



Australian Government



International Relations Grants Program Council on Australia Latin America Relations – 2022-2023 Guidelines

Opening date:	1600 AEST on 30 May 2022
Closing date and time:	1600 AEST on 25 July 2022
Commonwealth policy entity:	Department of Foreign Affairs and Trade
Co-sponsoring entity:	Not applicable
Administering entity	Department of Foreign Affairs and Trade
Enquiries:	<p>If you have any questions, please contact the Secretariat of the Council on Australia Latin America Relations on +61 (02) 6261 3334 or coalar@dfat.gov.au.</p> <p>Questions should be sent no later than 1700 AEST 20 July 2022</p>
Date guidelines released:	27/05/2022
Type of grant opportunity:	Open competitive

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1. International Relations Grants Program: Council on Australia Latin America Relations – 2022-2023 processes

The International Relations Grants Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above Grant Program which contributes to the Department of Foreign Affairs and Trade's Outcome 1¹ in the Portfolio Budget Statements. The Council on Australia Latin America Relations of the Department of Foreign Affairs and Trade (DFAT) works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#)



You complete and submit a grant application

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



We assess all grant applications

We assess the applications against eligibility criteria. The Board of the Council on Australia Latin America Relations then assesses eligible applications against the assessment criteria including an overall consideration of value for money and compares it to other applications.



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.



¹ The advancement of Australia's international strategic, security and economic interests including through bilateral, regional and multilateral engagement on Australian Government foreign, trade and international development priorities.

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 Council on Australia Latin America Relations grant program

We evaluate your specific grant activity and the Council on Australia Latin America Relations as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Council on Australia Latin America Relations (COALAR) grants program for 2022-2023.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

2. About the IRGP grant program

The International Relations Grants Program (the Program) is an ongoing program, subject to annual budget appropriation.

The objectives of the Program are to promote people-to-people links and a contemporary and positive image of Australia and support for the Australian Government's international policy goals.

The expected outcomes of the Program are:

- strengthened bilateral relationships in areas of mutual interest with particular countries and regions,
- international networks, collaboration and connections between institutions and communities to build understanding, trust and influence,
- enhanced Australian international reputation and reach through the promotion of our economic, creative and cultural, sporting, innovation and science, and education assets, and
- increased understanding of Australians of the cultures and opportunities in each of these countries.

Grant opportunities available under the International Relations Grants Program are:

- Australia-ASEAN Council 2022-23
- National Foundation for Australia-China Relations 2022-23
- Australia-India Council 2022-23
- Australia-Indonesia Institute 2022-23

- Australia-Japan Foundation 2022-23
- Australia-Korea Foundation 2022-23
- Australian Cultural Diplomacy Grants Program 2022-23
- Council for Australian-Arab Relations 2022-23
- Council on Australia Latin America Relations 2022-23

Further information on the International Relations Grants Program, including descriptions of previous grant-funded projects, is available at www.dfat.gov.au/councils

Information on all grant opportunities, and grants awarded, is provided through GrantConnect [GrantConnect Homepage: GrantConnect \(grants.gov.au\)](http://GrantConnect.grants.gov.au)

The Department of Foreign Affairs and Trade reserves the right to cease selection processes for Grant Opportunities under the International Relations Grants Program. If this were to occur, all applicants will be contacted directly by the Department at the first available opportunity and updated on the Department's website.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)².

2.1 Council of Australia Latin America Relations 2022-2023 Grant Round Outcomes

The objectives of the COALAR 2022-2023 grant program with which outcomes should be aligned are:

1. enhanced and strengthened links between Australia and Latin America in the priority areas of business, education, sustainability, tourism and cultural promotion
2. a closer engagement between corporate Australia and with Latin America
3. an increased awareness and understanding of Australia in Latin America, and of Latin America in Australia.

The 2022 grant round will be for projects that can be conducted between 1 March 2023 and 29 February 2024.

Eligible Countries include Argentina, Australia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, México, Panamá, Paraguay, Perú and Uruguay.

Applications are required to align with one or more of COALAR's Strategic Plan 2020-2023 strategies. These are:

- developing relationships with relevant stakeholders in Australia and Latin America to develop strategic collaboration and engagement opportunities
- promoting and supporting economic diplomacy projects and activities that facilitate and grow new business opportunities
- support strategic two-way visits of Australia's and Latin America's leaders and influencers
- using activities, programs, awards and networks to promote Australia and Latin America as dynamic and diverse societies

² <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

- encouraging innovative approaches to strengthen links in priority areas (business, education, sustainability, tourism and cultural promotion) such as technology and new capabilities
- increasing COALAR's online and social media presence to support connections between Australia and Latin America.

In the 2022 grant round, projects that align with the theme of economic, social and environmental sustainability, as outlined in criterion 2 of the assessment criteria, across COALAR's priority areas of business, education, tourism and cultural promotion are strongly encouraged. This theme seeks to encourage Latin America-Australia connections that create, implement and communicate innovative and diverse approaches with this theme.

COVID-19 restrictions on travel and social distancing may limit opportunities for face-to-face engagement and international visits. In this context, grants may target online activities or forms of engagement that help bring people together and build cross-cultural linkages through virtual technology, digital platforms or social media, where appropriate.

All activities proposed must be compliant with local restrictions in response to the COVID-19 pandemic.

3. Grant amount and grant period

3.1 Funds available

In 2022-23, approximately \$420,000 is available for this grant opportunity, subject to appropriation.

Grant applications for a minimum of \$10,000 (exclusive of GST) to a maximum of \$50,000 (exclusive of GST) per year will be considered.

Co-contributions from applicants and other parties will strengthen an application.

3.2 Grant/Project period

To be eligible, your project must commence no earlier than 1 March 2023 but no later than 30 June 2023 and be completed by 29 February 2024.

You must complete your grant/project by the end date designated in your application and agreed by the COALAR Board. Following the grant/project period, an evaluation period of two months (60 days) will commence.

Grant extensions of no more than one year from the original grant end date may be considered in exceptional circumstances. An extension must be requested in writing and confirmed in writing through a grant variation approved by the COALAR Secretariat before the original expiration date of the grant agreement. The grant variation will be published on GrantConnect.

4. Eligibility criteria

Applications must satisfy all eligibility criteria to be considered.

4.1 Who is eligible to apply for a grant?

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

- an Australian entity with an Australian Business Number (ABN), Australian Company Number (ACN), or Indigenous Corporation Number (ICN)

- an Australian consortium with a lead organisation³
- an Australian registered charity or not-for-profit organisation
- an Australian local government body
- an Australian State/Territory government body
- a corporate Commonwealth entity
- an Australian statutory authority
- an Australian or permanent resident of Australia
- a citizen or organisation from one of the following countries in Latin America: Argentina, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, México, Panamá, Paraguay, Perú and Uruguay
- a well-established organisation in a Latin American country with a business purpose to advocate for Australian business, education and/or cultural interests
- and be willing to provide or develop child protection guidelines that meets the [Child Protection Policy | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#) for your project if it involves people under the age of 18 years.

Applications from consortia are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible as per the list above.

Individuals who intend the grant to be administered by a university should apply on behalf of the university, i.e., your university is the applicant.

4.2 Who is not eligible to apply for a grant?

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)⁴
- not an Australian, a permanent resident of Australia or an Australian organisation or you are not a citizen of, or organisation from countries of Latin America listed above at 2.1 on page 6.
- a previous applicant who has failed to provide a full and proper acquittal of an earlier IRGP grant
 - you may provide an interim report with the agreement of the relevant Secretariat where existing grant funding will be expended prior to the commencement of the new grant requested.

4.3 Other eligibility criteria

The completed application must be submitted in English with supporting documentation in English.

³ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 8.6 'Grant Applications from Consortia'

⁴ The National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021. The Department of Social Services is the responsible entity for questions and advice regarding this policy (see www.dss.gov.au).

The project must include two short signed independent references in English, in support of you/your organisation and the proposal (please limit references to two only).

Completion of the Grant Eligibility Checklist at **Appendix B**.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible, you can only spend grant funds on eligible grant activities as defined in the grant details in your grant agreement.

In addition, applications are required to align with one or more of COALAR's Strategic Plan 2020-2023 strategies. These are:

- developing relationships with relevant stakeholders in Australia and Latin America (see countries listed at 2.1 above) to develop strategic collaboration and engagement opportunities
- promoting and supporting economic diplomacy projects and activities that facilitate and grow new business opportunities
- support strategic two-way visits of Australia's and Latin America's leaders and influencers
- using activities, programs, awards and networks to promote Australia and Latin America as dynamic and diverse societies
- encouraging innovative approaches to strengthen links in priority areas (business, education, sustainability, tourism and cultural promotion) such as technology and new capabilities
- increasing COALAR's online and social media presence to support connections between Australia and Latin America.

Grant applicants intending to carry out activities focussed on scientific exchange or research should become familiar with Australia's export control regimes as appropriate. See - [Export control regimes | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#) and similarly, the guidelines to counter foreign interference in the Australian university sector. [The University Foreign Interference Taskforce - Guidelines to counter foreign interference in the Australian university sector | Department of Education, Skills and Employment](#) could be a useful resource.

5.2 Eligible expenditure

You can use the grant to pay for costs detailed in your budget and grant agreement, including:

- communication, including digital technology, and translation
- advertising and promotion, graphic design, photography and printed material
- production costs, including freight and artists' wages (for art-cultural projects)
- one principal speaker on the subject of the project which is of direct relevance to the grant opportunity
- venue hire and catering (subject to compliance with COVID19 safety measures)
- travel, where it complies with local COVID-19 restrictions, including economy flights, modest accommodation costs, meals and travel allowances, other transport
 - for your application to be competitive, travel and accommodation expenses associated with your grant activities should not exceed 50 per cent of the total grant funds
 - accommodation costs must not include the cost of domestic quarantine requirements.

For activities delivered in Australia, applicants are encouraged to consider the use of an Indigenous supplier, if they intend to subcontract any of the services above. A directory of registered Indigenous businesses is available at www.supplynation.org.au.

5.3 What the grant money cannot be used for

You cannot use the grant for the following:

- capital expenditure, including purchase of real estate and vehicles
- purchase of equipment (for example, musical instruments, computers, videos, photographic or printing equipment)
- the covering of retrospective costs or recurrent funding of activities
- activities assessed by the COALAR Board as commercially viable in their own right,
- activities which will provide commercial advantage to the applicant or third parties (e.g., promotion of the applicant's own business; crowdfunding or any money generating activity)
- costs incurred in the preparation of a grant application, acquittal or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, salaries (including for research assistants or administrative staff), honorariums or administrative charges levied by the applicant's organisation
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility (e.g., academic research, assistance to business, development assistance projects)
- activities undertaken by primary or high schools, including study tours, where travel by a significant number of students is the principal element of the proposal
- scholarships to individual students and
- completed projects.

We do not generally fund travel and accommodation for attendance at conferences or meetings, participation in fieldwork or sporting or other events, unless they are directly related to achieving the project outcomes described by you. Such activities are considered and scrutinised by the COALAR Board and must be of direct relevance to its objectives. For conference or meeting attendance to be considered, a substantial program should exist in the sidelines or around the conference and there should also be a strong argument for the selection of applicant(s).

6. The assessment criteria

We will first assess your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process. The COALAR Board's assessment will be based on the information provided in the application.

To be competitive, your application must be written in plain English, and demonstrate how it meets all the following assessment criteria. Your application will be assessed against each criterion. Each criterion has equal weighting. We will only award funding to applications that score highly against all four assessment criteria. While an application may meet all assessment criteria, a grant is not guaranteed.

Each application will also be assessed as to whether and how well it provides value for money.

The application form includes word limits. The amount of detail and supporting evidence you provide should be commensurate with the project complexity and amount of funding requested.

Criterion 1 – Alignment to COALAR objectives (25%)

The extent to which the proposal aligns with COALAR's objectives of:

1. enhanced and strengthened links between Australia and Latin America in the priority areas of business, education, sustainability, tourism and cultural promotion
2. closer engagement between corporate Australia and with Latin America
3. increased awareness and understanding of Australia in Latin America, and of Latin America in Australia.

Criterion 2 – Alignment to the theme of economic, social and environmental sustainability (25%)

The extent to which the proposal aligns with the theme of promoting economic, social and environmental sustainability across COALAR's priority areas of business, education, tourism and cultural promotion.

This theme seeks to encourage Latin America-Australia connections that create, implement and communicate innovative and diverse approaches within this theme.

Criterion 3 – Organisational capacity (25%)

The extent to which the proposal demonstrates the applicant's ability, capacity and track record to deliver the specified outcomes.

Criterion 4 - Measuring success and delivering long-term sustainable outcomes (25%)

The extent to which the proposal articulates what the project will deliver, and includes measurable indicators to evaluate what success will look like, including:

- . creating new or strengthened business, education, tourism and cultural relationships or opportunities
- . improving corporate engagement between Australia and Latin America
- . increasing awareness and understanding between Australia and Latin America
- . creates, implements and communicates innovative and diverse approaches within the sustainability theme

Projects where outcomes have long-term sustainable impact will be considered favorably.

7. How to apply

Before applying, you must read these grant guidelines, the application form, the Charter of the Council on Australia Latin America Relations, the draft grant agreement and the sample final report.

You must submit your grant application in **English** on the application form, which can be downloaded at smartygrants.com.au. All accompanying documentation must also be in English. The application form includes help information.

This is an online application form that you can submit electronically. If you have any technical difficulties please contact SmartyGrants Help Desk (service@smartygrants.com.au, +61 3 9320 6888 between 9am and 4.30 pm Monday to Friday AEST).

The Department of Foreign Affairs and Trade will not provide application forms or accept applications for this grant opportunity by email or mail.

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.

You must address all of the eligibility and assessment criteria and provide two short signed independent references in English to be considered for a grant. Please complete each section of the application form and make sure you provide the information we have requested.

Please keep a copy of your application and any supporting papers.

We will acknowledge that we have received your grant application, through an automated email from the online grants management system, *SmartyGrants*, within one working day.

If you find an error in your application after submitting it, you should contact us immediately on (02) 6261 3869. We do not have to accept any additional information, nor requests from you to correct your application after the closing 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. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

7.1 Attachments to the application

We require the following documents with your application:

- two short signed independent references in support of you/your organisation and the proposal (please limit references to two only)
- letter of support from nominated partners (if relevant)
- organisation capability statement or individual's curriculum vitae (optional) and
- if you apply on behalf of a university, a letter of support from your Research Office.

Supporting documentation should be attached to the application form. Only attach the documents you have been asked to include.

Among applications from universities, the most competitive applications will be those with letters of support from the relevant Research Office highlighting the alignment of the proposed project to the COALAR Strategic Plan 2020-2023, the relevance of the project to the University's strategic goals in the relevant country and demonstrating that the project is not more appropriately funded by the Australia Research Council or alternative Commonwealth funding body.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2 Joint (consortia) applications

Some organisations may apply as a consortium to deliver grant activities. A consortium is two or more organisations who are working together to combine their capabilities when developing and delivering a grant activity.

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The

lead organisation must complete the application form and identify all other members of the proposed consortium in the application. The application must include a letter of support from each organisation involved in the grant. Each letter of support should include:

- an overview of how the consortium will work together to complete the grant activity
- an outline of the relevant experience and/or expertise of the consortium members
- the roles/responsibilities of consortium members and the resources they will contribute (if any)
- details of a nominated management level contact officer
- details of the lead organisation.

7.3 Indicative Timing of grant opportunity processes

Activity	Timeframe
Application period	Open: 1600 (AEDT) 30 May 2022 Close: 1600 (AEDT) 25 July 2022
Assessment of applications	August to November 2022
Approval of outcomes of selection process	November to December 2022
Negotiations and award of grant agreements	December to February 2023
Notification to successful and unsuccessful applicants	January to February 2023

7.4 Questions during the application process

If you have any questions during the application period, please contact the COALAR Secretariat, telephone +61 (02) 6261 3334, email - coalar@dfat.gov.au. The Department of Foreign Affairs and Trade undertakes to respond to emailed questions within five working days.

Questions should be sent **no later than 1700 AEST Wednesday 20 July 2022**.

Answers to common questions may be posted on the COALAR [website](#).

Aboriginal or Torres Strait Islander applicants may wish to access assistance in submitting an application where English is not their first language. In these cases, applicants may contact an Indigenous language centre for assistance.

7.5 Further grant opportunities

The Council on Australia Latin America Relations aims to allocate all grant funding during the annual grants round and is typically over-subscribed with suitable applications each year. If there are not enough suitable applications to meet the program's objectives, the Department of Foreign Affairs and Trade may consider applications received during the financial year, subject to available funding through direct selection or restricted processes. All potential grants will still be considered against the outcomes of the program (and/or criteria in these guidelines) and value for money.

8. The grant selection process

8.1 Assessment of grant applications

We first review your application against the eligibility criteria (see Section 6).

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. We consider your application on its merits, based on:

- how well it meets the assessment criteria
- how it compares to other applications
- whether and how well it provides value for money

We assess the extent to which the application represents value for money through identifying:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities and contributes to geographic spread across the COALAR 2022-2023 grant round
- extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will target groups or individuals
- the extent to which the project leverages additional funding (this includes cash contributions).

8.2 Who will assess applications?

The COALAR Board will assess each application on its merits addressing the assessment criteria (refer to Section 6). Board members are listed on the COALAR [website](#). Board members are treated as Commonwealth officials due to their role in the assessment process in accordance with Part 1, section 2.8 of the CGRGs and the Public Governance, Performance and Accountability Act.

The COALAR Secretariat, within the Department of Foreign Affairs and Trade, will provide information and advice to the Board to assist its determination of policy and its assessment of grant applications.

The Board may seek additional input from relevant Australian missions overseas about you or your application. They may also seek additional information from other Commonwealth agencies, even if the sources are not nominated by you as referees. The Board may also consider information about you or your application that is available through the normal course of business.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

The COALAR Board will develop a shortlist of suitable applicants to fund from the assessment process above.

8.3 Who will approve grants?

The COALAR Board will make recommendations (from a shortlist of suitable applicants) to the delegate who then approves the release of funding.

Where funds become available during the financial year, DFAT may award funding to applicants that were previously shortlisted as suitable but were not funded.

For COALAR, the delegate is First Assistant Secretary, Europe and Latin America Division, or their delegate within the Department of Foreign Affairs and Trade.

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

- the approval of the grant
- the grant funding amount to be awarded.

The delegate will not approve funding if the application does not represent value for money. COALAR reserves the right to offer less funding than that sought by the applicant. There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

COALAR 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.

Please see the table at 7.3 for Indicative Timing of grant opportunity processes.

9.1 Feedback on your application

COALAR will not provide individual feedback in relation to your application.

10. Successful grant applications

10.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Foreign Affairs and Trade. Standard terms and conditions for the grant agreement will apply and cannot be changed. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

You will be required to:

- provide a final report, including financial acquittal, using the online template within 60 days of project completion
- where conference or meeting participation of a principal speaker is funded, a copy of the paper presented by the participant in addition to the report.

The Department of Foreign Affairs and Trade will negotiate agreements with successful applicants in January-February 2023. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

Where a grantee fails to meet the obligations of the grant agreement, the Department of Foreign Affairs and Trade may withhold or suspend the funding to the grantee; and/or require the grantee to repay all or part of the grant. No compensation is payable by the Department for termination in these circumstances.

You should not make financial commitments until a grant agreement has been executed by the Commonwealth.

10.2 How we pay the grant

The grant agreement will state the maximum grant amount to be paid (exclusive of GST).

We will not exceed the maximum grant amount under any circumstances. If you incur extra eligible expenditure, you must pay it yourself.

We will make one grant payment on execution of the grant agreement and on receipt of a valid invoice.

All grants are awarded in Australian dollars. Where there is an Australian partner, that partner will be the grant recipient including for funding.

The grant agreement will state the:

- maximum grant amount to be paid (exclusive of GST)
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make

- any financial contribution provided by a third party.

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 per cent of the grant following execution of the grant agreement and completion of associated administrative paperwork. You will be required to report how you spent the grant funds at the completion of the grant activity.

10.3 Grants Payments and GST

Payments will be GST exclusive.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the Australian Taxation Office website at www.ato.gov.au for more information.

11. Announcement of grants

If successful, your grant will be listed on the website GrantConnect (www.grants.gov.au) website within 21 days of the date of effect⁵ as required by Section 5.3 of the [CGRGs](#). We will also publish grant details on the COALAR website at the earliest opportunity.

12. How we monitor your grant activity

12.1 Keeping us informed

You must submit reports in line with the timeframes in the grant agreement. Sample templates for these reports are available on the website. We will expect you to report on:

- progress against your communications plan actively deepening international relationships and promoting your project and the council;
- progress against agreed project milestones;
- contributions of participants directly related to the project;
- eligible expenditure of grant funds; and
- results against key performance indicators and the project specific outputs detailed in your application.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing and promoting the activity efficiently and effectively;
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement;
- all administrative arrangements associated with your project including visa and travel arrangements, visa charges, airport taxes, ground transport, travel and health insurance for project participant's medical and hospital insurance cover both overseas and in Australia for visitors not covered by Medicare (including evacuation and death cover), and necessary insurance for equipment and accommodation costs and arrangements;

⁵ See glossary

- other insurances, including workers' compensation, as required by law, and professional indemnity, public health and liability insurance, as required by the project; and
- complying with all applicable domestic and international laws.

12.2 The Department of Foreign Affairs and Trade's responsibilities

The Department of Foreign Affairs and Trade will:

- meet the terms and conditions set out in the grant agreement;
- provide timely administration of the grant; and
- evaluate the grantee's performance.

Funding under this grants program does not imply that the Department of Foreign Affairs and Trade endorses the views of recipients involved in any funded activity.

12.3 Compliance visits

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

12.4 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.5 Evaluation

The Department of Foreign Affairs and Trade will evaluate COALAR2022 activities to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

12.6 Acknowledgement

The COALAR logo/Australian Government crest is to be used on all materials related to grants under the Program. Whenever the logo/crest is used the publication must also acknowledge the Commonwealth as follows:

'This activity received grant funding from the Council on Australia Latin America Relations of the Department of Foreign Affairs and Trade.'

Invitations to board members and/or officers of the Department of Foreign Affairs and Trade to represent the Australian Government support for the project are highly desirable.

13. Probity

The Australian Government will make sure that the program 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.

The Foreign Influence Transparency Scheme provides the public with visibility of the nature, level and extent of foreign influence on Australia's government and politics. It is recommended that you review obligations and responsibilities under the scheme at [Foreign Influence Transparency Scheme | Attorney-General's Department \(ag.gov.au\)](https://www.ag.gov.au/foreign-influence-transparency-scheme) before establishing project partners.

Note: These guidelines may be changed from time-to-time by the Department of Foreign Affairs and Trade. When this happens the revised guidelines will be published on the Department's website at <http://dfat.gov.au/councils>.

13.1 Enquiries and feedback

All complaints about a grant process must be lodged in writing with the COALAR Secretariat. Any questions you have about grant decisions for the Program should be sent to coalar@dfat.gov.au.

You may wish to list [@dfat.gov.au](mailto:dfat.gov.au) as a trusted emailer in your email system.

If you do not agree with the way the Department of Foreign Affairs and Trade 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 Department of Foreign Affairs and Trade.

The Commonwealth Ombudsman can be contacted on:

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

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Department of Foreign Affairs and Trade staff, COALAR Board member, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer [or member of an external panel]
- 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 Department of Foreign Affairs and Trade in writing immediately.

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

We publish our conflict of interest policy on the [Department of Foreign Affairs and Trade'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 [relevant Commonwealth entity] 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 Sexual misconduct prevention and response

The Department of Foreign Affairs and Trade has a zero-tolerance approach to sexual exploitation, abuse and harassment (PSEAH). It is expected that all individuals participating in this program will comply with this zero-tolerance approach. Any allegations or reports of misconduct will be taken seriously. The *Sex Discrimination Act 1984 (Cth)* defines the nature and circumstances in which sexual harassment is unlawful.

In response to the Royal Commission into Institutional Responses to Child Sexual Abuse, the Australian Government has introduced the National Redress Scheme, which provides acknowledgement and support to people who have experienced institutional child sexual abuse.

For more information and support, please visit: <http://www.nationalredress.gov.au/> or; call the National Redress Scheme line on **1800 737 377**.

13.6 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: The Director, Freedom of Information and Privacy Law Section
 Corporate Legal Branch
 Department of Foreign Affairs and Trade
 R.G. Casey Building, John McEwen Crescent
 BARTON ACT 0221

By email: foi@dfat.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
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
co-sponsoring entity	when two 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. 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 Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> under which relevant money⁶ or other Consolidated Revenue Fund (CRF) money⁷ 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.
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
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 criteria	comprise eligibility criteria and assessment criteria.

⁶ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁷ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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.

Appendix A. Acronyms

Acronyms used in these guidelines, online and within application forms

Acronym	Definition
ABN	Australian Business Number
ACN	Australian Company Number
AEDT	Australian Eastern Daylight Time
AEST	Australian Eastern Standard Time
ASEAN	Association of Southeast Asian Nations
CGRGs	Commonwealth Grants Rules and Guidelines
COALAR	Council on Australia Latin America Relations
DFAT	Department of Foreign Affairs and Trade
FCI	Foundations, Councils and Institutes
FOI	Freedom of Information
GST	Goods and Services Tax
IRGP	International Relations Grants Program
PBS	Portfolio Budget Statement
PGPA Act	Public Governance, Performance and Accountability Act
PSEAH	Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy

Appendix B. Grant Eligibility Checklist

Grant Eligibility Checklist:

Please review this checklist before completing the online application form.

To be eligible you must:	Yes	No	N/A
1) Be one of the following entity types:			
• an Australian entity with an Australian Business Number (ABN), Australian Company Number (ACN), or Indigenous Corporation Number (ICN)			
• an Australian consortium with a lead organisation			
• an Australian registered charity or not-for-profit organisation			
• an Australian local government body			
• an Australian State/Territory government body			
• a corporate Commonwealth entity			
• an Australian statutory authority			
• be an Australian or permanent resident of Australia			
• a citizen or organisation from one of the following countries in Latin America; Argentina, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, México, Panamá, Paraguay, Perú and Uruguay			
• a well-established organisation in a Latin American country with a business purpose to advocate for Australian business, education and/or cultural interests			
<i>For applications from consortia, you must:</i>			
• have a lead applicant who is the main driver of the project and is eligible as per the list above			
<i>Individuals who intend the grant to be administered by a university:</i>			
• your university should be the applicant			
2) Be willing to provide a develop child protection guidelines for your project if it involves people under the age of 18 years			
3) Have completed all previous IRGP grant acquittals.			
4) Propose a project that is aligned with one or more of COALAR's Strategic Plan 2020-2023 strategies			
5) Propose a project where activity commences no earlier than 1 March 2023 and where you have received confirmation of DFAT's approval of the grant and executed relevant grant documentation. The proposed project will need to commence no later than 30 June 2023 and be completed before 29 February 2024. The project acquittal will be due within 60 days of the end of the project.			
6) Propose a project between \$10,000 to \$50,000 (GST exclusive).			
7) Ensure the project is compliant with all local COVID-19 restrictions, including travel, at the time of submission.			
8) Submit a complete application in English with supporting documentation in English.			
9) Submit two independent references in English that address you/your organisation and the proposal.			