FAMILY SUPPORT FUNDING PROGRAM (FSFP)

GRANTS 2015-16

GUIDELINES

These guidelines will assist organisations to apply for FSFP Grant funding in 2015-16

FSFP Grants 2015-16

closes on 01 December 2014 at 5pm AEST

Defending Australia and its National Interests
Preface

The Family Support Funding Program (FSFP) Grants 2015-16 recognises the valuable role of Australian Defence Force (ADF) families have in the community. The FSFP recognises the desire of Defence families to help themselves and to determine community needs in their local area.

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

If your organisation is interested in applying for an FSFP Grant 2015-16, please read these guidelines carefully and complete the application form. If you have any questions please email Defence.CommunityGrants@defence.gov.au.

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1. Overview of the FSFP Program 2015-16

1.1 What is a FSFP Grant?

The Family Support Funding Program (FSFP) provides grant funds for incorporated not-for-profit community organisations for community engagement programs that support Defence families to connect with one another and their wider community. The FSFP recognises the desire of Defence families to help themselves and to determine community needs in their local area.

Funding is available to eligible not-for-profit community organisations who are seeking Defence funding for local community programs or projects that will be of benefit to Defence families. Applications will be prioritised according to how strongly they meet the selection criteria.

The FSFP provides single and multi-year grants. Multi-year grants are available in two or three year funding terms.

 Applicants are advised that single year grants are the default. Organisations wishing to be considered for multi-year funding must provide clear justification why multi-year funding is required and the advantages that it will deliver.

1.2 Aim

FSFP provides funding to not-for-profit organisations to:
- help mobile Defence families to integrate successfully and quickly into their community;
- help Defence families to make use of a wide range of local community resources that facilitate resilience;
- encourage and support Defence families to be actively involved in their wider community;
- address Defence family and community needs by building on the inherent strengths of Defence families and community to design and develop innovative self help solutions;
- strengthen relationships, support families, improve children’s wellbeing through self help activities to improve their quality of life; and
- engage in partnerships with the wider community to benefit Defence families.

1.3 Program Objectives

The objectives of program funding are to:
- assist community organisations to develop longer term meaningful engagement with Defence families in their community;
- allow not-for-profit organisations to improve delivery of services and build internal and external capacity;
- contribute to sustainability and greater staff/volunteer retention; and
- grantees to respond to new community developments and improve planning and resources.

1.4 Role of the Minister

The Assistant Minister Defence has overall responsibility for the FSFP. The final decision will be made by the Assistant Minister on advice and recommendations provided by the Family Support Advisory Committee (FSAC).

1.5 Funding for the Program

Approximately $1.5 million has been allocated for FY2015-16. Funding from FSFP 2015-16 will grant successful applicants from $2,000.00 to $75,000.00.
2. Eligibility Information

2.1 Eligibility of organisations

Organisations invited to apply for a multi-year grant must:
- demonstrate an outstanding track record in delivering innovative programs/services with a community benefit;
- demonstrate the capacity to secure funding from a diverse range of sustainable sources;
- demonstrate an ongoing commitment to strategic partnerships;
- practice good governance;
- maintain a high level of strategic importance in terms of regional location and/or the types of services/activities being delivered in the local community; and
- be a legal entity recognised as a not-for-profit organisation.

2.2 Legal Requirements of organisations

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

Eligible organisations must be Australian not-for-profit organisations whose volunteers’ work supports families and/or communities in Australia and are legal entities, such as, but not limited to:
- incorporated Associations – incorporated under State/Territory legislation (commonly have ‘Association’, ‘Incorporated’ or ‘Inc’ in their legal name);
- incorporated Cooperatives – incorporated under State/Territory legislation (commonly have ‘Cooperative’ in their legal name);
- companies – not-for-profit proprietary companies or public companies, incorporated under the Corporations Act 2001; and
- organisations established through a specific piece of Commonwealth or State/Territory legislation (for example, many public benevolent institutions and churches).

2.3 Ineligible Organisations

Organisations that may not be eligible for funding include, but are not limited to:
- organisations that are not legal entities;
- individuals/Sole Traders;
- Australian Government;
- for-profit organisations, partnerships, research foundations, professional associations or statutory authorities
- local government entities, except where a local government sponsors a not-for-profit organisation with volunteers in the following circumstances;
- where an organisation is not a legal entity in its own right,
- the local government entity is the only or most reasonable option to sponsor the organisation in the community
- Australian and State/Territory government departments, except where a State/Territory government educational institution sponsors the local parents & friends/citizens association in the following limited circumstances:
  - where a parent association/committee is not a legal entity in its own right (sponsorship is limited to parents/friends associations only)
  - on behalf of a school council/board whose legal status is linked to the school’s governing body, such as a State/Territory government school (sponsorship is limited to school council/board only)
- partnerships; and
- Trustees on behalf of a Trust.
- If you are not sure about your organisation’s legal entity status, consult your Treasurer or Financial Officer.
3. Application Process

3.1 Application Conditions

The FSFP application is not an agreement or contract. Meeting the Selection Criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the Selection Criteria. Only applications meeting the Selection Criteria to a high degree are likely to be funded. All information requested on the application must be provided to enable an application to be fully considered.

3.2 Applicant’s Responsibilities

It is the responsibility of the applicant to ensure that their application is complete and accurate. Giving false or misleading information to the Department of Defence is a serious offence, applicants or their partners who do so may be prosecuted under section 137.1 of the Criminal Code Act 1995. Make sure a copy of your application and any supporting papers are kept, either electronically or in hard copy, for your own records. Only one application per organisation will be assessed.

3.3 What needs to be included?

DCO will not assess applications that do not contain all required attachments outlined in the application form.

3.4 What should not be included?

Any attachments to the application form which are not specifically requested in the application form.

3.5 Conflicts of Interest

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

A conflict of interest can arise when an applicant’s integrity, objectivity or fairness in performing the services is at risk due to a pecuniary interest of a person or organisation associated with the applicant or a conflicting business arrangement. Applicants must specify in their applications how any actual or perceived conflict of interest will be addressed and monitored to ensure it does not compromise the outcomes desired for this funding process.

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

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

3.6 Information Sessions

DCO Area Offices will hold FSFP information sessions in their local area and are responsible for conducting and publicising the annual round of FSFP grants to interested community groups. All parties considering submitting an application are encouraged to attend these information sessions to ensure they are aware of the selection criteria, the capped amounts and requirements of the FSFP program. Organisations must use the FSFP online form to prepare their application following these information sessions.
3.7 Opening and closing dates
The FSFP Grants 2015-16 funding round opens on Wednesday 01 October 2014 and will close on Monday 01 December 2014 at 5pm AEST. The online electronic FSFP Grants 2015-16 Application Forms is the only approved form that will be considered when assessing applications for grant funding.

3.8 Lodging an application

Online/electronic applications

The FSFP Grants 2015-16 online/electronic Application Form and Application Guidelines is available on the Department’s website at www.defence.gov.au/dco. All completed online applications must be received by Monday, 01 December 2014 at 5pm AEST.

Online application forms can be completed electronically or manually. Legible, neat writing is essential throughout the entire application. Forms should be printed, signed and submitted to DCO HQ by the closing date. Forms can be submitted via email to Defence.CommunityGrants@defence.gov.au or post to:

Defence Community Organisation HQ
Family Support Funding Program
PO Box 7921
Canberra BC ACT 2610

3.9 Late applications

Applications submitted after the closing date are subject to rejection up until the FSAC Committee convening in February 2015. If an application is late, the FSAC Assessment Panel may determine that there were exceptional circumstances beyond the applicant’s control that meant the deadline could not be met. The applicant will need to supply evidence to support any exceptional circumstances. DCO has no obligation to accept a late application. Any decision by DCO to accept or not accept a late application will be final.

3.10 Questions and answers during the application period

DCO will only respond to requests for information that seek clarification of issues to allow them to better understand the requirements of the Application Form and Program Guidelines. During the application period please contact DCO staff via the Defence Families Helpline 1800 624 608 or email the FSFP inbox Defence.CommunityGrants@defence.gov.au. DCO will respond to emailed questions within five working days.

Note: a list of ‘Frequently Asked Questions’ is available on DCO’s website. Responses to questions of interest to all applicants may be added to the list during the application period.

3.11 Assessment of applications

FSFP Grants 2015-16 is a competitive process. All eligible applications will be assessed against the selection criteria and rated on merit. Applications will be automatically assessed based on the information provided in the application form and further considered by the FSAC assessment panel.

The Family and Community Support Program team will acknowledge applications on receipt. Defence reserves the right to request further information, if required.

The FSAC assesses and prioritises all applications received against the set criteria and recommends to the Minister for Defence, the amount of the grants and any terms and conditions under which they should be given.

The FSAC representatives consist of members from the three Services, DCO DNP staff and the National Convenor of Defence Families of Australia.
3.12 Selection criteria

FSFP Grants 2015-16 funding is limited and it should be noted that the process is highly competitive and applications will be assessed and prioritised against the selection criteria and according to merit. Meeting the selection criteria does not guarantee funding. Applications will be ranked on the following selection criteria.

Essential:
- Funded activity will meet one or more of the aims of the program;
- Organisation maintains incorporation or registration as a legal entity;
- Organisation have an appropriate committee structure and can demonstrate effective governance including financial management and risk and audit management;
- Organisation hold appropriate public liability insurance – (refer to insurance section);
- In the interests of probity, office bearers are not DCO staff or Defence employees in their official capacities; and
- The grant request clearly demonstrates that the project will achieve value for money.

Highly Desirable:
- Organisation ensures that if employment is reliant on FSFP funding that staff are employed only on a limited contractual basis for the period of the grant.

Desirable:
- The service meets the needs of Defence families in remote locations

3.13 Value for money

In assessing the extent to which the application represents values for money, DCO will have regard to the following:
- The relative merit of each application;
- The overall objective/s to be achieved in providing the funding;
- The relative cost of the proposal, or of elements of the proposal,
- The extent to which the applicant has demonstrated a capacity to fund the proposal taking into consideration all possible sources of finance; and
- The geographic location of the proposal.

3.14 Funding Caps

Funding caps have been applied to certain items under the FSFP Grants as part of ongoing management of the program.

Funding caps apply to:
- coordinator salary package (including on costs) $30,000;
- childcare $2000 per organisation;
- auditor’s fees $1000 per organisation; and
- honorariums $1000 per organisation.

A contribution of 50% is required by the applicant towards the cost of training courses, craft supplies, catering and childcare assistance. Organisations have the option to cover the partial costs or charge a participant’s fee. Grant monies would pay for instructors and participants would be expected to contribute a fee for service under the training. Applications should include indicative costs and anticipated participant contribution.

3.15 Eligibility of items

All items requested in an FSFP Grants 2015-16 application form must be eligible for funding or the application may not be considered. Organisations are not required to list specific brand names or model numbers when applying for item funding. Please note the following list is a guide only. Items not included on the list can be requested in the ‘Other’ section in the application form. Items in this section will need a brief description.
Eligible items may include:

Salary and related costs
- salary package (salary + on costs); (refer to funding caps at 3.13)
- workers compensation insurance) and
- honorariums (refer to funding caps at 3.13).

Administration expenses
- Office supplies;
- audit costs;
- advertising; and
- membership to professional bodies.

Event and activity costs
- venue/equipment hire; and
- catering.

Goods and services costs
- craft supplies;
- first aid supplies;
- sporting equipment;
- library resources, toys;
- training courses;
- transport costs for eligible activity; and
- childcare.

Items that are not eligible include, but are not limited to:
- core operating costs; (bank charges, incorporation costs, utilities)
- audio-visual equipment;
- whitegoods;
- furniture;
- IT web hosting fees and servicing;
- nursing equipment;
- craft equipment;
- renovations/Repair to buildings – air conditioning, fences, decking, plumbing or electrical work;
- membership fees/subscriptions e.g. magazine, food suppliers;
- resuscitation equipment, heart rate monitors;
- items already funded from other sources;
- items not permitted or approved in your local area under local council rules and regulations;
- items not reasonably costed;
- professional development courses for staff/committee;
- bus hire for ineligible activities – sightseeing tours, shopping/craft trips;
- extended warranties;
- mileage, travel or accommodation; and
- items considered highly attractive will not be considered

3.16 Process after initial application
- DCO DNP grant staff will collate all grant submissions in December/January;
- the FSAC assessment panel will review and make recommendations to the Minister for Defence in February/March;
- submission will be prepared for the Minister for Defence in April/May; and
- final decisions will not be announced before June/July.

3.17 Successful applicants
DCO is responsible for the outcome of the FSFP Grants 2015-16. Successful applicants will receive a Letter of Approval, Certificate of Compliance and a Letter of Acceptance from DCO and will be asked to accept the Terms and Conditions in the Letter of Acceptance. Any organisation failing to meet the terms of the agreement will forfeit their eligibility to funding in subsequent years.
Funded organisations are responsible for ensuring the Terms and Conditions of the Letter of Acceptance are met. The Letter of Acceptance is required to be returned by the organisation within 10 working days from the date of the Letter of Approval. Funds will be made available on acceptance by the Department of the organisations Letter of Acceptance. There is no binding agreement until the Letter of Acceptance is signed by the funded organisation, the FSAC Chairperson and the Chief Finance Office (CFO) authorised delegate.

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

3.18 Unsuccessful applicants - Appeal

All unsuccessful applicants will be advised of the outcome of their applications in writing by DCO.

Requests for additional feedback must be received by DCO within 30 days of the date of notification from DCO advising of the outcome of the application.

Where a bid to the FSAC has not been successful, applicants may seek a review of the decision on the following grounds:
- there has been a genuine mistake or misinterpretation in the assessment and/or calculation of a grant.
- an organisation has made a genuine omission in the preparation or submission of a grant.

Requests for review should be sent in writing to the Assistant Director Family and Community Support Programs through the local DCO Area Office.

Requests for review will be assessed by the FSAC who will forward its recommendation to the Minister Defence for decision. The applicant will be advised of the outcome following the Minister's decision.

3.19 Acquittal of funding

All funding must be expended by 30 June in the year following the awarding of the grant. Unspent funds must be returned to Defence. There is no discretion to carry over funds into the next financial year. Acquittal of grant funds should be completed by the end of the financial year via the online evaluation form available from the DCO website http://www.defence.gov.au/dco/Community_group_funding.htm.

For multi-year grants, funding will be allocated annually and must be expended and acquitted each year (as for single year grants). This must be completed prior to the release of subsequent financial year’s funding.

It is the responsibility of the organisation to maintain a complete set of records for acquittal purposes, including all receipts and financial statements. Note: It is not necessary to send receipts to DCO, unless requested to do so.

Organisations must acquit the grant funding by providing a full audited financial report and an appropriately accredited Auditor must complete the certification on the Certificate of Compliance. The full audit report showing expenditure against grant items and the completed Certificate of Compliance, signed by the Auditor, must be forwarded to DCO DNP within one month of completion of expenditure or no later than 30 September in the year following the awarding of the grant. The acquittal should include the completed evaluation report, full audit report and the signed Certificate of Compliance.

Organisations can bid for the cost of auditor’s fees in the annual FSFP grant, up to the capped amount of $1000. As all grant funds must be expended by 30 June all auditor fees must also be paid by 30 June.
3.20 Evaluation Reporting
As a condition of the grant, a comprehensive evaluation report must be submitted with the acquittal. This report is available at http://www.defence.gov.au/dco/Community_group_funding.htm

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

3.21 Grant Payments
Grant payments will be made available to successful applicants annually (this includes multi-year grants) once all acquittal/evaluation reporting has been met. Grant payments will be made available upon receipt of a tax invoice. Grant payments will be made by direct credit to bank accounts so it is important that the correct details are provided on the application. Bank account details provided by grant applicants must pertain to the organisation, not to personal accounts. Defence’s payment policy is 30 days from the invoice date.

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

3.22 Taxation and grants
GST registered organisations should supply project costs on the application form exclusive of GST. Defence will pay the grant amount plus GST (where required). Organisations not set up for GST purposes should include GST as part of the cost of the project.

4. Responsibilities and accountability under the Program

4.1 DCO responsibilities and accountability
DCO as the funding body is responsible for overall program management, ongoing policy development and performing periodic compliance and evaluation checks of the FSFP. Management of the FSFP Grants and components under the program are the responsibility of the Family and Community Support team under the Directorate of National Programs (DNP).

DCO staff members are available to provide advice on administrative issues pertaining to the grant program. It is not DCO’s responsibility to take an active role in the administration or day-to-day operations of the organisation.

DCO DNP responsibilities include:
- overall program management and policy development;
- development of program documentation, including program and operational guidelines and reporting templates;
- management of selection processes, as required;
- high-level reporting;
- providing clarification of policy or operational requirements;
- monitoring, review and evaluation of the Program and strategies; and
- day to day management of FSFP Grants.

DCO Area Office responsibilities include (where applicable):
- conducting and publicising FSFP information sessions in their local area;
- assist organisations to ensure that their application is completed in full and that all supporting documentation is included;
- assist organisations with issues pertaining to the grant program at the request of a management committee;
- engagement with key stakeholders; Defence local Command, community groups;
- sighting of accountability documents from not-for-profit organisations during monitoring visits;
- monitoring visits;
- liaising and reporting to DCO DNP on service issues or performance; and
- liaising with not-for-profit community organisations on program policy.
Where DCO Area staff deems a grant application does not meet the guidelines of the program at the local level, the DCO Area Manager should consult the Assistant Director Family and Community Support Programs before the application is forwarded to DCO HQ, with accompanying comment. The DCO Area Manager should also provide feedback to the applicant.

The DCO Area Manager is required to comment as part of the approval process. The DCO Area Manager may liaise with base Commanding Officers’ to discuss applicants that are located on Defence establishments. It is mandatory that those applicants located on a Defence establishment be endorsed by the base Commanding Officer. Whilst the local Commander and DCO Area Manager comment on the bids, they do not have responsibility for limiting the bids in any way.

4.2 Organisations responsibilities and accountability

Organisations in receipt of FSFP funding are independent, incorporated associations and are responsible for their own governance, administration and operation.

Organisations are responsible and accountable for ensuring:
- the terms and conditions of the grant agreement are met;
- service provision is effective, efficient and appropriately targeted;
- working collaboratively to deliver the program/service delivery strategy;
- highest standards of duty of care are applied;
- services are operated in line with, and comply with the requirements as set out within all State/Territory and Commonwealth legislation and regulations;
- accurate records are kept with office bearers are adhering to transparent and accountable book keeping and expenditure procedures. For example, minutes of meetings are to be maintained and treasurer’s reports are to be issued at each committee meeting. Attendance records for program participation will also be assessed as part of the acquittal process;
- appropriate public liability insurance is held;
- all financial transactions involving the expenditure of grant funds require a minimum of two committee member signatures;
- committee members seek advice on the roles and responsibilities of being a committee member, both practically and legally, before accepting a committee position. This can be obtained through their local council and, if they hire staff, their State/Territory Industrial Relations body. It is also recommended that all committee members be required to undertake committee training. Organisations can bid for this type of training in the FSFP grant application;
- if employment is reliant on FSFP funding that staff are employed only on a limited contractual basis for the period of the grant;
- applicants must maintain incorporation or registration as a legal entity to be eligible to apply for and receive a FSFP grant; and
- promote the activities of the approved project to the wider Defence community, but in doing so consider Defence’s reputation in the public eye
- that applicants located on a Defence establishment receive Base Commanding Officer endorsement.

4.3 Financial reporting

The FSFP is managed to ensure the efficient and effective use of public monies. This is consistent with the Commonwealth Grant Guidelines and the Commonwealth of Australia Funding Agreement.

Funding must only be used for the purposes for which it was provided. DCO requires funding recipients to provide financial statements/reports in accordance with the DCO Funding Agreement.

4.4 Web Based Reporting

Defence is required to report to the public all successful grants recipients awarded FSFP funding each financial year. The list of FSFP successful grant recipients is displayed on the DCO website once recipients are notified of the outcome of their application.
4.5 Evaluation Reporting

DCO will conduct regular assessments and evaluations of FSFP to assess that the aims of the program are being met and where necessary, adjust the guidelines to improve and ensure that the intent of the Program is met.

4.6 Request to vary Grant expenditure

Variations to funded activities are sometimes required during the funding cycle. Requests to change the purpose for which grant monies are to be spent must be made via the online variation form available from the DCO website. Grant funds may not be expended on other purposes unless approval from DCO DNP has been given. Applications for variation are required to meet the original aim of the approved project. To allow for expenditure of grant funds by 30 June all applications for variation should be submitted by 31 May. The preferred submission method is email. The email address is located on the form.

4.7 Misuse of Grant Funds

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

4.8 Monitoring/Site visits of Grant Recipients

Effective monitoring of FSFP funded programs is a requirement of Australian National Audit Office Better Practice Requirements for the Administration of Grants. As a condition of accepting a grant, FSFP recipient organisations are required to participate in the process.

Monitoring provides assurance that all conditions attached to grants are being complied with and includes the assessment of the effectiveness of individual grants while providing a basis for refining the overall grant program.

Periodic monitoring will occur. Local DCO Area staff will conduct regular monitoring/site visits of all FSFP recipient organisations within their area. The results of the monitoring/site visits will be recorded and forwarded to DCO DNP for inclusion in FSFP records.

Additionally, FSFP managerial staff may conduct random monitoring of grant expenditure and project progress. Multi-year grant recipients will be advised of the potential for cancellation of multi-year projects and return of unspent funds if monitoring identifies the conditions of the grant are not being met. Monitoring should be conducted at the recipient’s location.

4.9 Amalgamating, disbanding or changing the purpose of Organisations

For many reasons organisations amalgamate, disband or change the purpose of their projects, and others form, as families move around and interests change. When an organisation amalgamates with another FSFP recipient all property, funds, including any residual grant monies, accounts etc should accompany the amalgamation and become the property of the new group.

When an organisation disbands or changes purpose and they hold property that has been purchased from a FSFP Grant that may no longer be required, it is to be allocated to another Defence family organisation or community organisation in the area. Disbursement of the property will be decided in consultation with the local Military Commander, together with the DCO Area Manager. The Assistant Director Family and Community Support Programs is to be advised in writing of the disbursement of the property. The asset register should be adjusted accordingly.

When an organisation disbands, any residual funds acquired through the FSFP, must be returned to DCO with a formal acquittal as outlined in reference 3.16.
4.10 Insurance

Organisations must hold, or be in a position to obtain appropriate public liability insurance to be eligible for FSFP grant funding.

Funding can be requested for Workers’ Compensation insurance. The policies are required to ensure that the organisation and executive members of the committee are not individually liable for costs associated with accidents or injuries. A copy of the organisations current insurance policy should be attached to the application form.

Applicants can request umbrella insurance from DCO. For more information please contact the Business Services Support Team at DPGPCDCO.BusinessManagement@defence.gov.au

5. Other Important Requirements

5.1 Supporting Documentation

Existing organisations bidding for salaries should be verified by historical records. New groups should provide indicative phasings. If this justification is not provided, the bid will be accorded a lower priority in comparison with other groups who have provided full justification.

Organisations that bid for funding for projects that have an ‘individual personal benefit’ are expected to provide partial funding towards that project. Activities that fall into the categories of personal growth and development, or child and youth development, may be an example. FSFP will normally require the individual participants, or the organisation, to cover a minimum of 50% of the cost of the activity, either by charging fees or through fundraising. Funding is not provided to cover the cost of individual attendance.

With all equipment related bids above $2,000 in value, organisations are to provide three written quotes and indicate their preferred provider. There is no requirement to attach local catalogues advertising the requested item.

5.2 Disclaimer

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

5.3 False or Misleading Information

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

5.4 Privacy

The Department of Defence is bound by the provisions of the Privacy Act1988 (Privacy Act). Section 14 of the Privacy Act contains information Privacy Principles (IPPs), which prescribe the rules for handling personal information. Personal information is defined in section 6 of the Privacy Act as:

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

More information can be found at http://www.defence.gov.au/dco/DCO_Privacy_Policy.htm
6. Explanation of Terms

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

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

**Applicants**: Applicants must provide all information requested and ensure the information is complete and accurate so their applications can be assessed. Incomplete applications will not be considered for funding. The Department will not follow up information that is incomplete, not legible or incorrect. Keep a copy of your application for your own records. If more than one application is submitted from the same organisation (or legal entity type), only one application will be considered for funding.

**Appropriate Committee Structure** - the term appropriate committee structure refers to the minimum requirement of an executive committee consisting of at least three separate individuals filling the positions of or equivalent to President, Secretary and Treasurer. The FSFP does not have restrictions on the maximum number of committee members, although given the mobile nature of the Defence, it is suggested that assistant committee members be appointed to ensure that a smooth operation of the committee continues over posting cycles.

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

**Asset** - those items with a value greater than $2000. These assets must be recorded on an appropriate register.

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

**Core Operating Costs** – expenses associated with organisations existing and day-to-day operations. Items include bank charges, incorporation/annual return costs and utilities.

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

**Defence families** – the term Defence families means a group or number of Defence families (eg. partners, parents, children of serving members of the ADF).

**Family** – the term family refers to the family of a Defence member that consists of the spouse or interdependent partner and children who normally live with the Defence member, or the parents of a Defence member.

**Good Governance** – is about the processes for making and implementing decisions. It incorporates being accountable, transparent, by including consultation policies and practices, meeting procedures, service quality protocols and officer conduct, role clarification and good working relationships.
Honorarium – the term honorarium refers to an unexpected one off token payment in recognition of the expenses voluntary workers/committee members incur as a result of their volunteer work.

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

Late applications – The Department may reject any application lodged after the closing date. If an application is late, the Department may determine that there were exceptional circumstances beyond the applicant’s control that meant the deadline could not be met. The applicant will need to supply documentary evidence to support this. Any decision by the Department to accept or not accept a late application will be final.

Legal entity – Applicants must be legal entities. A legal entity is defined as an association, corporation,

Number of Service Families - the term number of Service families refers to the total number of Defence family members who attend this project. Attendees should only be counted once regardless of the number of times or internal projects they attend. For playgroups, craft groups etc the number should include all active participants, including parents and children. Newsletters should count the number of families (not individuals) on their official distribution list. Organisations should maintain an attendance register that is available for inspection and that identifies Defence and non Defence participation.

Number of Users of this Project – the term number of users of this project refers to the total number of people who attend this project and includes Defence internal projects they attend. For playgroups, craft groups etc the number should include all active participants, including parents and children. Newsletters should count the number of families (not individuals) on their official distribution list. Organisations should maintain an attendance register that is available for inspection and that identifies Defence and non Defence participation.

Program Delegate - the term program delegate for the expenditure of the Family Support Funding Grants is the Director General of the Defence Community Organisation (DGDCO).

Registered child care provider - A person or organisation that is currently registered with a State or Territory Government to provide child care services, or has successfully received approval from their respective State or Territory authority to work with children. Registered providers must have an ABN and provide a genuine tax invoice.

Terms and conditions – Means Terms and Conditions of the Letter of Acceptance agreement between the Department of Defence and successful FSFP applicants.

The Family Support Advisory Committee –The Advisory Committee assessment panel will examine all grant applications and recommend to the Assistant Minister for Defence whether the grants should be made in accordance with the scope and objectives of the program. It comprises the following members:
- Chair: Director National Programs, Defence Community Organisation (DCO)
- Committee Members: Assistant Director Family and Community Support Programs, DCO
  National Convenor Defence Families of Australia (DFA)
  Service Representatives from Navy, Army and Air force.

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