



Australian Government  
Defence

## Defence Member and Family Support



# Defence Community Grants: Family Support Funding Program



1800 624 608



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[defence.gov.au/adf-members-families](https://defence.gov.au/adf-members-families)



[DefenceMemberFamilySupport](https://www.facebook.com/DefenceMemberFamilySupport)



[DMFS\\_AusDefence](https://www.instagram.com/DMFS_AusDefence)



[DMFS\\_AusDefence](https://twitter.com/DMFS_AusDefence)



## **OPENING AND CLOSING DATES**

Open: 1 November 2023

Close: 31 January 2024

## **RESPONSIBLE ENTITY**

Defence Member and Family Support (DMFS) Branch

Defence People Group

**Department of Defence**

## **ENQUIRIES**

If you have any enquiries, please contact:

**Defence Community Grants**

[defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au)

Enquiries should be made no later than 3 days prior to grants closing.

## **TYPE OF GRANT OPPORTUNITY**

Open Competitive

## **DISCLAIMER**

The Australian Government will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with these Guidelines.

# Contents

Contents .....	ii
<b>Defence Community Grants Process .....</b>	<b>1</b>
<b>1. Introduction.....</b>	<b>2</b>
<b>2. About the grant program.....</b>	<b>3</b>
2.1 Overview.....	3
2.2 Grant Objectives .....	3
<b>3. Grant Periods and grant amounts .....</b>	<b>4</b>
<b>4. Eligibility Criteria .....</b>	<b>4</b>
4.1 Who is eligible to apply for a grant? .....	5
<b>5. What the grant money can be used for .....</b>	<b>5</b>
5.1 Funding Parameters .....	6
5.2 Eligible grant activities.....	6
5.3 Supported Costs.....	6
5.4 Grant activities not supported .....	7
5.5 Costs not supported.....	7
<b>6. Assessment Criteria .....</b>	<b>8</b>
6.1 Category 1 – Not for profit organisations .....	8
6.2 Category 2 – Defence Community Groups .....	8
<b>7. How to Apply.....</b>	<b>9</b>
7.1 Application conditions and responsibilities .....	9
7.2 Application Components.....	9
7.3 Timelines .....	10
7.4 Questions during the application process.....	10
<b>8. Grant application assessment process.....</b>	<b>10</b>
8.1 Not-For Profit Organisation Funding.....	10
8.2 Defence Community Group Funding.....	11

8.3	Notification of application outcomes.....	11
8.4	Application feedback and appeal.....	11
9.	Successful Applications .....	12
9.1	Funding agreement.....	12
9.2	Payment of the grant.....	12
9.3	Project variations .....	13
10.	Reporting and Accountability.....	14
10.1	Monitoring .....	14
10.2	Acquittal.....	15
	Audit - Certificate of Compliance .....	15
	Record Keeping .....	15
	Acquittal Report .....	15
10.3	Acknowledgement .....	16
11.	Probity.....	16
11.1	Conflict of Interest .....	16
11.2	False or misleading information .....	17
11.3	Privacy and confidentiality .....	17

## List of tables

Table 1 - Key Dates	3
Table 2 - Organisation categories and funding limits.....	4
Table 3 - NFP Assessment Criteria.....	8
Table 4 - DCG Assessment Criteria .....	8



# Defence Community Grants Process

## **FAMILY SUPPORT FUNDING PROGRAM GRANTS ARE DESIGNED TO ACHIEVE DEFENCE OBJECTIVES**

1

Grants support the delivery of programs and services to help current serving ADF families to navigate the challenges and opportunities of military life such as mobility and absence, foster a sense of community and develop resilience.

## **GRANTS OPEN**

2

Grants open on 1 November 2023 for Financial Year 2024-25.

Grant guidelines are published on the DMFS website

## **SUBMIT APPLICATION**

3

To be considered for a grant applicants must complete an application form that addresses the eligibility criteria, agree to reporting requirements, and agree to the terms and conditions of the program.

## **GRANTS CLOSE**

4

Grants close on 31 January 2024. Applications must be submitted by the due date. All applications successfully submitted will receive an acknowledgement email.

## **ASSESSMENT**

5

Grant applications will be assessed against the relevant assessment criteria.

## **APPROVAL**

6

The minister for Defence Personnel will approve recommended grants

## **NOTIFICATION OF OUTCOME**

7

Applicants will be notified via email of the outcome of their application prior to the end of June.

## **PAYMENT IS MADE**

8

Applicants must return all relevant documents to facilitate payment of the grant

## **DELIVERY OF GRANT PROJECT AND ACTIVITIES**

9

Grant activities are delivered in accordance with the grant guidelines, terms and conditions, and parameters.

## **PROGRAM REPORTING**

10

Applicants are required to complete an acquittal including evidence of expenditure and project delivery



# 1. Introduction

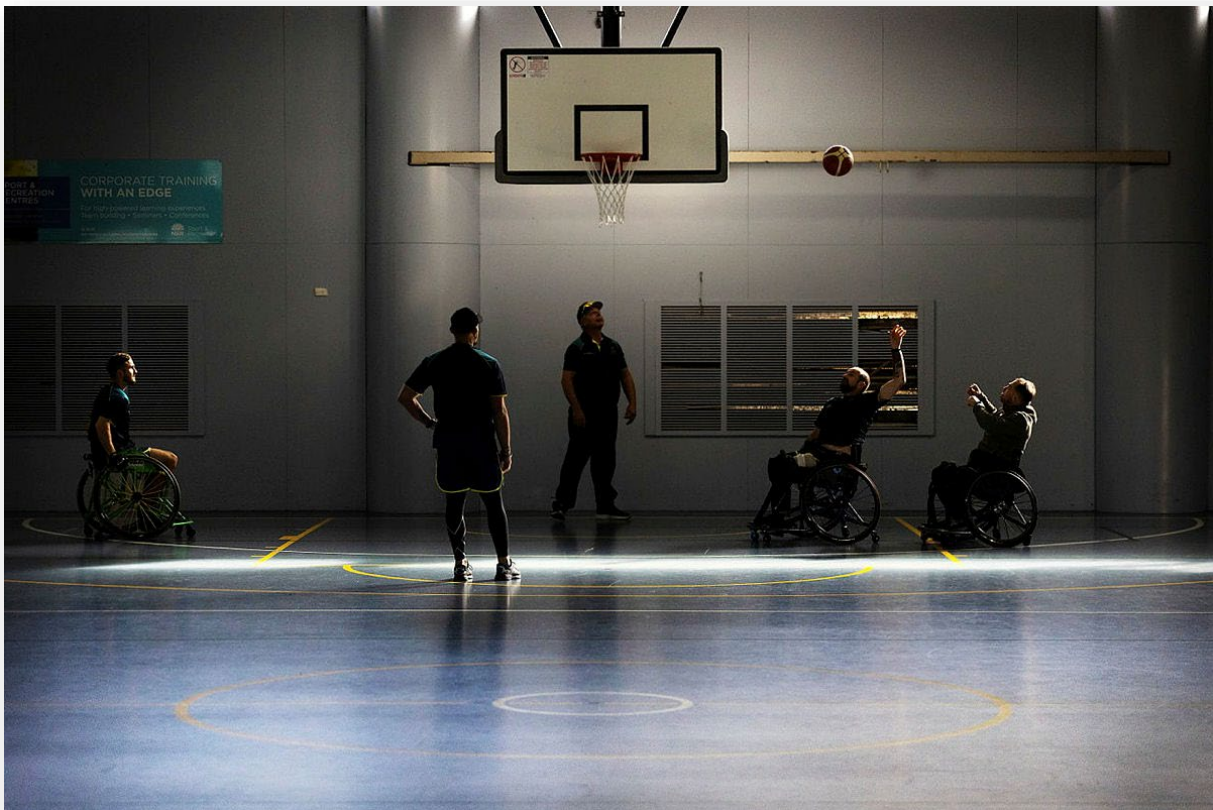
These guidelines contain information for Defence Community grants, Family Support Funding Program. Organisations must read this document before applying for a grant.

This document sets out:

- The purpose of the grant program
- The eligibility criteria
- Grant categories
- Eligible grant costs
- How grant applications are assessed and selected
- How originations are notified and receive grant payments
- How organisations will be monitored and evaluated
- Responsibilities and expectations in relation to the opportunity

This grant program and process is administered by Defence Member and Family Support (DMFS).

The Minister for Defence Personnel (the Minister) has overall responsibility for the approval of Defence Community grants. The final decision will be made by the Minister following advice and recommendations provided by DMFS in accordance with Public Governance, Performance and Accountability Act (PGPA) 2013 and Commonwealth Grant Rules and Guidelines (CGRGs).



## 2. About the grant program

### 2.1 Overview

Defence Member and Family Support (DMFS) is a Branch of the Commonwealth Department of Defence designed to support Australian Defence Force Members and their families through a broad range of program and services.

Strengthening Defence families and community is an important focus for DMFS. We are pleased to announce the availability of grant funding to support not-for-profit organisations in their efforts to enhance the capacity of military families and communities to foster resilience and effectively manage the challenges associated with the military lifestyle. The purpose of this grant is to fund innovative projects that empower military families and their communities to develop strong coping mechanisms, foster a supportive environment, and promote overall well-being.

DMFS offers Defence Community Grants for not-for-profit (NFP) organisations, and targeted grant opportunities for Defence Community Groups (DCG). Grants are available annually and may be provided across multiple years. Eligible NFPs can apply for a grant each year.

Grants support the delivery of programs and services to help current serving ADF families to navigate the challenges and opportunities of military life such as mobility and absence, foster a sense of community and develop resilience.

### 2.2 Grant Objectives

The objectives of Defence Community Grants, Family Support Funding Program are to:

- Strengthen the resilience of military families and communities, helping them navigate the unique challenges and opportunities posed by the military lifestyle.
- Provide resources and support systems that aid military families in managing deployments, relocations, and other stressors.
- Foster a sense of community and collaboration among military families, enabling them to share experiences and support one another.
- Develop and disseminate effective tools, programs, and services that address the mental, emotional, and practical needs of military families.

DMFS is committed to supporting and cultivating environments and programs that are safe, supportive and friendly for families, children, and other vulnerable people.

**Table 1 - Key Dates**

Activity	Key Dates
Applications Open	1 November 2023
Applications Close	31 January 2024



Notification	Applicants will be notified via email regarding the outcome of their submission between May/June 2024.
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### 3. Grant Periods and grant amounts

Defence has committed \$2 million for Defence Community grants programs for financial year 2024-25, to be distributed on or after 1 July 2024

Multi-year grants are available in two-year funding terms. Single-year grants are the default arrangement; organisations wishing to be considered for multi-year funding must have demonstrated track record of strong governance and been a previous Defence Community grant recipient.

The grant amount available for each selected organisation will range from \$5,000 to \$75,000 based on the scope and scale of the proposed project and the organisation category.

**Table 2 - Organisation categories and funding limits**

Category	Eligible Organisations	Description	Funding Limits
1	Open to General NFP organisations	Organisations must meet the eligibility criteria detailed <a href="#">section 4.1</a>	\$5,000 - \$75,000 (GST exclusive)  Per Financial Year
2	Open to Defence Community Groups (DCG)  DCG may be eligible for additional funding under the Community Support Coordinator Program (CSCP)	DCGs are defined as an incorporated not-for-profit organisation that exists solely to facilitate building the capacity of Defence families to develop and connect with the community they live in.	\$5,000 - \$50,000 (GST exclusive)  Per Financial Year

### 4. Eligibility Criteria

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.

We cannot consider an application if the organisation does not satisfy all the eligibility criteria.

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

To be eligible to apply for a Defence Community grant, an organisation must:

- Be an Australian not-for-profit organisation whose volunteer work supports families and/or communities in Australia
- have been operating for 12 months or longer
- be a legal entity



- be compliant with Defence grant reporting and acquittal requirements from any previous funding rounds.

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

Defence Community grant funding is provided to organisations to deliver innovative short-term projects within the approved funding period (financial year)

Organisations are required to use the grant only for permitted activities (e.g. program delivery and associated costs) within the approved funding period and for no other purpose. Expenditure of funds or program delivery cannot be rolled over to another funding period.

## 5.1 Funding Parameters

The parameters help to describe the characteristics of required activities for organisations. All organisations which receive Defence Community grant funding are required to comply with the following parameters:

- deliver activities to the number of participants identified in the approved grant application
- spend funding on activities and supported costs only within the approved funding period
- deliver the project during the funding period
- comply with the financial declaration (acquittal) and reporting requirements.

Where an organisation cannot deliver their funded project within the approved period due to exceptional circumstances (such as natural disasters, closures or other circumstances), an Exceptional Circumstances Activity Plan may be approved by DMFS.

## 5.2 Eligible grant activities

Project eligibility will be dependent on the applications alignment with the Defence Community Grant objectives as outlined in [section 2.2](#). Alignment with objectives will be determined by DMFS during the application assessment process outlined in [section 7](#).

Grants may be awarded to support projects that focus on one or more of the following areas:

- Developing and delivering resilience-building workshops and training programs for military families
- Creating online platforms or local initiatives that facilitate connection and support among military families.
- Developing informational resources, toolkits, or guides to help military families navigate challenges like relocations, deployments, and transitions.
- Collaborative projects that bring together multiple organisations to address various aspects of military family well-being.

## 5.3 Supported Costs

Examples of supported costs include:

- Payments to service providers, facilitators and coaches for the delivery of products and services
- Purchase of equipment required to deliver the face to face workshops and training programs
- Hire of a facility for delivery of programs
- Expenses relating to training to ensure volunteers are appropriately qualified/accredited (e.g. Workplace Health and Safety training and First Aid training)

- Costs of catering and meals where there is a strong link to the project such as cooking or nutrition projects or part of costs that involve overnight stay.
- Payment for administrative services directly and exclusively associated with the establishment of the project such as evaluation and audit services.

## 5.4 Grant activities not supported

Defence Community Grants cannot be used for:

- Upgrading, redeveloping or repairing of facilities
- Projects with a sole religious or political purpose
- Projects and programs that attendees participate in isolation such as:
  - gym memberships
  - Individual courses

## 5.5 Costs not supported

Examples of costs not supported for funding include, but are not limited to:

- ongoing organisational staffing costs
- expenses incurred prior to grant approval or outside the approved funding period
- costs that are not directly and specifically related to the activity such as
  - bank charges
  - incorporation costs
  - utilities
  - IT web hosting fees/servicing
- entry fees to local attractions (not part of an established event)
- Purchase of alcohol

The examples provided are not exhaustive. If organisations require clarification, please contact Defence Community Grants at [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au)



## 6. Assessment Criteria

Applications for Not-for-profit funding and Defence Community Group funding will be assessed separately against the relevant assessment criteria.

### 6.1 Category 1 – Not for profit organisations

In the event that the combined amounts of all applications exceed the total level of available funding, applications will be ranked in order of priority for funding, by applying the following criteria:

**Table 3 - NFP Assessment Criteria**

Criteria	Description
<b>Alignment with Objectives</b>	Alignment with grant objectives and focus areas
<b>Project Feasibility</b>	Feasibility and clarity of the project proposal including value for money
<b>Potential Impact</b>	Potential impact on military families and communities.
<b>Innovation and Creativity</b>	Innovation and creativity in addressing resilience challenges.
<b>Organisational Capacity</b>	Organisational capacity to successfully execute the project
<b>Sustainability</b>	Sustainability and potential for long-term benefits.
<b>Collaboration Potential</b>	Collaboration with Defence/DMFS or other support organisations

### 6.2 Category 2 – Defence Community Groups

Defence Community Groups must address the following two criteria in their application. Applications will be assessed based on the weighting given to each criteria.

**Table 4 - DCG Assessment Criteria**

Criteria	Demonstrated by
<b>Identifying and reaching the target audience</b>	Planning to deliver a targeted programs and services for the local Defence community that provides access to tailored opportunities and support for identified and articulated community needs.
<b>Meeting Program Goals</b>	Fostering a sense of community and collaboration among military families, enabling them to share experiences and support one another. Potential impact on military families and communities and collaboration with Defence/DMFS or other support organisations.

## 7. How to Apply

### 7.1 Application conditions and responsibilities

Before applying, organisations must read and understand the:

- Defence Community Grant guidelines (this document)
- terms and conditions

To apply organisations must:

- meet all the eligibility criteria
- complete the application form via the Defence website
- submit the application prior to the closing date
- agree to the terms and conditions

Organisations can only submit one application each financial year for the grant type they are eligible for.

On submission of an application, the Defence Community Grant team will provide confirmation via email that the application has been submitted successfully. If an acknowledgement is not received within 48 hours, contact the Defence Community Grant team at [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au).

Organisations are:

- able to edit their application after submission during the application open period. Applications cannot be changed after the closing date and time.
- responsible for ensuring that the 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 an application from further consideration.

If an error is found or information is missing, DMFS may ask for clarification or additional information from you that will not change the nature of your application.

If further guidance is needed around the application process, contact the Defence Community Grant team at [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au).

### 7.2 Application Components

Organisations must submit a comprehensive grant application using the online form. All applications must include:

- A project proposal detailing the objectives, methodology, timeline, and anticipated outcomes.
- Budget estimates outlining how the grant funds will be utilised.



- A description of the organisation's experience in serving military families and communities.
- An impact assessment plan to measure the effectiveness of the proposed project.
- Letters of support from relevant stakeholders, such as military associations, community leaders, or local government agencies

## 7.3 Timelines

Applications should be submitted between the published opening and closing dates and times.

Late applications will be considered where there are exceptional circumstances beyond the applicant's control and contact has been made with the Defence Community Grants team within three business days of the grant application closing date and time. The applicant will need to supply evidence to support any exceptional circumstances.

All grant applicants will be notified of the outcome of their application via email

## 7.4 Questions during the application process

If there are any questions during the application period, please contact the DMFS grant team at [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au)

The DMFS grant team will aim to respond to enquiries within three business days.

# 8. Grant application assessment process

1. Applications will be considered through an open competitive grant process.
2. Applications will be assessed for eligibility by DMFS.
3. If the selection process identifies unintentional errors in the application, the organisation may be contacted to correct or explain the information.
4. Eligible applications will then proceed to assessment against the relevant assessment criteria by an assessment committee.
5. The assessment process will be undertaken by Defence and family representatives in each case.

## 8.1 Not-For Profit Organisation Funding

NFP organisation applications are assessed through a competitive process.

Following DMFS eligibility assessment, a briefing pack will be provided to the Family Support Advisory Committee (FSAC) for their consideration. The FSAC consists of representatives from the three Services, DMFS and the National Convenor of Defence Families of Australia. The FSAC will consider each application on its merits based on how well it satisfies the assessment criteria outlined in [section 5.1](#).

## 8.2 Defence Community Group Funding

After assessment, applications are then ranked recommendations are made to the Minister including whether any grant funding amounts should be adjusted from the amount sought.

The Minister will decide whether an application for grant funding is approved.

The Ministers decision is final in all matters, including the:

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

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

## 8.3 Notification of application outcomes

DMFS will advise organisations of the outcome of their application via email.

If successful, DMFS will advise the organisation of any specific conditions attached to the grant

In addition, successful applicants will be published on Grant Connect.

## 8.4 Application feedback

Defence is committed to supporting a strong community sector and acknowledges that feedback is valuable to assist organisations strengthen proposals for grant funding in the future.

Requests for feedback must be received in writing to the Defence Community Grant team at [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au) within 30 days from the date of notification of the outcome from DMFS.



## 9. Successful Applications

### 9.1 Funding agreement

Successful organisations will be required to enter into a grant agreement with the Department, representing the Commonwealth of Australia. The grant agreement will form the legal agreement between the Department and the grant recipient over the grant funding period. The timeline for completion of the project will be specified in the funding agreement.

Successful organisations will have 30 days, from the date of a written offer, to execute a funding agreement with the Department of Defence. Any organisation failing to meet the terms of the agreement during the grant year may forfeit their eligibility to receive funding in subsequent years.

Once executed, the grant agreement will constitute the entire agreement between the parties. There is no binding contract until the grant agreement is duly executed by the person or persons authorised to bind the grant recipient and agreed to and signed by the relevant departmental delegate. Grant funding will only be provided in accordance with the terms of an executed grant agreement and the grant recipient must comply with all requirements of the grant agreement.

Defence will not be responsible for any project expenditure until this time. Funded organisations are responsible for ensuring the terms and conditions of the grant agreement are met.

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

### 9.2 Payment of the grant

Grant payments will be made available to successful applicants annually (this includes multi-year grants) once all acquittal/evaluation reporting has been met. Recipients must spend the grant only on the activities approved in the project. Grant payments will be made available on receipt of a tax invoice.

The funding agreement will state the maximum funding amount payable to the organisation and Defence will not exceed the maximum funding amount under any circumstances. Any extra costs incurred will be the responsibility of the grantee or organisation responsible for the project.

Grant funding will be paid electronically into the nominated Australian bank account as provided in the application. Bank account details provided by grant applicants must pertain to the organisation, not to personal accounts.

Defence's payment policy is up to 20 days from the date the invoice is received by the Department. Grant payments may be withheld if there is any uncertainty over governance, performance or capacity to deliver the agreed program.

## 9.3 Project variations

Successful organisations may seek approval from DMFS for a variation to their original funding.

Applications for variation are required to meet the original aim of the approved project. Applications for variations may be submitted at any time up to 31 May 25.

The variation form is available from the DMFS [website](#)

Applications for variations will only be accepted by email [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au)





## 10. Reporting and Accountability

As a condition of accepting a grant, successful organisations are required to participate in compliance processes such as monitoring and site visits. This may include a progress, ad hoc and end of project reporting.

Organisations must comply with all current relevant requirements as set out within all state/territory and Commonwealth legislation and regulations, including health and safety requirements, child safety and appropriate insurances.

### 10.1 Monitoring

Grant recipients are required to submit progress and financial reports in line with the funding agreement.

Required details for reports include:

- progress against agreed project milestones
- contributions of participants directly related to the project
- expenditure of grant funds against deliverables
- Evaluation of achievement against project outcomes.

Additionally, DMFS may conduct random monitoring of grant expenditure and performance progress at any time during the funding cycle. DMFS will provide reasonable notice of any compliance visit.

These performance reports will provide an indication whether:

- organisations performance, including governance, is meeting expectations
- organisations is compliant with conditions in its funding contract
- grant funds are being used as intended
- service delivery is viable and sustainable
- risks are identified and managed
- action or support for an organisations is required.

Note: These are the minimum requirements for organisations to be considered compliant.

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

## 10.2 Acquittal

### Audit - Certificate of Compliance

In preparation to meet the financial reporting and audit requirements, a copy of the Grant Agreement, Certificate of Compliance, guidelines and receipts should be provided to the organisations auditor. The auditor must be independent to the organisation and adhere to the applicable Australian Accounting Standards.

The completed Certificate of Compliance should be accompanied by an audit opinion. This audit report should confirm that the funding has been spent in accordance with the letter of agreement and specify the amount, if any, of the grant provided for the activity that remains unspent and uncommitted for that financial year. The report should also detail any other matters pertaining to the grant funding that the program needs to be made aware of. Multi-year recipients must acquit funding each year as per single year grants as part of the release of subsequent financial year funding.

The completed Certificate of Compliance, signed by the auditor, must be sent to DMFS within one month of completion of expenditure.

### Record Keeping

It is the responsibility of the organisation to maintain a complete set of records for acquittal and record keeping purposes, including all receipts and financial statements for at least five years after the activity period as required by legislation.

Note: It is not necessary to send receipts to DMFS, unless requested to do so.

### Acquittal Report

The acquittal report aims to ensure the grant program is robust. You will be required to keep a detailed budget that accounts for how all allocated funds were spent and detail how the funded program was delivered including achievement of outcomes.

Note: If an organisation disbands, any residual funds acquired through the grant, must be returned to the Department of Defence with a formal acquittal prior to the organisation winding up affairs.

DMFS will evaluate the grant program to measure how well the outcomes and objectives have been achieved.

DMFS may use information from your application, acquittal and program delivery survey for this purpose.

We may also interview relevant people at your organisation or ask for more information to help us understand how the grant impacted your community and to evaluate how effective it was in achieving its objectives.



## 10.3 Acknowledgement

Organisations must acknowledge DMFS when making any public announcements about Defence Community Grant funding or promoting related activities.

Where possible, acknowledge the Australian Government as follows:

**‘This project received Defence Community Grant funding from Defence Member and Family Support, a branch of the Commonwealth Department of Defence.**

If the organisation makes a public statement about the project, we require that they acknowledge that the grant as follows:

*‘[Organisation name] received funding from Defence Member and Family Support to deliver this project/activity’.*

## 11. Probity

### 11.1 Conflict of Interest

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 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 undertaking the activity.

The application must specify how any actual or perceived conflict of interest will be addressed and monitored to ensure it does not compromise the outcomes desired for this program.

DMFS reserves the right to assess the potential impact of the conflict of interest or perceived conflict of interest and what plans, if any, are proposed to address the conflict of interest in relation to the application for funding.

DMFS may reject an application if it is not satisfied that there are arrangements in place to appropriately address/manage a perceived or actual conflict of interest. There are 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 Family Support Advisory Committee to declare any conflicts of interest when assessing and prioritising grant applications.

## 11.2 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. If the applicant is a member of the ADF, or an employee of the Australian Public Service, 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.

## 11.3 Privacy and confidentiality

For information on how we collect, use and disclose personal information, see the DMFS privacy statement available on our [website](#).

Grant recipients will be required to comply with the Australian Privacy Principles as set out in section 14 of the Privacy Act 1988.

Grant recipients will be required to maintain confidentiality of any information deemed by the Commonwealth of Australia to be confidential, as set out in the grant agreement.

The Department of Defence may share organisations information with other government agencies for relevant Commonwealth purposes such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce grant recipients.

The Department of Defence will treat information provided by applicants as sensitive and confidential if it meets one of the four conditions below:

- information is clearly identify as confidential and provide an explanation
- information is commercially sensitive
- disclosing information would cause unreasonable harm to you or someone else
- provide the information with an understanding that it will stay confidential.

The Department of Defence may disclose confidential information to:

- the committee and our Commonwealth employees and contractors, to help us manage the grant program effectively
- the responsible Minister or Assistant Minister
- the Auditor-General, Ombudsman or Privacy Commissioner

- a House or Committee of the Australian Parliament.

The Department of Defence may also disclose confidential information if:

- required or authorised by law
- the organisation agreed to the information being disclosed
- someone other than Defence has made the confidential information public.