

Organ and Tissue Authority
Community Awareness Grants program
Grant Opportunity Guidelines

Opening date:	Monday 21 October 2024
Closing date and time:	4:00 pm AEDT Monday 18 November 2024
Commonwealth policy entity:	Organ and Tissue Authority
Administering entity:	Organ and Tissue Authority
Enquiries:	If you have any questions, contact the Organ and Tissue Authority at: grants@donatelife.gov.au Questions should be sent no later than Monday 11 November 2024
Date guidelines released:	Monday 21 October 2024
Type of grant opportunity:	Open competitive

Please be aware that notification of the outcome of applications will be advised in January 2025.

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1. Community Awareness Grants program

The Community Awareness Grant program achieves Australian Government objectives

This grant opportunity supports the Organ and Tissue Authority's DonateLife community awareness program; a nationally coordinated program to increase awareness about organ and tissue donation.

The program seeks to encourage Australians to talk about donation, register as organ and tissue donors, and to let their families know they want to be a donor. The grant opportunity has been designed in accordance to the

[Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on the [DonateLife website](#) and [GrantConnect](#). Once the grant opportunity opens, you may submit questions to the Organ and Tissue Authority about the grants program and the guidelines.



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 will notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with money. We may come back to you with questions to help us to better understand your application.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

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



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 Community Awareness Grants program

We evaluate your grant activity and the Community Awareness Grants program as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines outline the grant opportunity for the Organ and Tissue Authority's Community Awareness Grants program to promote organ and tissue donation. The guidelines assist applicants to assess the appropriateness of their proposed project against the eligibility and assessment criteria.

These guidelines outline the criteria and considerations relevant to the assessment of all applications. **Please read these guidelines carefully before filling out an application.** They are updated from previous years.

This document sets out:

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

The Organ and Tissue Authority administer this grant opportunity and process.

2. About the grant program

The Organ and Tissue Authority leads the national DonateLife program so more people can receive a life-saving transplant.

We want more Australians to talk about organ and tissue donation, to tell their family that they want to be a donor, and importantly, to register as an organ and tissue donor on the Australian Organ Donor Register (AODR).

An organ or tissue transplant can mean the difference between life and death, being healthy or sick, seeing or being blind, or between being active and never walking again. When people receive a transplant, they can resume an active role in their family, workplace and community.

One organ donor can save the lives of up to 7 people and help many more through eye and tissue donation. More information about organ and tissue donation can be found on the [DonateLife website](#).

To help us deliver on our [Strategy](#), this year's Community Awareness Grants are available to **raise awareness and encourage registration amongst our target audience**.

2.1 Target audience – “Unawares”

Research tells us that 14% of the Australian population (2.8 million people) support organ and tissue donation but are unaware of how or why they need to register as organ and tissue donors. This grant opportunity seeks to raise awareness with this target audience, known as “unawares”, and prompt them to act by registering and talking to their family about organ and tissue donation.

“Unawares” is a target audience profile developed by research commissioned by the Organ and Tissue Authority in 2023 to drive behavioural change, and they share common barriers and motivations towards organ and tissue donation:

- They are busy and active in their community and come from a diverse range of backgrounds, including young Australians, Culturally and Linguistically Diverse (CALD) and First Nations backgrounds.
- They are pragmatic and support organ and tissue donation as a concept. They broadly know what donation is and why it is important, but that’s not enough for them to have registered yet.
- They need repeated messaging over extended periods of time to prompt them to register to be an organ and tissue donor.

A factsheet has been developed to provide further information about the “unawares” target audience profile.

Grants are available to raise awareness and encourage registration amongst this target audience for 3 categories:

Category	Description	Reach	Funding available per grant	Total funding for category
Category one: local events or activities for DonateLife Week 2025	Run a local community event or activity to support DonateLife Week 2025	Locally focused – can target people from specific cultural backgrounds or demographics	<ul style="list-style-type: none"> • \$5,000 for events reaching 100 – 200 people • \$10,000 for events reaching 201 – 500 people • \$15,000 for events reaching more than 500 people 	\$70,000
Category two: digital content creation	Create digital content that builds awareness about organ and tissue donation	National reach – can target people from specific cultural backgrounds or demographics	Applications up to \$60,000	\$200,000
Category three: national marketing or public relations strategies	Develop and implement national marketing or public relations strategies and activities, encouraging registrations for organ and tissue donation	National reach – targeting mass audiences	Applications up to \$120,000	\$330,000

Total funding available				\$600,000 (excluding GST)

Up to \$600,000 (GST exclusive) for Community Awareness grants is available across the 3 categories.

All funding agreements will be up to one-year in duration. Activities must take place from 1 February 2025 until 30 January 2026.

2.2 Intended outcomes

Category one: local events or activities for DonateLife Week 2025

The intended outcomes of this category are to:

- build support for organ and tissue donation by hosting a community awareness event or activity during DonateLife Week 2025 (Sunday 27 July to Sunday 3 August 2025)
- encourage CALD, First Nations People, or other tailored audiences to learn more about organ and tissue donation, and to discuss it with their families
- educate and inform the Australian community about the importance of registering as an organ and tissue donor on the AODR.

Category two: digital content creation

The intended outcomes of this category are to:

- develop content about organ and tissue donation that will:
 - educate and encourage the Australian community to register on the AODR and talk to their family about donation
 - highlight the importance of registering as an organ and tissue donor on the AODR and letting your family know that you want to be a donor
- raise awareness of DonateLife, and organ and tissue donation
- create new content to educate the Australian community, that may include (but is not limited to) videos, case studies of organ and tissue donors or transplant recipients, infographics, social media campaigns, audio podcasts, animations, or religious statements of support (content may be produced in English or other languages if applicable).

Category three: national marketing or public relations strategies

The intended outcomes of this category are to:

- develop and implement strategies and activities with mass reach to the Australian community to encourage more people to register as organ and tissue donors, and talk to their families
- develop and distribute promotional content with a sustained, strategic approach to ensure repeated messaging
- drive behavioural change over an extended period of time through phased promotional activities.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹. The CGRGs outline the government's expectations for both government and non-government stakeholders involved in grants administration.

3. Grant amount and grant period

3.1 Grant funding available

A total of up to \$600,000 (GST exclusive) is available for this single-year grant opportunity, across the three categories.

The minimum and maximum grant amount varies for each category:

- Category one: Set amounts of funding are available for local DonatLife Week 2025 events or activities. The amounts are:
 - \$5,000 (GST exclusive) for events reaching 100 – 200 people
 - \$10,000 (GST exclusive) for events reaching 201 – 500 people
 - \$15,000 (GST exclusive) for events reaching more than 500 people.
- Category two: The minimum grant amount is \$10,000 (GST exclusive). An application must meet this minimum amount. The maximum grant amount is \$60,000 (GST exclusive). An application must not exceed this maximum amount.
- Category three: The minimum grant amount is \$60,000 (GST exclusive). An application must meet this minimum amount. The maximum grant amount is \$120,000 (GST exclusive). An application must not exceed this maximum amount.

If no suitable grant applications are received for a category, grants may not be appointed for this category and funding may be awarded to applicants from other categories or not awarded.

Applicants who wish to apply for more than one project must submit a separate application form for each project.

3.2 Project period

The maximum grant period is one year.

Successful applicants must complete and evaluate your agreed deliverables by 30 January 2026.

4. Eligibility criteria

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

Applicants are not allowed to profit from this grant or the associated project activities.

It is the responsibility of the applicant to determine their eligibility to apply for this grant opportunity.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

- be registered for the purposes of GST
- be a permanent resident of Australia
- have an account with an Australian financial institution and be one of the following entity types:
 - a registered charity or not-for-profit organisation
 - a company incorporated in Australia
 - an incorporated trustee on behalf of a trust
 - an incorporated association
 - a joint (consortia) application with a lead organisation²
 - an Australian local government body
 - an Australian state or territory government body
 - an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*.

4.2 Suggested applicants under each category

Suggested applicants for **category one: local event or activity for DonateLife Week 2025** include:

- event management companies
- not-for-profit organisations
- hospitals and community health care services
- faith, multicultural community organisations or organisations who work with local communities
- community organisations that raise awareness of organ and tissue donation
- schools and other education providers.

Suggested applicants for **category two: digital content creation** include:

- media or public relations agencies
- influencer or ambassador management companies
- digital content creators
- online education providers
- not-for-profit organisations
- faith or multicultural community organisations
- sporting clubs.

Suggested applicants for **category three: national marketing or public relations strategies** include:

- media or public relations agencies
- media outlets (print, broadcast or online)

² The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint Applications'

- visual or digital video producers
- advertising networks
- communication and media strategists.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an individual
- an unincorporated association
- a Commonwealth department, agency or body (including government business enterprises)
- a political organisation
- an overseas resident/organisation.

You cannot apply for this grant opportunity if you already receive government funding for the same purpose.

Applications that do not meet the eligibility criteria will not proceed to assessment.

4.4 What qualifications, skills or checks are required?

If you are successful, you must ensure you have sufficient insurances to carry out your project/activities. These may include:

- workers' compensation
- public liability
- professional indemnity.

All successful recipients are required to prepare a risk management plan, marketing plan and adhere to any state and territory legislative requirements e.g. Working with Vulnerable People.

5. Eligible grant activities

Eligible activities must directly raise awareness about organ and tissue donation or directly host a local DonateLife Week 2025 event.

You may wish to segment the audience further in your application (for example focusing on school students, university students, people from a specific CALD background, or First Nations Peoples).

Your activities should complement the Organ and Tissue Authority's DonateLife national community awareness program, build support for organ and tissue donation, and align to our [Strategy](#). You cannot apply for this grant opportunity if you already receive government funding for the same purpose.

Category one: local event or activity for DonateLife Week 2025

Eligible activities in this category may include:

- hosting an event or activity (can be face-to-face, online or hybrid) supporting DonateLife Week 2025, focusing on raising awareness about organ and tissue donation and encouraging people to talk about donation and register as organ and tissue donors.

Category two: digital content creation

Eligible activities or projects in this category may include:

- online media and public relations activities
- digital and/or social media activities
- developing and distributing digital collateral, education materials or resources
- digital marketing activities (for example, digital strategy, direct mail, digital ads, social media content development, search engine optimisation (SEO), influencer or ambassador engagement strategies)
- development and distribution of digital educational materials.

Eligible activities in this category **will NOT** include:

- the creation of new apps, platforms, channels or new websites (must be established with existing audience).

Category three: marketing or public relations strategies

Eligible activities in this category may include:

- traditional or digital media and public relations activities
- marketing, public relations or media strategies
- national media placements (traditional or digital/online).

If your application is successful, you will work in partnership with the Organ and Tissue Authority to deliver on your grant opportunity. All activities must adhere to DonateLife branding and complement existing DonateLife communications and education activities.

Consideration must be given to public health requirements (including any COVID-19 restrictions) at the time of the event/activity.

5.1 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on agreed project activities.

Eligible expenditure items may include operating and administrative costs related to the provision of the project activity.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major expenses.

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

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

5.2 What the grant money cannot be used for

You must not profit from this grant. You cannot use the grant for the following:

- activities, projects, or resources that are already run or being delivered through the Organ and Tissue Authority or the DonateLife Network
- purchase of land

- wages and on-costs not directly attributed to the provision of project activities (for example, gift cards for project participants)
- capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone, and rent
- vehicles
- overseas travel
- activities for which other Commonwealth, state, territory, or local government bodies have primary responsibility.

6. The assessment criteria

There are four assessment criteria for each category of grant available.

Criteria one is applicable to the category of grant you are applying for. This criterion is worth 10 points.

Criteria two, three and four are the same across all categories. These criteria are worth 5 points for each criterion.

You must address all the four assessment criteria in the application form. We will assess your application based on the weighting given to each criterion, and you will be given a total score out of 25.

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

The application form includes word limits. Your application may not be considered if you go over the word limit. However, you may attach additional information that is critical to supporting your application, for example, a showreel.

You must score **good** or above in **all criteria** for your application to be considered eligible, in line with the 4 point numerical scoring scale (see section 8.1 Table 2). We may contact you after you submit your application to ask further questions or seek additional information about your application.

6.1 Criteria one – category specific criteria (worth 10 points)

If applying for a grant through Category one: local event or activity for DonateLife Week 2025

Criteria one: outline content opportunity (up to 500 words)

In addressing this criterion, strong responses will:

- outline how your event/activity will build support for organ and tissue donation during DonateLife Week 2025 and deliver on the Organ and Tissue Authority's Strategy
- describe how you plan to educate and engage with people about organ and tissue donation and encourage registrations
- outline how many people will attend your event, and contingencies in case attendance is below your nominated funding amount.

If applying for a grant through Category two: digital content creation

Criteria one: outline content or resources (up to 500 words)

In addressing this criterion, strong responses will:

- outline how your project will build support for organ and tissue donation and deliver on the Organ and Tissue Authority's Strategy
- describe how you will develop culturally appropriate content, and disseminate, monitor, and adjust your content and resources to make sure you are maximising awareness and registration opportunities.

If applying for a grant through Category three: marketing or public relations strategies

Criteria one: outline strategy (up to 500 words)

In addressing this criterion, strong responses will:

- outline how your project will build support for organ and tissue donation and deliver on the Organ and Tissue Authority's Strategy
- describe how you will develop culturally appropriate content, and disseminate, monitor, and adjust your content and resources to make sure you are maximising awareness and registration opportunities
- outline the reach of suggested distribution channels and opportunities for a sustained, strategic approach to raising awareness for organ and tissue donation.

6.2 Criteria two, three and four – to be completed for all categories (worth 5 points each)

Criteria two: Understanding your audience (up to 500 words)

In addressing this criterion, strong responses will:

- outline the project activities you plan to undertake and how they will reach the “unawares” target audience profile and connect with Australians who support organ and tissue donation but are unaware of how and why they need to register
- outline any further audience targeting your project will have, and explain what you know about how this audience prefers to receive information about organ and tissue donation
- describe your reach (how you engage, what channels, how many people) and how you build trust with identified target audience groups
- describe why your organisation is well suited to promoting organ and tissue donation to this audience.

Criteria three: Value for money (up to 500 words)

In addressing this criterion, strong responses will:

- describe how your project activities represent value for money
- outline your key performance indicators (KPIs) and describe how you are going to measure and evaluate success, in terms of raising awareness about organ and tissue donation and achieving new registrations on the Australian Organ Donor Register (including quantifying measurement and evaluation).

Note: The KPIs you outline in your application will be used in your contract, and successful applicants will need to report on these. Please ensure that KPIs included can be measured.

Criteria four: Capacity and capability of organisation to deliver project activities (up to 500 words)

In addressing this criterion, strong responses will:

- outline your organisation's capability to deliver your project activity, including reference to prior experience, resource skills, expertise and project management
- demonstrate your organisation's prior experience in successful delivery of community events, digital content creation or marketing and public relations strategies.

7. How to apply

Before applying, you must read and understand these guidelines, the sample application form, and the sample grant agreement.

These documents may be found on the [DonateLife website](#) and [GrantConnect](#). Any alterations and addenda³ will be published on the website.

To apply you must:

- complete the grant opportunity application form on the [DonateLife website](#) and [GrantConnect](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments (see 6.1)
- submit your application/s to grants@donatelife.gov.au by **4:00 pm AEDT Monday 18 November 2024. We will not accept applications received after this time.**

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately on grants@donatelife.gov.au. We do not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. Additional information must be provided within 5 working days from the request. However, we can refuse to accept any additional information from you that would significantly change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within 3 working days.

³ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

If you need further guidance around the application process, you can contact us at grants@donatelife.gov.au.

7.1 Attachments to the application

You should only attach documents specifically requested as part of the application process.

As part of your application, if relevant you must provide:

- workers' compensation insurance certificate
- public liability insurance certificate
- professional indemnity insurance certificate.

You must attach supporting documentation to the application form in line with the instructions provided within the application form. Applications that do not meet this requirement will not be considered further.

7.2 Joint (consortia) applications

We recognise that some organisations may want to join as a group to deliver a grant project.

In these circumstances, you must appoint a 'lead organisation'. The lead organisation must be eligible to apply for funding. Only the lead organisation will enter into an agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the Application Form, identify all other members of the proposed consortium in the application and include a letter of support from each of the partners.

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant project
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. In the interest of fairness, we are unable to accept any late applications.

If you are successful, we expect you will be able to enter into a grant agreement no later than 30 January 2025. Please be aware that due to the timing of the grant opportunity, assessment and outcome approvals will be undertaken in December 2024 and notifications of the outcome will be advised in January 2025.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Open on DonateLife website	Monday 21 October 2024
Closing date for applications	4:00 pm AEDT Monday 18 November 2024
Assessment of applications and follow up questions with applicants, if required	Early December 2024
Approval of outcomes of selection process	January 2025
Negotiations and award of grant agreements	January 2025
Notification to unsuccessful applicants	January 2025
Earliest start date of grant project	1 February 2025
End date of grant activity or agreement	30 January 2026

7.4 Questions during the application process

If you have questions relating to clarification of information or process of the available grant, please contact grants@donatelife.gov.au. We will respond to emailed questions within 3 working days.

We cannot assist you to address assessment criteria, determine eligibility or complete your application.

8. The grant selection process

This grant opportunity is an open competitive grant process. The Organ and Tissue Authority will assess your application against the assessment criteria.

8.1 Assessment of grant applications

We review your application against the eligibility criteria as outlined in Section 4 of these guidelines. If eligible, we will then assess your application against the assessment criteria as outlined in Section 6 using a 5-point numerical scoring scale. The assessment of grants is a competitive process, and we consider your application on its merits and comparatively against other applications, based on:

- how well your application meets the criteria
- how it compares to other applications
- whether your application provides value for money
- how it meets the outcomes and objectives of the program.

If we require clarification or additional information on any points within your application, we will contact you during the assessment process.

Table 2: Assessment criteria scoring matrix

Rating (for individual criterion)	Criteria 1 weight	Criteria 2 weight	Criteria 3 weight	Criteria 4 weight	Score
Excellent – response to this criterion, including all sub-criteria, is met to an excellent standard.	10	5	5	5	25 = rating score 5
Very good – response to this criterion meets all or most sub-criteria to a higher-than-average standard.	8	4	4	4	20 = rating score 4
Good – response against this criterion meets most sub-criteria to an acceptable standard.	6	3	3	3	15 = rating score 3
Poor – response to this criterion meets a minimal amount of sub-criteria to a below acceptable standard.	4	2	2	2	10 = rating score 2
Very poor – response against this criterion has little merit.	2	1	1	1	5 = rating score 1
Does not meet criterion – response to this criterion is insufficient to assess.	0	0	0	0	0 = rating score 0

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought and the indicative activity budget
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives, and
- how the grant activities will target key audiences.

8.2 Who will assess applications?

An assessment committee will be established to assess eligible applications. The assessment committee will be made up of Organ and Tissue Authority employees.

Following assessment against the criteria, an assessment committee will recommend which grant applications should be awarded a grant.

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

The assessment committee recommends to the decision maker which applications to approve for a grant.

8.3 Who will approve grants?

The Chief Executive Officer, Organ and Tissue Authority decides which grants to approve, considering the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

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

- the approval of the grant

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

There is no appeal mechanism for decisions to approve or not approve a grant.

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.

9.1 Feedback on your application

If you are unsuccessful, you may ask for individual feedback within 2 weeks of being advised of the outcome. We will arrange a teleconference to provide verbal feedback within 6 weeks of your request.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the simple grant agreement in this program.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on Department of Finance [website](#).

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed and you must not start any project activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. We will identify these in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

Simple Grant Agreement

We use a simple grant agreement.

You will have 14 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may 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 may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the decision maker.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- eligible expenditure covered by the grant
- any in-kind contributions you will make

- activity components
- reporting requirements.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity or project.

10.3 Grants Payments and GST

Payments will be GST inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

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](#).⁴ We do not provide advice on your taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on [GrantConnect](#) and the [DonateLife website](#), within 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#)

There may be a public announcement of successful application. These announcements may include details on an individual basis, of the applicant, the value of the grant, the purpose of the grant and details of project partners.

12. How we monitor your grant activity

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the 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 grant activity milestones and outcomes
- contributions of participants related to the project activity
- expenditure of the grant.

12.1 Keeping us informed

We will be in close contact with you as you implement your project activities to make sure the program of work is complementary to existing Organ and Tissue Authority and DonateLife activities – for example regarding timing, branding, or key messaging.

You must notify us of events relating to your grant and provide an opportunity for the Assistant Minister for Health and Aged Care or their representative to attend.

You must inform us if anything is likely to affect your project activity or organisation, including advising of changes to scheduled timing or delivery of your outlined activities.

⁴ <https://www.ato.gov.au/>

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

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

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from the [DonateLife website](#). We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress and performance against agreed grant activity, milestones, and outcomes
- contributions of participants related to the project activity
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size, complexity, and grant amount.

We will monitor progress and performance by assessing reports you submit and may 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 (if applicable)

Progress reports must:

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

You must discuss any reporting delays with us as soon as you become aware of them.

Final report

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

Final reports must:

- identify if and how outcomes have been achieved using data and analytics or evidence
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within two months of completion in the format provided in the 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 should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the impact on achieving outcomes.

12.5 Record keeping

You are required to keep relevant records in relation to the grant agreement and activities. We may also inspect the records you are required to keep under the grant agreement.

12.6 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 better 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 one year after you finish your grant for more information to assist with this evaluation.

12.7 Acknowledgement

We will discuss with you DonateLife branding requirements applicable to the activities you outline in your application. Whenever DonateLife branding is used, acknowledgement must be given to the Commonwealth in accordance with the Organ and Tissue Authority's Grant Acknowledgment Guidelines. Successful applicants will be emailed these guidelines upon commencement of their grant agreement.

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 the Organ and Tissue Authority. When this happens, the revised guidelines will be published on the [DonateLife website](#) and [GrantConnect](#).

13.1 Enquiries and feedback

The OTA's complaint procedures apply to complaints about this grant opportunity. You can contact us to make a complaint using our [online complaint form](#).

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

Any questions you have about grant decisions for this grant opportunity should be sent to grants@donatelife.gov.au.

If you do not agree with the way the Organ and Tissue Authority has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually investigate a complaint unless the matter has first been raised directly with the Organ and Tissue Authority.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Organ and Tissue Authority's staff, 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 the Organ and Tissue Authority in writing immediately.

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

The Conflict-of-Interest policy is available on the Australian Public Service Commission's [website](#).

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

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

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

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

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

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents, and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Organ and Tissue Authority 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 3 conditions below:

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

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

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

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

13.5 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
Organ and Tissue Authority
GPO Box 802
Canberra ACT 2601

By email: foi@donatelife.gov.au

14. Glossary

Term	Definition
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.
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
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
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.
<u>Commonwealth Grants Rules and Guidelines (CGRGs)</u>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
grant	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 money⁵ or other Consolidated Revenue Fund (CRF) money⁶ 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
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
Organ and Tissue Authority Strategy	the Strategy identifies our goals and objectives over the next 5 years.
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.

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁶ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
value with money	<p>value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical, and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and • the potential grantee’s relevant experience and performance history.