

# Regional and Local Newspaper Publishers Program Grant opportunity Guidelines

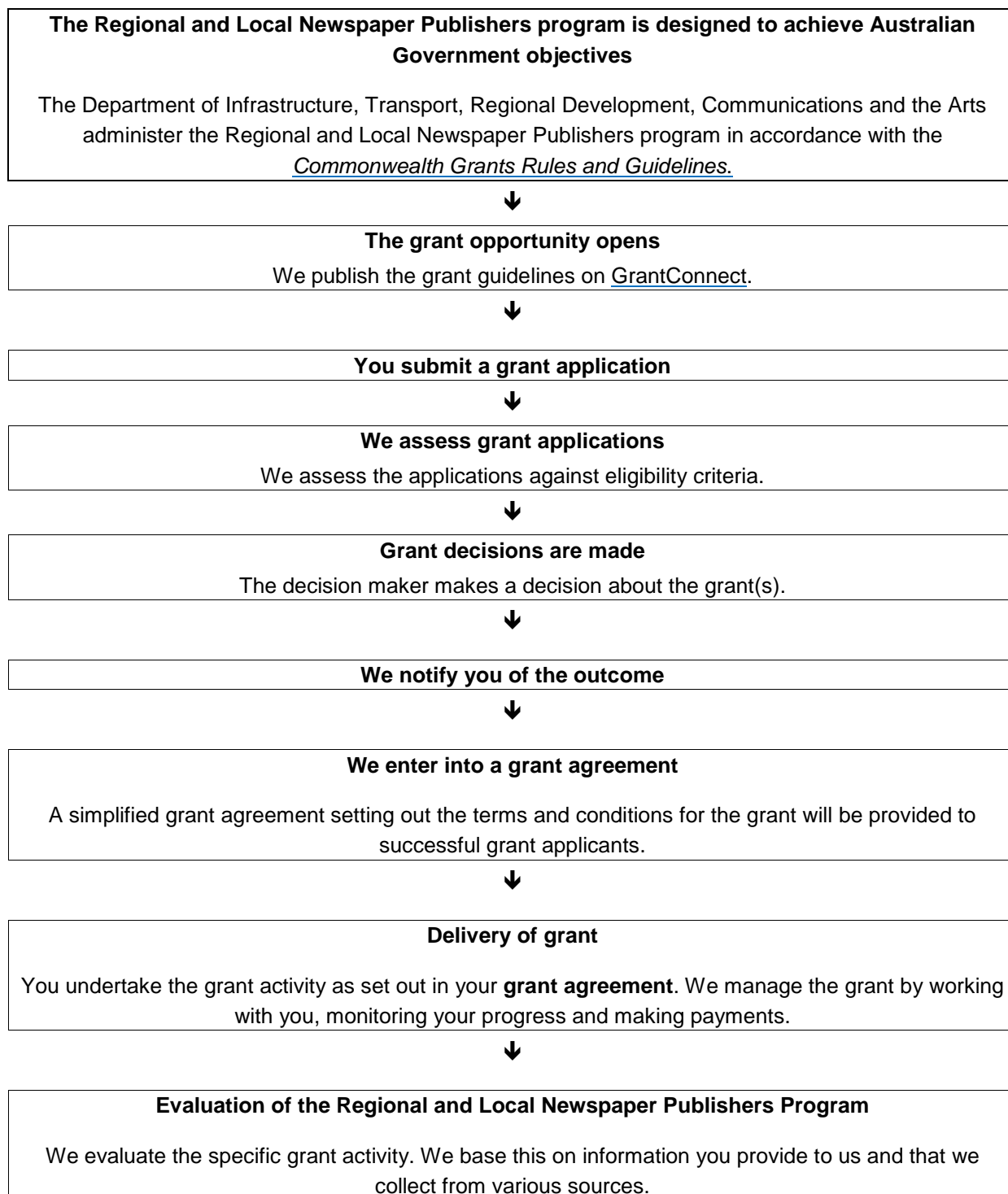
<b>Opening date:</b>	<b>1 August 2022</b>
<b>Closing date and time:</b>	17:00 AEST on <b>19 August 2022</b>
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development, Communications and the Arts
<b>Administering entity</b>	Department of Infrastructure, Transport, Regional Development, Communications and the Arts
<b>Enquiries:</b>	<p>If you have any questions, contact the Media Programs Section, via <a href="mailto:mediaprograms@infrastructure.gov.au">mediaprograms@infrastructure.gov.au</a> or call <b>02 6271 1142</b></p> <p>Questions should be sent no later than <b>14 August 2022</b></p>
<b>Date guidelines released:</b>	<b>1 August 2022</b>
<b>Type of grant opportunity:</b>	Demand-driven (Eligibility-based)

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## 1. Regional and Local Newspaper Publishers Program: Grant opportunity processes



## 1.1 Introduction

These guidelines contain information for the Regional and Local Newspaper Publishers Program (**the Program**).

You must read this document before applying for a grant.

This document sets out:

- the purpose of the grant opportunity
- the eligibility criteria
- how grant applications are considered and selected
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

Key terms used in these guidelines, including terms used to refer to legislation, are explained where they appear or are defined in the Glossary.

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (**the department / We**) is responsible for administering this grant opportunity.

Should the guidelines be inconsistent with any applicable Act, the relevant Act will prevail.

## 2. About the grant program

On 13 May 2022, the Australian Government announced a total of \$15 million (GST exclusive) in grants to support regional, independent suburban, First Nations and multicultural print publishers. Funding will be delivered to eligible applicants under two streams with Stream 1 providing \$10 million funding for regional print publishers producing core news content in regional Australia and Stream 2 providing \$5 million funding for independent suburban, First Nations and multicultural print publishers producing core news content.

Australian media organisations play a crucial role in informing Australians about events and developments that are important to their daily lives and enable them to participate in our democratic processes. Journalism is also vital in holding public office holders and those in positions of power to account and exposing wrong doing and injustice.

Access to a diversity of voices provides a critical safeguard against undue influence over Australia's public discourse and democratic system, while effective competition enhances the incentive for media businesses to produce high-quality, accurate news and journalism.

There is a continuing decline in the quantity and quality of news. Many communities do not receive adequate coverage of issues and events due to the closure and contraction of news outlets.

Regional and local newspaper publishers remain exposed to external shocks, such as newsprint price increases which threaten to wipe out local newspaper titles for good.

The objective of the Program is to support eligible print publishers to alleviate the increasing costs of print publishing, enabling them to continue to provide core news content to local communities across Australia.

We administer the Program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)<sup>1</sup>.

### 3. Grant amount and grant period

#### 3.1 Grants available

There is a total of \$15 million (GST exclusive) available under this Grant Opportunity.

Funding for this Grant Opportunity will be allocated across two streams:

- **Stream 1:** \$10 million for Regional Print Publishers, which produce core news content in regional markets, to be apportioned using a grant funding allocation formula based on their proportion of certified print costs compared to the total combined certified print costs of eligible Stream 1 applicants.
- **Stream 2:** \$5 million for independent suburban, First Nations and multicultural publishers, which produce core news content, to be apportioned using a grant funding allocation formula based on their proportion of certified printing costs compared to the total combined certified printing costs of eligible Stream 2 applicants.

There is no maximum grant amount per grantee but grants cannot exceed the amount of available funds. Each applicant may lodge only one application for this Grant Opportunity. Where an applicant is eligible for funding in both streams (e.g. a publisher with both regional and local independent newspapers) the applicant will be able to apply for funding in both streams through the one application.

The Program is a separate program to the Journalist Fund, which is also being administered by the department. Regional publishers are able to apply for funding under both programs.

This Grant Opportunity will be open from Monday, 1 August 2022 until 5:00 pm AEST Friday, 19 August 2022.

Grants will have a duration not exceeding six (6) months (commencing from the execution of each applicable grant agreement).

#### 3.2 Nominal grant allocation - Funding allocation formula

Funding will be nominally allocated based on an applicant's certified printing costs for the 2021-22 financial year, as a proportion of the total certified printing costs of all eligible applicants for a particular stream. Where the full year 2021-22 printing costs are not available, applicants will be required to provide a reason for this and will be allowed to provide part year printing costs which the department will extrapolate to calculate nominal grant allocations. Applicants must provide at least 3 months printing costs. The department

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

may moderate this extrapolated calculation to account for seasonal variation or other relevant factors.

The following costs should be included for the purposes of determining funding amounts:

- salaries for employees that are directly connected to the printing of core news content
- newsprint
- ink, plates, film
- fees charged by external printers to print products (excluding inserts, distribution and delivery)
- print site overheads

The following costs should be excluded for the purposes of determining funding amounts:

- costs associated with inserts
- freight costs
- salaries for staff other than employees that are directly connected to the printing of core news content (e.g. journalists)

For each stream:

Applicant's 2021-22 certified printing costs

Nominal grant allocation = ----- X Stream funding pool  
Total applicants' 2021-22 certified printing costs

### 3.3 Moderation

The number of eligible applications received will determine funding amounts. We will have the discretion to moderate nominal funding amounts to ensure an appropriate distribution of funding within and across the streams. Moderation may also be required to better support the distribution of funds to independent suburban, multicultural and First Nations newspaper publishers.

### 3.4 Final grant allocation

Subject to execution of a grant agreement successful applicants will receive a final grant allocation. The final grant allocation is the nominal grant allocation, adjusted for any moderation as per 3.3 above.

## 4. Eligibility criteria

We cannot consider your application if it does not satisfy all the eligibility criteria.

### 4.1 Who is eligible to apply for a grant?

To be eligible to apply for a grant under this Opportunity you must:

- have an Australian Business Number (ABN)
- be registered for the purposes of Goods and Service Tax (GST)
- be an eligible regional, independent suburban, First Nations, or multicultural print publisher
- produce core news content

A **regional print publisher** is a publisher where:

- their primary operations are located in a regional area of Australia; and
- their core news content is targeted to readers and audiences in one or more regional areas.

An **independent suburban print publisher** is a publisher where:

- their primary operations are located in a Major City of Australia area; and
- their core news content is targeted to readers and audiences in one or more specified communities (a community may include a specific suburb(s) in a metropolitan area or a community located across one or more suburbs or metropolitan areas); and
- have an annual average turnover of less than \$30 million for the three years before application submission. This turnover is combined with any related bodies corporate.

A **multicultural print publisher** is a publisher where their core news content is targeted to readers and audiences in at least one multicultural community.

A **First Nations print publisher** is a publisher where their core news content is targeted to readers and audiences in at least one First Nations community.

A **regional area of Australia** means a location in Australia that is not a Major City of Australia, as defined by the Australian Bureau of Statistics' Remoteness Structure. The Remoteness Structure takes into consideration access to social interaction, goods, and services.

A **Major City of Australia** includes, but is not limited to, Sydney, Newcastle, Brisbane, the Gold Coast, Perth, Canberra, Adelaide, and Melbourne.

For more information on whether you are eligible for the regional stream of funding, please visit the [ABS mapping tool](#). To use the tool to determine your eligible category, applicants should, at the provided link, first select the relevant boundary type (either 2016 Greater Capital City Statistical Area or 2016 Remoteness Area) from the first drop down box, then enter their location in the bottom box.

**Core news content** is defined under section 52A of the *Competition and Consumer Act 2010* as:

- issues or events that are relevant in engaging Australians in public debate and in informing democratic decision making; or
- current issues or events of public significance for Australians at a local, regional or national level.



**Turnover** means **revenue** earned from **ordinary activities** during a full financial year.

- **Revenue** means the gross inflow of economic benefits arising in the course of the company's **ordinary activities**.
- **Ordinary activities** means activities that are undertaken by the company as part of its normal business operations, and includes the sale or supply of goods, lease of premises, hire of equipment, giving of advice, export of goods, and supply of other things.
- **Related bodies corporate** is where a body corporate is related to:
  - a holding company of another body corporate; or
  - a subsidiary of another body corporate; or
  - a subsidiary of a holding company of another body corporate (*Sec 50 of the Corporations Act 2001*).

Applicants will be required to nominate for funding streams outlined below:

- Stream 1: Regional print publishers
- Stream 2: Independent suburban print publishers, First Nations and multicultural print publishers

Each applicant may lodge only one application for this Grant Opportunity. Where an applicant is eligible for funding in both streams (e.g. a publisher with both regional and local independent newspapers) the applicant will be able to apply for funding in both streams through the one application.

## 4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- insolvent;
- a foreign controlled Australian entity (Sec 820-780 of the Income Tax Assessment 1997);
- affiliated with a Foreign Government, political party, union, financial institution, Non-Government Organisation, or policy lobby group where that affiliation would influence, or might be seen to influence, the content produced by the applicant; and/or
- an organisation included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme'. Further detail on this scheme is available at [www.nationalredress.gov.au](http://www.nationalredress.gov.au).

## 5. What the grant money can be used for

### 5.1 Eligible grant activities

Grants awarded under this Opportunity are intended to support eligible print publishers to alleviate the cost of print publishing.

## 5.2 Eligible expenditure

Eligible expenditure must be for the applicant's printing costs during the Grant period and without limitation, includes:

- purchase or lease of assets and equipment, including paper, and equipment directly related to printing
- the costs of acquiring technology to assist with printing
- salaries for employees that are directly connected to the printing of core news content
- other costs that directly support the printing of core news content.

## 5.3 What the grant money cannot be used for

There are several categories of expenses that are not appropriate for funding through a grant made under the Program. These are expenses that are unlikely to align with, or further the achievement of, the objective and outcomes of the Program (see section 2 of these Guidelines).

The following non-exhaustive list provides some examples of activities that cannot be funded by grant money:

- general leadership or administrative staffing costs
- staffing costs that are not directly connected to the printing of core news content (e.g. journalists)
- projects that will devolve grants to other bodies
- activities for which the applicant has already received funding from the Australian Government
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports) and preparing any project variation requests
- costs of purchasing, leasing, depreciation or development of land
- building acquisition or modification
- financial costs, including interest
- costs related to obtaining resources used on the project, including job advertising and recruiting and contract negotiations
- site preparation activities which are not directly related to core news content
- routine operational expenses that are not directly related to the production of public interest journalism, including communications, accommodation, office computing facilities, printing, stationery, postage, legal, and accounting fees and bank charges
- activities paid for using cash/in-kind consideration
- activities involving the acquisition of other businesses by the applicant.

## 6. How to apply

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

These documents may be found at [GrantConnect](#). Any alterations and addenda<sup>2</sup> will be published on GrantConnect and by registering on this website you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the online Grant Opportunity application form on [GrantConnect](#)
- provide all the information requested
- meet all eligibility criteria
- include all necessary attachments
- submit your application to us by 5 pm, 19 August 2022.

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 Act 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 either by email ([mediaprograms@infrastructure.gov.au](mailto:mediaprograms@infrastructure.gov.au)) or by phone (02 6271 1142). We do not have to accept any additional information, nor 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.

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

We will acknowledge that we have received your application within one business day.

If you need further guidance around the application process or if you are unable to submit an application online contact us either by email ([mediaprograms@infrastructure.gov.au](mailto:mediaprograms@infrastructure.gov.au)) or by phone (02 6271 1142).

### 6.1 Attachments to the application

The following documents must be included as part of your application:

- a chart that shows the applicant's corporate structure, including subsidiary and parent companies
- for applicants that are ASX listed, a copy of documents submitted to the ASX listing up-to-date shareholding and voting interests

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<sup>2</sup> 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

- for applicants that are not ASX listed, a copy of a current ASIC company extract
- a document describing the core news content activity of the applicant including masthead(s) and sample articles.
- details of journalists employed and the areas where services are provided, which includes core news content activities; and
- an accountant declaration or a record of accounts (i.e. balance sheet) accompanied by a statutory declaration from an officer of the organisation.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents.

### 6.3 Timing of grant opportunity

The application period for the Grant Opportunity will open on 1 August 2022 and will close at 5pm AEST on 19 August 2022.

You must submit an application between the published opening and closing dates.

Late applications will generally not be accepted.

Requests for an extension of time to lodge an application must include reasons for the request and be made in writing to us at [mediaprograms@infrastructure.gov.au](mailto:mediaprograms@infrastructure.gov.au) **prior to** the closing date. Requests for an extension received **on** the closing date will not be accepted.

**Table 1: Expected timing for this grant opportunity**

Activity	Timeframe
Determining of eligibility	2 weeks
Confirm and calculate total combined certified print costs of eligible Stream applicants	1 week
Approval of outcomes of selection process	1 week
Negotiations and award of grant agreements	4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	August 2022
End date of grant activity or agreement	6 months after execution of grant agreement

### 6.4 Questions during the application process

For any questions during the application period, please email [mediaprograms@infrastructure.gov.au](mailto:mediaprograms@infrastructure.gov.au). We will endeavour to respond to emailed questions within two business days. If the matter is urgent, please contact us by phone on 02 6271 1142.

## 7. The grant selection process

Your application will be considered through a demand driven grant process.

We will check your application to ensure it meets the eligibility criteria.

Your application will be assessed for eligibility by an assessment panel consisting of officials from the department.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

Applicants may also be required to participate in a financial viability assessment during the assessment process.

We will provide a report to the decision maker on the eligible applications and recommended grant funding amounts. We also provide data outlining the geographic spread of successful applicants in each stream.

## 7.1 Who will approve grants?

The Minister for Communications has delegated the approval of grants to the department. The department has delegated approval of grants to the First Assistant Secretary, Online Safety, Media and Platforms Division (the decision maker). The decision maker decides which grants to approve taking into account 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 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.

## 8. 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. Successful grant applications

### 9.1 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 standard terms and conditions that cannot be changed. Sample [grant agreements](#) are available on GrantConnect.

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

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

We are committed to achieving value-for-money outcomes while reducing red tape for grantees, so it applies a risk-based approach to managing grant agreements.

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

## 9.2 How we pay the grant

The grant agreement will specify the total grant amount to be paid for each successful application. The grant agreement will also specify the GST (if applicable) component of goods and services purchased using grant funding that will be paid.

We will not exceed the maximum grant amount under any circumstances.

Grantees will be paid their grant allocation in two instalments. The first instalment of 90 per cent will be paid upon execution of the grant agreement. The payment reflects the immediate financial support required by print publishers to maintain the provision of core news. We will pay the first grant allocation within 10 business days upon execution of the grant agreement. The second instalment of 10 per cent will be paid following receipt of the 6-month report.

The department will have the discretion of allocating the grant in a single instalment for small grants.

The department will have the discretion to change the instalment percentages when negotiating the grant agreement with the grantee.

## 9.3 Grant Payments and GST

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](#).<sup>3</sup> We do not provide advice on your particular taxation circumstances.

# 10. Announcement of grants

If successful, your grant will be listed on the [GrantConnect](#) website within 21 days after the date of effect<sup>4</sup> as required by section 5.3 of the [CGRGs](#).

Successful grants may also be announced by the department or the Government at other times.

# 11. How we monitor your grant activity

## 11.1 Keeping us informed

We need to know of any key changes to an organisation or its business activities, particularly if they affect a grantee's ability to complete the project that is the subject of the grant, carry on the business or pay debts due.

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<sup>3</sup> <https://www.ato.gov.au/>

<sup>4</sup> See glossary

Grantees must also inform us of any changes to their:

- name
- address
- nominated contact details
- bank account details
- ability to maintain print publications or journalist staff at the same level as the commencement of the grant agreement

Grantees must notify us as soon as they become aware of any likely delays to a project or milestone.

Grantees must immediately contact us as soon as they become aware of a breach of the terms and conditions under the grant agreement. This will include a reduction in the number or frequency of newspapers published and/or the number of journalists employed.

## 11.2 Reporting

Grantees must submit reports in line with the terms and conditions in their grant agreements.

Grantees will be required to provide a six-month acquittal report. A reporting template will be provided.

The acquittal report will need to include a detailed breakdown of the expenditure of the grant payment and an update on data provided in the grant application.

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

We assess ongoing risks by monitoring evidence provided by grantees during the term of an agreement.

The department will have the discretion to change the type of report and frequency dependent on the size and commensurate risk of the grant. Any such changes will be made clear in the grant agreement.

Successful grant recipients will be required to maintain printing for all papers produced at the commencement of the grant agreement and to retain journalist staff at the numbers at the commencement of the grant agreement. If they stop or reduce printing, or reduce journalist staff numbers, grant recipients may be required to return funding on a pro-rata basis. There will be an obligation to report such changes immediately under the grant agreement.

## 11.3 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 after you finish your grant for more information to assist with this evaluation.

## 12. 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 department. When this happens, the revised guidelines will be published on GrantConnect.

### 12.1 Enquiries and feedback

The department's feedback and complaints process apply to complaints about this Grant Opportunity. All complaints about a grant process must be provided in writing to the Director, Governance Section.

By email: [clientservice@infrastructure.gov.au](mailto:clientservice@infrastructure.gov.au)

By mail: Department of Infrastructure, Transport, Regional Development,  
Communications and the Arts  
GPO Box 594  
CANBERRA ACT 2601

Alternatively, you can fill out the online form on the [department's website](#).

If you do not agree with the way we handled your complaint, you may lodge a complaint with the Commonwealth Ombudsman. The Ombudsman will usually not consider a complaint unless the matter has first been raised directly with us.

Contact details for the Commonwealth Ombudsman are:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Any questions you have about grant decisions for this grant opportunity should be sent to [mediaprograms@infrastructure.gov.au](mailto:mediaprograms@infrastructure.gov.au).

### 12.2 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 department'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 is able to 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 department 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.

### 12.3 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 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 department would breach an Australian Privacy Principle as defined in the Act.

### 12.4 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 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:

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:

- 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
- 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.

## 12.5 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  
                         Department of Infrastructure, Transport, Regional Development,  
                         Communications and the Arts  
                         GPO Box 594  
                         CANBERRA ACT 2601

By email: [foi@infrastructure.gov.au](mailto:foi@infrastructure.gov.au)

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#"><i>Public Governance, Performance and Accountability Act 2013</i></a> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
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
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
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.
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.
<a href="#"><i>Commonwealth Grants Rules and Guidelines</i></a>	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	<p>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:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>5</sup> or other <u>Consolidated Revenue Fund</u> (CRF) money<sup>6</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
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
<u>GrantConnect</u>	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
acquittal report	six monthly report required to receive second instalment payment and/or to acquit grant expenditure

<sup>5</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

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

Term	Definition
PBS Program	described within the entity's <u>Portfolio Budget Statement</u> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities
Regional area of Australia	A regional area means a location in Australia that is not a Major City of Australia, as defined by the Australian Bureau of Statistics' Remoteness Structure.
Major Cities of Australia	Include, but are not limited to, Sydney, Newcastle, Brisbane, the Gold Coast, Perth, Canberra, Adelaide, and Melbourne.
regional print publisher	<p>A publisher where:</p> <ul style="list-style-type: none"> <li>• their primary operations are located in a regional area, and</li> <li>• their core news content is targeted to readers and audiences in one or more regional areas.</li> </ul> <p>A regional area means a location in Australia that is not a Major City of Australia, as defined by the Australian Bureau of Statistics' Remoteness Structure.</p>
First Nations print publisher	A publisher where their core news content is targeted to readers and audiences in at least one First Nations community.
core news content	<p>As defined under section 52A of the <i>Competition and Consumer Act 2010</i> as:</p> <ul style="list-style-type: none"> <li>a) issues or events that are relevant in engaging Australians in public debate and in informing democratic decision making; or</li> <li>b) current issues or events of public significance for Australians at a local, regional or national level.</li> </ul>
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

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"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>
turnover	<p>Means revenue earned from ordinary activities during a full financial year.</p> <ul style="list-style-type: none"> <li>• Revenue means the gross inflow of economic benefits arising in the course of the company's ordinary activities.</li> <li>• Ordinary activities means activities that are undertaken by the company as part of its normal business operations, and includes the sale or supply of goods, lease of premises, hire of equipment, giving of advice, export of goods, and supply of other things.</li> <li>• Related bodies corporate is where a body corporate is related to: <ul style="list-style-type: none"> <li>○ a holding company of another body corporate; or</li> <li>○ a subsidiary of another body corporate; or</li> <li>○ a subsidiary of a holding company of another body corporate (<i>Sec 50 of the Corporations Act 2001</i>).</li> </ul> </li> </ul>