

# Defence Member and Family Support (DMFS) Family Support Funding Program (FSFP) Guidelines 2025-27

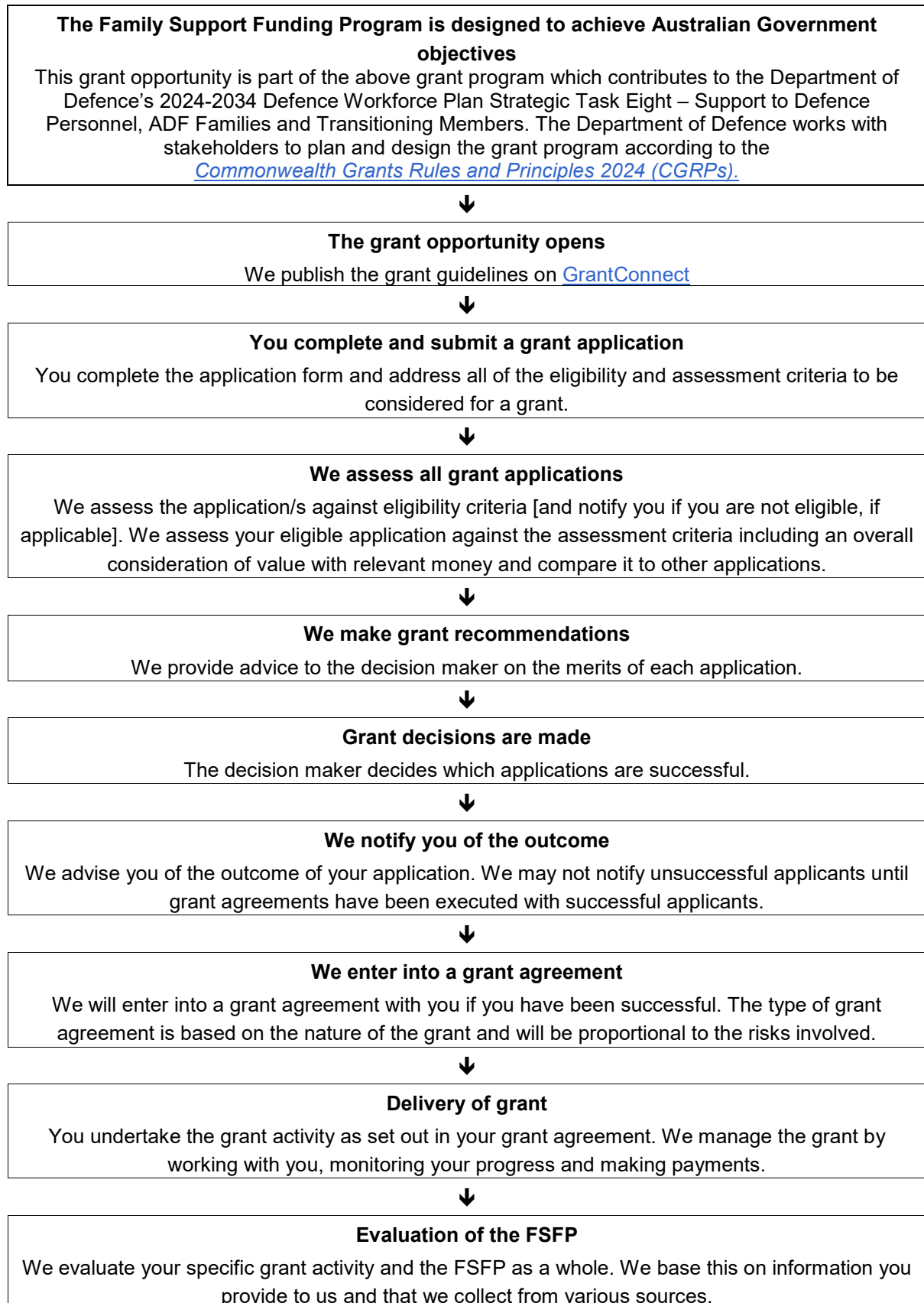
<b>Opening date:</b>	02 December 2025
<b>Closing date and time:</b>	[17.00 AEST] on 31 January 2026
<b>Administering entity:</b>	Department of Defence
<b>Enquiries:</b>	<p>If you have any questions, contact the Defence Community Grants Team by email at <a href="mailto:defence.communitygrants@defence.gov.au">defence.communitygrants@defence.gov.au</a></p> <p>Questions should be sent no later than 9 January 2026</p>
<b>Date guidelines released:</b>	02 December 2025
<b>Type of grant opportunity:</b>	Open competitive

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# 1 DMFS: Family Support Funding Program (FSFP) processes



## 1.1 Introduction

These guidelines contain information for the FSFP grants.

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

Strengthening ADF members, their families and communities that support them 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 Defence families and communities that support them 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 ADF families and the communities that support them to develop strong coping mechanisms, foster a supportive environment, and promote overall well-being, in line with the objectives of the:

- Defence and Veteran Family Wellbeing Strategy 2025-2030 and/ or
- Defence Strategy for Preventing and Responding to Family and Domestic Violence 2023-2028.

The Family Support Funding Program (FSFP) provides grant funding to eligible not-for-profit organisations to 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 and foster a sense of community.

Being part of a community and feeling a sense of belonging is more important than ever before. Feeling connected plays a vital role to building and enhancing emotional and social wellbeing and we want to support the organisations that are helping make this happen.

You must read these guidelines before filling out an application.

This document sets out:

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

DMFS administer the program according to the [Commonwealth Grants Rules and Principles 2024](#) (CGRPs).<sup>1</sup>

## 2 About the grant program

FSFP aims to build the capacity of individuals, families and communities that support them to contribute to the local community in which they are posted.

The purpose of this grant is to fund innovative projects and programs that empower ADF members, their families and communities that support them to develop strong coping mechanisms, foster a supportive environment and promote overall wellbeing.

FSFP Grant funding supports not-for-profit organisations across Australia that can make a positive difference in their local community. The program has supported local connection, awarding grants that have benefited thousands of Defence families in their local communities since 1989.

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<sup>1</sup> [Federal Register of Legislation - Commonwealth Grants Rules and Principles 2024](#)

In 2025-2027 FSFP will prioritise activities that drive progress under the Defence and Veteran and Family Wellbeing Strategy 2025 -2030 and/or the Defence Strategy for Preventing and Responding to Family and Domestic Violence 2023-2028, namely:

1. Informed engagement: families can find the information they need when they need it, so they can access available supports and make informed decisions.
2. Supported and secure: any impacts of service and related life events are managed, through appropriate and flexible, fit for purpose policies, support, and communication.
3. Recognised and understood: there is a continued commitment to understand the needs of families, and improve policies through engagement, research and evaluation
4. Contribution to the broader community's effort in preventing family and domestic violence by promoting an understanding and awareness of family and domestic violence.

Supporting projects with positive outcomes leads to a strengthened, inclusive and socially connected Defence community as it manages the military way of life.

Projects should provide a range of high-quality and cost-effective services that link Defence families into the local community, with the potential to develop new services in response to their changing community needs. Successful recipients of an FSFP grant can include but are not limited to running events, programs and services, be a base for outreach and referral point for families to other local services, have strong working relationships with other local community services and deliver projects to help Defence communities connect and thrive.

**In support of the Defence and Veteran and Family Wellbeing Strategy 2025-2030, and/or the Defence Strategy for Preventing and Responding to Family and Domestic Violence 2023-2028 the objectives of the program include:**

- Strengthen the resilience of Defence families and communities, helping them navigate the unique challenges and opportunities posed by the military lifestyle.
- Fill the gaps within local communities that ADF Members and their families face as a part of their military lifestyle
- Support vulnerable Defence families by providing connection to specialist services
- Provide resources and support systems that aid Defence families in managing deployments, relocations, and other stressors.
- Supports the retention of ADF members by providing ADF members and their families a sense of cohesion and stability within their community
- Foster a sense of community and collaboration among Defence families, enabling them to share experiences, build family support networks and support one another.
- Develop and disseminate effective tools, programs, and services that address the mental, emotional, and practical needs of Defence families
- Advance gender equality and address the drivers of all forms of gender based violence, including through initiatives aimed to improve community attitudes and norms toward family, domestic and sexual violence, particularly in a Defence context.

**The intended outcomes of the program are to:**

- Support Defence families to come together for mutual support, education, connection with their community and support for their overall personal and social wellbeing.
- Support Defence families to engage with each other and their local communities to minimise the challenges and enhance the opportunities that come with the unique military lifestyle.
- Empower Defence families to thrive by giving them the confidence they need to succeed in managing the Defence way of life.
- Support community capacity building by identifying and nurturing partnership opportunities to support the delivery for a strengthened sense of community for Defence families, reducing the feeling of isolation that a posting can bring.

## 3 Grant amount and grant period

Family Support Funding Program grants are provided to eligible not-for-profit organisations to deliver innovative short-term projects within the approved funding period (financial year).

Organisations are required to use grant funding **only** for permitted activities (e.g. program delivery and associated costs) within the approved funding period. Expenditure of funds or program delivery cannot be rolled over to another funding period.

### 3.1 Grants available

The Australian Government has announced a total of \$2 million per Financial Year for the FSFP grant funding. The grant opportunity will run from 2 December 2025 to 31 January 2026.

- The minimum grant amount is \$20,000.
- The maximum grant amount is \$200,000.

FSFP funds are paid as a lump sum and are not indexed over the course of a Financial Year

### 3.2 Grant period

The grant period is for an extended cycle round from March 2026 to June 2027. You must complete your project by 30 June 2027. Following the grant period, an evaluation period of three months will commence.

## 4 Eligibility criteria

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

We cannot provide a grant if you receive funding from another government source for the same purpose.

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

To be eligible you must:

- be an Australian not-for-profit organisation whose work supports families and/or communities within Australia
- be registered with the Australian Securities and Investment Cooperation or incorporated under the relevant State or Territory legislation. All charities must be registered with the Australian Charities and Not for Profit Commission
- have an Australian Business Number (ABN)
- have been operating for 12 months or longer
- have an account with an Australian financial institution
- be a legal entity with the capacity to enter into a legally binding agreement or contract
- Be compliant with all Defence grant reporting and acquittal requirements from any previous funding rounds

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

You are not eligible to apply if you are:

- an organisation, or your project partner is 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' ([www.nationalredress.gov.au](http://www.nationalredress.gov.au))
- a Commonwealth, state, territory or local government agency or body (including government business enterprises)
- an individual
- unincorporated association
- overseas resident/organisation

### 4.3 What qualifications, skills or checks are required?

If you are successful, all relevant personnel working on the grant activity must have and maintain the following registrations and checks:

- Working with Vulnerable People registration
- Working with Children check

## 5 What the grant money can be used for

### 5.1 Eligible grant activities

Project eligibility will be dependent on the applications alignment with the Family Support Funding Program grant objectives as outlined in [section 2](#). Alignment with objectives will be determined by DMFS during the application assessment process outlined in section 6.

Recipients must spend the grant only on the activities approved in the project.

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

### 5.2 Eligible expenditure

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

Eligible expenditure items are:

- 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.

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

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

### 5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- 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 or
  - individual courses.



- Ongoing organisational staffing costs, including wages
- Ongoing organisational operating costs such as internet, office supplies, utilities etc.
- 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
  - IT web hosting fees/servicing.
- Honorariums
- Entry fees to local attractions (not part of an established event)
- Purchase or service of alcohol.

## 6 The assessment criteria

You must address all of the following assessment criteria in the application.

We will assess your application based on the weighting given to each criterion.

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

We will only award funding to applications that score highly against all assessment criteria.

### Criterion 1

Alignment with Objectives (weighing = 20%) Max. 500 word

You should demonstrate this through identifying:

- What the proposal is in relation to ADF members and their families
- How will the proposal directly support ADF members and their families
- How will the proposal foster a sense of community and collaboration among defence families

### Criterion 2

Project Feasibility (weighing = 20%) Max. 450 word

You must demonstrate this through identifying that:

- the proposal is well defined
- The proposal meets a need within the Defence community
- The proposal outcomes are achievable

### Criterion 3

Potential Impact (weighing = 15%) Max. 200 word

You should demonstrate this through identifying:

- how Defence families can access the project/ program
- the potential number of ADF members and/ or families who can readily access the project/ program
- the proposal has a strong potential to enhance ADF members and their families resilience

### Criterion 4

Innovation and Creativity (weighing = 10%) Max. 200 word

You should demonstrate this through identifying:

- the proposal in original
- the proposed activities provide services that are not currently met elsewhere, including products or services already provided to ADF members and their families by the Department of Defence.

## **Criterion 5**

Organisational Capacity (weighing = 15%) Max. 250 word

You must demonstrate this through identifying:

- the organisation has the capacity to manage the project
- the organisation can show that they have a robust track record and strong resources for success.

## **Criterion 6**

Sustainability (weighing = 10%) Max. 200 word

You should demonstrate this through identifying:

- the proposal is sustainable
- the organisation has a comprehensive strategy to ensure the proposal has a positive long term impact for ADF members and their families

## **Criterion 7**

Collaboration Potential (weighing = 10%) Max. 200 word

You should demonstrate this through identifying:

- Potential collaboration within the proposal with a view to a positive sustainable impact for ADF members and their families.

## 7 How to apply

Before applying, you must read and understand these guidelines and the terms and conditions of the program.

These documents can be found at [GrantConnect](#). GrantConnect is the authoritative source for grants information. 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 to these guidelines.

To apply you must:

- meet all the eligibility criteria
- complete the application form available from the Defence [website](#)
- provide all the information and attachments requested
- address all eligibility criteria and assessment criteria
- agree to the terms and conditions
- submit your application by email to [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au) by 1700hr AEDST 31 January 2026

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 \(Cth\)](#). We will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately on [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au).

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. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

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

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).**

If you need further guidance about the application process or if you are unable to submit an application online contact us at [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au). Questions should be sent no later than 9 January 2026

### 7.1 Attachments to the application

We require you to submit the following documents with your application:

- a project proposal detailing the objectives, timeline and anticipated outcomes
- a description of the organisation's experience in serving Defence families and communities
- an impact assessment plan to measure the effectiveness of the proposed project
- an indicative budget
- a project management plan
- a risk management plan

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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

- evidence of non-for-profit organisation
- evidence of appropriate insurance

## 7.2 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We cannot accept late applications.

We will only accept a late application 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.

If you are successful, we expect you will be able to commence your project around March 2026.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	2-3 weeks from closing date
Approval of outcomes of selection process	4-6 weeks from initial assessment of applications
Negotiations and award of grant agreements	1-3 weeks from approval outcomes received
Notification to unsuccessful applicants	2 weeks from approval outcomes received
Earliest start date of project	March 2026
End date of grant activity or agreement	30 June 2027

## 7.3 Questions during the application process

If you have any questions during the application period, contact [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au). The Defence Community Grants Team will respond to emailed questions within three working days.

# 8 The grant selection process

## 8.1 Assessment of grant applications

We consider eligible applications through an open competitive grant process. If eligible, we will then assess your application against the assessment criteria (see [Section 6](#)) and against other applications. We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money. Value with relevant money 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.<sup>3</sup>

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<sup>3</sup> See glossary for an explanation of 'value with money'.

## 8.2 Who will assess applications?

An assessment committee will assess each application on its merit and compare it to other eligible applications before recommending/providing advice on which grant applications should be awarded a grant. The assessment committee will be made up of representatives from the three Services, DMFS and the National Convenor of Defence Families of Australia.

The assessment committee makes recommendations to the Minister for Defence Personnel.

## 8.3 Who will approve grants?

The Minister for Defence Personnel decides which grants to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

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

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

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

# 9 Notification of application outcomes

DMFS 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.

Unsuccessful applicants can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

## 9.1 Feedback on your application

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.

If you are unsuccessful, you may ask for feedback. 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 one week from the date of notification of the outcome from DMFS. We will give written feedback within one week of your request.

# 10 Successful grant applications

## 10.1 The grant agreement

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

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

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your project before you have an executed grant agreement, you do so at your own risk.

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

### 10.1.1 Simple Grant Agreement

We will use a simple grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

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

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.

Any organisation failing to meet the terms of the agreement during the grant year may forfeit their eligibility to receive funding.

### 10.2 How we pay the grant

The grant agreement will state the maximum grant amount to be paid. We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

Grants **cannot** be paid to organisations:

- where there is an outstanding acquittal from a previous Family Support Funding Program grant opportunity.
- that is not currently operating within Australia. Funds cannot be paid to any overseas organisation.

Grant payments will be made available to successful applicants annually (this includes multi-year grants) once all previous compliance requirements are met including financial acquittal and evaluation reporting.

Once a signed funding agreement has been received, the successful grantee **must** submit an invoice to the Defence Community Grants Team to initiate the fund payment process..

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.

Funding is not transferrable and can only be paid to the organisation that applied under the applicable grant.

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

### 10.3 Grants 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>4</sup> We do not provide advice on your particular taxation circumstances.

## 11 Announcement of grants

If successful, your grant will be listed on the GrantConnect website no later than twenty-one calendar days after the date of effect as required by Section 5.4 of the [CGRPs](#).

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<sup>4</sup> <https://www.ato.gov.au/>

## 12 How we monitor your grant activity

### 12.1 Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

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

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details
- business structure

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

### 12.2 Reporting

You must submit reports in line with the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed milestones and outcomes
- expenditure of the grant.
- contributions of participants directly related to the project
- evaluation of achievement against project outcomes.

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

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

#### **Progress reports**

Progress reports must:

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

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

#### **Final evaluation report**

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

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within 60 days of completion in the format provided in the grant agreement.

### 12.3 Audited financial acquittal report

You will need to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.



We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by submitting a formal variation request.

Applications for variation must:

- meet the original aim of the approved project
- be submitted before 31 May 2027.

The variation form is available from the DMFS [website](#). Variation requests will only be accepted by email [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au).

Requests for variations including an increase of funds will not be accepted.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

## 12.4 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

## 12.5 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

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.

## 12.6 Evaluation

We will evaluate the grant opportunity 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 up to two years after you finish your grant for more information to assist with this evaluation.

## 12.7 Acknowledgement

Organisations must acknowledge DMFS when making any public announcements about Family Support Funding Program funding or promoting related activities.

Where possible, acknowledge the Australian Government as follows:

***'This project received Family Support Funding Program 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, a branch of the Commonwealth Department of Defence, to deliver this project/activity'.***

## 13 Probity

The Australian Government will make sure that the grant opportunity process is fair, is conducted according to the published grant opportunity guidelines, incorporates appropriate safeguards against fraud and corruption, unlawful activities and other inappropriate conduct and is consistent with the CGRPs.

These guidelines may be changed from time-to-time by the Department of Defence. When this happens, the revised grant opportunity guidelines will be published on [GrantConnect](#). By registering on this website, you will be automatically notified of any changes to these guidelines.

You should be aware of your obligations under the [National Anti-Corruption Commission Act 2022](#), noting that under the Act grantees will generally be considered 'contracted service providers' [see <https://www.nacc.gov.au/resource-centre/nacc-fact-sheets>].

### 13.1 Enquiries and feedback

The [Defence Procurement Complaints Scheme | Business & Industry | Defence](#) apply to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

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

If you do not agree with the way the Department of Defence has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually consider a complaint unless the matter has first been raised directly with the Department of Defence.

The Commonwealth Ombudsman can be contacted on:

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

### 13.2 Conflict of interest

Any conflicts of interest, or perceived conflicts of interest can affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if DMFS staff, any member of a committee or advisor and/or you or any of your personnel, including sub-contractors:

- have a professional, commercial or personal relationship with a party who can influence the application selection process, such as an Australian Government officer [or member of an external panel]
- have 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
- have 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 are no conflicts of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform DMFS 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.

We publish our conflict of interest policy on the [Integrity Policy | Defence](#) website

### 13.3 Privacy

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

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

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

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

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

As part of your application, you declare your ability to comply with the [Privacy Act 1988](#) and the Australian Privacy Principles and your intention to 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 of Defence would breach an Australian Privacy Principle as defined in the Act.

### 13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of 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:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively, including for an integrity purpose

- 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, Privacy Commissioner or National Anti-Corruption Commissioner, or staff of their agencies
- the responsible Minister or Parliamentary Secretary, or
- a House or a Committee of the Australian Parliament.

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

### **13.5 Freedom of information**

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Defence Freedom of Information  
PO Box 7910  
Canberra BC ACT 2610

By email: [Defence FOI](#)

## 14 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
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
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
contracted service provider	A contracted service provider is a person who is a party to a Commonwealth contract or is a party to a subcontract with a contracted service provider and is responsible for the provision of goods or services under contract, either directly or indirectly.
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 makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Eligibility criteria should be developed to enable objective validation and are either 'met' or 'not met'. 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

Term	Definition
<a href="#"><i>Commonwealth Grants Rules and Principles 2024 (CGRPs)</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.
grant	for the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> <li>a. under which relevant money<sup>5</sup> or other <a href="#">Consolidated Revenue Fund</a> (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.
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
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.

<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
National Anti-Corruption Commission (NACC)	The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency. It detects, investigates and reports on serious or systemic corruption in the Commonwealth public sector. The Commission operates under the <a href="#">National Anti-Corruption Commission Act 2022</a> .
PBS Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , 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.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
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>