



**Australian Government**  
**Department of Defence**

# Family Support Funding Program—Guidelines 2020-21

## Defence Community Organisation



Defence Grant ID 3281  
[www.defence.gov.au/dco/](http://www.defence.gov.au/dco/)



## Preface

These guidelines set out the terms and conditions on which an applicant may access Commonwealth of Australia grant funding under Defence's Family Support Funding Program (FSFP) community grants. Applicants should read these guidelines, and any other relevant documentation available, before preparing their application for grant funding. These guidelines are reviewed and updated on an annual basis.

The FSFP recognises the valuable role of Australian Defence Force (ADF) families in the community and the desire of Defence families to help themselves and to determine their community needs in their local area.

Defence Community Organisation (DCO) is responsible for the policy, management and day-to-day administration of the FSFP through its Community Support Program (CSP) team. Funding for single and multi-year grants is available to eligible not-for-profit community organisations that support Defence families to connect with one another and the Defence community.

A glossary of key terms used in these guidelines is attached at Appendix A.

If your organisation is interested in applying for FSFP funding in 2020, please read these guidelines carefully and consider contacting the CSP team as part of drafting your application to seek advice on the eligibility of your proposed project. You may also want to contact others who may be able to support your project and other possible funding sources to complement your application. This engagement process, as part of submitting a grant application, may lead to a better application and more favourable outcome. All consultations should be completed before submitting the application.

Further information is available at [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au)

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## Program overview

### What is an FSFP grant?

The Family Support Funding Program (FSFP) aims to build the capacity of individuals, families and communities to contribute to the local community in which they are posted through the theme of *Thriving Communities*.

*Thriving Communities* provide a focal point and facilities to foster greater local community activity and bring Defence families, the local business community, and smaller organisations together to improve the quality of life in their posted localities.

Projects delivered under the FSFP *Thriving Communities* theme should provide a range of high-quality and cost-effective services that link Defence families into the local community, with the potential to develop new services in response to their changing community needs. Successful recipients of an FSFP grant can include but not limited to running events, programs and services, be a base for outreach and referral point for families to other local services, have strong working relationships with other local community services and deliver projects to help Defence communities thrive.

The FSFP provides single and multi-year grants. Multi-year grants are available in two or three-year funding terms. Single-year grants are the default arrangement; organisations wishing to be considered for multi-year funding must have demonstrated track record of strong governance and been a previous FSFP recipient.

Applications will be prioritised according to how strongly they meet the selection criteria.

### Aims

FSFP provides funding to not-for-profit organisations to:

- support Defence families to come together for mutual support, education, connection with the community they live in and support for their overall personal and social wellbeing
- support Defence families to engage with each other and their local communities to minimise the challenges and enhance the opportunities that come with the unique military lifestyle
- empower Defence families to thrive by giving them the confidence they need to succeed in managing the Defence way of life
- support community capacity building by identifying and nurturing partnership opportunities to support the delivery for a strengthened sense of community for Defence families, reducing the feeling of isolation that a posting can bring.

### Objectives

The objectives of FSFP grants are to:

- facilitate learning opportunities and promote personal growth and wellbeing for adults and children, creating a positive impact on physical and social development
- create opportunities to form new friendships and networks and share information and ideas to help them manage the demands of military life

- develop innovative ways and new initiatives in response to emerging needs and priorities identified within the Defence community, maximising access to, and use of local community services
- increase the community engagement and participation of Defence families in their local community
- assist organisations and their volunteers to develop skills and build community capacity
- encourage partnerships between local organisations and the development of local community networks.

### Outcomes

- Increased social connectedness, reducing isolation:
  - relates to people feeling safe
  - relates to people feeling they belong and having the opportunity to freely express and celebrate who they are, regardless of culture or identity.
- Strengthened family and community functioning:
  - relates to people’s perceptions of feeling safe within their family and community networks
  - improved learning opportunities
  - relates to people having the opportunity for learning and gaining the knowledge and skills required to participate in education, employment and their community.
- Increased community engagement/activity participation:
  - relates to people’s connections to their community (community often relates to geographic locations but can also relate to family networks, support networks, people with common or shared beliefs, values, friendships, interests and activities).
- Addressed an identified need or gap in local services:
  - relates to people being engaged in decisions, involved in planning, developing and delivering solutions into more responsive community experiences
  - relates to the improvement, accessibility and effectiveness of services.

### Role of the Minister

The Minister for Defence (the Minister) has overall responsibility for the approval of FSFP grants. The final decision will be made by the Minister following advice and recommendations provided by the FSFP Advisory Committee in accordance with *Public Governance, Performance and Accountability Act (PGPA) 2013* and Commonwealth Grant Rules and Guidelines (CGRGs).

### Funding for the program

Approximately \$1.7 million has been allocated for the 2020–21 financial year. Successful applications will receive a grant between \$5,000 and \$75,000. All amounts are GST not applicable.

## Important dates

Activity	Key dates
Applications open	2 December 2019
Applications close	12 February 2020
Notification of outcomes and funding announcements	1 July 2020 onwards
Expected completion date	30 June 2021

## Eligibility information

The Department of Defence can only enter into a funding agreement with an organisation that is a legal entity. If an organisation is not a legal entity, an eligible sponsor organisation may apply for funding on its behalf.

### Who is eligible?

To be eligible, applicants must be one of the following Australian not-for-profit organisations whose volunteers' work supports families and/or communities in Australia and are **legal entities** and have been operating for 12 months or longer.

A not-for-profit (NFP) organisation whose NFP status must be demonstrated through one of the following:

- current Registration with the Australian Charities and Not-for-profits Commission (ACNC)
- state or territory incorporated association status
- constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of your organisation.

### Who is not eligible?

Organisations that may not be eligible for funding include, but are not limited to:

- organisations that are not legal entities
- for-profit organisations, partnerships, research foundations, professional associations or statutory authorities, individuals/sole traders
- trustees on behalf of a Trust
- any government or non-government stakeholders such as industry and small business that are not considered part of the not-for-profit sector.

### Eligible projects and activities

Applicants should demonstrate how the project will achieve the program aims and objectives outlined in Section 1. Actual eligible and non-eligible projects and activities are determined by the FSFP Advisory Committee based on available funds and the number of successful applications. Please note the following list is a guide only:

- projects that improve the health and wellbeing of Defence families living, working or studying in the local community
- projects that support Defence families at risk of social isolation to connect with others in their community and with local services
- projects that share understanding and cater to the generational and emerging needs of Defence families
- projects that improve the skills and capacity of Defence families and groups to lead, support community connection and build resilient communities

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- partnerships with neighbouring community organisations or local businesses where Defence families and the local community can come together to socialise and connect with each other.

Applications for other projects that meet the objectives of the program are encouraged.

Projects can support one or all eligible categories, but not limited to:

- catering/meals—funding for meals must be intrinsic to cooking or nutrition projects, part of costs that involve overnight stay or linked to social connection activities
- replacement items—consideration will be given to replacing items previously funded through FSFP after a period two years or more time has elapsed
- evaluation costs
- administration costs—some administrative costs may be considered if directly and exclusively associated with the establishment of the project.
- volunteer expenses—may only include expenses relating to training to ensure volunteers are appropriately qualified/accredited (e.g. Workplace Health and Safety training and First Aid training)
- equipment and furnishings—funding may be considered for equipment and furnishings that are integral to a project, but all items must be justified and be relevant to the project
- community engagement—activities, events and programs that focus on personal and social wellbeing
- project officer—may be considered for a 12-month period to establish a project and administer its associated program of health and wellbeing activities
- organisations can bid for the cost of auditor fees in the annual FSFP grant.

Successful recipients of an FSFP grant will deliver projects to help Defence communities thrive.

Ineligible projects and activities include, but are not limited to:

- costs that are not directly and specifically related to the activity (e.g. bank charges, incorporation costs, utilities, IT web hosting fees/servicing, administrative costs of the applicant's existing operations)
- upgrading, redeveloping or repairing of facilities
- large consumables (audio-visual equipment, whitegoods)
- entry fees to local attractions
- activities that members engage/participate in isolation (gym memberships, swimming lessons, courses)
- mileage, travel or accommodation, except where specifically approved for the activity by the committee
- portable and highly attractive items (tablets, cameras, laptops)
- resuscitation equipment, heart rate monitors
- items not permitted or approved in your local area under local council rules and regulations
- items not reasonably costed.

## Co-contributions

It is important to provide what other sources of funding will be contributed to the project. This includes confirmed and unconfirmed funding as well as in-kind contributions.



## Selection criteria

FSFP grant funding for 2020 is limited and the process is considered highly competitive with applications assessed and prioritised against the selection criteria and according to merit. Meeting the selection criteria does not guarantee funding.

The selection criteria have been developed to enable the selection of applications in a consistent, transparent and accountable manner. The response provided against the selection criteria is fundamental to the assessment of an application. The response will be assessed to ensure that the proposal is suitable for grant funding and that it is designed to meet the intended objectives and outcomes of the program. Proposals that align with outcomes outlined will be considered for grant funding.

The application will cover the following information but not limited to:

- the purpose of your organisation
- community need
- project delivery/intended outcomes—detailed project plan and timeline
- organisation capability—governance arrangements in place including risk assessment with mitigation strategies and how the proposal will be monitored
- community engagement/partnerships—stakeholder consultation plan
- budget for the life of the proposal—cost/ benefit analysis.

All applicants will be assessed based on their ability to meet the selection criteria set out below.

### Selection criterion 1—Project plan and capability

Demonstrate their purpose and that the proposal has been appropriately planned, assessed for risk, and costed. This may include:

- a project plan that details how and when the project will be commenced and completed
- an appropriate committee structure that can demonstrate effective governance including financial management and risk and audit management to deliver the proposed project
- adherence to relevant requirements as set out within all state/territory and Commonwealth legislation and regulations including holding appropriate public liability insurance
- effective use of resources, with realistic and achievable planning
- level of confirmation of proposed activities and partnerships
- detail on how project costs have been identified and will achieve value for money
- sufficient capacity to successfully implement the proposal, including experience in delivering similar proposals and staff capability.

## Selection criterion 2—Community need

Demonstrate the need for the proposal for Defence families and consider the following to provide supporting documentation:

- key stakeholders have been identified and consulted with Defence/DCO as a priority to enable Defence families to connect and interact with each other and the local community in a variety of ways
- why the community relies on or needs the funding and engages diverse groups
- where appropriate has secured an in-kind or financial co-contribution
- the local social, economic and/or skill building benefit for Defence families.

## Selection criterion 3—Delivery and community outcomes

Demonstrate how the proposal will achieve benefits, what these benefits will be, and how these benefits will be measured for Defence families and the community they live in. This may include:

- addressing an identified need or gap improving the community capacity to meet the unique needs of the defence lifestyle
- addressing the relevance and timeliness of the project
- improving the quality and/or standard of services available to the Defence community
- showing evidence of considered consultation and engagement with participants, stakeholders and the local community.

Where appropriate, applicants should demonstrate how their proposal will achieve outcomes outlined in these guidelines.

Applications should also support cultural diversity and ethical practice policies.

Organisations invited to apply for a multi-year grant must:

- have been a previous FSFP recipient demonstrating a proven track record in delivering programs/services with a community benefit
- demonstrate the capacity to secure funding from a diverse range of sustainable sources
- practice good governance.

## How to apply

### Application conditions and responsibilities

All applications must be submitted online during the funding application period.

To apply, you must:

- submit an online application form via [www.defence.gov.au/DCO/Community/FSFP](http://www.defence.gov.au/DCO/Community/FSFP)
- provide all the information that the funder needs to assess the application
- consider all eligibility and selection criteria, ensuring relevant criteria is addressed
- include all mandatory attachments.

It is the responsibility of the applicant to ensure that their application is complete and accurate. Giving false or misleading information to the Department of Defence is a serious offence, applicants or their partners who do so may be prosecuted under section 137.1 of the *Criminal Code Act 1995*.

Make sure a copy of the application and any supporting papers are kept, either electronically or in hard copy, for recordkeeping purposes. Only one application per organisation will be assessed. It is mandatory that those applicants located on a Defence establishment be endorsed by the Base Commanding Officer. Alternatively, a letter of support to be on base may be included as an attachment to the application form.

The FSFP application is not an agreement or contract. Meeting the selection criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the selection criteria. Incomplete applications or changes to your submission after the closing date will not be considered.

The CSP team will not assess applications that do not contain all mandatory attachments outlined in the application form. The applicable FSFP grant application form for 2020 is the only approved form that will be considered when assessing applications for grant funding.

Applications for funding will only be accepted by email: [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au)

If an application is submitted after the closing date, the assessment panel may determine that there were exceptional circumstances beyond the applicant's control that meant the deadline could not be met. The applicant will need to supply evidence to support any exceptional circumstances.

### Assessment of applications

The FSFP grant round 2020 is a competitive process. An assessment team, comprising Departmental staff, will acknowledge and assess applications on receipt and may request further information, if required. To ensure consistency of assessments, the Department's assessment team will be appropriately skilled and undertake relevant training prior to assessing applications and have access to procedural instructions consistent with the CGRGs.

The assessment team will assess against the following:

- grant applications received and assessed under the FSFP funding round
- completeness of application
- claims made against the selection criteria

- impact of the proposal on the community
- whether the proposal is value for money
- whether the proposal is eligible under the FSFP guidelines
- risks posed to the grants program and possible solutions identified
- financial viability of the applicant organisation
- program and service delivery environment
- applicant's experience and capacity to deliver activities for the target group
- performance standards and service delivery expectations
- other supporting information as required.

Where required, applicants may be contacted to clarify aspects of their application.

Following the Department's assessment, a briefing pack will be provided to the FSFP Advisory Committee for their consideration at a scheduled meeting. The FSFP Advisory Committee consists of representatives from the three Services, DCO and the National Convenor of Defence Families of Australia. The Committee will subsequently provide advice to the Minister on which applications it supports for grant funding, whether any grant funding amounts should be adjusted from the amount sought and which proposals should not be funded.

The FSFP Advisory Committee provides advice to the Minister reflecting on local and cultural issues. The Minister decides whether an application for grant funding is approved. Decisions in relation to the approval of applications will be transparent, well documented and consistent with the legislative and policy requirements set out in the Commonwealth Grants Rules and Guidelines and the *Privacy Act 1988*.

The Department of Defence may exercise the option to seek additional grant applications during the funding cycle. Potential grant recipients will be assessed against the set criteria by FSFP Advisory Committee representatives.

### Value for money

In assessing the extent to which the application represents values for money, the FSFP Advisory Committee will have regard to the:

- relative merit of each application
- overall objective/s to be achieved in providing the funding
- relative cost of the proposal, or elements of the proposal
- extent to which the applicant has demonstrated to manage the funding proposal taking into consideration all possible sources of finance
- geographic location of the proposal.

### Funding caps

The provision of funds is subject to annual budgetary appropriation from the Department's budget and funds availability. Where funding levels are affected by appropriation, the amount paid by Defence may be adjusted accordingly. Caps may be applied to certain categories under the FSFP grants as part of ongoing financial management of the program.

Funding caps are determined by the FSFP Advisory Committee based on the funds available and the number of recommended applications. Groups must also demonstrate a financial contribution to the project or provide a justification to why this is not possible.

## Insurance

All organisations must provide evidence of adequate public liability insurance cover and other insurances relevant to your organisation and project at the time of application.

## Notification

All applicants will be advised of the outcome of their applications via email. In addition, successful applicants will be published on the Department's website in consistent with the CGRGs and the *Privacy Act 1988*.

## Applicant feedback

Defence is committed to supporting a strong sector and acknowledges that feedback is valuable to assist organisations strengthen proposals for grant funding in the future. Feedback provided on grant applications will be relevant to the specifics of individual funding rounds and proportional to the complexity of the assessment process and total funding available.

Applicants that were unsuccessful or ineligible may be provided with reasons for the application not being successful or eligible in the grant funding process. The Department reserves the right to not offer individualised feedback for each application in a grant funding process and may offer general feedback on any grant funding process. Any opportunity for individualised feedback will be set out in the advice to the applicant on the outcome of the grant funding process.

Requests for feedback or registering of complaints must be received in writing within 30 days from the date of notification from the CSP team and addressed to the Manager, Defence Community Support Programs.

## Successful applicants

### Funding agreement

Successful organisations will be required to enter into a grant agreement with the Department, representing the Commonwealth of Australia. The grant agreement will form the legal agreement between the Department and the FSFP recipient over the grant funding period. The timeline for completion of the project is 12 months and will be specified in the funding agreement.

Successful organisations will have 30 days, from the date of a written offer, to execute a funding agreement with the Department of Defence. Any organisation failing to meet the terms of the agreement during the grant year may forfeit their eligibility to receive funding in subsequent years.

Once executed, the grant agreement will constitute the entire agreement between the parties. There is no binding contract until the grant agreement is duly executed by the person or persons authorised to bind the FSFP recipient and agreed to and signed by the relevant departmental delegate. Grant funding will only be provided in accordance with the terms of an executed grant agreement and the FSFP recipient must comply with all requirements of the grant agreement.

Defence will not be responsible for any project expenditure until this time. Funded organisations are responsible for ensuring the terms and conditions of the grant agreement are met.

Grants are unable to be paid to organisations where there is an acquittal still outstanding from a previous FSFP grant. Funding is not transferrable and can only be paid to the organisation that applied under the applicable FSFP grant.

### Announcement of grants

Effective disclosure and reporting of administered grants is essential for public accountability. Reliable and timely information on grants is vital for public and Government confidence in the quality and integrity of grants administration.

If successful, your grant will be listed on GrantConnect as required by Section 5.3 of the CGRGs.

### Grant payments

Grant payments will be made available to successful applicants annually (this includes multi-year grants) once all acquittal/evaluation reporting has been met. Recipients must spend the grant only on the activities approved in the project. Grant payments will be made available on receipt of a tax invoice. FSFP funding is considered GST not applicable.

The funding agreement will state the maximum funding amount payable to the organisation and Defence will not exceed the maximum funding amount under any circumstances. Any extra costs incurred will be the responsibility of the grantee or organisation responsible for the project.

The CSP team will transfer grant funding electronically into the nominated Australian bank account as provided in the application. Bank account details provided by grant applicants must pertain to the organisation, not to personal accounts. Defence's payment policy is up to 30 days from the invoice date. Grant payments may be withheld if there is any uncertainty over governance, performance or capacity to deliver the agreed program.

**Note:** any previous FSFP grants must be fully acquitted prior to a new grant being paid, this includes multi-year grant funding. Grant funds should be expended as soon as practicable on receipt of the FSFP grant.

## Monitoring and compliance

As a condition of accepting a grant, FSFP recipient organisations are required to participate in compliance processes such as monitoring and site visits. This may include a progress, ad hoc and end of project reporting.

FSFP recipients are required to submit progress and financial reports in line with the funding agreement.

Required details for reports include:

- progress against agreed project milestones
- contributions of participants directly related to the project
- expenditure of grant funds against deliverables
- evaluation of increased social connectedness—reducing isolation.

All compliance activities are to be recorded and forwarded to the CSP team to ensure that a grant is delivering on its objectives, and to assist the program to strengthen and improve service provision.

Additionally, the CSP team may conduct random monitoring of grant expenditure and performance progress at any time during the funding cycle. DCO will provide reasonable notice of any compliance visit.

These performance reports will provide an indication whether:

- FSFP recipient's performance, including governance, is meeting expectations
- an FSFP recipient is compliant with conditions in its funding contract
- grant funds are being used as intended
- service delivery is viable and sustainable
- risks are identified and managed
- action or support for an FSFP recipient is required.

**Note:** These are the minimum requirements for a FSFP recipient to be compliant.

FSFP grant recipients will be advised of the potential for cancellation of projects and return of unspent funds if monitoring identifies the conditions of the grant are not being met. Monitoring should be conducted at the recipient's location.

Further funding consideration and the release of any single or multi-year grant funding will be dependent upon the organisation providing reports demonstrating adequate progress and/or results.

Grant recipients must comply with all current relevant requirements as set out within all state/territory and Commonwealth legislation and regulations, including health and safety requirements, child safety and appropriate insurances.

## Publications and promotion of project

It is strongly encouraged when promoting or advertising activities of your approved project to get in contact with the DCO Communication team at [dco.communication@defence.gov.au](mailto:dco.communication@defence.gov.au) to ensure your material meets Defence publishing standards before proceeding.

Please note that the Defence logo is not permitted when promoting or publishing material, either on the internet, in hard copy, or over a broadcast medium, unless special circumstances exist where it is appropriate to do so, and approval has been given by Defence Branding.

It is important:

- to consider security and confidentiality issues related to the information published
- that political and religious views and beliefs are not published
- that cultural diversity and ethical practice policies are adhered to
- to use appropriate electronic protection mechanisms on web publications (e.g. publish as a PDF document rather than Word).

To ensure that the public do not mistake those viewpoints of third parties for those of Defence or the Commonwealth, it is important to include a disclaimer on material that has been created by a third party as Defence may also be held liable for any defamatory statements. It may be appropriate to obtain a legal review of the publication before proceeding.

In addition if you make a public statement about a project funded under the grant, organisations must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government’.

Successful applicants will appropriately acknowledge the Australian Government’s financial contribution to the project or activity, e.g. through recognition of the grant by a statement placed on the successful applicant’s website or in its newsletter. Prior written approval must be obtained before using the Commonwealth’s Coat of Arms, departmental branding or trademarks.

## Events

FSFP recipients must notify DCO prior to any events relating to the project that involves the opportunity for attendance by the Minister for Defence, Local Member for Parliament or their representatives.

## Project variations

FSFP recipients may seek approval from the CSP team for a variation to their original funding. Applications for variation are required to meet the original aim of the approved project. Applications for variations may be requested at any time.

The form is available from the DCO website [www.defence.gov.au/DCO/Community/FSFP](http://www.defence.gov.au/DCO/Community/FSFP)

Applications for variations will only be accepted by email:  
[defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au)

## Acquittal and evaluation

In preparation to meet the FSFP financial reporting and audit requirements, a copy of the letter of agreement, Certificate of Compliance, FSFP guidelines and receipts should be provided to your auditor. The auditor must be independent to the organisation and adhere to the applicable Australian Accounting Standards.

The completed Certificate of Compliance should be accompanied by an audit opinion. This audit report should confirm that the funding has been spent in accordance with the letter of agreement and specify the amount, if any, of the grant provided for the activity that remains unspent and uncommitted for that financial year. The report should also detail any other matters pertaining to the grant funding that the program needs to be made aware of. Multi-year recipients must acquit funding each year as per single year grants as part of the release of subsequent financial year funding.

It is the responsibility of the organisation to maintain a complete set of records for acquittal and record keeping purposes, including all receipts and financial statements for at least five years after



the activity period as required by legislation. **Note:** It is not necessary to send receipts to the CSP team, unless requested to do so.

The completed Certificate of Compliance, signed by the auditor, must be forwarded to the CSP team within one month of completion of expenditure or advised by the CSP team in the year following the awarding of the grant. The completed Certificate of Compliance should be accompanied by a completed evaluation report, available from the DCO website [www.defence.gov.au/DCO/Community/FSFP/](http://www.defence.gov.au/DCO/Community/FSFP/)

The evaluation report aims to ensure the grant program is robust, targeted to inform decision making, supporting continuous improvement. Data collected will also provide evidence of what has been done well, what could be done better, the extent to which the objectives were achieved and what the overall impact of the project has been for Defence families and the community they live in.

If an organisation disbands, any residual funds acquired through the FSFP, must be returned to the CSP team with a formal acquittal prior to the organisation winding up affairs.

## Roles and responsibilities under the program

### DCO responsibilities and accountability

DCO is the administering body is responsible for overall program management, ongoing policy development and performing periodic compliance and evaluation checks of the FSFP.

Management of the FSFP grants and components under the program are the responsibility of the CSP team, under the Directorate of Community Support (DCS).

The CSP team are available to provide advice on administrative issues related to the grant program. DCO employees are not responsible for, nor expected to take an active role in the administration, planning or day-to-day operations of the organisation.

CSP team responsibilities include:

- overall program management and policy development
- development of program documentation, including program and operational guidelines and reporting templates
- management of selection processes, as required
- high-level reporting
- governance support and policy advice to community groups
- assist organisations with issues pertaining to the grant program at the request of a management committee
- providing clarification of policy or operational requirements
- monitoring, review and evaluation of the Program and strategies
- day-to-day management of FSFP grants.

DCO area office responsibilities include (where applicable):

- provide comment on FSFP applications received within their area as subject matter experts who work with the Defence and non-Defence community groups and centres
- maintain regular stakeholder engagement providing feedback to the CSP team during the funding cycle
- work collaboratively with organisations throughout the term of the grant.

While DCO area office staff and the local Commander may comment on the bids, they are not responsible for assessing, prioritising or recommending applications for approval.

### Organisation responsibilities and accountability

FSFP recipients must submit reports in line with the timeframes in the grant agreement.

Organisations are expected to report on:

- progress against agreed project milestones
- contributions of participants directly related to the project
- eligible expenditure of grant funds.

Organisations will also be responsible for:

- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement
- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively.

Organisations must inform the CSP team of any key changes to the structure/committee or its business activities if they affect the ability to complete the project or carry on business.

### Misuse of grant funds

The FSFP is managed to ensure the efficient and effective use of public monies. This is consistent with the CGRGs and the Commonwealth of Australia Funding Agreement. Funding must only be used for the purposes for which it was provided. The CSP team requires funding recipients to provide financial statements/reports in accordance with the applicable grant funding agreement.

Recovery action will be taken against organisations/individuals that breach the terms and conditions of the FSFP grant resulting in funds being repayable to the Commonwealth. Any areas of concern such as suspected fraud, misappropriation or misuse of grant funds must be notified without delay to the Manager Defence Community Support Programs so that appropriate processes can be implemented.

### Program evaluation

The CSP team is committed to the continuous improvement of the grants program. An evaluation of the program will take place to determine the extent to which funded activities are contributing to the objectives and outcomes.

DCO may use information from applications and project reports for this purpose. DCO may also request information about the grant's impact, to evaluate the program's effectiveness in achieving its outcomes. DCO may contact FSFP recipients after a project is completed to assist with this evaluation.

### Confidentiality

FSFP recipients will be required to comply with the Australian Privacy Principles as set out in section 14 of the *Privacy Act 1988*. FSFP recipients will be required to maintain confidentiality of any information deemed by the Commonwealth of Australia to be confidential, as set out in the grant agreement.

The Department of Defence may share your information with other government agencies for relevant Commonwealth purposes such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce grant recipients.

The Department of Defence will treat information provided by applicants as sensitive and confidential if it meets one of the four conditions below:

- You clearly identify information as confidential and provide an explanation.
- Information is commercially sensitive.
- Disclosing information would cause unreasonable harm to you or someone else.

- Provide the information with an understanding that it will stay confidential.

The Department of Defence may disclose confidential information:

- to the committee and our Commonwealth employees and contractors, to help us manage the grant program effectively
- to the responsible Minister or Assistant Minister
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to a House or Committee of the Australian Parliament.

The Department of Defence may also disclose confidential information if:

- required or authorised by law
- you agreed to the information being disclosed
- someone other than Defence has made the confidential information public.

## Other important requirements

### Social media

Social media allows communities to share events and activities, communicate key messages and create awareness of opportunities and services in the community they live in. For DCO and other groups to share your events and information on social media, you should consider having an open social media account, even if there's also a closed group attached to the public profile. This also makes it easier for families to find out about your funded initiative.

All organisations should already have guidance for use of social media in place. However, as a general rule, organisations **should not** post material that is offensive towards any group or person based on any personal traits, attributes, beliefs or practices that exploit, objectify or are derogatory of gender, ethnicity or religion.

In addition, organisations in receipt of FSFP funding must exercise judgment to ensure that no information breaches security, adversely affects the safety and wellbeing of their participants and their families or that might damage the organisation, DCO or Defence's reputation.

### Conflicts of interest

A conflict of interest can arise when an applicant's integrity, objectivity or fairness in performing the services is at risk due to a pecuniary interest of a person or organisation associated with the applicant or a conflicting business arrangement.

Applicants must identify in their application any potential or actual conflicts of interest they believe will or may arise from submitting the application. This should address their responsibilities to the Australian Government and other parties in the course undertaking the activity.

The application must specify how any actual or perceived conflict of interest will be addressed and monitored to ensure it does not compromise the outcomes desired for this program.

The CSP reserves the right to assess the potential impact of the conflict of interest or perceived conflict of interest and what plans, if any, are proposed to address the conflict of interest in relation to the application for funding. The CSP may reject an application if it is not satisfied that there are arrangements in place to appropriately address/manage a perceived or actual conflict of interest. The CSP team also has mechanisms in place for identifying and managing potential or actual conflicts of interest such as requiring assessment staff to sign conflict of interest declarations prior to undertaking the assessment of applications.

It is also a requirement for any members of the FSFP Advisory Committee to declare any conflicts of interest when assessing and prioritising FSFP grant applications.

### Taxation and grants

The FSFP grants have been assessed on the information provided to be in accordance with the CGRGs, that they are not a procurement of goods and/or services and have no Goods and Services Taxation (GST) implications.

## Disclaimer

The Australian Government will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with these Guidelines, or arising from any ambiguity, discrepancy or error contained in an application.

## False or misleading information

Applicants should be aware that giving false or misleading information to the Commonwealth is a serious offence under the *Criminal Code Act 1995 (Cth)*. Where false or misleading information is provided, or relevant information withheld, criminal or disciplinary action under the *Public Governance, Performance and Accountability Act 2013*, *Defence Force Discipline Act 1982*, *Public Service Act 1999*, or the *Criminal Code Act 1995* may be taken. If the applicant is a member of the ADF, or an employee of the Australian Public Service, administrative action may also be taken by Defence and sanctions imposed. Applications may be disregarded if, in the belief of the Department, false or misleading information has formed a component of an application.

## Privacy

The Department of Defence is bound by the provisions of the *Privacy Act 1988* (Privacy Act). Section 14 of the Privacy Act contains Information Privacy Principles (IPPs), which prescribe the rules for handling personal information. Personal information is defined in section 6 of the Privacy Act as:

*“... information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.”*

More information can be found at [www.defence.gov.au/DPG/ComplaintResolution/privacy](http://www.defence.gov.au/DPG/ComplaintResolution/privacy)

## Contact information

The CSP team can be contacted by email at [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au).

## APPENDIX A—Explanation of terms

For the purpose of the FSFP, the following definitions/explanations apply to these guidelines.

**Accredited auditor** refers to a fully qualified person with registered membership of an Australian recognised professional accountancy society/organisation. For reasons of probity, the accredited auditor should not be a member of the committee. Exceptions will be made to this requirement only in respect of grants paid outside Australia.

**Agreement** means the contractual arrangement between the Commonwealth of Australia and the Grant Funding Recipient for the grant funding.

**Appropriate committee structure** is bound by a not for profit organisations constitution or set of rules. Generally organisations will have a president, secretary and treasurer. These board members are not paid, but involved with the planning, management and decision-making of the organisation.

**Area** is considered to be a military base including those Defence families living within reasonable proximity to that base. In the urban regions it would normally be defined as the area of operation of a DCO area office team.

**Assessment process** is the method used to select potential Grant Funding Recipients by the Department. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the selection criteria.

**Audit** refers to a full audit by an accredited auditor. The audit should include an audit of the books of account, bank statement, cheque butts, asset register, minutes of meetings authorising expenditure and receipts for goods purchased. Additionally, the audit should ensure that any payments owed to the Australian Taxation Office have been made and that any staff payments are current and are in accordance with the applicable state/territory requirements.

**Commonwealth Grant Rules and Guidelines (CGRGs)** establish the overarching Commonwealth of Australia grants policy framework and articulate the expectations for all non-corporate Commonwealth of Australia entities in relation to grants administration. Under this overarching framework, corporate Commonwealth of Australia entities develop their own specific grants administration practices based on the mandatory requirements and principles of grants administration in the CGRGs. The CGRGs are issued by the Finance Minister under section 101 of the Public Governance, *Performance and Accountability Act 2013*.

**Current members** refer to the total number of people who have applied for, and have been accepted as a current attending member of the organisation. The membership can include paid or unpaid membership. Organisations should maintain a membership register that is available for inspection.

**FSFP** means the Defence Family Support Program under which the community grants are provided.

**FSFP Advisory Committee** means the Defence Community Grant Advisory Committee.

The FSFP Advisory Committee comprises the following members:

- Chair:
  - Director Community Support Programs, Defence Community Organisation

- Committee Members:
  - Manager Defence Community Support Programs (DCO)
  - National Convenor Defence Families of Australia (DFA)
  - Service representatives from Navy, Army and Air Force.

**Defence families** mean a group or number of Defence families (as outlined below).

**Family** refers to the family of a Defence member that consists of the spouse or interdependent partner and children or anyone else that the Defence member identifies as their family.

**Good governance** is about the processes for making and implementing decisions. It incorporates being accountable, transparent, by including consultation policies and practices, meeting procedures, service quality protocols and officer conduct, role clarification and good working relationships.

**Grant funding** refers to a combination of activities, projects or services undertaken by grant funding recipients; agreed by the Department.

**In-kind contributions** are non-cash contributions towards the total project cost. In-kind contributions must directly relate to delivering the project activities.

**Interested parties** refer to other persons who may have an interest in the FSFP process. The term is intended to be inclusive, that is anyone interested in attending a meeting should be encouraged. Interested parties do not have voting or speaking rights.

**Not-for-profit** is an organisation that does not operate for the purpose of profit, personal gain or other benefit of particular people, when it is in operation or when it is wound up. Whilst a not-for-profit is allowed to generate profits, the profits must be used to carry out its purpose and cannot be distributed to the committee, its members or individuals.

**Public Governance, Performance and Accountability Act** means act of the Commonwealth of Australia about the governance, performance and accountability of, and the use and management of public resources by, the Commonwealth, Commonwealth entities and Commonwealth companies, and for related purposes. The *Public Governance, Performance and Accountability Act 2013* can be found at [www.comlaw.gov.au/Details/C2013A00123](http://www.comlaw.gov.au/Details/C2013A00123).

**Selection criteria** refer to the mandatory criteria which must be addressed for a grant application to qualify for a grant. Eligibility criteria may apply in addition to assessment criteria.

**Value for money** is a term used to assess whether or not an organisation has obtained the maximum benefit from the goods and services it both acquires and provides, within the resources available to it. It not only measures the cost of goods and services, but also takes account of the mix of quality, cost, and resource use, fitness for purpose, timeliness, and convenience to judge whether or not, together, they constitute good value.