Community Awareness Grants
Grant opportunity 2: National strategic partnerships
Organ and Tissue Authority

Opening date:	**Tuesday 17 November 2026**
Closing date and time:	**4:00 pm AEDT on Friday 15 January 2027**
Administering entity:	Organ and Tissue Authority (OTA)
Enquiries:	If you have any questions, contact the Organ and Tissue Authority grants@donatelife.gov.au **Questions should be sent no later than Tuesday 22 December 2026**
Type of grant opportunity:	Open competitive

1 Community Awareness Grant process 4
1.1 Important things to know 5
2 About the grant program 5
2.1 About national strategic partnerships 6
2.2 Target audience 8
3 Eligibility requirements 9
4 What the grant money can be used for 10
4.1 Eligible expenditure 10
5 Assessment criteria 11
5.1 Assessment criteria scoring matrix 13
6 How to apply 13
6.1 Attachments to the application 14
6.2 Joint (consortia) applications 14
6.3 Questions during the application process 15
7 Assessment of grant applications 15
7.1 Who will assess applications? 16
7.2 Who will approve grants? 16
8 Notification of application outcomes 16
8.1 Feedback on your application 16
8.2 Further grant opportunities 16
9 Successful grant applications 17
9.1 The grant agreement 17
9.2 How we pay the grant 17
9.3 Grants payments and GST 18
10 Announcement of grants 18
11 How we monitor your grant activity 18
11.1 Keeping us informed 18
11.2 Reporting 18
11.3 Financial declaration 19
11.4 Grant agreement variations 19
11.5 Record keeping 19
11.6 Evaluation 19
11.7 Acknowledgement 20
12 Probity 20
12.1 Enquiries and feedback 20
12.2 Conflict of interest 20
12.3 Privacy 21

12.4 Confidential Information 22
12.5 Freedom of information 22
13 Glossary 24

1 Community Awareness Grants process

The Community Awareness Grants program
This grant opportunity is part of the DonateLife national program to encourage Australians to talk about organ and tissue donation, register on the Australian Organ Donor Register (AODR), and tell their families they want to be a donor.

↓

The grant opportunity opens, Tuesday 17 November 2026
We publish the grant guidelines on GrantConnect and the DonateLife website. These guidelines support you to deliver grant opportunity 2: **National strategic partnerships.**
Once the grant opportunity opens, you can submit questions to the Organ and Tissue Authority (OTA) about the grants program and the guidelines, up until **Tuesday 22 December 2026.**

↓

You complete and submit a grant application before 4:00 pm AEDT Friday 15 January 2027
Make sure to address all the eligibility and assessment criteria.

↓

We assess all grant applications
We assess against eligibility criteria including an overall consideration of value for money. We may come back to you with questions to help us better understand your application and will let you know if you are not eligible.

↓

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 may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.

↓

We enter into a grant agreement
If you are 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 and monitoring your progress.

↓

Evaluation of the Community Awareness Grants program
We evaluate your specific grant activity and the Community Awareness Grants program.

1.1 Important things to know

Please read the guidelines carefully before filling out an application. These guidelines:

- contain information about the OTA's Community Awareness Grants program and the grant opportunity category
- assist you to decide if your proposed activity meets the eligibility requirements
- outline the assessment criteria.

If you are successful, you must make sure you have sufficient insurances to carry out your grant activities, or commit to obtaining these insurances if your application is successful. These may include workers' compensation, public liability and professional indemnity.

Successful recipients must prepare a risk management plan, marketing plan and adhere to any state and territory legislative requirements e.g. Working with Vulnerable People.

You are responsible for a complete and accurate application. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995 (Cth)*. We will investigate any false or misleading information and may exclude your application from further consideration.

Funding agreements can be up to 2 years in duration with the possibility of a one year extension, with funding to be provided for one year at a time. Activities in the first year must take place and be completed between **Thursday 1 April 2027** and **Friday 31 March 2028**.

At the end of each funding year, an evaluation must be completed and a proposed schedule of activities submitted for the following year. Once approved by the OTA, the next year of funding can be paid to the Grantee.

The OTA administer this grant opportunity and process. We do this according to the *Commonwealth Grants Rules and Principles 2024* (CGRPs).[1] The CGRPs outline the government's expectations for both government and non-government stakeholders involved in grants administration.

2 About the grants program

DonateLife strategy

The OTA leads the national DonateLife program to increase organ and tissue donation so more people can receive a life-saving transplant. We want Australians to:

- talk about organ and tissue donation
- tell their family that they want to be a donor
- register as an organ and tissue donor on the Australian Organ Donor Register (AODR).

The Community Awareness Grants program helps to deliver on the *build support* goal in the OTA Strategy 2022-2027, encouraging more people to say yes to donation. The Strategy outlines the following performance measures:

- 40% of eligible Australians (16 years and over) are aware of the DonateLife brand
- 90% of registered donors have discussed donation with their family
- 50% of eligible Australians (16 years and over) are registered on the AODR

[1] Federal Register of Legislation – Commonwealth Grants Rules and Principles 2024

Grant opportunity

These guidelines support you to apply for a **national strategic partnership** grant. National strategic partnerships can request multi-year funding, up to 2 years.

Funding available for national strategic partnerships

The OTA provides up to a total of $1 million (GST exclusive) per year for up to 2 years, in the following amounts:

- The minimum grant amount is $80,000 (GST exclusive) per year, for up to 2 years. Your application must meet this minimum amount.
- The maximum grant amount is $200,000 (GST exclusive) per year, for up to 2 years. Your application must not exceed this amount.

The funding amount requested should be based on the length and reach of the project. For multi-year projects, please outline the scope, key performance indicators, and funding requested for each year.

The grant amount is not subject to indexation.

If no suitable grant applications are received:

- grants may not be awarded
- grant funding may be provided for suitable applications from the other grant opportunity.

2.1 About national strategic partnerships

We are looking to partner with organisations who can deliver marketing, public relations (PR), media or education projects with a national focus and mass reach that can prompt conversations about organ and tissue donation, and drive registration and family discussion.



Share in grants between **$80,000 and $200,000** per year, for up to 2 years.



National strategic partnership applications are open from **Tuesday 17 November 2026** and close **4:00 pm AEDT Friday 15 January 2027**.



Your application needs to address all **assessment criteria,** and you must meet all **eligibility requirements**.

Our challenge

Despite high community support, registration rates have struggled to keep pace with population growth. In 2025, Australia's registration rate dropped to 35% of eligible Australians (16 years and over), down from 36% in 2024.

Registration has a direct impact on increasing the number of families that say yes to donation in hospital. Modelling shows a national registration rate of 50% would result in an additional 200 Australians receiving a transplant every year.

There is a gap between intention and action – while most Australians support organ and tissue donation, only one-third of eligible Australians are registered.

Some of the key challenges contributing to this are:

- low public awareness of the DonateLife brand, which means organ and tissue donation is not front of mind for many
- misconceptions about not being young or healthy enough, which deters people from registering
- lack of knowledge around how or where to register, including assumptions that it is difficult
- people incorrectly assume they are already registered through their drivers licence
- some people think their cultural beliefs do not allow for organ donation.

You can help us raise awareness about donation and get more Australians registered as donors by creating impactful marketing or PR strategies that inspire people to register and tell their family they want to be a donor.

National strategic partnerships will help us extend the reach of the national DonateLife program and contribute to increased understanding of and support for organ and tissue donation for transplantation.

Previous successful partners have helped the OTA build sustained community support for donation over multiple years, particularly in raising awareness, increasing registration rates and shifting audience attitudes more positively towards registering. They have used editorial content, research, education tools, and digital marketing across education, media, community and healthcare.

National strategic partnerships may include:

- traditional or digital media and PR activities
- marketing, PR or media strategies
- national media placements (traditional or digital/online)
- education programs and materials.



The **objectives** of the national strategic partnerships are:

- develop and deliver measurable strategies and activities with mass reach into the Australian community to encourage more people to register as organ and tissue donors and talk to their families about donation
- demonstrate a deep understanding of target audiences, messaging and distribution channels
- drive behavioural change over an extended period through phased promotional activities
- complement and extend the reach of the existing DonateLife communications and engagement program.



The **intended outcomes** of national strategic partnerships are:

- raise awareness about organ and tissue donation
- encourage audiences to learn more about organ and tissue donation, and to discuss it with their families
- educate and inform the Australian community about the importance of registering as an organ and tissue donor on the AODR
- increase the number of eligible Australians registered on the AODR.

2.2 Target audience

Most Australians support organ and tissue donation, but only one-third have registered.

Our research shows that many Australians – around 14% or 2.8 million people – say that they would be happy to register but don't know how or why they need to. These people are the easiest to convert from **intention** to **action**, they just need simple and repetitive prompts.

These people could come from a range of cultural or socioeconomical backgrounds. Almost 70% of these people are under 45. They are busy, active people who need to be reminded about how easy it is to register.

They don't need to be convinced that organ donation is a good thing – they already know it. Registering as an organ and tissue donor is just something they haven't gotten around to. Constant messages in their day-to-day lives will remind them that registration is something they need to do.

Ensuring messages about organ and tissue donation are in places with mass reach is key.

We want to turn positive intentions into action by:



Highlighting that registering is quick, simple and easy.



Appealing to their sense of empathy and urgency, as some people wait many years for a transplant and may also die waiting.



Repeating communication over extended periods of time to prompt them to register to be an organ and tissue donor.

3 Eligibility requirements

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

Applicants are not allowed to profit from this grant or the associated project activities.

You can apply for grants under any Commonwealth program, but if your applications are successful and for the same purpose, you must choose either the Community Awareness Grant or the other Commonwealth grant.

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



To be eligible, **you must**:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- be an entity legally established and operating in 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
  - a trustee on behalf of a trust
  - an incorporated association
  - a joint (consortia) application with a lead organisation



You are **not eligible** to apply for a grant if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- an unincorporated association
- an international entity
- a non-corporate Commonwealth entity as listed in the Flipchart of PGPA Act Commonwealth entities and companies
- a sole trader
- an individual
- a political organisation
- already receiving government funding for the same purpose

- a non-corporate state or territory entity (e.g. a school, State Department of Communities)
- a corporate state or territory entity (e.g. Universities, Aboriginal Land Councils, Sydney Local Health District)
- a non-corporate state or territory statutory authority (e.g. NSW Rental Board, QLD Director of Public Prosecutions)
- a local government entity (e.g. local councils).
- an Indigenous Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006.* Must be registered on the Office of the Registrar of Indigenous Corporations (ORIC) for the CGH to validate its entity type. Must have an Indigenous Corporation number (ICN).
- a Cooperative (co-op)
- a statutory entity
- a corporate Commonwealth entity as listed in the Flipchart of PGPA Act Commonwealth entities and companies.

- in a legal partnerships agreement.

4 What the grant money can be used for

4.1 Eligible expenditure

- You can only spend the grant money on eligible expenditure incurred in delivering approved grant activities.
- Eligible expenditure may include reasonable operating and administrative costs directly related to the delivery of the grant activity.
- If your application is successful, we may ask you to verify project costs that you provided in your

You cannot use the grant for the following activities:

- activities, projects, or resources that are already delivered through the OTA or the DonateLife Network
- wages or on-costs not directly attributed to the provision of project activities

application. Evidence may include quotes, invoices, estimates or other supporting documentation.

- Not all expenditure associated with your project may be eligible for grant funding. The decision maker will determine eligible expenditure and may provide additional guidance where necessary.
- 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.

- participant incentives (for example, gift cards)
- purchase of land
- major capital expenditure
- major construction/capital works
- 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
- proposed activities outside of Australia
- vehicles
- overseas travel, or
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

5 Assessment criteria

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 it provides value with relevant money[2]
- how it meets the outcomes and objectives of the program.

You can provide supporting documents with your application, such as a pitch deck or strategy, but only the criteria responses in the application form will be scored.

You must score **good or above in all 4 criteria** for your application to be considered for funding, as outlined in the assessment criteria scoring matrix below.

Responses should be less than 500 words for each criterion. Responses over 500 words may not be read in full.

Criteria 1 is worth 10 points. Criteria 2 – 4 are worth 5 points each.

1 Explain your idea for a national strategic partnership to build support for organ and tissue donation

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

Consider:

- How will you encourage mass audiences to register as organ and tissue donors and talk to their families?
- What is your strategic approach? What evidence do you have to support this approach?
- How will your proposed project tackle the challenge of bridging the intention-action gap for organ donation registration?
- What is the proposed timeline for your project? If multi-year, explain the key milestones and how you will adapt each year
- How will you monitor and adjust your activities to ensure they are effective?

2 Outline who will be reached by your strategic partnership

Consider:

- Who is the target audience and how do they align to the target audience identified for this grant opportunity?
- Why does this audience need to know about organ and tissue donation?
- What are your channels for reaching them?
- Why is your organisation best-placed to deliver this message to them?
- What is the reach of your project? Be as specific as possible

3 Outline why your project represents good value for money

Consider:

- What is your budget for the project? Clearly outline the spend (be as specific as possible)
- If you are applying for multi-year funding, how would you adjust and refine your project each year?
- How will you measure the effectiveness of your project? What are your key performance indicators (KPIs)?

Note: If you are successful, the KPIs from your application will be used in your contract, and you will need to report on these. Please ensure that KPIs included can be measured.

4 Outline why you are best-suited to deliver this project

Consider:

- What skills and experience do you have from other projects that will help you to deliver this project?
- Who is in your project team, and what will their responsibilities be?
- Have you delivered projects about organ and tissue donation previously? Why are you passionate about this cause?

5.1 Assessment criteria scoring matrix

Rating (for individual criterion)	Criteria 1 weight	Criteria 2 weight	Criteria 3 weight	Criteria 4 weight	Score
Excellent – response to this criterion, including all sub-criteria, is met to an excellent standard.	10	5	5	5	25 = rating score **5**
Very good – response to this criterion meets all or most sub-criteria to a higher-than-average standard.	8	4	4	4	20 = rating score **4**
Good – response against this criterion meets most sub-criteria to an acceptable standard.	6	3	3	3	15 = rating score **3**
Poor – response to this criterion meets a minimal amount of sub-criteria to a below acceptable standard.	4	2	2	2	10 = rating score **2**
Very poor – response against this criterion has little merit.	2	1	1	1	5 = rating score **1**
Does not meet criterion – response to this criterion is insufficient to assess.	0	0	0	0	0 = rating score **0**

6 How to apply

To apply, you must:

- complete the grant opportunity application form on the DonateLife website or GrantConnect
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments (see 6.1)
- submit your application by 4:00 pm AEDT Friday 15 January 2027.

In the interest of fairness, **we cannot accept applications after 4:00 pm AEDT Friday 15 January 2027.**

Please note our office will be closed from COB Thursday 24 December 2026 and reopen on Monday 4 January 2027. We won't respond to emails during this time.

If you find an error in your application after submitting it, you should contact us immediately on grants@donatelife.gov.au.

You can't 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 3 working days from the request. However, we can refuse to accept

any additional information from you that would significantly 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 3 working days.

If you are successful, we expect you will be able to enter into a grant agreement by March 2027.

Activity	Timeframe
Open on GrantConnect and DonateLife website	Tuesday 17 November 2026
Closing date for applications	4:00 pm AEDT Friday 15 January 2027
Assessment of applications and follow up questions with applicants, if required	January/February 2027
Shortlist pitch to assessment panel	February 2027
Approval of outcomes of selection process	March 2027
Notification of successful applicants and negotiation of grant agreements	March 2027
All successful grant agreements executed	March 2027
Notification to unsuccessful applicants	March 2027

6.1 Attachments to the application

You should only attach documents specifically requested as part of the application process. We require you to submit the following documents with your application. If you do not have the required insurances, you must commit to obtaining them if successful:

- workers' compensation insurance certificate
- public liability insurance certificate
- professional indemnity insurance certificate
- letter of confirmation for any identified project partners.

6.2 Joint (consortia) applications

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

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 grant agreement.

6.3 Questions during the application process

If you have any questions during the application period, contact grants@donatelife.gov.au. Questions must be sent **no later than Tuesday 22 December 2026**.

Please note our office will be closed from COB Thursday 24 December 2026 and reopen on Monday 4 January 2027. We won't respond to emails during this time.

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

7 Assessment of grant applications

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

We review your application against the eligibility criteria as outlined in Section 5 of these guidelines. We will 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 it provides value with relevant money
- how it meets the outcomes and objectives of the program.

The assessment process:

- You must score **good** or above in **all 4 criteria** for your application to be considered eligible, as outlined in the assessment criteria scoring matrix above
- We may invite eligible applications to pitch their proposal to the assessment panel. Presentations will be assessed in line with the same criteria scoring matrix.

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

When determining whether the application represents value with relevant money, we will consider:

- what the grant is meant to achieve – the main goals and expected outcomes
- how much funding you're asking for compared to your budget and what you plan to do
- where the project will take place
- how well your application shows your project will help achieve the intended outcomes

- who your project will reach — especially if it targets important or priority groups.

7.1 Who will assess applications?

We'll establish an assessment panel to assess eligible applications. The assessment panel may be made up of OTA employees, Commonwealth government representatives or members of the DonateLife network.

The panel will make a recommendation, based on the assessment process to the final decision maker about which applications should be approved.

The OTA does not use AI to shortlist, assess, or make decisions. However, we may use AI tools to assist with administrative tasks associated with the grants program.

We understand that you may choose to use AI tools to assist with preparing your application. If you do, please ensure:

- your application accurately reflects your own experience, skills, and achievements
- you use your own words and voice, with AI helping you as a support tool rather than creating a representation of you that is not genuine.

7.2 Who will approve grants?

The Chief Executive Officer of the OTA decides which grants to approve, considering the recommendations of the assessment panel and the availability of grant funds for the purposes of the grant program.

The decision maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

There is no appeal mechanism for decisions made during the approval process.

8 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.

8.1 Feedback on your application

If you are unsuccessful, you may ask for individual feedback within 2 weeks of being advised of the outcome. We will arrange a teleconference to provide verbal feedback within 8 weeks of your request.

8.2 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, we will consider delivering subsequent grant opportunities as a targeted or closed non-competitive process.

9 Successful grant applications

9.1 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 the 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.

You 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.

9.2 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 pay 100% of the annual grant funding for the first year on execution of the grant agreement. Additional payments will be made according to an agreed schedule set out in the grant agreement.

You will be required to report how you spent the grant funds at the completion of the grant activity.

9.3 Grants payments and GST

Payments will be GST inclusive. It is an eligibility requirement to be registered for the Goods and Services Tax (GST). 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. We do not provide advice on your taxation circumstances.

10 Announcement of grants

If successful, your grant will be listed on GrantConnect and the DonateLife website no later than 21 calendar days after the date of effect as required by Section 5.4 of the CGRPs.

There will 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.

11 How we monitor your grant activity

11.1 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 OTA and DonateLife activities – for example regarding timing, branding, or key messages.

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

You must inform us 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
- bank account details.

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

11.2 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. 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 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 for multi-year grants must:

- include evidence of your progress towards completion of agreed grant activities, strategy 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).

Final reports must:

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

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

11.3 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.

11.4 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.

11.5 Record keeping

You are required to keep relevant records in relation to the grant agreement and activities. We may also inspect the records you are required to keep under the grant agreement.

11.6 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.

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

11.7 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 OTA's Grant Acknowledgment Guidelines. Successful applicants will be emailed these guidelines upon the commencement date of their grant agreement.

12 Probity

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

These guidelines may be changed from time-to-time by the OTA. When this happens, the revised grant opportunity guidelines will be published on GrantConnect and the DonateLife website. By registering on GrantConnect, you will be automatically notified of any changes to these guidelines.

You should be aware of your obligations under the *National Anti-Corruption Commission Act 2022*, noting that under the Act grantees will generally be considered 'contracted service providers' [see NACC factsheets.]

12.1 Enquiries and feedback

The OTA's complaint procedures apply to complaints about this grant opportunity. You can contact us to make a complaint using our online complaint form.

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 OTA has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually consider a complaint unless the matter has first been raised directly with the OTA.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

12.2 Conflict of interest

Any conflicts of interest, or perceived conflicts of interest can affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the OTA staff, any member of a committee or advisor and/or you or any of your personnel, including sub-contractors:

- have a professional, commercial or personal relationship with a party who can influence the application selection process, such as an Australian Government officer or Commonwealth entity
- have 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
- have 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
- have an existing contract with the OTA for other work.

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 are no conflicts of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the OTA 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*). The assessment committee 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.

12.3 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 your intention to 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 OTA would breach an Australian Privacy Principle as defined in the Act.

12.4 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 3 conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

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

- the assessment committee and other Commonwealth employees and contractors to help us manage the program effectively, including for an integrity purpose
- 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, Privacy Commissioner or National Anti-Corruption Commissioner, or staff of their agencies
- the responsible Minister or Parliamentary Secretary, or
- 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.

12.5 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

13 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.
contracted service provider	a contracted service provider is a person who is a party to a Commonwealth contract or is a party to a subcontract with a contracted service provider and is responsible for the provision of goods or services under contract, either directly or indirectly.
co-sponsoring entity	when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it.
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. Eligibility criteria should be developed to enable objective validation and are either 'met' or 'not met'. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Principles 2024 (CGRPs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
grant	for the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money[3] or other Consolidated Revenue Fund (CRF) money[4] is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement and specifies the details of the grant.
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
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.
National Anti-Corruption Commission (NACC)	The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency. It detects, investigates and reports on serious or systemic corruption in the Commonwealth public sector. The Commission operates under the *National Anti-Corruption Commission Act 2022*.

[3] Relevant money is defined in the PGPA Act. See section 8, Dictionary.

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

Term	Definition
PBS Program	described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection 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 relevant money	value with relevant money in this document is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations. When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to: • the quality of the project proposal and activities • 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.