information about the outcomes achieved by clients as a result of service delivery. The partnership approach also includes some extended data items that provide additional information about client demographics, needs and circumstances.

Progress reports

Progress reports must:

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

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

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

Final report

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

Final reports must:

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

12.3 Financial declaration

We will ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

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

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager.

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 ICAFSS 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

All materials or public statements related to the Intercountry Adoptee and Family Support Service must also acknowledge the Commonwealth by saying:

‘This Intercountry Adoptee and Family Support Service receives grant funding from the Australian Government.’

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

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

13.1 Enquiries and feedback

Complaints about this grant opportunity

The department’s [complaints procedure](#) applies to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to support@communitygrants.gov.au.

Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub’s service(s) or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the complaints form on the department’s website, by phone or mail.

Phone: 1800 634 035

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department and 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 interests or that, to the best of your knowledge, there is no conflict of interest.

If you later think there is an actual, apparent, or perceived conflict of interest, you must inform the Community Grants Hub and the department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

13.3 Privacy

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

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

In submitting a grant application under this opportunity, you agree to the Australian Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information we cannot assess your grant application.

The Australian Government may also use and disclose information collected about you 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 in your application, including personal information, with other Commonwealth entities, the responsible Minister, Assistant Ministers and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by Australian law.

As part of your application, you also declare your ability to comply with the *Privacy Act 1988* (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 Australian Government 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, 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 three 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 the department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give 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. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 .
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.
client	an individual who receives a service as part of the funded activity that is expected to lead to a measureable individual outcome.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines or CGRGs	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it.
cultural responsiveness	is the ability to learn from and relate respectfully with people of your own culture as well as those from other cultures.
Data Exchange	Department of Social Services' program performance reporting tool, implemented on 1 July 2014.
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.

Term	Definition
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.
Families and Children Activity	is delivered under the Families and Communities Program and aims to support families, strengthen relationships, improve the wellbeing of children and young people and increase participation of people in community life to enhance family and community functioning.
Families and Communities Program	provides a range of services, focused on strengthening relationships, and building parenting and financial management skills, providing support for better community connections, as well as services to help newly arrived migrants in their transition to life in Australia.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money⁹ or other Consolidated Revenue Fund (CRF) money¹⁰ is to be paid to a grantee other than the Commonwealth and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grantee	the individual/organisation which has been selected to receive a grant.

⁹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹⁰ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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 Social Services Portfolio Budget Statement Program.
outreach	means providing services in areas where permanent primary services cannot be provided. Outreach can also enhance coverage for families with difficulty accessing services. While outreach is often associated with rural/remote areas, it is not restricted to geographical challenges. Services may be delivered to a client or group away from the usual premises.
peer support groups	groups that have/are formed amongst people with a shared experience.
Portfolio Budget Statement (PBS) Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
Selection 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.
service delivery	means providing support, projects and activities to the community in accordance with these Grant Opportunity Guidelines.

Term	Definition
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> • quality of the project proposal and activities • fit for purpose of the proposal in contributing to government objectives • absence of a grant is likely to prevent the grantee and government's outcomes being achieved • potential grantee's relevant experience • performance history.
warm referral	<p>a 'live' three-way conversation in the presence of the client (whether face-to-face or by telephone) in which the referring organisation introduces the client, explains what has already been done to assist the client and why the client is being referred.</p>

Appendix A. Small Grants and Bursaries

Guidelines for the Intercountry Adoptee and Family Support Service Small Grants and Bursaries

1. Purpose

A small grants and bursary program will allow the Intercountry Adoptee and Family Support Service (ICAFSS) to support and address needs of the intercountry adoption community in ways that may not be possible through Therapeutic Care or Community Capacity Building. It is aimed at supporting adoptees and adoptive families to connect with others with shared experiences, support the development of community-based initiatives and support adoptees through small contributions to costs associated with their adoption.

2. Funding

The small grant and bursary program is allocated \$50,000 GST exclusive per annum and is included in the total ICAFSS grant funding of \$950,000 GST exclusive per annum.

3. Roles and responsibilities

The service provider will administer the small grants and bursaries program in collaboration with people with lived experience of intercountry adoption, including adoptees and adoptive parents, through a reference group (*or similar*). This group will help to determine the primary needs in the intercountry adoption community, define the types of activities to be funded and, where appropriate, engage in decision making regarding the allocation of small grants or bursaries.

Selection of each small grant or bursary recipient will be made by the service provider based on the priorities identified by an appointed reference group. Alternatively, selection of the small grant or bursary recipient can be made by an independent reference group, established by the service provider and comprising adoptees and adoptive parents.

The service provider will be responsible for:

- Consulting with their reference group during the planning and development of guidelines for deciding how small grants and bursaries will be allocated ('Small Grants and Bursaries Guidelines').
- Selection of small grants or bursary recipients and activities, or appointing an independent reference group to do so.
- Taking all reasonable measures to ensure that small grant activities or bursaries are allocated in a professional and appropriate manner.
- Ensuring that the small grant or bursary recipients are an eligible cohort under the ICAFSS.
- Ensuring that the small grant activity or bursary is in accordance with these Grant Opportunity Guidelines.
- Including a department funding acknowledgement for published materials prepared for the general public as outlined in section 12.8 of the Grant Opportunity Guidelines. Any acknowledgement of funding linked to specific small grants projects is to be approved by the department on a case-by-case basis.

The established reference group can, where practicable, assist with the development of the Small Grants and Bursaries Guidelines. They should outline:

- Gaps and priorities for the intercountry adoption community.
- The number of grants or bursaries and the minimum and maximum amount of funding to be allocated per activity or bursary, for example, a few larger grants or many small grants.

4. Eligible and ineligible small grants activities and bursaries

Activities under the small grants and bursaries program funding may be used for a range of intercountry adoption related activities including, but not restricted to:

- Activities, events, workshops and projects for and by the intercountry adoption community, to assist with connecting with others with shared experience. This can include peer support, mentorship and group activities (noting applications must demonstrate how groups will be appropriately set-up and run).
- Developing, or expanding existing, intercountry adoption-specific community-based initiatives.
- Facilitation costs of retreats, including materials, activities and accommodation for the facilitator and/or participants.
- Group facilitation costs, including costs to engage a facilitator.
- Development of resources authored by those with lived experience of intercountry adoption.
- Small research projects, including multi-year projects. Research must be made available to the provider and the Department of Social Services and potentially shared within the broader adoption community, if appropriate.
- Practical items, for provision to adoptees *only*, including (but not limited to) contribution to costs associated with:
 - accessing or translation of birth documentation
 - visa application for search for origin or reunion purposes
 - applying for country-of-origin citizenship
 - access to intercountry adoption related activities for those who live in regional and remote areas.
- Other grant activities or bursaries as agreed between the department and the service provider to address needs of the intercountry adoption community in ways that may not otherwise be possible through Therapeutic Care or Community Capacity Building.
- Brokerage for individual counselling and other services that are not already provided under the ICAFSS and are related to intercountry adoption, where the individual or family cannot reasonably afford these services.

Funding under the small grants and bursaries program cannot be used for:

- Activities normally delivered as part of the ICAFSS general funding (Components 1 and 2).
- Overseas travel.
- Expenditure outside of Australia, unless expressly approved by the department.
- Any activities not specifically with, or targeted for, the intercountry adoption community.
- Any activity where there is a reasonable likelihood of causing offense, particularly to those who have experienced intercountry adoption.

- The covering of retrospective costs or costs incurred in the preparation of a grant application.
- Equipment and assets, including IT/computer hardware, business software and systems, telephones, vehicles, office equipment such as printers, furniture, office supplies and stationary.
- Ongoing or recurrent organisation and administration costs such as advertising, rent, electricity, telephone, insurance, security system, accounting and auditing, legal and membership fees, printing (excepting administration cost for the small grant and bursary program).
- Financial and legal work or advice.
- Advocacy or any activities that would be considered as part of a political campaign, lobbying or promoting views contrary to existing Australian Government or Australian law¹¹.
- Activities that will result in a profit.
- Employment of ongoing staff and associated staff costs.

5. Allocating small grants and bursaries

Service providers are encouraged to prioritise high quality regional and remote small grants or bursary applications.

The small grants activities and bursaries will be at the discretion of the service provider and undertaken on the proviso that there is capacity to administer them, and agreement that the project is requested by, and of benefit to, the intercountry adoption community.

Small grants activities and bursaries that are specified as ineligible under these Grant Opportunity Guidelines must not be undertaken.

When selecting small grant or bursary recipients, service providers should implement robust processes to ensure:

- Compliance with the objectives and principles of the ICAFSS and the small grants and bursaries program, as outlined in the Grant Opportunity Guidelines and grant agreement (e.g. that the recipient is capable and financially viable to achieve the outcome sought).
- Compliance with the grant agreement.
- Fairness and impartiality.
- Consistency and transparency of process. For example, what precedent, or perception of a precedent, will be set by a decision to spend the funds in this way and how will this be managed?
- Appropriate value for money.
- Effective, efficient, economical and ethical management of public resources. For example, will the service provider be able to justify the spending of the funds in these circumstances?
- Confidentiality and Conflict of interest is properly managed. This can be done through your organisation's existing conflict of interest processes. You may choose to ask the reference group (or similar) to sign confidentiality agreements and/or to declare potential conflicts of interest.

¹¹ This relates to the use of the small grants and bursary funding and is not intended to restrict or prevent a not-for-profit entity (including staff) from commenting on, advocating support for or opposing a change to any matter established by law, policy or practice of the Commonwealth as provided for under the *Not-for-profit Sector Freedom to Advocate Act 2013* (Cth).

- Risk is properly managed including risk of fraud.

Groups who are not incorporated and/or carry professional indemnity/public liability may be able to apply for Small Grants and Bursaries funding. This will be a decision for the service provider.

As a third party undertaking grants administration on behalf of the Commonwealth, service providers are required to operate within the Commonwealth Grants Rules and Guidelines, 2017 (CGRGs), which includes appropriate risk management.

Service providers should consider the nature of the Small Grant or Bursary recipient's legal entity status, viability and capacity to administer the grant and undertake the project. Service Providers may require unincorporated or community groups that are not legal entities, and do not have an appropriate person to enter into an agreement, to be sponsored or auspiced by an Australian, not-for-profit partner organisation that has legal entity status.

6. Contracting

Service providers must operate within the CGRGs, which apply to third parties who undertake grants administration on behalf of the Commonwealth. According to mandatory requirement 4.8 of the CGRGs:

Where a third party administers grants on behalf of the Commonwealth, the relevant accountable authority must ensure the arrangement is in writing and promotes the proper use and management of other Consolidated Revenue Fund¹² money. In addition, the accountable authority must ensure the arrangement requires the third party to apply the CGRGs.

The service provider should ensure that prudent protections are put into the arrangement (contract) they sign with small grants recipients. To ensure that the arrangement complies with the CGRGs, it is a requirement that the service provider provide the arrangement (contract) template to the department, once established. This agreed template would then be used by the service provider for each individual arrangement.

Where the service provider has contractual responsibilities to DSS that depend upon the action of another body, the service provider should ensure that they pass on, through contractual obligation, whatever is needed from those bodies to ensure that their obligations to DSS can be fulfilled.

7. Managing the small grants and bursaries

As will be stated in the grant agreement, service providers are required to:

- cause written records to be kept that properly record and explain the receipt, custody or expenditure of the grant or bursary, and allow those records to be conveniently and properly audited
- remit any interest earned on the grant activity in full to the Commonwealth on a quarterly basis in accordance with instructions that will be advised to you in writing by us.

¹² Other Consolidated Revenue Fund (CRF) money is defined in section 105(2) of the Public Governance, Performance and Accountability (PGPA) Act.

It is money that forms part of the CRF, other than relevant money or any other money of a kind prescribed by the rules.

An amount of money that is in the physical possession of, or in the bank account of, a person other than the Commonwealth, who is acting on behalf of the Commonwealth in relation to that money, will be other CRF money.

The service provider should take all reasonable actions to ensure no fraud occurs. Robust selection and contractual processes will help to manage the risk of misuse of funds or unforeseen circumstances impacting small grants activities or bursaries.

The service provider is required to manage problems occurring with a small grants or bursaries in their capacity as grant administrator. All critical incidents need to be reported to the relevant Funding Arrangement Manager in DSS.

8. Reporting

The service provider must report on the type, timing and frequency of small grants and bursary funding to DSS as required in their grant agreement. The service provider will make available to the Commonwealth the details of all of its small grants and bursary recipients in a format agreed with the DSS Funding Arrangement Manager. This must comply with Privacy Act requirements, including the Australian Privacy Principles.

9. Funding Acknowledgement

All communications materials funded by the small grants or bursaries program produced for the general public are required to acknowledge DSS funding. This is usually by a textual acknowledgement:

*The project was funded by (or supported by) the Australian Government
Department of Social Services*

All products and materials that acknowledge DSS, must be cleared by DSS Corporate Communication team. It is standard practice, across the Australian Government, to ask to see proposed 'products' funded by the Government. Such products would always need to be considered on a case-by-case basis, by DSS and approval will be provided for funding acknowledgement. DSS will not approve the artwork/design of the materials itself, but will need to see it to perceive how DSS is being represented, and to ensure the appropriate acknowledgement text is being used.

10. Resources

The Service Provider may refer to:

- Commonwealth Grants Rules and Guidelines (CGRGs), in particular:
 - 6.2. The seven key principles for grants administration that apply to all forms of granting activity¹³ and all processes and phases of grants administration are:
 - robust planning and design;
 - collaboration and partnership;
 - proportionality;
 - an outcomes orientation;
 - achieving value with relevant money;
 - governance and accountability; and
 - probity and transparency.

¹³ Examples include grant programs as well as one-off or ad hoc grants, grants awarded through competitive, non-competitive and/or targeted selection processes.