



Australian Government
Department of Foreign Affairs and Trade



PACIFICAUS SPORTS COMPETITIVE GRANTS GUIDELINES

Please read these Guidelines carefully as they include important information in relation to the application process and requirements.

Key Dates

8 December 2021	Guidelines released.
8 December 2021	Applications open online https://pacificaussports.smartygrants.com.au/Round1
14 February 2022	Questions can be submitted progressively through the round to pacific.sports@dfat.gov.au . The cut off for questions is 9:00am (AEST) 14 February 2022. Answers will be provided no later than 16 February 2022.
18 February 2022	Applications close at 1pm. Applications must be submitted online via https://pacificaussports.smartygrants.com.au/Round1 Late applications will not be accepted. Only online applications will be accepted.
April 2022*	Successful and unsuccessful applicants notified.
May 2022*	Signing of grant agreements between DFAT and successful applicants.
June 2022*	Compulsory Webinar for grant recipients.
June 2022*	<i>PacificAus Sports</i> Grant Activities commence.

* Subject to change

Further information Website: <https://www.pacificaussports.gov.au/>
Email: pacific.sports@dfat.gov.au

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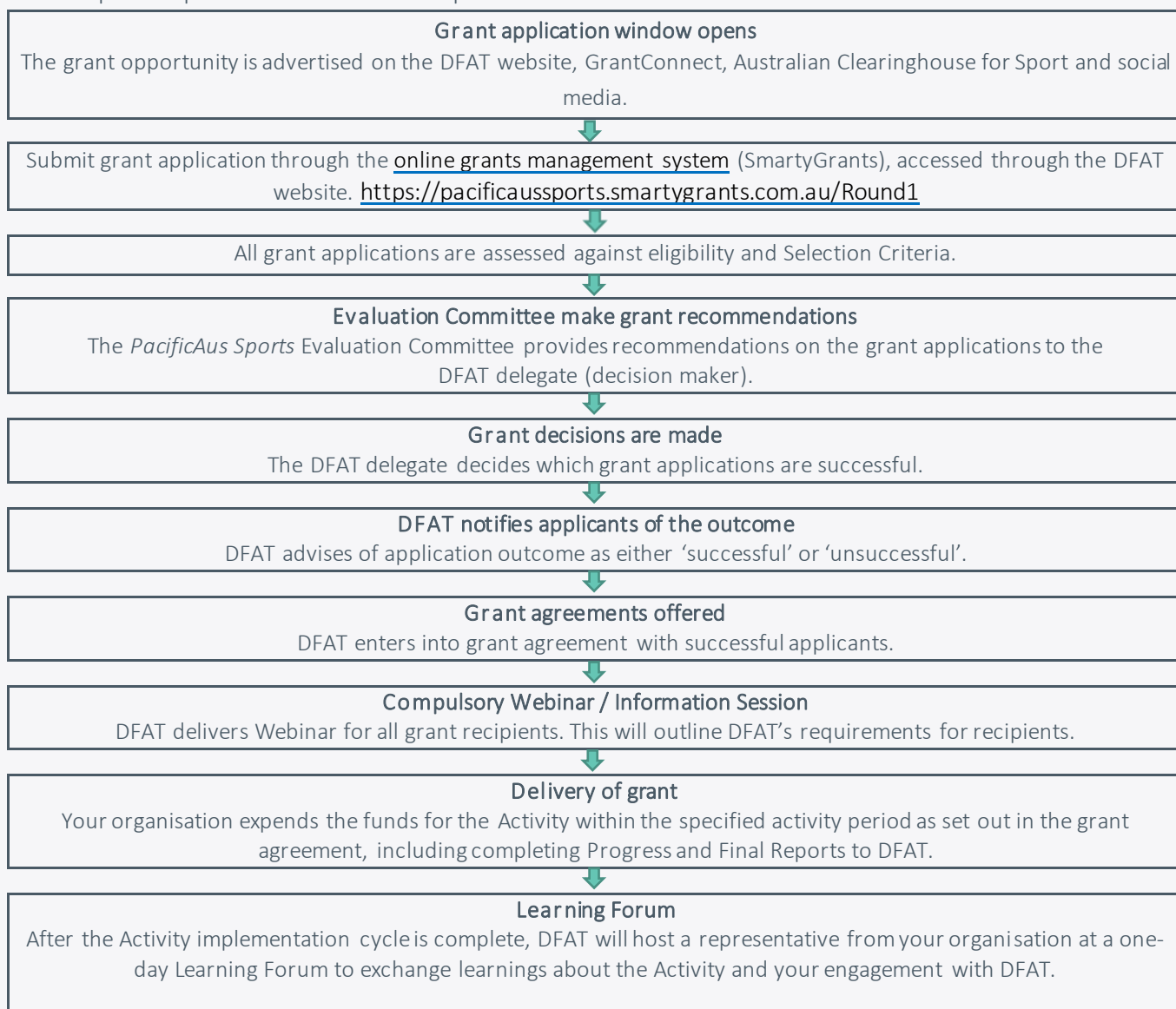
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1. PACIFICAUS SPORTS GRANTS PROCESS

The Department of Foreign Affairs and Trade (DFAT)'s Office of the Pacific has worked with stakeholders to plan and design the *PacificAus Sports* Grants Program in accordance with the Commonwealth Grants Rules and Guidelines (CGRGs).

The map below provides an outline of the process.



1.1 PACIFICAUS SPORTS GUIDELINES

This document contains information about the *PacificAus Sports* Grants application process, evaluation, implementation and management.

The Guidelines set out:

- the purpose of *PacificAus Sports* Grants;
- the eligibility requirements and Selection Criteria;
- how grant activities will be monitored and evaluated; and
- responsibilities and expectations in relation to the grant opportunity.

The Guidelines should be read in conjunction with the following grant documents available on DFAT's website - <https://www.pacificaussports.gov.au/>

- Frequently Asked Questions;
- Application Form Preview;
- Draft Grant Agreement; and
- Draft Progress and Final Report templates;

You should read these documents before filling out an application.

2. ABOUT THE GRANT PROGRAM

Australia's Step-up in the Pacific is one of the highest priorities of the *2017 Foreign Policy White Paper*. Australia committed at the 2017 and 2018 Pacific Island Forum Leaders' meetings to a range of measures to strengthen Australia's engagement with the Pacific, including:

- stronger partnerships for economic growth
- stronger partnerships for security
- stronger relationships between our people.

As part of these measures, sport was identified as a key platform for Australia to deepen people-to-people connections throughout the Pacific.

On 8 November 2018, *PacificAus Sports* (then known as the Australia Pacific Sport Linkages Program) was announced by the Prime Minister. *PacificAus Sports* is a flagship initiative of *Sports Diplomacy 2030* and Australia's Pacific Step-up. It seeks to invest in activities to achieve the following three objectives:

1. develop pathways for Pacific teams to play in high-level Australian sporting competitions;
2. support Australian teams to increase their presence and participation in the Pacific; and
3. create pathways for emerging Pacific athletes to benefit from high performance coaching and training.

The purpose of the *PacificAus Sports* Grants Program is to support activities in line with objective three: create pathways for emerging Pacific athletes to benefit from high performance coaching and training. Individual athletes, both male and female, from the Pacific, including para-athletes are the focus of this competitive grants program.

PacificAus Sports seeks to demonstrate best practice in gender inclusivity and providing leadership opportunities for women in sport across the Pacific. Overall, 50 per cent of *PacificAus Sports* funded activities will aim to directly increase the skills and profile of female athletes, teams, umpires and coaches in the Pacific – key to promoting positive role models to inspire young women and girls to be active leaders in their communities.

PacificAus Sports will also support persons with disabilities in the Pacific to play and participate in elite sports competitions, including flagship global events such as the Paralympic, Pacific, and Commonwealth Games.

The Australian government has zero tolerance towards violence against women and children. Organisations must have appropriate policies, standards and processes in place to promote gender equality, address violent or abusive behaviour and support individuals experiencing abuse.

2.1 HOW WILL PACIFICAUS SPORTS GRANTS OPERATE?

Australia is recognised globally as a high performing and passionate sporting nation. Sport is deeply embedded in our culture and identity. Australia shares this passion for sport with our Pacific neighbours and is well placed to assist Pacific athletes to access coaching, training, facilities and expertise to realise their potential. *PacificAus Sports* Grants is a \$750,000 open-competitive grants program that seeks to create new opportunities for emerging Pacific athletes and para-athletes to access Australia's high-performance sports training system – in person in Australia or via training programs administered with Australian expertise in the Pacific.

Australian and Pacific sports organisations and training facilities are encouraged to partner together in developing and submitting joint grant proposals for DFAT funding. Successful *PacificAus Sports* Grant recipients will manage the delivery of their grant proposal (the 'Activity'). This will include obtaining any necessary approvals required by the host country where the Activity will occur, managing budgets and risk, monitoring and evaluating the Activity and reporting outcomes to DFAT.

At the application stage, you will inform us about your organisation, the type of work it does and the relationship it has with Pacific-based sports organisations or Pacific athletes. You will outline your organisation's existing Pacific partnership efforts, and how a *PacificAus Sports* grant will enable you to take this partnership to the next level, by expanding an existing Activity or undertaking a new Activity.

In the online application, DFAT will collect information from you to conduct a risk assessment of your organisation and the Activity you intend to deliver. Appropriate due diligence will be undertaken by DFAT prior to any offer of a grant to verify that an organisation's registration (e.g. ABN), financials, governance, fraud controls, referee checks and other safeguards are in place and current.

Successful applications will demonstrate a commitment to ensuring activities are COVID-19 safe and have appropriate mitigations and contingencies in place as part of their risk assessment. Successful applicants will demonstrate their activities are compliant with any state or national guidance on conducting sporting activities during the COVID-19 pandemic.

PacificAus Sports Grants is an open and competitive process. All applications will be subject to a merit-based evaluation by DFAT.

Once selected, successful grant recipients must participate in a webinar/ briefing organised by DFAT, which will outline the requirements for undertaking approved Activities.

This will ensure organisations can commence work with a clear understanding of DFAT's expectations, and the roles and responsibilities of a successful applicant in implementing their approved Activity.

Grant recipients will also be required to participate in a Learning and Outcomes Forum at the completion of the Activity to share their experience with DFAT and other grant recipients. Travel and accommodation costs for your representative to attend should be included in the Monitoring and Evaluation Costs component of your Grant application.

If you are awarded a Grant you will be required to complete and submit a Progress and Final Report to inform DFAT of the progress of your Activity. DFAT may choose to promote your Activity's successes to audiences in Australia and the Pacific. Your Final Report to DFAT will also include a signed and detailed acquittal of how the grant funds were expended.

2.2 OVERVIEW OF THE APPLICATION PROCESS

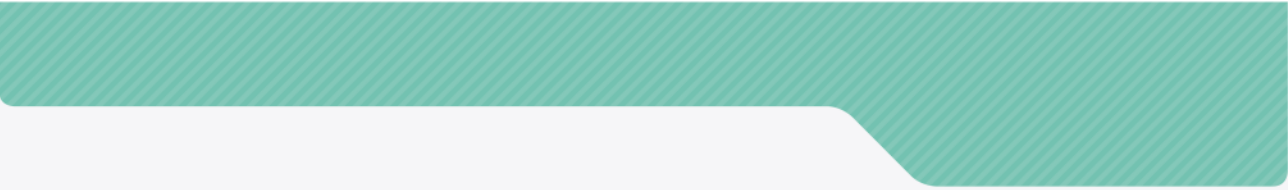
You should read these Guidelines, the Application Form Preview and the Draft Grant Agreement template before submitting an online application. We also recommend you read the Draft Progress and Final Report templates to understand the reporting requirements you must meet if successful in your grant application.

You are responsible for ensuring your application is complete, accurate and costed. Giving false or misleading information will exclude your application from further consideration.

To be considered for a grant, complete each section of the online application form and ensure you provide the information requested. This includes:

- addressing the eligibility requirements and Selection Criteria; and
- providing the required documents and information for DFAT to assess your application.

Once you have completed the Application Form in SmartyGrants, you must submit it electronically by using the submission section at the end of the form. Following electronic submission, a message with your Submission Reference ID will appear on your screen. An email will be sent to the registered email address you used to log into SmartyGrants, with a PDF of your application. Please keep a copy of your application and any supporting papers in case DFAT needs to clarify any information.



During the application window, you can continue to make changes to the application. To do so, you will need to use the registered email used to log into SmartyGrants. It may be useful to use a group email so multiple people can access the application. The email you use to register your application will be the primary contact email for DFAT to advise of any changes to the application process.

2.3 APPLICATION PROCESS TIMING

PacificAus Sports Grants Round 1 will open on **8 December 2021** and close at **1pm (AEST)** on **18 February 2022**.

The date from which Grant activities may commence is 1 June 2022 and the expected end date is on, or before, one year from the activities commencement.

3. GRANT AMOUNT AND GRANT PERIOD

3.1 GRANT AMOUNT

PacificAus Sports Grants will consist of annual competitive grant rounds, with Round 1 held in 2021, and distribute up to \$750,000 to successful applicants.

Funding is for an Activity up to a year in duration. Eligible Australian and Pacific organisations may apply jointly for grants of up to AUD\$80,000 (GST exclusive) to fund a specific sporting Activity that clearly contributes to the third objective of *PacificAus Sports* (see page 6).

The Activity should commence on or after 1 June 2022 and funds must be fully spent within the agreed activity period.

Organisations will be required to match the value of DFAT's funding contribution at a ratio of at least AUD\$1 for every AUD\$4 of grant funds received. See section 3.2 Matched Funding below for further details.

Please note, submitting a grant application does not guarantee that you will receive a grant.

PacificAus Sports Grant recipients are eligible to apply in successive grant rounds but cannot win more than one grant in one round.

If you are successful in your grant application in one grant round, it does not mean you will be automatically successful in subsequent grant rounds. Applicants are encouraged to submit applications for future *PacificAus Sports* Grant rounds that are a continuation of previous *PacificAus Sports* Activities.

Grant recipients will be bound by the terms and conditions of each individual Grant Agreement with DFAT. DFAT reserves the right to offer less funding than that requested by the applicant.

3.2 MATCHED FUNDING

To be eligible for a *PacificAus Sports* Grant, your organisation must match AUD\$1 for every AUD\$4 that DFAT provides under the program.

Your organisation's contribution can be either financial or in-kind, including volunteer hours. Your organisation will need to specify in your Application Form whether funding is in-kind or financial (or both) and confirm these contributions in your Final Report through the financial acquittal.

In-kind contributions

In-kind support includes the donation of goods or services that you may receive towards an Activity. Volunteer service may be an eligible in-kind contribution if the service is undertaken in Australia or overseas by volunteers for the delivery of the proposed Activity.

The following volunteer contributions that are eligible include:

- professional volunteer services such as medical or other professionals giving their time in-kind; and
- volunteer hours towards the implementation and/or monitoring of the Activity.

The following volunteer services are NOT eligible to be included:

- volunteer services for professional development training of the grant recipients' staff or volunteers;
- volunteer services associated with applying for government grants;
- volunteer services involving research; and
- volunteer services for fundraising.

3.3 DURATION OF ACTIVITIES FUNDED

Grants can be used to fund activities of one year's duration. Funds must be spent within the specified duration of the activity.

DFAT recognises that unexpected events may affect the progress of an Activity. If necessary, you may request an Activity variation to extend the timeframe for completing the Activity. DFAT reserves the right to accept or reject such a request. See section 10.4 Grant Agreement Variations for more information.

4. ELIGIBILITY CRITERIA

DFAT will not consider your application if it does not satisfy the eligibility criteria below.

4.1 WHO IS ELIGIBLE TO APPLY FOR A GRANT?

To be eligible for a *PacificAus Sports* Grant, you must be an Australian sport organisation or sport training facility that:

- has experience delivering sports training activities in line with the third objective of *PacificAus Sports*;
- has documented evidence* of:
 - » an existing relationship(s) with a Pacific sports partner organisation; or
 - » support of a Pacific sports partner organisation for the application.

Or you must be a Pacific sports organisation or training facility that:

- has experience delivering sports training activities in line with the third objective of *PacificAus Sports*
- has documented evidence* of:
 - » an existing relationship(s) with an Australian partner organisation; or
 - » support of an Australian sports partner organisation for the application

* Refer to section 7.2 Attachments to the Application for further information.

Your organisation must also be able to provide the supporting documentation as outlined in 'Attachments to the Application'.

Should your organisation not fulfil the above requirements you must partner with an organisation that does and provide evidence of such a partnership and how it will help your organisation deliver on the objectives of the *PacificAus Sports* Grant.

4.2 WHO IS NOT ELIGIBLE TO APPLY FOR A GRANT?

Only Australian or Pacific nation sports organisations or sports training facilities are eligible for *PacificAus Sports* Grants. In addition, you are not eligible to apply if you are:

- a National, State or Territory Government agency or organisation – unless partnered with an eligible sporting organisation or university;
- a current partner of *PacificAus Sports*; or
- an individual.

4.3 NUMBER OF APPLICATIONS FROM ONE ORGANISATION

Organisations can only submit one application per *PacificAus Sports* grants round.

5. WHAT CAN THE GRANT MONEY BE USED FOR?

Grant funding must be used to deliver an activity that creates opportunities for emerging or elite Pacific athletes, including para-athletes, to access high quality Australian high-performance coaching, training, facilities and competitions.

This can be achieved by either a one-off training program, or sustained high performance program, located in Australia or the Pacific over a twelve-month period.

Activities that support the future development of Pacific athletes in their chosen sport, including in the lead-up to major regional and international games or competitions (eg. Pacific, Commonwealth, Olympic and Paralympic Games) are encouraged.

Applicants should include activities that will engage and inspire the community, promote gender equality and social inclusion, and contribute positively to sport in the Pacific.

Sport organisations that sustain success on the world stage typically demonstrate excellence in both planning and execution of their high-performance training programs. The Australian Institute of Sport uses the term “performance drivers” to describe these elements. This is a useful framework for Australian and Pacific sport organisations to use when developing their applications for a *PacificAus Sports* Grant.

While each grant application will have its own unique characteristics, successful applications may share common elements to achieve success for the Pacific athletes they seek to benefit. These include:

Performance Driver	Definition
Athletes	The infrastructure or systems that identify, develop, manage and retain/progress a sufficient number and quality of athletes at each stage of the athlete development pathway to ensure that the athlete achieves sustained high-performance success.
Coaching	The systems and processes that identify, develop, manage and retain/progress quality coaches at each stage of the high-performance pathway to ensure that the athlete achieves sustained high-performance success.
Leadership	The systems and processes that identify, develop, manage and retain/progress quality leadership personnel to ensure that the high-performance program and athlete is well managed, supported and led.
Daily Performance Environment	The key elements of the environment that provides the resources, support and guidance in the athletes’ day to day training and preparation to achieve key performance targets for that athlete or team.
Competition	The planned series of competitions and international events that contribute to the athlete or team’s preparation for the major benchmark event for that sport.
Research and Innovation	Research undertaken to develop a new product, service, process or technique. Innovation in the application of approaches that result in the adoption of something different and which impacts the achievement of sustained high-performance success for that athlete or team.

5.1 WHAT YOU CANNOT USE THE GRANT MONEY FOR?

You cannot use the grant for the following activities:

- Activities that do not materially contribute to the third objective of PacificAus Sports;
- Activities that do not directly benefit Pacific athletes;
- Freight of goods and supplies to the overseas country that is disproportionate to the focus of the Activity;
- Any capital expenditure (purchase of buildings or land);
- Activity that has already been funded through other means;
- Activity items that have already been paid for, or ordered; and
- Activities that are determined by DFAT to be contrary to the interests of DFAT and/or *PacificAus Sports*.

5.2 LOCATION OF ACTIVITIES

You can apply for *PacificAus Sports* Grant funding for activities that support Pacific athletes, coaches, referees and teams from:

- | | |
|------------------------------------|--------------------|
| » Australia | » Papua New Guinea |
| » Cook Islands | » Samoa |
| » Fiji | » Solomon Islands |
| » Kiribati | » Tokelau |
| » Republic of the Marshall Islands | » Tonga |
| » Federated States of Micronesia | » Tuvalu |
| » Nauru | » Vanuatu |
| » Niue | » Wallis & Futuna |
| » Republic of Palau | |

DFAT will provide grant recipients the opportunity to vary activities with DFAT approval should they be affected or delayed due to extreme circumstances beyond their control such as civil unrest or natural disaster.

6. THE ASSESSMENT CRITERIA

6.1 SELECTION CRITERIA

Applicants are to address all the following Selection Criteria. The amount of detail and supporting evidence you provide in your application should be relative to the Activity size, complexity and grant amount requested. The application form has set word limits for each criterion. If the selection process identifies unintended errors in your application, DFAT may contact you to correct or explain the information.

SELECTION CRITERIA	INFORMATION REQUIRED IN THE APPLICATION FORM	WEIGHTING
<p>1. Contribution to program objectives: the extent to which the Activity delivers positive, measurable impacts on the third objective of <i>PacificAus Sports</i>, to “create pathways for emerging Pacific athletes to benefit from high performance coaching and training” (300 Words).</p>	<p>Activity Description</p> <ol style="list-style-type: none"> Provide a description of what will happen in the Activity – what work will be undertaken. Provide a description of how the Activity will contribute to the third objective of <i>PacificAus Sports</i>: “create pathways for emerging Pacific athletes to benefit from high performance coaching and training”. Provide a description of who will directly benefit from the Activity and their individual training needs What will success look like, and how will this be measured? 	20%
<p>2. Past performance: Demonstrating your ability to deliver activities for emerging Pacific athletes. (300 words).</p>	<p>Past Performance</p> <ol style="list-style-type: none"> Outline details of your ability to undertake the proposed Activity – providing examples of activities conducted in the Pacific or with Pacific partners. Outline how this application differs from or builds on your past work in the Pacific or with Pacific partners. Has your organisation ever received funding from the Australian Government (federal or state) or a foreign government, or through a third party? Outline which government(s); the relevant time period(s); how much funding was received (AUD); and the nature of the work that this funding contributed to. Please describe the three most recent financial contributions only. 	20%
<p>3. Needs Analysis, Partnership and</p>	<ol style="list-style-type: none"> Describe the need and potential for growth in the Pacific for your proposed activity. 	20%

SELECTION CRITERIA	INFORMATION REQUIRED IN THE APPLICATION FORM	WEIGHTING
<p>Sustainability: what is the demand for your activity. (300 words)</p>	<ul style="list-style-type: none"> b. List partners in Australia and the Pacific that would be involved in carrying out the Activity. c. List the role of your organisation and your Pacific partner(s) in implementing this Activity. d. Describe your Pacific partnership(s). e. Outline how benefits will be sustained following the completion of the Activity. 	
<p>4. Inclusion: Gender equality and social inclusion. (300 words)</p>	<ul style="list-style-type: none"> a. How does your organisation reflect gender equality and social inclusion values? b. Does your activity positively enhance pathways for female athletes and/or athletes with a disability? 	20%
<p>5. Community awareness, media outreach and storytelling: the extent to which your organisation and in-country partner will promote the Activity and tell the story of your success. (300 words)</p>	<ul style="list-style-type: none"> a. How will you promote the proposed Activity in Australia and the Pacific? b. How will you share the stories of your program's beneficiaries and successes? c. List the social media platforms and channels you will use to promote your work. (eg. Facebook, newsletters, Twitter). 	20%
Total	Weighted Selection Criteria	100%
<p>Risk: the extent to which the application raises development, financial or reputational risks. (300 word plus table)</p>	<p>Activity Risk</p> <ul style="list-style-type: none"> a. List the main risks associated with this Activity and how you will mitigate each risk in a table. b. Explain how COVID-19 risks will be managed through this Activity. c. Explain how player welfare risks will be managed through this Activity. <p>Risks should include challenges you may confront in undertaking the Activity or that could be created by the Activity. For example, events which might delay the progress of your Activity, the possibility of fraud, and the health and safety of your staff and athletes should be considered.</p> <p>Note: A risk register must be kept up to date by the applicant throughout the Grants Activity period.</p>	Pass/Fail

SELECTION CRITERIA	INFORMATION REQUIRED IN THE APPLICATION FORM	WEIGHTING
	<p>Financial Risk</p> <p>d. Provide details of your organisation’s financial record keeping arrangements, and how often your organisation undertakes audits. <i>(150 additional words)</i></p> <p>e. Outline how your organisation will manage and monitor financial expenditure of the Activity? <i>(150 additional words)</i></p>	
<p>Safeguards: the extent to which your organisation will carry out this Activity in a way that does not harm people or the environment and is consistent with DFAT safeguards. <i>(300 words)</i></p>	<p>Staff integrity</p> <p>a. Outline your organisations policies/procedures to screen/check staff and members travelling overseas for this Activity.</p> <p>b. Attach a copy of your organisation's Code of Conduct.</p> <p>Complaints</p> <p>c. Outline how your organisation receives and manages complaints.</p> <p>Protection of children and vulnerable people</p> <p>d. Attach a copy of your organisation's child protection and vulnerable people policy.</p> <p>Most activities implemented in developing countries will involve contact with children and vulnerable people – either working directly with them or through incidental contact in communities. Children and vulnerable people can be at higher risk of harm.</p> <p>DFAT considers a child to be a person under the age of 18 years. DFAT's Child Protection Policy provides a framework for protecting children from exploitation and abuse in the delivery of projects supported by DFAT.</p> <p>Your organisation must adhere to this policy.</p> <p>Please refer to the following DFAT documents: Environmental and social safeguards, Aid risk management, Child Protection, and the Prevention of Sexual Exploitation, Abuse and Harassment, Fraud Control.</p> <p>If you or your organisation would like further information on child protection, contact childprotection@dfat.gov.au or call +61 2 61785100.</p>	<p>Pass/Fail</p>
<p>COVID-19</p>	<p>Can this activity be safely delivered in the time period with COVID-19 restrictions currently in place in Australia and throughout the Pacific. Is the applicant capable and connected to obtain the relevant arrival approvals for any proposed Pacific athlete travel to Australia? Has the applicant considered</p>	<p>Pass/Fail</p>

SELECTION CRITERIA	INFORMATION REQUIRED IN THE APPLICATION FORM	WEIGHTING
	contingencies for delivery of their Activity should restrictions tighten?	
Total	Critical Criteria	Pass/Fail

7. HOW TO APPLY

7.1 COMPLETING THE GRANT APPLICATION

You must submit your grant application in English using the online application form available [here](#). This link is also available on the [DFAT website](#).

This is an online application form that must be submitted electronically through the [online grants management system](#) (SmartyGrants). If you have any technical difficulties please email Pacific.Sports@dfat.gov.au.

Online applications only will be accepted.

You must make sure that your application is complete and accurate and submitted in accordance with these Guidelines and the Application Form.

Following electronic submission, a message with your Submission Reference ID will appear on your screen. An email will be sent to the registered email address you used to log into the online grants management system, with a PDF of your application. Please keep a copy of your application and any supporting papers in case DFAT needs to clarify any information.

After you have submitted your application and while the application period is still open, you may make changes to your application. To do so, you can contact the PacificAus Sports team at Pacific.Sports@dfat.gov.au to have your application re-opened but you must re-submit it by **18 February 2022** to be considered for assessment.

Applicants are urged to lodge early to avoid any problems with late lodgement, and to give themselves the opportunity to lodge an updated application if they find a mistake.

7.2 ATTACHMENTS TO THE APPLICATION

The following documents must be included with your application:

- Evidence of an existing relationship with your Pacific/Australian partner(s). This must be either:
 - a formal agreement between your organisation and your partner(s) organisation; OR
 - a letter from your Pacific/Australian partner(s) which clearly outlines the nature of the relationship.
- Organisation capability statement
- Your organisation's child protection policy
- Your organisation's Code of Conduct for volunteers and paid staff.

Your supporting documentation should be attached to the application form. There will be instructions in the application form to help you. Only attach the documents you have been asked to include.

7.3 APPLICATIONS FROM A CONSORTIUM

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.

7.4 BUDGET

All funds included in your application must be GST exclusive. Funding requested for a *PacificAus Sports* Grants may not total more than AUD80,000. Your organisation must match AUD1 for every AUD4 that the Australian Government provides for the grant activity.

7.4.1 Grant Funds for Activity Related Costs

Activity related costs must be broken down in the Application Form. This includes providing an indicative costing against each line item. Line items could include; salaries of paid staff implementing the Activity, travel for an officer(s) to implement the Activity, supplies for the Activity. Applicants will be required to select the appropriate line items. This budget breakdown will assist in the assessment of your application, including the assessment of value of money.

7.5 QUESTIONS DURING THE APPLICATION PROCESS

Questions may be asked by applicants throughout the application opening period. A Frequently Asked Questions (FAQ) document will be regularly updated and posted on the *PacificAus Sports* page on the DFAT website.

If you cannot find an answer to your question in the FAQ document, please send your question to Pacific.Sports@dfat.gov.au. DFAT will aim to respond to your questions within five working days and will update the FAQ document with questions and answers that are relevant to all applicants.

The question period will close at **9am (AEST) on 14 February 2022**. Answers to questions submitted will be responded to no later than **16 February 2022**. Following this time, only technical questions relating to using and/or submitting the application form will be answered.

The *PacificAus Sports* webpage will be updated regularly.

7.6 LATE APPLICATIONS

DFAT will not accept late applications. You will be unable to submit an application in SmartyGrants after the stated closing date and time of the grant application process.

Similarly, applications started will not be automatically submitted at the closing date and time and cannot be submitted after the closing date and time.

8. THE GRANT SELECTION PROCESS

DFAT's first step in the grant selection and assessment process will be to conduct a compliance check of your application against the eligibility criteria listed in section '5. Grant Eligibility Criteria.' Applications that pass the compliance check will then proceed for assessment against the Selection Criteria set out in 6.1 below. They will be competitively ranked against other applications.

Your application will be considered on its merit, based on how well it meets the Selection Criteria, whether it provides value for money, whether it can be safely delivered during COVID-19 restrictions and how it compares to other applications in addressing the Selection Criteria.

8.1 WHO WILL ASSESS APPLICATIONS?

An Evaluation Committee with experience in sport, government and the Pacific will evaluate the applications.

8.2 WHO WILL APPROVE GRANTS?

The Evaluation Committee will make recommendations to the DFAT delegate (decision maker). The DFAT delegate will make the final decision to approve the award of the grants. The DFAT delegate's decision is final in all matters. DFAT reserves the right to offer less funding than that sought by the applicant.

9. NOTIFICATION OF APPLICATION OUTCOMES

9.1 NOTIFICATION OF APPLICATION OUTCOME

You will be advised of the outcomes of your application in writing, following a decision by DFAT's delegate. If you are successful, you will also be advised of any specific conditions attached to the grant.

If you are unsuccessful, you may submit a new application for the same activity (or a similar activity) in future grant rounds. You may wish to include new or more information that may have prevented your previous application from being successful.

9.2 FEEDBACK ON APPLICATIONS

If you are unsuccessful, you may request feedback from DFAT within one month of being advised of the outcome. DFAT will provide feedback within one month of feedback being requested.

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 DFAT. 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:

- complete a media and communications plan within two weeks of accepting the grant offer
- provide final report, including financial acquittal, using the online template within 60 days of your Activity's completion. You may also be required to submit a progress report at DFAT's request.
- Maintain an active risk register to guide your implementation of the Activity

DFAT will negotiate agreements with successful applicants by 30 April 2021. 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, DFAT 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 or other arrangements until a grant agreement has been executed by the Commonwealth.

10.2 HOW THE GRANT WILL BE PAID

The grant agreement will state the maximum grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances. You are liable for incurring additional expenditure.

PacificAus Sports will make an initial payment on execution of the grant agreement and on receipt of a valid invoice.

All grants are awarded in Australian dollars. You should allow for the exchange fees in your budget. You are responsible for any financial differences that may occur from the time of the application submission to when the activity takes place, due to fluctuations in the exchange rate.

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

10.3 GRANT AGREEMENT VARIATIONS

We recognise unexpected events may affect the progress of the activity. In these circumstances, you can request an Activity variation, including:

- changing milestones consistent with the original intent of the Activity
- extending the timeframe for completing the Activity within a reasonable period of time
- changing the allocations across budget items.

If you wish to propose changes to the grant agreement, you must request this in writing before the grant agreement end date. Contact Pacific.Sports@dfat.gov.au for further information. We will not consider changes after the grant agreement end date.

You should not assume a variation request will be successful. We will consider your request based on:

- how it affects the activity's outcome
- consistency with the objectives of *PacificAus Sports* and any relevant DFAT policies
- changes to the timing of grant payments.

11. ANNOUNCEMENT OF GRANTS

11.1 ANNOUNCEMENT OF GRANTS

If successful, your grant may be listed on the DFAT website and included in external promotional material. It may also be featured on social media through DFAT and Australian Members of Parliament's accounts and/or traditional media sources.

Details of the successful organisations (including contact details) and Activities will be provided to internal DFAT stakeholders and external parties such as Australian Members of Parliament.

12. HOW WE MONITOR YOUR GRANT ACTIVITY

12.1 YOUR RESPONSIBILITIES

If successful in your application, you must carry out the grant activities in accordance with these Guidelines and the grant agreement, which includes the standard terms and conditions and any supplementary conditions. The grant agreement will outline the specific grant requirements.

You will be responsible for:

- meeting the terms and conditions of the grant agreement and managing and promoting the Activity efficiently and effectively;
- meeting milestones and other timeframes specified in the grant agreement;
- complying with record keeping, reporting and financial acquittal requirements as set out in the grant agreement;
- leading Activity monitoring and evaluation for the period specified in the grant agreement;
- ensuring the grant Activity outputs and outcomes are in accordance with the grant agreement;
- effectively communicating the outcomes of your Activity and partnership with DFAT to key audiences in Australia and the Pacific;
- all administrative arrangements associated with your Activity including COVID-19 safe visa and travel arrangements, athlete per diems, visa charges, airport taxes, ground transport, accommodation;
- comprehensive travel and health insurance for Activity participants, including but not limited to coverage for Activity participants' medical and hospital insurance cover, both overseas and in Australia (including evacuation and death cover), and which covers necessary insurance for equipment and other personal effects;
- other insurances, including workers' compensation, as required by Australian and/or overseas law, and professional indemnity, public health and liability insurance, as required by the Activity;
- registering all Australian staff and volunteers on [Smartraveller](#) if travelling overseas as part of the Activity; and
- complying with all applicable Australian laws, overseas local laws and international laws.

12.1.1 Managing Risk

You will also be responsible for managing the risks of the Activity. It is expected that all organisations develop and maintain an appropriate risk register which is regularly reviewed. Risk registers should be maintained following assessments of the security and local operating environment of your Activity. In your application, you will need to provide a list of the risks associated with your Activity and say how you will manage (i.e. mitigate) each risk. This should be drawn from your risk register which you will regularly review and update. Should you be successful, the risk register should be made available to DFAT, upon request.

12.2 DFAT'S RESPONSIBILITIES

DFAT will:

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

We will monitor the progress of your Activity by assessing reports you submit and may conduct site visits to confirm details of your reports.

We may use images and narratives provided through your Activity reports to inform and promote *PacificAus Sports* in Australia and the Pacific. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.3 ACKNOWLEDGEMENT OF THE AUSTRALIAN GOVERNMENT

Successful applicants must acknowledge the support of their Activity by the Australian Government through *PacificAus Sports*. Acknowledgement should be upfront and obvious so people in Australia and overseas are clearly informed of Australia's contribution. This transparency shows where and how Australian Government funds are being used.

All references to *PacificAus Sports* should include some form of acknowledgement. Instances include – but are not limited to – signs, publications, annual reports, events, videos, websites, social media, media releases, speeches and interviews. Judgement should be exercised when acknowledging support, and an exemption may be granted if there is a compelling case or an identified security risk. To request an exemption, email Pacific.Sports@dfat.gov.au.

12.4 BRANDING

Branding is a key mechanism for enhancing the visibility of the Australian Government's Pacific Step-up.

The correct branding for all *PacificAus Sports* Activities is the logo below. Successful applicants will be issued with a *PacificAus Sports* branding pack. Co-branding logo of *PacificAus Sports* and the successful applicant can be created by the applicant.



12.5 ACKNOWLEDGEMENT TEXT

In addition to branding, successful applicants must use acknowledgement text wherever possible, especially in social media, annual reports, activity summaries, videos, blogs, media releases and on website project pages.

Adapt either of the following sentences to suit the context:

- [Successful Applicant and/or in-country partner] is proudly supported by the Australian Government through *PacificAus Sports*.
- [Successful Applicant and/or in-country partner] receives support from the Australian Government through *PacificAus Sports*.

All signage should say 'supported by *PacificAus Sports*'.

Similarly, verbal acknowledgement must go to the Australian Government. For example, in a speech or interview, the spokesperson should say the Activity is “supported by the Australian Government through *PacificAus Sports*.”.

12.5.1 Broader acknowledgement

Acknowledgement may extend beyond branding and standard text. Opportunities for wider acknowledgement include:

- receiving visits by Australian or Pacific officials;
- engaging with Australian Embassies, High Commissions and Consulates in the Pacific;
- supporting in-country publicity through Pacific or regional media outlets; and
- ensuring beneficiaries acknowledge the role of Australia as a funding partner.

12.6 SOCIAL MEDIA (REQUIREMENTS AND OBLIGATIONS)

Successful applicants should look for opportunities to promote *PacificAus Sports* and Australia’s Pacific Step-up when creating content for social media. For example, if you are:

- communicating about your *PacificAus Sports* Grant-funded Activity;
- conducting monitoring and evaluation (M&E) visits or visiting a *PacificAus Sports* funded Activity; and
- receiving a visit by an Australian or Pacific official.

This list is not exhaustive but shows how opportunities for communicating about *PacificAus Sports* and the Pacific Step-up can take many forms. Where possible, social media posts should focus on program outcomes.

Successful applicants should:

- follow all relevant DFAT social media accounts and keep up to date with the latest news;
- regularly tweet and post *PacificAus Sports* Activities; and
- retweet or share any content that includes your handle (and encourage others with an interest in the subject to engage as well).

PacificAus Sports and the Pacific Step-up related hashtags are:

- #PacificAusSports
- #PacificStepup

You should tag DFAT and *PacificAus Sports* when posting on social media. The DFAT social media handles are:

- Facebook - @dfat.gov.au

- Twitter - @dfat and @SportsDipAUS
- Instagram - @dfat

These handles can be included in the body of the post or on an accompanying image.

12.7 PHOTOS AND VIDEOS

Successful applicants are required to provide photos/videos during the implementation of the funded Activity. Photos and videos must be suitable for public consumption as they may be published online and used to promote *PacificAus Sports* and the Pacific Step-up more broadly.

A range of photographs should be provided during the implementation of the Activity including:

- imagery of athletes and coaches at work
- imagery of the progress of the Activity
- imagery of the benefits to the community and to the sport.

13. PROBITY

Probity refers to DFAT's obligations to ensure the grants process is fair, according to the *PacificAus Sports* Grants Guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the Commonwealth Grants Rules and Guidelines (CGRGs).

The *PacificAus Sports* Grants Guidelines may be changed by DFAT. When this happens, the revised Guidelines will be published on the DFAT website.

13.1 COMPLAINTS PROCESS

The process for making a complaint about the *PacificAus Sports* Grants program is available on [DFAT's website](#).

All complaints about a grant process must be lodged in writing.

If you are at any time dissatisfied with DFAT's handling of a complaint, you can contact the Commonwealth Ombudsman on:

Telephone: 1300 362 072 (toll free)
Email: ombudsman@ombudsman.gov.au
Mail: Commonwealth Ombudsman
GPO Box 442
Canberra ACT 2601

Further information can be found on the [Commonwealth Ombudsman's website](#).

13.2 CONFLICT OF INTEREST

There may be a conflict of interest, or perceived conflict of interest, if you or any of your organisation's staff or volunteers:

- has a professional, commercial or personal relationship with a party who can influence the selection process;

- has a relationship with an organisation which is likely to interfere with, or restrict your organisation from carrying out the proposed Activity; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain, should your organisation be successful and receive funding.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests.

If you later identify an actual, apparent, or potential conflict of interest or one that might arise in relation to a grant application, you must inform DFAT in writing immediately. Contractors, grant assessors and other officials, including the DFAT delegate, must also declare any conflicts of interest.

PacificAus Sports will be made aware of any conflicts of interest and will handle them as set out in DFAT policies and procedures. Conflicts of interest for DFAT staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the Public Service Act 1999. Further information on our conflict of interest policy is available at on the DFAT website in the [Conduct and Ethics Manual](#).

13.3 PRIVACY: CONFIDENTIALITY AND PROTECTION OF PERSONAL INFORMATION

We treat your personal information according to the 13 Australian Privacy Principles and the Privacy Act 1988. This includes letting you know:

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

You are required, as part of your application, to declare your ability to comply with the [Privacy Act 1988](#), including the Australian Privacy Principles, and impose the same privacy obligations on any subcontractors you engage to assist with the Activity. You must ask for the Australian Government’s consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if:

- you are given reasonable notice of the disclosure;
- where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law;
- if it will prevent or lessen a serious and imminent threat to a person’s life or health; or
- if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under the Program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

- employees and contractors of DFAT so we can research, assess, monitor and analyse the *PacificAus Sports* Grants and funded 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 Assistant Minister;
- a House or a Committee of the Australian Parliament; and
- Australian Members of Parliament.

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

- *Public Service Act 1999*;
- *Public Service Regulations 1999*;
- *Public Governance, Performance and Accountability Act 2013*;
- *Privacy Act 1988*;
- *Crimes Act 1914*; or
- *Criminal Code Act 1995*.

Should your application be successful, DFAT may share your contact details and information provided in the application, Progress and Final Reports with media and Members of Parliament to allow for promotion of the program, your organisation and your funded Activity.

13.4 FREEDOM OF INFORMATION

All documents in the possession of the Australian Government, including those about *PacificAus Sports*, 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.

A FOI application must be made in writing and:

- State that it is an application made under the *FOI Act 1982*;
- Provide sufficient information to allow the Department to identify the documents sought; and
- Provide details of how notices may be sent to the applicant (for instance, via a postal or email address).

FOI applications must be posted or emailed to DFAT:

- By post: The Director, Freedom of Information and Privacy Law Section
Legal Division
Department of Foreign Affairs and Trade
R G Casey Building, John McEwen Crescent
BARTON ACT 0221
- By email: foi@dfat.gov.au

14. CONSULTATION

These guidelines have been developed in consultation with Australian and Pacific Stakeholders and in accordance with the Commonwealth Grant Guidelines.

15. GLOSSARY, RELEVANT RULES AND GUIDELINES

15.1 GLOSSARY

assessment criteria	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings. (As defined in the CGRGs)
date of effect	The date specified in the grant agreement as the starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable. (CGRGs)
decision maker	The person who decides to award a grant.
double dipping	Double dipping occurs where a grant recipient can obtain a grant for the same budget line items, project or activity from more than one source. (CGRGs)
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria. (CGRGs)
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.
cost shifting	Involves 'substitution of effort' by the Commonwealth for activities of another organisation or level of government. For example, cost shifting occurs where the Commonwealth provides a grant for an activity that would usually be paid for by a state, territory, or local government, such as municipal services. (CGRGs)
grant activity	The project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
grant agreement	Grant agreement means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth. (CGRGs)
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants.

grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities.
grantee	An individual/organisation that has been awarded a grant. (Proposed definition in the grants taxonomy)
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. (CGRGs)
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. (CGRGs)
social inclusion	social inclusion is the process of improving the terms on which individuals and groups take part in society—improving the ability, opportunity, and dignity of those disadvantaged on the basis of their identity.

15.2 RULES AND GUIDELINES RELEVANT TO THE APPLICATION PROCESS

Term	Definition
Commonwealth Grants Rules and Guidelines	https://www.finance.gov.au/resource-management/grants/
Commonwealth Fraud Control Framework	https://www.ag.gov.au/Integrity/FraudControl/Pages/FraudControlFramework.aspx