



Reef Guardian Grants Program Stewardship Grants

Opening date:	27-09-2019
Closing date and time:	06:00 am on 28-10-2019
Commonwealth policy entity:	Great Barrier Reef Marine Park Authority
Administering entity	Great Barrier Reef Marine Park Authority
Enquiries:	If you have any questions, contact the Reef Guardian Grants Team on (07) 47 500 700, or grants@gbrmpa.gov.au . Questions should be sent no later than 27-10-2019
Date guidelines released:	27-09-2019
Type of grant opportunity:	Targeted competitive

Traditional Owner acknowledgement

The Great Barrier Reef Marine Park Authority acknowledges the continuing sea country management and custodianship of the Great Barrier Reef by Aboriginal and Torres Strait Islander Traditional Owners whose rich cultures, heritage values, enduring connections and shared efforts protect the Reef for future generations.

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1 Reef Guardian Grants Program: Stewardship Grant process

The Reef Guardian Grants Program is designed to achieve Australian Government objectives described in the [Reef 2050 Long-term Sustainability Plan](#), and the Great Barrier Reef Marine Park Authority's [Reef Blueprint](#) and [Aboriginal and Torres Strait Islander Heritage Strategy](#). These guidelines have been developed according to the [Commonwealth Grants Rules and Guidelines 2017](#).



The grant opportunity opens.

The Great Barrier Reef Marine Park Authority (The Authority) advertise the grant guidelines on [GrantConnect](#), the Great Barrier Reef Marine Park Authority (the Authority) [website](#) and via our networks.



You complete and submit an expression of interest (EOI)

You complete Part 1 of the application form addressing eligibility criteria and priority assessment criteria. Talk with other like-minded people and/or groups about the possibility of a joint project. Projects undertaken by a range of people and/or organisations working together may have broader benefits and may strengthen an application.



We (The Authority) assess all expressions of interest

We (The Authority) assess the EOIs against eligibility criteria and notify you if your application is not eligible. A panel of advisors will review all eligible EOIs from each Local Marine Advisory Committee area. They will rate the projects against the assessment criteria and provide recommendations to the Authority on the project's potential to contribute to the outcomes of Reef Guardian Grant Program. The Authority will assess applications against the criteria, informed by the recommendations from the panel of advisors.



We notify you of the outcome of your expression of interest

We advise and provide feedback to unsuccessful EOI applicants. We invite shortlisted EOI applicants to submit a full application. We may supply recommendations at this point to improve the outcomes of your project, which may include considering collaborating with another applicant in a joint project.



You complete and submit a full grant application

You complete Part 2 of the application form, providing additional information about the project outlined in your EOI, addressing the remaining assessment criteria.



We assess all grant applications

We assess your eligible application against the assessment criteria and consider overall value for money in comparison to all of the other applications.



Grant decisions are made

The Authority's delegate decides which of recommended grants are successful.



We notify you of the outcome

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



We enter into a grant agreement

We will enter into a grant agreement with you if your application is successful.



Delivery of grant

You undertake the grant activity as set out in your grant agreement.



You complete a final report

You report on outcomes from the project in relation to Reef Guardian Stewardship Grant objectives.



We showcase project highlights

We publicise highlights from all of the projects in reports on the Authority's website and on social media to demonstrate outcomes of the program.

1.1 Introduction

These guidelines contain information for the Reef Guardian Stewardship Grants.

These grants are part of the Great Barrier Reef Marine Park Authority's Reef Guardian Grants Program. Other grant opportunities within the program are:

- Reef Guardian Sea Country Grants
- Reef Guardian Research Grants

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.

2 About the grant program

Reef Guardians is an initiative of the Australian Government's Great Barrier Reef Marine Park Authority (the Authority). It provides activities and support that contributes to communities working together today for a healthier Reef tomorrow.

The Reef Guardian Grants are an investment in 'empowering people to be part of the solution' a key strategy in the Great Barrier Reef Blueprint for Resilience. They provide opportunity for Reef Guardians, Local Marine Advisory Committees, Great Barrier Reef Traditional Owner groups, researchers and wider community to be supported in their efforts to positively influence current and future values of the Great Barrier Reef (the Reef).

The Reef Guardian Grant Program (the program) will run until 2021.

The objectives of the program are to:

- foster a culture of community stewardship of the Reef
- stimulate and empower communities to take local action, to enhance health and resilience of the Reef
- develop partnerships and networks within Reef communities, extending to management agencies, Traditional Owner groups, Indigenous ranger programs and other partner institutions
- influence social and environmental drivers affecting the Reef, its catchment and communities
- enable research that informs future management of the Reef.

The intended outcomes of the program are stewardship leaders in the Great Barrier Reef region who:

- build knowledge, skills and networks to enable care for catchments and the Reef
- contribute to caring for the Reef through participation in locally relevant stewardship, capacity building and research projects
- keep Aboriginal and Torres Strait Islander heritage in the Great Barrier Reef Marine Park strong, safe and healthy
- feel proud of their stewardship of the Reef, and are confident and motivated to improve their efforts and encourage others to contribute also.

The Reef Guardian Grant Program is administered according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs) and is part of Portfolio Budget Statement program: Great Barrier Reef Marine Park Authority Departmental Outcome 1.

2.1 About the Reef Guardian Stewardship Grants

The Reef Guardian Stewardship Grants fund small projects that help build a network of informed, connected and empowered environmental stewards working to protect and conserve the Reef.

The objectives of the grant opportunity are to support initiatives that:

- recognise and foster leadership in Reef stewardship to encourage people to *care* for and respect the Reef, its catchment and community
- enable people to *learn* about the Reef, its catchment and build knowledge and skills so they can help look after these
- provide opportunities for others to get involved in *action* to minimise environmental impacts and conserve resources
- promote a culture of community stewardship of the Reef by *sharing* knowledge, facilitating partnerships and collaborating.

3 Grant amount and grant period

3.1 Grants available

The Great Barrier Reef Marine Park Authority has allocated up to \$200,000 per year until June 2021 for the Reef Guardian Grants Program.

For the Reef Guardian Stewardship grants, up to \$54,000 per year is allocated until 2021.

- The minimum grant amount per successful application is \$1000.
- The maximum grant amount per successful application is \$6000.

The annual Reef Guardian Stewardship Grant budget is notionally allocated across the 12 [Local Marine Advisory Committee](#) regions, with a minimum of \$2000 allocated to projects delivered in each region. There may be multiple projects supported in any one region. If there are no suitable projects in any region, the grant funding is reallocated to another region within the same grant round.

3.2 Grant period

The maximum grant period is one year. An acquittal report will be required by the end of the grant period. This applies to completed and ongoing projects. For further explanations of timeframes, please refer to section 7.3.

4 Eligibility criteria

The Authority cannot consider your application if you do not satisfy all the eligibility criteria.

4.1 Do you need a permit?

Some activities undertaken in the Marine Park require a Marine Parks Permit. If your project is within the Marine Park, you will need to check if your project activity requires a permit, and supply this information in the Expression of Interest process. Please be aware that if you require a Marine Parks Permit, you will have to apply for this separately. Submitting an application for a Reef

Guardian Grant will not automatically give you a permit. Further information and application forms can be found in the [permits section](#) of the Authority' website. Please refer to the [permission system service charter](#) for more information about timeframes for permit applications.

If you are successful in the Expression of Interest round, and your project requires a permit, you must apply immediately and attach evidence to your second stage application. You must have the permit approved before the grant funding can be allocated.

4.2 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- have an account with an Australian financial institution
- undertake the project in the Great Barrier Reef World Heritage Area and/or its catchment (see [map](#))

and be one of the following entity types:

- a company incorporated in Australia
- an incorporated trustee on behalf of a trust
- an incorporated association
- a joint (consortia) application with a lead organisation¹
- a not-for-profit organisation
- an Australian local government body
- an Australian state or territory government body
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#).

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- A corporation or organisation that is under administration by Office of the Registrar of Indigenous Corporations or Australian Securities and Investments Commission or is currently in breach of other grants and contracts with the Australian Government. For example, not submitting a contractually required report could be considered a breach of a contract with the Australian Government.
- any applicant not included in section 4.2.

4.4 What qualifications, skills or checks are required?

If you are successful, the grantee must ensure all personnel working on the project maintain the following checks:

- [Working with Children check](#) if the project involves contact with children

¹ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint Applications'

- Any other relevant qualifications required to undertake the project.

5 What the grant money can be used for

5.1 Eligible grant activities

Eligible activities must directly relate to the project and can include:

- Activities that build *knowledge*, including
 - events and awareness raising initiatives
 - citizen science – monitoring, collecting information
 - development of innovative communication tools and products
- Activities that promote and develop *leadership* including
 - skill development through immersive or experiential learning
 - training or workshops
 - professional development for stewardship leaders
 - case studies and other means to showcase leadership
- Activities that provide or enable on-ground stewardship *action*, including
 - beach, creek, wetland or ecosystem clean up events
 - Reef or coastal ecosystem restoration
 - control of sediment loss or water pollution
 - innovative waste management
- Activities that build networks and facilitate *partnerships*, including
 - establishment of committees and working groups to develop and implement stewardship action
 - networking and planning to support or enable stewardship
 - community engagement activities

5.2 Eligible expenditure

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

Eligible expenditure items are:

- travel and transport costs to the project or event site
- business catering (however no alcohol is to be provided)
- fee for services arrangements for experts or consultants
- advertising, marketing and promotion (including printing costs)
- personal protective equipment such as sun shirts, uniforms, water bottles, sunscreen or hats
- signage for the project or event site
- hire of project staff or equipment or venue
- purchase of small consumables (under \$500 and excluding computers and electronics) including reference and historical literature
- Reef focused community events equipment hire (e.g. marquees, audio systems, catering and sanitation facilities and chairs/tables).

You cannot use the grant for the following activities:

- to conduct any commercial business activity

- prize money, prizes or giveaways
- insurance or legal costs
- wages (including Teacher Replacement Scheme)
- portable attractive items* (including drones, computers, software, communication devices and cameras) **there may be exceptions to this exclusion, however protocols and policies will be considered before the second stage of application. Please contact the grants team for more information.*
- 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
- pre-existing activities for which other Commonwealth, state, territory or local government bodies have primary responsibility, and
- any activities that are considered illegal, dangerous or present a high risk to people and property or may cause harm or damage to any plants, animals and the environment.

Project managers are encouraged to seek in-kind or other fund contributions for required activities that are ineligible for funding through this grant activity.

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

Not all expenditure on your project may be eligible for grant funding. In addition, you may not be granted the entirety of your requested amount. The Authority delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must expend your grant amount between the start date and end date for your project.

6 The assessment criteria

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

The Authority will use the following to rank applications:

- nature and extent of collaboration. The Authority will prioritise applications where the project is:
 - led by, or undertaken in partnership with a Reef Guardian School and/or Council and/or local Traditional Owners or Indigenous Ranger Group
 - a collaborative activity combining a number of partners
- rating by a panel of advisors from the project region
- overall score against the assessment criteria. All of the criteria are equally weighted, however due to their nature, some projects may inherently have greater emphasis on one or two criteria (e.g. building skills or conducting works). Factors that will be considered in scoring criteria include:
 - identified need/issue/opportunity relevant to local community and/or environment
 - innovative activities
 - building capacity for local stewardship through collaboration with groups and/or individuals who currently are not very involved or experienced in environmental stewardship.

- geographic allocation (section 3.1)

You must address the following assessment criteria in your application.

Criterion 1

The project encourages people to **care for and respect the Reef, its catchment and community**.

You can demonstrate this by explaining how the project will:

- provide opportunities for participants to understand the Reef, its threats and the actions required for improving the outlook for the Reef
- inspire people to care about the future of the Reef and motivate them to take action to help look after it
- foster understanding and respect amongst all users of the Reef within catchment communities.

Criterion 2

The project enables people to **acquire knowledge, learn and improve skills to help them contribute to stewardship of the Reef and its catchment**.

You can demonstrate this by identifying how the project will:

- use innovative, engaging communication to transfer knowledge
- provide opportunities for learning through training or structured skill development
- provide experiential or immersive learning opportunities.

Criterion 3

The project involves **taking action to minimise environmental impacts and conserve resources**.

You can demonstrate this by outlining the action the project will undertake that will:

- directly contribute to Reef or catchment protection (e.g. erosion control, beach clean-up) or restoration
- directly contribute to conserving resources that require energy to produce/access (hence emitting carbon to the atmosphere) and/or generate waste that potentially ends up in the ocean
- directly contribute to Reef or catchment restoration (e.g. tree planting for coastal ecosystem repair)
- indirectly contribute to any of the above via provision of knowledge, skills, resources or opportunities for others to take action (e.g. data collection to inform users/managers).

Criterion 4

The project seeks to influence community stewardship of the Reef by connecting people, **sharing information and collaborating to help care for the Reef**.

You can demonstrate this by describing how the project will:

- provide opportunities for a range of organisations/groups to participate
- share information for and about the project to make best use of local knowledge and inform and influence the wider community
- create new partnerships and/or strengthen existing relationships.

7 How to apply

Before submitting an application you must read and understand these grant guidelines, the sample application forms and the sample Grant Agreement.

These documents can be found on [GrantConnect](#). Any alterations will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. If your application is successful, the version of the guidelines in place when you submitted your application applies to your project.

The application for a Reef Guardian Stewardship grant is a two-step process comprising an expression of interest (EOI) followed by additional information from shortlisted EOIs invited to complete a full application.

The intent of the expression of interest process is to make efficient use of applicants' time and effort and identify possible opportunities for collaboration to improve outcomes for the grant program.

All criteria must be addressed in the Expression of Interest (EOI) process. The aim is for the EOI to be a simple one page document, addressing the selection criteria. It should comprise no more than 500 words total. The information from the EOI will automatically self-populate into the second stage application in SmartyGrants (if you are invited to submit a second stage application).

In the second stage application (if invited) you will elaborate on aspects that need further clarification, effectively extending on the content originally provided, with more detail provided on the budget, in-kind support, partnerships and any requested attachments. Depending on the content in the EOI the Authority may request items such as marine parks permits, qualifications, risk assessments, proof of Traditional Owner support or any other documentation to support the information provided in the application.

To apply you must:

- meet all eligibility criteria
- complete the Reef Guardian Stewardship Grant online application - Part 1: Expression of interest - on SmartyGrants
- address all eligibility criteria and other information requested
- submit your EOI by 06:00 am 28-10-2019
- upon receipt of invitation to do so (following assessment and shortlisting of EOIs), complete your online application – Part 2: Project details
- provide all the information requested
- address the assessment criteria
- submit Part 2 of your application by the date/time specified in the invitation to complete a full application.

The Authority reserves the right at any point in the process to request additional information from you; however, you are not obliged to provide it.

You are responsible for ensuring that your application (EOI and project details) is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#). The Authority will investigate any false or misleading information and may exclude your application from further consideration.

You cannot change your EOI application or full application after the closing date and time. However if you find an error in your application after submitting it, please contact the Reef Guardian Grant team (see 7.4.4).

The Authority will withdraw your EOI application or full application on receipt of a written request from you.

7.1 Attachments to the application

The Authority requires the following documents with Part 2 of the application (project details):

- evidence of support from each of the partners making financial or in-kind contributions to the project (a template will be provided)
- if applicable (see section 4), a Marine Parks Permit for the project.

Depending on the nature and location of the project, where Traditional Owners are not a partner, the Authority encourages applicants to advise the Traditional Owner group/s located within the project area about the project. Attach evidence of their support to your application.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. The Authority will not consider information in attachments that are not requested.

If you need contact details of the relevant Traditional Owner group, contact the Reef Guardian Grants team on (07) 4750 0700, or at grants@gbrmpa.gov.au.

7.2 Joint (consortia) applications

The Authority recognises that some organisations may want to create a partnership to deliver a project.

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.

Each letter of support should include:

- details of the partner organisation,
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the project.

You must have an arrangement in place with all parties prior to submitting Part 2 of the application.

A letter of support template is available on the Authority [website](#).

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. The Authority will not accept late applications. The Authority has allowed an extended period for the completion of Part 2 to allow for the development of partnerships and the facilitation of collaborations through the Local Marine Advisory Committees.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of EOIs	Up to 5 weeks
Completion of Part 2 – project details	Up to 12 weeks
Assessment of applications	3 weeks
Approval of outcomes of selection process	3 weeks

Activity	Timeframe
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	Upon signing of agreement
End date of grant activity or agreement	12 months from agreement signing

7.4 Questions during the application process

If you have any questions during the application period, contact the Reef Guardian Grants team on (07) 4750 0700, or at grants@gbrmpa.gov.au

8 The grant selection process

The grant selection will be a two-staged process; expressions of interest will be assessed, followed by successful applicants being invited to complete a full application for the second stage of assessment.

8.1 Assessment of grant applications

8.1.1 Expression of Interest assessment

The Authority assessment panel will check your EOI against the eligibility criteria. A regional advisory panel from each Local Marine Advisory Committee area will then review all eligible EOIs within their area. The regional advisory panel consider your application on its merits, based on:

- how well it meets the criteria within the local context
- how it compares to other applications
- the value it can bring to the local area and community

The regional advisory panels will rank projects and provide a set of recommendations to the Authority assessment panel. The Authority assessment panel will consider the recommendations and develop a shortlist of eligible and competitive projects.

The shortlisted applicants will be invited to complete a full application by a date specified in the notification. These applicants may receive suggestions for additional collaborations that could enhance project outcomes. Depending on the content in the EOI the Authority may request items such as marine parks permits, qualifications, risk assessments, proof of Traditional Owner support or any other documentation to support the information provided in the second stage application.

Unsuccessful applicants will be notified at this point and provided feedback that may assist success in future grant opportunities.

8.1.2 Full application assessment

The Authority panel will assess all full applications submitted in the second stage against the assessment criteria (see Section 6). They will consider your application on its merits, based on:

- how well it meets the criteria
- recommendations of advisors from the project region.
- the nature and extent of collaboration
- how it compares to other applications

- the extent to which the geographic location of the application matches funding allocation and identified priorities
- whether it provides value with relevant money.²
 - the overall objective/s to be achieved in providing the grant
 - the relative value of the grant sought
 - the extent to which the evidence in the application demonstrates that it will contribute to meeting the objectives of the grant opportunity.

8.2 Who will assess applications?

An assessment panel will assess each application before recommending which applications should be awarded a grant. The assessment panel will be made up of at least three staff from the Authority.

The Authority will seek recommendations from regional advisory panels at the EOI stage of the assessment process. Any advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs. These regional advisory panels will include Authority staff based in the regions and relevant members of regional Reef advisory groups and communities, and may include internal or external subject matter experts and would include external parties as required if there is a need to determine suitability of a project, scientific accuracy, specialised advice or to consider the suitability of a project and if it is likely to achieve the outcomes identified in the application.

The Authority assessment panel recommends to the Authority delegate which applications to approve for a grant.

8.3 Who will approve grants?

A General Manager of the Great Barrier Reef Marine Park Authority is the delegate who decides which Reef Guardian Stewardship grants to approve taking into account the recommendations of the assessment panel and the availability of grant funds for the purposes of the grant program.

The General Manager'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.

9 Notification of application outcomes

The Authority will advise you of the outcome of your application in writing. If you are successful, the Authority will advise you of any specific conditions attached to the grant.

If you are unsuccessful, you will be advised of the outcome, after successful grantees have executed grant agreements.

² See glossary for an explanation of 'value with money'.

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within one month of being advised of the outcome. The Authority will give written feedback within one month of your request.

You can submit a new application for the same grant (or 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.

10 Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. Each agreement has general terms and conditions that cannot be changed.

For this grant opportunity, the grant agreement comprises your completed application form and the letter of offer the Authority sends advising that your application has been successful. The Authority consider the agreement to be executed (take effect) from the date of the letter of offer and the commencement date for the agreement is that date. A sample of the grant letter of offer is available on [GrantConnect](#).

10.2 How the Authority pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant.

The Authority will pay 100 per cent of the awarded grant on the execution of the grant agreement. You will be required to complete an acquittal report on conclusion of the project that includes a financial declaration.

10.3 Grants payments and GST

'Payments will be GST inclusive unless you are exempt from charging GST by the Australian Taxation Office'. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, the Authority will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. The Authority recommends you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).³ The Authority 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 [Commonwealth Grants Rules and Guidelines](#).

³ <https://www.ato.gov.au/>

Successful grantees will also be listed on the Authority website with other [previous grant recipients](#).

12 How the Authority monitors your grant activity

12.1 Keeping the Authority informed

You should let the Authority know if anything is likely to affect your project or organisation.

The Authority needs to know of any key 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.

You must also inform the Authority of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

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

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

12.2 Reporting

You must submit a report when you complete the project. The Authority will remind you of your reporting obligation before the end of the grant period. The Authority will expect you to report on:

- if and how outcomes have been achieved,
- contributions of participants directly related to the project,

The report must:

- include the evidence as specified in the grant agreement,
- a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money,
- be submitted within 2 months of completion in the format provided.

12.3 Compliance visits

The Authority may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. The Authority will provide you with reasonable notice of any compliance visit.

12.4 Evaluation

The Authority will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. The Authority may use information from your application and reports for this purpose. The Authority may also interview you, or ask you for more information to help the Authority understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

The Authority may contact you up to one year after you finish your grant for more information to assist with this evaluation.

12.5 Acknowledgement

The Reef Guardian logo (which will be provided) should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

‘Reef Guardian Grants Program, a Great Barrier Reef Marine Park Authority initiative’.

If you make a public statement about a project funded under the program, the Authority requires you to acknowledge the grant by using the following:

‘This project received grant funding from the Great Barrier Reef Marine Park Authority’s Reef Guardian Grant Program.’

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 from time-to-time by the Great Barrier Reef Marine Park Authority. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

All enquiries and complaints will be handled in a manner consistent with the [Authority Service Charter](#). All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to grants@gbrmpa.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 Authority 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 advisory panel member
- has a 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 or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the 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 identify an actual, apparent, or perceived conflict of interest, you must inform the Authority 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.

13.3 Privacy

The Authority 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.

The Great Barrier Reef Marine Park Authority use a third party online program, SmartyGrants, as a grants administration tool. The program operates as an information repository, and all transparency, probity and accountability matters are consistent with providing information directly to the Authority. We do not use or disclose your personal information without your consent, except where we are required to do so by an Australian law, a court/tribunal order or in accordance with the Privacy Act 1988. For further information on our privacy policy and complaint procedure please read our [Privacy Policy](#).

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The Authority may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Authority would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than the Authority, 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).

The Authority 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 the Authority considers acceptable.

The Authority 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 it is treated as confidential
- 2 the information is commercially or culturally sensitive
- 3 revealing the information would cause unreasonable harm to you or someone else.

The Authority will not be in breach of any confidentiality agreement if the information is disclosed to:

- the panel and other Commonwealth employees and contractors to help manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

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

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

By mail: Freedom of Information Coordinator
 c/- Legal Services
 Great Barrier Reef Marine Park Authority
 PO Box 1379
 TOWNSVILLE QLD 4810

By email: foi@gbrmpa.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	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.
The Authority	The Great Barrier Reef Marine Park Authority.
Authority delegate	an employee of the <i>Authority</i> who is authorised by the <i>Minister</i> , or is otherwise duly authorised, to carry out the relevant functions in respect of the <i>Program</i> . For the Reef Guardian Grants Program this is a General Manager of a Branch of the Great Barrier Reef Marine Park Authority (SES Band 1 equivalent) or their delegate.
applicant	an entity that submits an <i>application</i> for <i>program funding</i> . The applicant is the institution or business that holds the ABN.
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 (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 is spent and acquitted by.
Conflict of interest	the exercise of a power or making of a decision by a person in a way that may be, or may be perceived to be, influenced by either a material personal interest (whether financial or non-financial) or a material personal association.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it.

Term	Definition
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria, which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
The Department	the Department of the Environment and Energy
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁴ or other Consolidated Revenue Fund (CRF) money⁵ 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	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	the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant opportunity	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 [entity] Portfolio Budget Statement Program.

⁴ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁵ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grantee	the individual/organisation, which has been selected to receive a grant.
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.
Program	The Reef Guardian Grants Program.
Reef focused community events	could include such activities as an ecofiesta, school or community environmental day, fishing competitions and expos, Reef awareness raising events or festivals.
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.
stewardship	local environmental stewardship refers to the actions taken by individuals, groups or networks, with various motivations and levels of capacity, to protect, care for or responsibly use the environment in pursuit of environmental and/or social outcomes in diverse social-ecological contexts.
value with money	<p>value with money in this document 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:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.