



Australian Government
Organ and Tissue Authority



Organ and Tissue Authority Community Awareness Grants program Grant Opportunity Guidelines

Opening date:	Friday 11 November 2022
Closing date and time:	10:00am AEDST, Monday 12 December 2022
Commonwealth policy entity:	Organ and Tissue Authority
Administering entity:	Organ and Tissue Authority
Enquiries:	<p>If you have any questions, contact the Organ and Tissue Authority at:</p> <p>grants@donatelife.gov.au</p> <p>Questions should be sent no later than COB Monday 5 December 2022</p>
Date guidelines released:	Friday 11 November 2022
Type of grant opportunity:	Open competitive

Please be aware that notification of the outcome of applications will be advised in early 2023.

Contents

1. Community Awareness Grants program	4
2. About the grant program	5
2.1 Intended outcomes	6
3. Grant amount and grant period	6
3.1 Grants available	6
3.2 Project period	6
4. Eligibility criteria	7
4.1 Who is eligible to apply for a grant?	7
4.2 Suggested applicants under each category	8
4.3 Who is not eligible to apply for a grant?	8
4.4 What qualifications, skills or checks are required?	8
5. What the grant money can be used for	9
5.1 Eligible grant activities	9
5.2 Eligible expenditure	9
5.3 What the grant money cannot be used for	10
6. The assessment criteria	10
Criteria one – category specific criteria	10
Criteria two, three and four – to be completed for all categories	11
7. How to apply	11
7.1 Attachments to the application	12
7.2 Joint (consortia) applications	12
7.3 Timing of grant opportunity processes	13
7.4 Questions during the application process	14
8. The grant selection process	14
8.1 Assessment of grant applications	14
8.2 Who will assess applications?	15
8.3 Who will approve grants?	15
9. Notification of application outcomes	16
9.1 Feedback on your application	16
10. Successful grant applications	16
10.1 The grant agreement	16
10.2 How we pay the grant	16
10.3 Grants Payments and GST	17
11. Announcement of grants	17
12. How we monitor your grant activity	17
12.1 Keeping us informed	17
12.2 Reporting	18
12.3 Financial declaration	18

12.4	Grant agreement variations	18
12.5	Evaluation	19
12.6	Acknowledgement.....	19
13.	Probity.....	19
13.1	Enquiries and feedback	19
13.2	Conflicts of interest	19
13.3	Privacy	20
13.4	Confidential Information	20
13.5	Freedom of information.....	21
14.	Glossary.....	22

1. Community Awareness Grants program

The Community Awareness Grant program achieves Australian Government objectives

This grant opportunity supports the Organ and Tissue Authority's community awareness program; a nationally coordinated program to increase awareness about organ and tissue donation. The program seeks to encourage Australians to talk about donation, register as organ and tissue donors, and to let their families know they want to be a donor. The grant opportunity has been designed in accordance to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on DonateLife [website](#). Once the grant opportunity opens, you may submit questions about the grants program and the guidelines.



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. We assess your eligible application against the assessment criteria including an overall consideration of value with money. We may come back to you with questions to help us to better understand your application.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature of the grant and will be 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 Community Awareness Grants program

We evaluate your grant activity and the Community Awareness Grants program as a whole.

1.1 Introduction

These guidelines outline the grant opportunity for the Organ and Tissue Authority's Community Awareness Grants program to promote organ and tissue donation. The guidelines assist applicants to assess the appropriateness of their proposed project against the suitability criteria.

These guidelines outline the criteria and considerations relevant to the assessment of all applications. **Please read these guidelines carefully before filling out an application.** They have been updated from previous years.

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.

The Organ and Tissue Authority administer this grant opportunity and process.

2. About the grant program

The grant opportunity contributes to the achievement of the Organ and Tissue Authority's purpose under Outcome 1 Program 1.1; to save and improve the lives of more Australians through optimising every potential organ and tissue donation for transplantation.

We want more Australians to talk about organ and tissue donation, to tell their family that they want to be a donor, and importantly, to register on the Australian Organ Donor Register.

This grant opportunity supports community-based awareness and education activities to build support for organ and tissue donation, particularly among those who are not registered donors.

In 2023 to deliver on its [Strategy](#), the Organ and Tissue Authority seeks applicants who will work in partnership to develop and implement broad-reaching **national events or digital projects that target young people (men and/or women aged between 16 and 25)**.

This is a critical audience group for the OTA's National Program, as only 10% of young people aged 16 to 25 years are registered on the Australian Organ Donor Register, which is significantly lower than the registration rate for eligible Australians of all ages (36%).

The registration figure for young men is even lower. Only 6% of men aged 16 to 25 years are registered as organ and tissue donors, compared to 14% of women in the same age group.

We want all Australians who want to be a donor at the end of their life to register, as we know 9 out of 10 families give consent for donation when their family member was a registered donor. But that number is halved if their family member was not registered and had not told them they wanted to be a donor.

Funding is available for two categories during 2023:

1. **National events** – national community awareness events that reach a mass youth audience to encourage registrations on the Australian Organ Donor Register.
2. **Innovative digital projects** – strategic digital activities targeting young people to encourage registrations on the Australian Organ Donor Register.

All funding agreements will be up to one year.

Activities must be delivered during the 2023 calendar year.

2.1 Intended outcomes

Each category – national events or digital projects – has different intended outcomes.

Category one: national events

The intended outcomes of this category are to:

- extend the reach of the Organ and Tissue Authority's community engagement and education program by maximising the participation in events or activities that raise awareness of organ and tissue donation among young people at a national level (i.e. the event can be scaled to be held/streamed/broadcast across every state and territory)
- encourage registration among young people and discussion with their families.

Category two: innovative digital projects

The intended outcomes of this category are to:

- use strategic digital projects, including but not limited to media, PR, advertising and educational activities, to encourage registration among young people and discussion with their families
- develop and distribute innovative and strategic digital or social media content that will resonate with young people
- increase knowledge of the benefits of donation and transplantation among young people.

We administer this grant program in line with the [Commonwealth Grants Rules and Guidelines](https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf) (CGRGs)¹, which establishes the overarching Commonwealth grants policy framework and articulates the expectations for all non-corporate Commonwealth agencies in relation to grants administration.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of up to \$385,000 (GST exclusive) for this single-year grant opportunity, across the two categories available.

The minimum grant amount is \$10,000 (GST exclusive) per year. An application must meet this minimum amount. The maximum grant amount is \$80,000 (GST exclusive) per year. An application must not exceed this maximum amount.

If no suitable grant applications are received for a category, grants may not be appointed for this category.

Applicants who wish to apply for more than one project must submit a separate application form for each project.

3.2 Project period

The project period will commence on execution of a funding agreement.

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

It is expected that funding agreement execution and grant funding will be paid to successful organisations prior to end February 2023 or as outlined in the grant agreement. Your project will not exceed the end date specified in your agreement. Following the grant completion period, a two-month evaluation period will commence.

4. Eligibility criteria

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

Applications must have a not-for-profit focus for the associated project activities.

It is the responsibility of the applicant to determine their eligibility to apply for this grant opportunity.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- be a permanent resident of Australia
- have an account with an Australian financial institution, and be one of the following entity types:
 - a [registered charity or] not-for-profit organisation
 - a company incorporated in Australia
 - an incorporated trustee on behalf of a trust
 - an incorporated association
 - a joint (consortia) application with a lead 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

4.2 Suggested applicants under each category

Suggested applicants for **category one: national events** include:

- Not-for-profit organisations
- Education providers
- Community organisations that raise awareness of organ and tissue donation as a primary aim
- Health services or hospitals
- Organisations who work with young people that can deliver relevant events to target this audience.

Suggested applicants for **category two: innovative digital projects** include:

- Media or public relations agencies
- Digital content creators
- Online education providers
- Universities or tertiary education providers
- Organisations who work with young people, that can develop digital projects to target this audience.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- unincorporated association
- a Commonwealth government department or agency
- political organisations
- overseas resident/organisation

You cannot apply for this grant opportunity if you already receive government funding for the same purpose.

Applications that do not meet the eligibility criteria will not proceed to assessment.

4.4 What qualifications, skills or checks are required?

If you are successful, you must ensure you have sufficient insurances to carry out your project/activities. These may include:

- workers' compensation
- public liability
- professional indemnity

5. What the grant money can be used for

5.1 Eligible grant activities

Eligible activities must directly promote organ and tissue donation to young people (see glossary).

You may wish to segment the audience further in your application (i.e. focusing on aged 16+ high school students, university students, people in their 20s, young First Nations people, or young people from culturally and linguistically diverse backgrounds).

Your activities should complement the OTA's national community awareness program, build support for organ and tissue donation and align to its [Strategy](#).

Category one: national events

Eligible activities or projects in this category may include:

- hosting an event (face-to-face or digital) that has a focus on raising awareness about organ and tissue donation, where people from all states and territories can easily participate
- hosting a national awareness day/s that highlights the importance of organ and tissue donation and encourages young people to register as organ and tissue donors.

Category two: innovative digital projects

Eligible activities or projects in this category may include:

- online media and public relations activities, targeting young people
- digital and/or social media activities, targeting young people
- developing **and** distributing digital collateral or resources to young people
- digital marketing activities (for example, digital strategy, direct mail, digital ads, social media content development, SEO), specifically targeting young people
- development and distribution of digital educational materials and programs

Eligible activities or projects in this category **will NOT** include:

- the creation of new apps or new websites.

These lists are not exhaustive. We may also consider other innovative and creative digital activities that contribute to increasing community awareness and education about organ and tissue donation amongst young people.

If your application is successful, you will work in partnership with the Organ and Tissue Authority to deliver on your grant opportunity. All activities must adhere to DonateLife branding and complement existing DonateLife communications and education activities.

Consideration must be given to public health requirements (including any COVID restrictions) at the time of the project/activity.

5.2 Eligible expenditure

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

Eligible expenditure items may include operating and administrative costs directly related to the provision of the project activity.

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

Not all expenditure on your project activities may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- Activities, projects or resources that are already run or being delivered through the OTA or the DonateLife Network
- purchase of land
- wages and on-costs not directly attributed to the provision of project activities
- 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
- vehicles
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The assessment criteria

There are four assessment criteria for each category of grant available.

The first criteria is unique to the category of grant you are applying for. Criteria two, three and four are the same across all categories.

You must address all of the following assessment criteria in the application form. We will assess your application based on the weighting given to each criterion. All criteria are equally weighted.

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

The application form includes word limits. Your application may not be considered if you go over the word limit. However, you may attach additional information that is critical to supporting your application, for example, a showreel.

We will only award funding to applications that are of excellent or good quality against all four assessment criteria, in line with the 5-Point numerical scoring scale (see section 8.1 Table 2). We may contact you after you submit your application to ask further questions about your application.

Criteria one – category specific criteria

Category one: national awareness events

Criteria one: outline national event opportunity (up to 500 words)

In addressing this criterion, strong responses will:

- outline how your project activities will build support for organ and tissue donation and deliver on the OTA's Strategy

- describe how you plan to scale your event to reach new audiences across the country and encourage registrations
- outline your business contingency plan should external events, including public health restrictions, impact delivery.

Category two: innovative digital projects

Criteria one: outline digital opportunities (up to 500 words)

In addressing this criterion, strong responses will:

- outline how your digital project will build support for organ and tissue donation and deliver on the OTA's Strategy
- describe how you will monitor and adjust your activities to make sure you are optimising registration opportunities.

Criteria two, three and four – to be completed for all categories

Criteria two: Understanding young people (up to 500 words)

In addressing this criterion, strong responses will:

- outline the project activities you plan to undertake and how they will reach your identified target audience group
- describe your understanding of your target audience group and why your organisation is well suited to promoting organ and tissue donation to this audience.

Criteria three: Value with relevant money (up to 500 words)

In addressing this criterion, strong responses will:

- describe how your project activities represent value for money
- outline your key performance indicators and describe how you are going to measure and evaluate success, in terms of raising awareness about organ and tissue donation and achieving new registrations on the Australian Organ Donor Register (including quantifying measurement and evaluation).

Criteria four: Capacity and capability of organisation to deliver project activities (up to 500 words)

In addressing this criterion, strong responses will:

- outline your organisation's capability to deliver your project activity, including reference to prior experience, resource skills, expertise and project management
- demonstrate your organisation's prior experience in successful delivery of community events and/or innovative digital engagement activities.

7. How to apply

Before applying, you must read and understand these guidelines, the sample application form and the sample grant agreement.

These documents may be found on the DonateLife [website](#). Any alterations and addenda² will be published on the website.

To apply you must:

- complete the grant opportunity application form on the DonateLife [website](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to grants@donatelife.gov.au by 10:00am AEDST Monday 12 December 2022.

You are responsible for ensuring that 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 find an error in your application after submitting it, you should contact us immediately on grants@donatelife.gov.au. We do not have to accept any additional information, or requests from you to correct your application after the closing time.

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

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. Additional information must be provided within five working days from the request. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

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

We will acknowledge that we have received your application within three working days.

If you need further guidance around the application process you can contact us at grants@donatelife.gov.au.

7.1 Attachments to the application

You should only attach documents specifically requested as part of the application process.

As part of your application, if relevant you must provide:

- workers' compensation insurance certificate
- public liability insurance certificate
- professional indemnity insurance certificate.

You must attach supporting documentation to the application form in line with the instructions provided within the application form. Applications that do not meet this requirement will not be considered further.

7.2 Joint (consortia) applications

We recognise that some organisations may want to join as a group to deliver a grant project.

² Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

In these circumstances, you must appoint a 'lead organisation'. The lead organisation must be eligible to apply for funding. Only the lead organisation will enter into an agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the Application Form, identify all other members of the proposed consortium in the application and include a letter of support from each of the partners.

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 grant project
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

Eligible organisations can form a consortia with ineligible organisations.

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. In the interests of fairness, we will not accept late applications.

If you are successful, we expect you will be able to enter into a grant agreement no later than end February 2023. Please be aware that due to the timing of the grant opportunity, assessment and outcome approvals will be undertaken toward the end of the 2022 calendar year; however, notifications of the outcome will not be advised until February 2023.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Open on DonateLife website	11 November 2022
Q&A session with OTA	TBC 21 November 2022
Assessment of applications and follow up questions with applicants, if required	14 December-23 December 2022
Approval of outcomes of selection process	January 2023
Negotiations and award of grant agreements	January — February 2023
Notification to unsuccessful applicants	February 2023
Earliest start date of grant project	March 2023
End date of grant activity or agreement	As per executed grant agreement

7.4 Questions during the application process

If you have questions relating to clarification of information or process of the available grant, please contact grants@donatelife.gov.au. We will respond to emailed questions within three working days.

We cannot assist you to address assessment criteria, determine eligibility or complete your application.

8. The grant selection process

This grant opportunity is an open competitive grant process. The Organ and Tissue Authority will assess your application against the assessment criteria.

8.1 Assessment of grant applications

We review your application against the eligibility criteria as outlined in Section 4 of these guidelines. If eligible, we will then assess your application against the assessment criteria as outlined in Section 6 using a 4-point numerical scoring scale. The assessment of grants is a competitive process, and we consider your application on its merits and comparatively against other applications, based on:

- how well your application meets the criteria
- how it compares to other applications
- whether your application provides value for money
- how it meets the outcomes and objectives of the program.

If we require clarification or additional information on any points within your application, we will contact you during the assessment process.

Table 2: Assessment criteria scoring matrix

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria, is met to an excellent standard.	4
Very good – response to this criterion meets all or most sub-criteria to a higher than average standard.	3
Good – response against this criterion meets most sub-criteria to an acceptable standard.	2
Poor – response against this criterion meets a minimal amount of sub-criteria to a below acceptable standard.	1
Does not meet criterion – response to this criterion is insufficient to assess.	0

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

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought and the indicative activity budget
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives, and
- how the grant activities will target key audiences.

8.2 Who will assess applications?

An assessment committee will be established to assess eligible applications. The assessment committee will be made up of employees of the OTA and DonateLife Network.

Following assessment against the criteria, an assessment committee will review applications which have been assessed as excellent or good on its merits before recommending which grant applications should be awarded a grant.

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

The assessment committee recommends to the decision maker which applications to approve for a grant.

8.3 Who will approve grants?

The Chief Executive Officer, Organ and Tissue Authority decides which grants to approve, considering the recommendations of the assessment committee 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 advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within two weeks of being advised of the outcome. We will arrange a teleconference to provide verbal feedback within one month of your request.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the simple grant agreement in this program.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on Department of Finance [website](#).

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed and you must not start any project activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. We will identify these in the agreement.

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

Simple Grant Agreement

We will use a simple grant agreement.

You will have 14 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means 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 required changes to these details to ensure they do not impact the grant as approved by the decision maker.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- eligible expenditure covered by the grant
- any in-kind contributions you will make
- activity components
- reporting requirements

We will not exceed the maximum grant amount under any circumstances. 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 or project.

10.3 Grants 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](#).

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](#).³ We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

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

There may be a public announcement of successful applications. These announcements may include details on an individual basis, of the applicant, the value of the grant, the purpose of the grant and details of project partners.

12. How we monitor your grant activity

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

- progress against agreed grant activity milestones and outcomes
- contributions of participants directly related to the project activity
- expenditure of the grant.

12.1 Keeping us informed

We will be in close contact with you as you implement your project activities to make sure the program of work is complementary to existing DonateLife activities – for example regarding timing, branding or key messaging.

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

We ask that you let us know if anything is likely to affect your project activity or organisation, including advising of changes to scheduled timing or delivery of your outlined activities.

We need 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 us of any changes to your:

- name
- addresses
- nominated contact details

³ <https://www.ato.gov.au/>

- bank account details.

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

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from the DonateLife [website](#). We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed grant activity, milestones and outcomes
- contributions of participants directly related to the project activity
- expenditure of the grant.

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

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

Progress reports (if applicable)

Progress reports must:

- include evidence of your progress towards completion of agreed project 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 discuss any reporting delays with us as soon as you become aware of them.

Final report

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

Final reports must:

- identify if and how outcomes have been achieved using data and analytics where possible
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within 30 days of completion in the format provided in the grant agreement.

12.3 Financial declaration

We may 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.

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 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 Evaluation

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

12.6 Acknowledgement

We will discuss with you DonateLife branding requirements applicable to the activities you outline in your application. Whenever DonateLife branding is used, acknowledgement must be given to the Commonwealth in accordance with the Organ and Tissue Authority's Grant Acknowledgment Guidelines.

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 Organ and Tissue Authority. When this happens, the revised guidelines will be published on the DonateLife [website](#).

13.1 Enquiries and feedback

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@donatelife.gov.au.

If you do not agree with the way the Organ and Tissue Authority 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 Organ and Tissue Authority.

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 Organ and Tissue Authority's 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
- 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 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 identify an actual, apparent, or perceived conflict of interest, you must inform the Organ and Tissue 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.

The Conflict of Interest policy is available on the Australian Public Service Commission's [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.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and 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.

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

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

- the committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- 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
 Organ and Tissue Authority
 GPO Box 802
 Canberra ACT 2601

By email: foi@donatelife.gov.au

14. Glossary

Term	Definition
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
<u>Commonwealth Grants Rules and Guidelines (CGRGs)</u>	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.
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ol style="list-style-type: none"> under which relevant money⁴ or other <u>Consolidated Revenue Fund</u> (CRF) money⁵ is to be paid to a grantee other than the Commonwealth; and which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.

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
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
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 [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>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.

Term	Definition
young people	Young people refer to Australians aged 16-25 on the Australian Organ Donor Register who have low registration numbers compared to the rest of the population. We will support grants that educate and raise awareness with high-school aged students (noting that people are able to register from the age of 16).