

Online Safety Grants Program Guidelines

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| Opening date and time: | 12 Noon AEST Thursday 16 April 2020 |
| Closing date and time: | 5pm AEST Thursday 21 May 2020 |
| Commonwealth policy entity: | eSafety Commissioner |
| Administering entity: | eSafety Commissioner |
| Enquiries: | If you have any questions, contact the Online Safety Grants team at: onlinesafetygrants@esafety.gov.au Questions should be sent no later than: 5pm AEST Monday 18 May 2020 |
| Date guidelines released: | Friday 3 April 2020 |
| Type of grant opportunity: | Open competitive |

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1. eSafety Commissioner: Online Safety Grants Program

The Online Safety Grants Program Grant processes are designed to achieve Australian Government objectives.

This grant opportunity is part of the Online Safety Grants Program which contributes to the eSafety Commissioner's focus on the prevention of online harm to Australians. eSafety works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens on Thursday 16 April 2020

We publish the grant guidelines on esafety.gov.au, and [GrantConnect](#)



You complete and submit a grant application

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



We assess all grant applications

We assess the applications against eligibility criteria (and notify you if you are not eligible).

We assess your eligible application against the assessment criteria including an overall consideration of value for money and compare it to other eligible applications.



We make grant recommendations

We provide advice to the decision maker (in this instance, the Program Delegate) on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Online Safety Grants Program

We evaluate your specific grant activity and the Online Safety Grants Program as a whole. We base this on information you provide to us which we collect from various sources.

2. About the grant opportunity

These guidelines contain information for the eSafety Commissioner's Online Safety Grants Program (OSGP). This grant opportunity is part of the Australian Government's commitment to keeping Australian children and young people safe online.

This document sets out:

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

You must read this document before filling out an application.

2.1 About the Online Safety Grants Program grant opportunity

Our Office

The eSafety Commissioner (eSafety) was established in July 2015 as the Government's official agency committed to keeping Australian citizens safer online. eSafety is an independent statutory office supported by the Australian Communications and Media Authority (ACMA). eSafety has various functions and powers, under Australian Government legislation, to foster online safety.

eSafety provides strategic leadership and guidance, through the delivery of evidence-based resources and outreach programs, to educate Australians about online safety. The [eSafety Strategy \(2019-2022\)](#) guides our work.

By anticipating how new technologies might be used and misused, we work towards systemic change and prevention through awareness raising, education and best practice guidance. Our programs and resources are based on robust evidence about online risks and how to reduce online harms.

We are committed to the principles of [Safety by Design](#), which is our initiative that places the safety and rights of users at the centre of the design, development and deployment of online products and services.

More information about our work is available at esafety.gov.au.

Our Program

The OSGP, administered by eSafety will provide \$9 million in grant funding over three years (2020-21 to 2022-23). This funding is only available for non-government organisations (NGOs).

We are seeking applications from NGOs that can demonstrate an ability to use evidence-based research and best practice in online safety education to develop services, resources and products that provide new solutions for improving online safety.

These can be:

- for use in schools and other places of learning
- designed for parents and carers, communities or support workers
- focused on at-risk communities, and/or
- aimed at scaling up new services, resources or products.

The objectives of the OSGP are to:

- support innovative development, collaboration and implementation of online safety education programs
- ensure children, young people and their communities can access inclusive, citizen-focused online safety education resources
- promote and increase the positive and safe use of digital technologies in at-risk communities, via improvements in service delivery
- contribute to driving diversity and inclusion online
- maximise opportunities for all Australians to understand the online safety support, complaints and referral pathways they can access
- create a culture where safe online behaviours among children and young people becomes the ‘norm’
- deliver projects that use co-design and evidence-based frameworks as standard practice for delivering online safety education, and
- embed [Safety by Design](#) principles, in the development of solutions and programs, where appropriate.

We have identified five focus areas for the OSGP where these objectives can be met. These are:

- preparing our schools
- preparing our citizens
- preparing our communities
- delivering safer online services, and
- supporting innovation.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRC’s).

We have defined the key terms used in these guidelines in the glossary.

Coronavirus – COVID-19

At the time of the release of these guidelines (April 2020), eSafety acknowledges the significant impact that the COVID-19 virus is having on all sectors of the Australian community. NGOs should carefully consider in their applications any limitations that the COVID-19 virus may have on physically accessing schools and communities to deliver projects and outcomes within this grant opportunity. eSafety recommends NGOs keep up to date on COVID-19 developments via the Australian Government Department of Health [website](#).

3. Grant amount and grant period

- Grants will be funded under a single round each financial year, from 2020-2021 to 2022-2023.
- An NGO cannot receive more than \$1 million per financial year.
- While we can accept multiple applications from NGOs for different projects in each funding round, NGOs should note they will **only be funded for one project** under the OSGP each financial year.
- NGOs will need to apply for future rounds separately and previous applications will not be considered.
- For information on joint applications see Section 7.

3.1 Grants available

- The minimum grant amount will be \$80,000 per financial year, and
- The maximum grant amount will be up to \$1 million per financial year.

eSafety expects there will be three rounds of funding, totalling \$9 million over three years. As an indication, funding will be made available as below. Information about future rounds will be made available on our website.

- Round 1 (2020-2021) will total up to \$2.25million in grants
- Round 2 (2021-2022) will total up to \$4.5 million in grants, and
- Round 3 (2022-2023) will total up to \$2.25 million in grants.

In Round 1 (2020-2021), the following table is a guide to the expected numbers of projects and funding amounts to be awarded. NGOs should note we reserve the right to award grant funding in a manner that differs from this table.

| Amount | Average cost | Expected number of projects | Combined amount |
|------------------------|--------------|-----------------------------|-----------------|
| \$80,000 - \$150,000 | \$100,000 | 4 | \$400,000 |
| \$150,000 - \$500,000 | \$350,000 | 1 | \$350,000 |
| \$500,000 - \$1million | \$700,000 | 2 | \$1.5m |
| Total | | 7 | \$2.25m |

3.2 Grant Period

You must complete your project within 18 months of the project start date stated in your grant agreement. Following the completion of your project, an evaluation period of up to six months will be required.

We will evaluate your project against the outcomes and objectives stated in your grant agreement and we may use information from your application and milestone reports for this purpose.

We may be in contact for up to four years after the completion of your project to seek ongoing information to assist with evaluation.

We will also seek your participation during the grant period in a Community of Practice where your NGO and other grant recipients will meet to share ideas, best practice and discuss implementation issues.

4. Eligibility criteria

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

We cannot provide a grant if you are receiving funding from another Commonwealth government source for the same purpose and you must declare if you are receiving funding for the same purpose to us.

To be eligible you must:

- Have an Australian Business Number (ABN) or an ACN
- Be registered for the purposes of GST
- Have an account with an Australian financial institution
- Be one of the following entity types:
 - a registered non-government organisation (NGO) as defined in the Glossary, or
 - a registered non-government organisation (NGO) leading a partnership/joint grant application.
- Be a legal entity, or must consist of organisations that are legal entities
- Agree to comply with the Intellectual Property Licence (IPL) requirements set out in the Commonwealth Simple Grant Agreement provided with these guidelines.

We can only accept applications that provide evidence from your board (CEO or equivalent) that the project is supported, and that you can complete the project commitments within the timeframe. This evidence should also indicate that any ordinary costs with running your organisation will not be covered by the project grant funding.

An applicant who cannot meet one or more of these criteria will be deemed ineligible and we are unable to waive the eligibility criteria under any circumstances.

4.1 What qualifications, skills or checks are required?

If you are successful, relevant personnel delivering the project must maintain the following registration/checks:

- Working with Vulnerable People registration (or State based equivalent), and/or
- Working with Children check (or State based equivalent).

You must also:

- provide or commit to develop child safety guidelines or policy for your project if it involves working with people under the age of 18 years.
- consider the personnel involved in your project have relevant qualifications and that their principles and values support your organisation being credible in the Australian community.
- consider any limitations that the COVID-19 virus may have on your ability (if required) physically accessing schools and communities to deliver projects and outcomes within this grant opportunity.

5. What the grant money can be used for

5.1 Eligible grant activity

Eligible grant activity must directly relate to the proposed project. We are seeking new ideas, innovative thinking and ways of working with children and young people. We are also seeking to address areas of demonstrated need in the delivery of online safety education. Our eSafety [Online Safety Education Framework](#) provides the basis for best practice online safety education. eSafety has identified five focus areas for the OSGP, backed by our evidence that there are needs and gaps in the provision of online safety education in these areas.

Eligible grant activity must be categorised in **at least one** of the following focus areas. Applicants can apply within a maximum of three categories.

Applicants, particularly those considering applying in the 'Supporting Innovation' category, should consider and if applicable, use the principles of [Safety by Design](#). These principles have the end-user in mind with the goal to shape a more positive online experience.

Our focus areas are deliberately broad as we want new ways of thinking about designing solutions and innovative projects that promote safe online behaviours for children and young people. Ideally, projects should have a wide applicability to a range of audiences. Without limiting innovation, we are seeking high quality applications that use co-design and evidence-based frameworks as standard practice for delivering online safety education.

Focus areas:

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| Preparing our schools | <p>This category seeks applications for the development of new school education programs aligned to the Australian Curriculum that demonstrate best practice in online safety education. Teachers and schools are the primary audience.</p> <p>Applications in this category need to:</p> <ul style="list-style-type: none">• demonstrate how they can deliver new, evidence-based programs and projects to increase the availability of online safety education resources and programs for schools, and/or• provide evidenced based, online safety education content suitable for use in schools, that does not replicate products or services already available. |
| Preparing our citizens | <p>This category focuses on the expansion and enhancement of evidence-based behavioural change programs aimed at preparing children and young people for the online future. For example, your NGO may already be delivering an evidence-based program and you could use this funding to pivot to adapt or design an online safety component.</p> <p>Applications need to:</p> <ul style="list-style-type: none">• demonstrate how they can build community capacity and/or influence systemic and institutional change, and/or• consider the creation of new evidence-based content and materials to bridge identified gaps where resources to prevent online harm have not yet been developed. |
| Preparing our communities | <p>This category seeks applications for co-designed online safety initiatives targeted at children and young people, including a focus on at-risk groups and initiatives that promote diversity and inclusion online. This could include a focus on communities of children and young people who are Aboriginal and Torres Strait Islander, culturally and linguistically diverse, have a disability or who identify as LGBTIQ+.</p> <p>Applications in this category need to:</p> <ul style="list-style-type: none">• demonstrate how they are focused on preparing communities for positive online safety outcomes,• consider how to work with parents, carers front line professionals such as teachers, mental health workers as critical influencers in engaging children safely online. |
| Delivering Safer Online Services | <p>Deliver better service models and initiatives so that online safety programs and campaigns can reach low-service areas and audiences.</p> <p>Applications need to demonstrate:</p> <ul style="list-style-type: none">• how the project can deliver service models that better support at risk children and young people in communities in rural, regional and remote Australia, and/or• how online safety education initiatives and reporting schemes can have higher take-up across Australia. |
| Supporting Innovation | <p>New and innovative pilots and start-ups so that online safety education can be impactful, sustainable and deliver outcomes for a range of people and communities.</p> <p>Applications need to consider:</p> <ul style="list-style-type: none">• how they can co-design with Australia's children and young people the online safety solutions for the future, and/or• the principles of Safety by Design where relevant, especially if it is a technology build. |

5.2 Eligible locations

Your project can include activities across multiple locations but must remain within Australia.

You should identify how and if your project can be implemented in rural, remote and regional communities or low-service areas and any limitations that the COVID-19 virus may have on your ability (if required) to physically access schools and communities to deliver projects and outcomes.

5.3 Eligible Expenditure

You can only spend the grant funding on eligible expenditure you have incurred to deliver the project. Categories of eligible expenditure under grant funding include:

- Project delivery costs (that are directly related to the project)
- Purchase or lease of assets and equipment (i.e. technology to deliver the project)
- Commissioning advice or contracting services from third parties, and
- Acquisition of relevant intellectual property or other rights.

The following list is **non-exhaustive** but provides examples of eligible expenditure.

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|---|---|
| Project delivery costs | Costs paid to a vendor or contractor to install equipment or systems required to deliver agreed outcomes for the project. This could include program design, content development, travel to identified areas (not overseas). It may also include marketing and consumables and other reasonable activity agreed to by us. They must be reasonable and appropriate for the activities performed by the vendor or contractor. They must not include expenditure for staff employed by the applicant, or any overheads associated with such staff. |
| Intellectual property and technology | The upfront costs associated with acquiring/installing intellectual property and new technology. |
| Staff training | The costs associated with training staff to support the delivery of the grant funded project and its outcomes. |
| Audit and assurance | Costs associated with the financial auditing of project expenditure. |

If your application is successful, we may ask you to verify expenditure against the project costs outlined in your application. We may seek supporting documents such as quotes and invoices for major costs.

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

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

You must not commence your project until you execute a grant agreement.

5.4 What the grant money cannot be used for

You cannot not use grant funding for the following:

- capital expenditure, including purchase of real estate and vehicles
- staff wages associated with the ordinary business as usual (BAU) tasks of your NGO
- covering retrospective costs or recurrent funding of activities
- activities which are already commercially viable in their own right
- activities which will provide commercial advantage to the applicant (e.g. promotion of the applicant's own business)
- costs incurred in the preparation of a grant application or related documentation

- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, salaries (including for research assistants or administrative staff), honorariums or administrative charges levied by your NGO)
- activities for which other commonwealth, state, territory or local government bodies have primary responsibility, or
- Overseas travel.

6. The assessment criteria

We will use assessment criteria to assess your application. You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion and take into consideration how your project addresses the focus areas outlined in section 5.1.

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

The online application form includes word limits.

Applications must receive a minimum score of 60 out of 100 to be considered by the Assessment Panel for funding. Applications that receive a higher score will be considered first.

We reserve the right to not award any grant funding in the instance that no applications meet the minimum score required.

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| Criterion 1 | <p>Your capacity, capability and resources to carry out the project (20 points)</p> <ul style="list-style-type: none"> • You should demonstrate your organisation’s ability to deliver your project through: <ul style="list-style-type: none"> • identifying the skills, training and experience of personnel within your NGO and explain how you will access personnel with the right expertise and experience, including management and technical staff to deliver your project • how you will deliver the project and your track record managing similar projects. The project should be a new project or expansion of existing services. Note, we will not fund projects that are existing business as usual activities • explaining how you will deliver your project with integrity and be consistent with the Australian Public Service Code of Conduct • explaining how you will meet child safety obligations, and • outlining any potential limitations of COVID-19 on your project. |
| Criterion 2 | <p>The impact of funding on your project (30 points)</p> <p>You should demonstrate this through identifying:</p> <ul style="list-style-type: none"> • how the proposed project will deliver value for money • the nature of any proposed partnerships with other people/organisations and the benefits they will bring • the total level of any financial or in-kind co-contributions from proposed partnerships. Explain why in-kind contributions are integral to achieving project outcomes (if applicable). Justify how you calculate the dollar value of any in-kind contributions. |

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| Criterion 3 | <p>Reach and impact of your project (50 points)</p> <p>You should demonstrate this through identifying:</p> <ul style="list-style-type: none"> • how your project will achieve its stated objectives and how it is aligned to the five focus areas we have identified (noting you can have a maximum of 3 areas) • anticipated measures to report success, for example, <ul style="list-style-type: none"> • the numbers of people anticipated to benefit from your project (e.g., training or other outreach methods) • the intended audience and geographic reach of your project • the anticipated data and evidence you may collect from your project, and/or • how you will evaluate the outcomes of your project. • the projected potential reach and impact of your project and any methodology used to anticipate this reach • how your project will deliver something new (for example, a program or resources) that is not already available and has evidence to back its development • the potential for the project to be scaled up and/or replicated across other locations and for other audiences. |
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7. How to Apply

You must submit your grant application in English using the application form, which can be downloaded from eSafety's online grants management system. By registering, you will be automatically notified of any alterations and amendments.

Our application form is only available online and your application must be submitted electronically. eSafety will not provide application forms or accept applications for this grant opportunity by fax, mail or email.

- Our website esafety.gov.au/safety-grants is the authoritative source for information.

To apply you must:

- Read the guidelines and sample grant agreement
- Complete the online application form on esafety.smartygrants.com.au/ which will be available from 12 Noon AEST Thursday 16 April 2020
- Provide all the information requested
- Address all the eligibility criteria
- Include all the necessary attachments, and
- Submit your application online by the advertised closing date and time.

Additional documents

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. The following documents are required.

- Evidence of support from your organisation's Board (CEO or equivalent)
- Evidence or intention to provide or develop child safety guidelines or policy for your project if it involves people under the age of 18 years, and
- Accountant declaration.

You must make sure that your application is complete and accurate and submitted in accordance with these guidelines and the application form.

You cannot change your application after the closing date and time without prior approval from eSafety.

- If you find a mistake in your application after it has been submitted or if there are changes to contact details or other information pertinent to the completion of the project, you should contact eSafety at onlinesafetygrants@esafety.gov.au

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

We do not have to accept any additional information, nor requests by applicants to correct applications after the closing time. You are responsible for ensuring your application is complete and accurate. Giving false or misleading information is a serious offence under the Criminal Code, 1995 (CT) and we may investigate any false or misleading information and may exclude your application from further consideration.

You should keep a copy of your application and any supporting documents. We will acknowledge receipt of your application.

If you need further guidance on the application process contact us at onlinesafetygrants@esafety.gov.au.

7.1 Joint (Consortia) Applications

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

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. Only the lead organisation, which must be an NGO, 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 maximum funding amounts still apply to consortia.

The grant application should include:

- Details of the partnership including the amount of project funding being contributed
- An overview of how the partner organisation will work with the lead and any other partner organisations in the group to successfully complete the project
- An outline of relevant experience and or/expertise the partner organisation will bring to the group
- The roles/responsibilities of the partner organisation and any resources they will contribute, and
- Details of a nominated management level contact officer, and
- a letter of support from the Board (CEO or equivalent) of each organisation involved in the grant.

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

If you are successful, you must have a formal arrangement in place with all parties delivering the project prior to execution of the agreement.

eSafety reserves the right to reject your application or discontinue your grant if you or any of your partner organisation(s) act or engage in a way which does not reflect or support the values of the Australian Public Service, or operate in a way inconsistent with the Australian Public Service Code of Conduct as outlined in the Public Service Act 1999 (Cth), s 13.

7.2 Timing of the Grant Opportunity Process – Round 1

You must apply between the published opening and closing times. We cannot accept late applications.

If you are successful, we anticipate you will be able to commence your project in mid-August 2020.

The expected timeline for this grant opportunity is below. Applicants should note there may be changes to this timeline as Australia collectively manages the COVID-19 virus. We will publish any timeline updates on our website, esafety.gov.au/safety-grants and on [GrantConnect](#).

| Activity | Indicative Timeframe |
|---|-------------------------------------|
| Guidelines published on eSafety website | Friday 3 April 2020 |
| Grants opening date and time | 12 Noon AEST Thursday 16 April 2020 |
| Grants closing date and time | 5pm AEST Thursday 21 May 2020 |
| Assessment of applications | 22 May 2020 – 19 June 2020 |
| Approval of outcomes of selection process | From 24 June 2020 – 3 July 2020 |
| Negotiation and execution of grant agreements | From 6 July 2020 - 31 July 2020 |
| Notification of unsuccessful applicants | From 31 July 2020 |
| Earliest start date for project | From week beginning 1 August 2020 |
| Earliest end date of grant agreement | 30 June 2021 |

7.3 Questions during the application process

If you have any questions during the application period, please contact eSafety via onlinesafetygrants@esafety.gov.au.

eSafety will respond to emailed questions within three working days. Answers to questions will be posted on esafety.gov.au/safety-grants.

Questions should be sent no later than 5pm AEST Monday 18 May 2020.

8. The grant selection process

8.1 Assessment of grant applications

The OSGP is a competitive grants process and each application will be assessed on its merits.

The order in which we receive applications is not relevant, provided we receive your application during the time applications are open and before the closing date.

We will first review your application against the eligibility criteria. If you are eligible, the Assessment Panel will then assess your application against the assessment criteria. While an application may meet the assessment criteria, funding is not guaranteed.

Only eligible applications will proceed to the assessment stage.

The Assessment Panel will consider your application on its merits based on:

- How well it meets the criteria set out in Section 6
- How it compares to other applications, and
- Whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, the Assessment Panel will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives, and
- the relative value of the grant sought.

8.2 Who will assess applications?

An Assessment Panel will assess each application on its merit and compare it to other eligible applications before recommending which grant applications should be awarded funding.

The Assessment Panel will comprise representatives from eSafety and other Commonwealth Government employees such as the Department of Infrastructure, Transport, Regional Development and Communications, the Department of Education, Skills and Employment and other agencies with suitable expertise in online safety.

The Assessment Panel will be chaired by the eSafety Manager, (Grants, Trusted eSafety Providers and Child Safety Team) who has responsibility for the OSGP. The Assessment Panel may seek additional information from other Commonwealth agencies, even if the sources are not nominated by you as referees. The Assessment Panel may also consider information about you or your application that is available through the normal course of business.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information, but you cannot make any material alterations or additions at this time.

The Assessment Panel will recommend applications to approve for grant funding to the Program Delegate, who is the decision-maker.

The Program Delegate is the eSafety Executive Manager, Education and Prevention Branch who has responsibility for the OSGP.

8.3 Who will approve grants?

The Program Delegate is the decision maker. This is the person who occupies the position of the eSafety Executive Manager, Education and Prevention Branch.

The Program Delegate decides which grants to approve, considering the recommendations of the Assessment Panel and the availability of grant funds for the purposes of the grant program.

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

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

There is no appeal mechanism for decisions to approve or not approve a grant. We cannot review decisions about the merits of your application.

The Program Delegate will not approve funding if they reasonably consider the program funding available will not accommodate the funding offer, and/or the application does not represent value for money.

eSafety reserves the right to offer less funding than that sought by the applicant.

The Program Delegate will brief the eSafety Commissioner on the assessment process.

The Minister for Communications, Cyber Safety and the Arts will be provided with a copy of successful recipients and any relevant written advice.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, you may ask for feedback from eSafety within one month of being advised of the outcome and we will give you verbal feedback within one month of this request.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the OSGP.

In this case, you should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

10. Successful Grant Applications

10.1 Standard grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth, as represented by the eSafety Commissioner. The [Commonwealth Simple Grant Agreement](#) will be used and is provided with these guidelines.

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

A schedule may be used to outline the specific grant requirements.

eSafety will negotiate agreements with successful applicants as soon as possible. You will have 30 days from the date of a written offer to execute the grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you as quickly as possible to finalise and execute the agreement.

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.

The offer may also lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

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

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- the payment milestones and where applicable, associated reports
- the payment process including accounts receivable and payable information, and
- any financial contribution provided by a third party.

We will not exceed the maximum grant amount under any circumstances. You are liable if you incur any extra eligible expenditure.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments in arrears, detailed in the grant agreement based on your progress against project milestones, actual expenditure acquittals and receipt of a valid invoice. Payments are subject to satisfactory progress on your project.

10.3 Grants Payment and GST

Payments will be GST inclusive. If you are registered for GST (Goods and Services Tax), where applicable, we will add GST to your grant payment.

Before any payments are made, you must provide:

- A tax invoice for the payment (the Australian Government's default invoice process is Recipient Created Tax Invoices)
- Where applicable, any milestone reports associated with payments as stated in your grant agreement, and
- Evidence of other conditions of payment (for example, evidence of purchase of equipment)

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your taxation circumstances.

11. Announcement of grants

We will publish non-sensitive details of successful projects on [GrantConnect](#). We are required to do this by the Commonwealth Grant Rules and Guidelines unless otherwise prohibited by law. We may also publish information on eSafety associated websites. This information may include:

- Name of your organisation
- Title of the project
- Description of the project and its aims
- Amount of funding being awarded
- Australian Business Number
- Business location
- Your NGO's industry sector, and/or
- Your target audience and website.

12. How we monitor your grant activity

12.1 Keeping us informed

You must let us know if anything is likely to affect your project or the status of your NGO.

We need to know of any key changes to your NGO or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due. In 2020, this could include advising us of any interruptions to the delivery of your project due to the COVID-19 virus.

You must inform us of any changes to your:

- Name
- Addresses
- Nominated contact details, and
- Bank account details.

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

You should notify us of events relating to your grant so we can approach the Minister or their representative regarding attendance.

12.2 Reporting

You must submit reports in line with your grant agreement. We will provide a sample template for this report with your grant agreement. We will remind you of your reporting obligations before a report is due.

We will expect you to report on:

- Progress against agreed milestones and outcomes
- Contributions of participants directly related to the project/services, and
- Expenditure of the grant funding.

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

Progress reports:

Progress reports must:

- Include evidence of your progress towards completion of agreed activities and outcomes
- Show the total eligible expenditure incurred to date, and
- Be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

In the instance where milestone payments are scheduled, we will only make payments when the associated milestone report has been received and accepted. You must discuss any reporting delays with us as soon as you become aware of them.

Ad-hoc reports:

We may ask you for ad-hoc reports on your project. This may provide an update on progress, or any significant delays or difficulties in completing the project.

Final report:

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

Final reports must:

- Identify if and how outcomes have been achieved
- Include the agreed evidence as specified in your grant agreement
- Identify total expenditure incurred, and
- Be submitted within 30 business days of completion in the format required, as stated in your grant agreement.

12.3 Financial declaration

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting us at onlinesafetygrants@esafety.gov.au

In these circumstances, you can request a project variation, including:

- changing project milestones consistent with the original intent of the project
- extending the timeframe for completing the project within a reasonable period, and/or
- changing the allocations across budget items.

The Program does not allow for an increase to the agreed amount of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We will not consider changes after the grant agreement end date.

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

- how it affects the project outcome
- consistency with the program policy objective and any relevant policies of the department
- changes to the timing of grant payments, and
- availability of program funds.

12.5 Compliance visits

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

12.6 Record keeping

We may also inspect the records you are required to keep as stated in your grant agreement.

12.7 Evaluation

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

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

During the project you may be contacted by an independent evaluator for this purpose.

12.8 Acknowledgement

The Australian Government crest and eSafety logo is to be used on all materials related to grants under the OSGP. Whenever the crest and logo are used the publication must also acknowledge the Commonwealth as below

‘eSafety Commissioner Online Safety Grants Program – an Australian Government initiative’.

All verbal presentations must also acknowledge Australian Government funding.

You may also wish to invite representatives of the Australian Government and eSafety to support your project or event. Requests can be sent to onlinesafetygrants@esafety.gov.au.

13. Probity

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

These guidelines may be changed from time-to-time by eSafety. When this happens, the revised guidelines will be published on [GrantConnect](#) and the [eSafety](#) website.

13.1 Enquiries and feedback

For further information or clarification you can contact us at onlinesafetygrants@esafety.gov.au

We may publish answers to your questions on eSafety associated websites as ‘Frequently Asked Questions’.

If you have a complaint, please contact us at onlinesafetygrants@esafety.gov.au. We will refer your complaint to the appropriate contact person.

If you do not agree with the way the eSafety has handled your complaint, you may forward it to the Commonwealth Ombudsman.

The Ombudsman will not usually investigate a complaint unless the matter has first been raised directly with the eSafety Commissioner.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if any member of staff of eSafety, the Australian Communications and Media Authority or Department of Infrastructure, Transport, Regional Development and Communications, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who can influence the application selection process, such as an Australian Government officer.
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform eSafety in writing immediately.

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

Links to the Australian Public Service Commission page on conflicts of interest are available on the eSafety website.

13.3 Privacy

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

- what personal information we collect
- why we collect your personal information, and
- to whom we give your personal information.

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

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on [GrantConnect](#) as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

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

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

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

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

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

- the Assessment Panel and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our agency and the department so we can research, assess, monitor and analyse our programs and activities, and
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the Freedom of Information Act 1982 (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail:

Freedom of Information Coordinator

eSafety

PO Box Q500

Queen Victoria Building NSW 1230

By email:

enquiries@esafety.gov.au

14. Glossary

| Term | Definition |
|--|--|
| accountable authority | see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 . |
| administering entity | when an entity that is not responsible for the policy, is responsible for the administration of part or all the grant administration processes. |
| assessment criteria | are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings. |
| Assessment Panel | The people responsible for assessing each application and making recommendations to the Program Delegate (as decision maker) for which applications should be awarded funding. |
| commencement date | the expected start date for the grant activity. |
| completion date | the expected date that the grant activity must be completed, and the grant spent by. |
| coronavirus – COVID-19 | COVID-19 (also referred to as coronavirus) is a respiratory illness caused by a new virus. The World Health Organization has announced that COVID-19 is a pandemic. For more information see the Australian Government, Department of Health website . |
| co-sponsoring entity | when two or more entities are responsible for the policy and the appropriation for outcomes associated with it. |
| Commonwealth entity | a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act. |
| Commonwealth Grants Rules and Guidelines (CGRGs) | establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration. |
| date of effect | can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable. |
| decision maker | the person who decides to award a grant. In these guidelines, the decision maker is the Program Delegate. |
| eligibility criteria | refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria. |
| grant | for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money or other Consolidated Revenue Fund (CRF) money is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives. |
| grant activity/activities | refers to the project/tasks/services that the grantee is required to undertake. |
| grant agreement | sets out the relationship between the parties to the agreement and specifies the details of the grant. |
| GrantConnect | is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs. |

| Term | Definition |
|--|---|
| grant opportunity | refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process. |
| grant program | a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program. |
| grantee | the individual/organisation which has been selected to receive a grant. |
| Non-Government Organisation (NGO) | an organisation without any Government involvement. |
| 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 several lower levels, 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. |
| Program Delegate | the eSafety Executive Manager, Education and Prevention Branch who has responsibility for the OSGP. |
| OSGP | Online Safety Grants Program. |
| selection criteria | comprise eligibility criteria and assessment criteria. |
| selection process | the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria. |
| value for money/value with money/value with relevant money | <p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history. |