

# Online Safety Grants Program Guidelines

<b>Opening date and time:</b>	12 Noon AEST Thursday 16 April 2020
<b>Closing date and time:</b>	5pm AEST Thursday 21 May 2020
<b>Commonwealth policy entity:</b>	eSafety Commissioner
<b>Administering entity:</b>	eSafety Commissioner
<b>Enquiries:</b>	If you have any questions, contact the Online Safety Grants team at: <a href="mailto:onlinesafetygrants@esafety.gov.au">onlinesafetygrants@esafety.gov.au</a> Questions should be sent no later than: <b>5pm AEST Monday 18 May 2020</b>
<b>Date guidelines released:</b>	Friday 3 April 2020
<b>Type of grant opportunity:</b>	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](https://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](https://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
<b>Total</b>		<b>7</b>	<b>\$2.25m</b>

### 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:

<b>Preparing our schools</b>	<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"><li>• 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</li><li>• provide evidenced based, online safety education content suitable for use in schools, that does not replicate products or services already available.</li></ul>
<b>Preparing our citizens</b>	<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"><li>• demonstrate how they can build community capacity and/or influence systemic and institutional change, and/or</li><li>• 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.</li></ul>
<b>Preparing our communities</b>	<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"><li>• demonstrate how they are focused on preparing communities for positive online safety outcomes,</li><li>• consider how to work with parents, carers front line professionals such as teachers, mental health workers as critical influencers in engaging children safely online.</li></ul>
<b>Delivering Safer Online Services</b>	<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"><li>• 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</li><li>• how online safety education initiatives and reporting schemes can have higher take-up across Australia.</li></ul>
<b>Supporting Innovation</b>	<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"><li>• how they can co-design with Australia's children and young people the online safety solutions for the future, and/or</li><li>• the principles of <a href="#">Safety by Design</a> where relevant, especially if it is a technology build.</li></ul>



## 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.

<b>Project delivery costs</b>	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.
<b>Intellectual property and technology</b>	The upfront costs associated with acquiring/installing intellectual property and new technology.
<b>Staff training</b>	The costs associated with training staff to support the delivery of the grant funded project and its outcomes.
<b>Audit and assurance</b>	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.

<b>Criterion 1</b>	<p><b>Your capacity, capability and resources to carry out the project (20 points)</b></p> <ul style="list-style-type: none"> <li>• You should demonstrate your organisation’s ability to deliver your project through: <ul style="list-style-type: none"> <li>• 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</li> <li>• 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. <b>Note, we will not fund projects that are existing business as usual activities</b></li> <li>• explaining how you will deliver your project with integrity and be consistent with the Australian Public Service Code of Conduct</li> <li>• explaining how you will meet child safety obligations, and</li> <li>• outlining any potential limitations of COVID-19 on your project.</li> </ul> </li> </ul>
<b>Criterion 2</b>	<p><b>The impact of funding on your project (30 points)</b></p> <p>You should demonstrate this through identifying:</p> <ul style="list-style-type: none"> <li>• how the proposed project will deliver value for money</li> <li>• the nature of any proposed partnerships with other people/organisations and the benefits they will bring</li> <li>• 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.</li> </ul>

### Criterion 3

#### Reach and impact of your project (50 points)

You should demonstrate this through identifying:

- 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,
  - 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.

## 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](https://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/](https://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](mailto: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](mailto: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](https://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](mailto: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](https://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.















