



Skills for Education and Employment (SEE) Program Stream 2 – First Nations Scoping Grant Opportunity

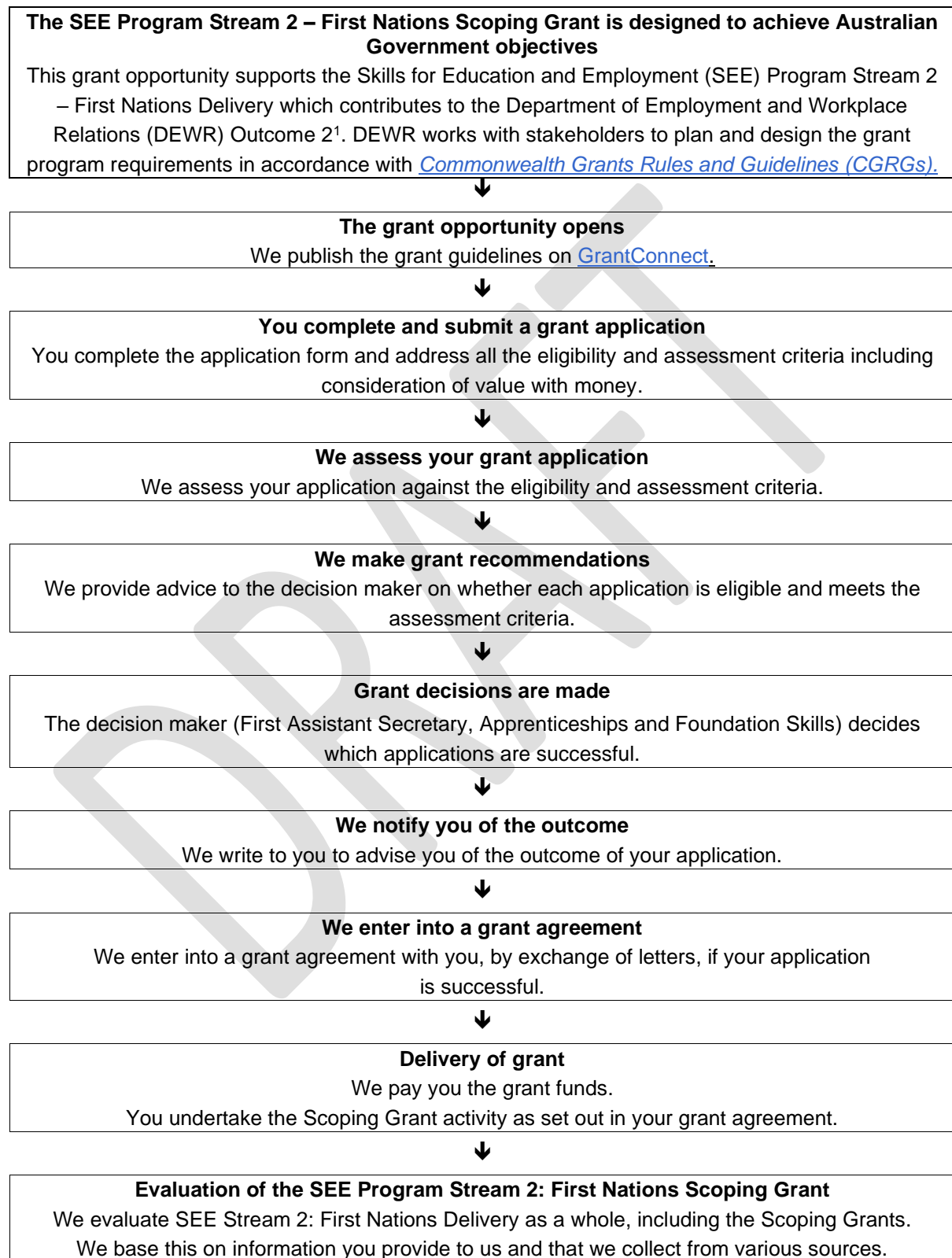
Opening date:	xx xxxxx 2024
Closing date and time:	Applications will be received and assessed on a continuous basis up until 17.00 AEST on 30 June 2027
Commonwealth policy entity:	Department of Employment and Workplace Relations
Enquiries:	If you have any questions, contact SEEfuture@dewr.gov.au
Date guidelines released:	xx xxxx 2024
Type of grant opportunity:	Open non-competitive

Contents

1. SEE Program Stream 2 – First Nations Scoping Grant processes.....	4
1.1 Purpose of these guidelines	5
2. About the SEE Program	6
2.1 About this SEE Program Stream 2 – First Nations Delivery Grant opportunity	6
2.2 About this Scoping Grant opportunity	7
3. Grant amount and grant period	9
3.1 Grants available	9
3.2 Grant period	10
4. Eligibility criteria	11
4.1 Who is eligible to apply for a grant?	11
4.2 Eligibility of Training Partner organisations	12
4.3 What qualifications, skills or checks are required?	12
4.4 Information security accreditation	13
5. What you can use the grant money for	14
5.1 Eligible grant activities and expenditure	14
5.2 What the grant money cannot be used for	16
6. The assessment criteria	17
7. How to apply	19
7.1 Attachments to the application	20
7.2 Subcontracting and joint applications	20
7.3 Timing of grant opportunity processes	22
7.4 Questions during the application process	22
8. The grant selection process	23
8.1 Assessment of grant applications	23
8.2 Value with money	23
8.3 Who will assess applications?	24
8.4 Who will approve grants?	24
9. Notification of application outcomes	25
9.1 Feedback on your application	25
10. Successful grant applications	26
10.1 The grant agreement	26
10.2 How we pay the grant	26
10.3 Grants Payments and GST	26
11. Announcement of grants	27
12. How we monitor your grant activity	28
12.1 Keeping us informed	28
12.2 Reporting	28
12.3 Financial declaration or audited financial acquittal report	28

12.4	Record keeping	28
12.5	Evaluation	28
13.	Probity.....	29
13.1	Enquiries and feedback	29
13.2	Conflicts of interest	29
13.3	Privacy	29
13.4	Confidential Information	30
13.5	Freedom of information.....	31
14.	Consultation	32
15.	Glossary.....	33
Attachment A. Sample letter of agreement.....		37
Attachment B. Remoteness Areas		44
Attachment C. Adult Literacy Brokers		45
Attachment D. Sample Scoping Grant application form		46

1. SEE Program Stream 2 – First Nations Scoping Grant processes



¹ Outcome 2: Promote growth in economic productivity and social wellbeing through access to quality skills and training (Portfolio Budget Statements 2023-24 Employment and Workplace relations Portfolio, p37)

1.1 Purpose of these guidelines

These guidelines contain information for the **SEE Program Stream 2 – First Nations Scoping Grant** opportunity.

You should read the guidelines in conjunction with:

- the sample letter of agreement (Attachment A), which includes the contractual terms and conditions on which the Commonwealth will provide any grant funding)
- SEE Stream 2 – First Nations Delivery Grant opportunity guidelines (published separately on GrantConnect)
- any additional instructions issued by the Department of Employment and Workplace Relations (department).

You must read these guidelines before filling out an application.

These guidelines set out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how we notify you of the outcome of your application
- how we pay you if you are awarded a grant
- responsibilities and expectations in relation to the opportunity.

Any alterations and addenda² to these guidelines will be published on GrantConnect.

Key terms used in these guidelines are defined in the Glossary at Section 15.

² 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.

2. About the SEE Program

The Australian Government provides free English language, literacy, numeracy and digital literacy (LLND) skills training through the SEE Program. The SEE Program has been operating since 2002. Until 2013, it was known as the Language, Literacy and Numeracy Program or LLNP. The SEE Program provides training to help individuals improve their LLND skills, enabling them to undertake further training and actively participate in the economy and in society.

At the September 2022 Jobs and Skills Summit, the government committed to redesigning its foundation skills program delivery. In the 2023–24 Federal Budget, the government announced it is investing \$436.4 million over 4 years in a redesigned SEE Program. The SEE Program aims to improve access to foundation skills training, focusing on building LLND skills, for around 27,000 Australians. The redesigned SEE Program will commence from 1 July 2024.

The government has engaged with a range of organisations and key stakeholders to inform the development of the redesigned SEE Program. In October 2022 the government set up the Foundation Skills Advisory Group (Advisory Group) to ensure stakeholder views are properly understood and considered during the development and redesign of foundation skills policy and programs, and to support broader work to build the evidence base on levels of these foundation skills among Australian adults. The Advisory Group brings together individual experts and representatives from a range of organisations, including foundation skills peak bodies, industry, employers, unions, First Nations people, and state and territory governments.

The SEE Program includes two distinct but complementary streams to support LLND skills training in metropolitan, regional, and remote areas:

- **Stream 1:** LLND skills training delivery to individuals by SEE providers, contracted by the department, including through place-based project delivery.
- **Stream 2:** whole of community LLND skills training delivery to First Nations people by First Nations community organisations in partnership with registered training organisations (RTOs) or Adult and Community Education (ACE) providers through place-based grants.

SEE Program Stream 2 specifically targets First Nations people and community organisations. However, First Nations individuals are also able and welcome to access services through SEE Stream 1 if eligible (i.e. over 15 years of age and no longer at school).

We administer the program according to the [Commonwealth Grants Rules and Guidelines](https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf) (CGRGs)³.

2.1 About this SEE Program Stream 2 – First Nations Delivery grant opportunity

SEE Program Stream 2 – First Nations Delivery grants will fund place-based, whole of community projects designed to meet community English LLND skills training needs. These projects will be delivered by First Nations organisations, being Aboriginal Community Controlled Organisations (ACCOs), in partnership with RTOs (which may include technical and further education institutes (TAFEs)) or ACE providers (which may or may not be RTOs).

Key changes to the redesigned SEE Program through Stream 2 First Nations Delivery, are:

- expanding participant eligibility to all First Nations people over the age of 15 who have left school (individual exceptions to the age limit may be made at the discretion of the department).

³ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

Participants can include job seekers, employees, and those not in education, employment or training. The requirement to be a registered job seeker is no longer part of the eligibility criteria.

- introducing grants for up to 5 years to ACCOs to work in partnership with training providers to deliver the training the community needs
- allowing both accredited and non-accredited training to better support participant training needs
- introducing Adult Literacy Brokers, employed by the department, to work with ACCOs to develop grant proposals that will meet community and participant needs and the department's requirements.

There are two grant opportunities for the SEE Program Stream 2 – First Nations Delivery:

- *SEE Program Stream 2 First Nations Scoping Grants (**Scoping Grants**)*
Small grants of up to \$50,000 (GST exclusive) to help eligible organisations to develop a SEE Program Stream 2 – First Nations Delivery Grant application.
This guidelines document is for the Scoping Grants only.
- *SEE Program Stream 2 – First Nations Delivery Grants (**Delivery Grants**)*
Grants to eligible organisations to co-design and deliver English LLND skills training to First Nations people across Australia. This is the major SEE Stream 2 component.
There are separate guidelines for the Delivery Grants.

SEE Stream 2 objectives and outcomes

The objectives of the SEE Program Stream 2 – First Nations Delivery are to:

- deliver English LLND skills training that is community-based
- deliver training through First Nations organisations, being ACCOs, in partnership with RTOs or ACE providers supported through place-based grants
- support work towards Closing the Gap by removing barriers to accessing education and training for First Nations people.

The intended outcomes of the program are:

- **Outcome 1:** To support around 2,200 First Nations people across Australia each year with culturally appropriate and community co-designed English LLND skills training in their communities.
- **Outcome 2:** The training meets community and individual needs.
- **Outcome 3:** First Nations people who undertake this training demonstrate measurable improvement in their English LLND skills.

2.2 About this Scoping Grant opportunity

Scoping Grants provide you with funding for community engagement, and relationship and capacity building. With a Scoping Grant you can start planning your community LLND project and prepare an application for a Delivery Grant,

A Scoping Grant can help you work out if there is a need for LLND training in your community by funding you to:

- work with your community to determine:
 - what your community wants to achieve through a Delivery Grant
 - the priority your community puts on English LLND skills training
 - the commitment of the community to the project

- identify and start working with a suitable eligible training partner for your proposed delivery project
- build your organisation's capability to develop your proposal for a Delivery Grant
- build the cultural capability of your eligible training partner
- gather data and information to support your Delivery Grant application
- put together a Delivery Grant proposal that is well defined and supported by the community.

Your Scoping Grant activities will help you to discover information that you can include in a Delivery Grant application.

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3. Grant amount and grant period

3.1 Grants available

The Australian Government has allocated \$46 million (excluding GST) for SEE Program Stream 2 – First Nations Scoping and Delivery Grants across the first 3 years of operation, including up to \$10 million (excluding GST) total in grant funding in the first year (1 July 2024 to 30 June 2025). SEE Stream 2 – First Nations Delivery is an ongoing program.

The Scoping Grant provides eligible organisations with funds to help them to develop a Delivery Grant application, including identifying appropriate training partners where necessary.

Eligible organisations may be funded up to the amounts set out in *Table 1: Maximum amount available for each Remoteness Area*, with the maximum amounts available varying depending on Remoteness Area as defined by the Australian Bureau of Statistics' classes of remoteness ([Attachment B](#)).

Table 1: Maximum amount available for each Remoteness Area

Remoteness Areas	Maximum Scoping Grant funding available per eligible organisation (excluding GST)
Major cities	Up to \$15,000
Inner Regional	Up to \$15,000
Outer Regional	Up to \$25,000
Remote	Up to \$40,000
Very Remote	Up to \$50,000

Each Scoping Grant will be for activities in one community, or a group of adjacent and connected communities. This aligns with the place-based and community driven nature of SEE Stream 2.

Where multiple eligible organisations operate in a community, or group of adjacent and connected communities, and wish to apply for Scoping Grants, the department suggests they consider consolidating their efforts on a single application with one of them nominated as the lead or coordinating organisation (Section 7.2 of these guidelines). Multiple Delivery Grant projects running within the same community risk competing for participants, potentially making all the projects unviable. However, the department recognises that where the projects plan to work with different target groups, separate projects may be appropriate. The department accepts that when applying for a Scoping Grant you may be unaware of other organisations applying for a project in the same community. Your Scoping Grant application will not be rejected solely because another organisation has also applied for a Scoping Grant in the same geographical area. However, the department reserves the right to provide a Scoping Grant in respect of all or part of an application.

If you go on to apply for a Delivery Grant, you will need to provide evidence that your project is viable taking into consideration what else is happening in the community. Note that unlike the Scoping Grants which are assessed and awarded continuously, the Delivery Grants are assessed in batches and awarded competitively with reference to the other applications in the same round.

The department has an interest in maintaining the viability of Delivery Grant projects once they are underway. For this reason, a Scoping Grant application will be rejected if it undermines the viability of an existing Delivery Grant project, notwithstanding that the eligibility criteria and minimum required scores against the assessment criteria are met. A Scoping Grant may be approved where there is already a Delivery Grant operating in a community but there would need to be enough

potential participants in the community or targeting of participants in different cohorts for both projects to be viable.

Before writing your Scoping Grant Application we strongly recommend that you check the list of Delivery Grants awarded that is published on GrantConnect and if there is an existing Delivery Grant in your geographic area, contact an Adult Literacy Broker to determine potential overlap between the existing Delivery Grant project and your Scoping Grant proposal. More information about Adult Literacy Brokers, including how to contact them, is included at Attachment C to these guidelines.

A peak body may apply on behalf of community based eligible organisation/s they represent. A peak may apply on your behalf whether you are applying to run a project on your own, or as a lead or coordinating organisation. However, the department will make offers to and enter into agreements with each eligible organisation represented rather than with the peak body. This is to ensure that the funded activities are truly local in their focus.

Scoping Grants are demand driven and once the funding for the financial year has been fully allocated, then no more grants will be available in that year. If all the funds for the current year have been allocated, this will be announced on GrantConnect, and the Scoping Grant opportunity will be closed. Subject to the availability of funds, the Scoping Grant opportunity will re-open on the date/s shown in Table 2. The re-opening of the Scoping Grant opportunity will be announced on GrantConnect.

Table 2: Dates the Scoping Grant opportunity will re-open if closed due to funds being fully allocated in any given financial year

Financial Year	Date the Scoping Grant opportunity will re-open
2024-25	1 June 2025
2025-26	1 June 2026
2026-27	NA

Any applications that have already been received but cannot be funded will be held over until the grant opportunity re-opens. At that time the department will contact you to ask if you still want your application to be processed.

3.2 Grant period

This Scoping Grant opportunity will open from XX XXXX 2024 and close on 30 June 2027. It may close earlier if all of the funding for a financial year is allocated before the proposed end date.

You can apply any time while the opportunity is open. Applications will be assessed by the department as they are received.

If you are approved for a Scoping Grant it will commence when you sign and return the letter of agreement. Scoping Grants will typically be for a period of *up to* 6 months unless otherwise approved by the department.

After a year, the department will review the operation of this grant opportunity. As a result of this review, the Scoping Grant guidelines may be updated. The updated guidelines (if required) will replace these guidelines on GrantConnect.

If this Scoping Grant opportunity closes early because all of the funding for a financial year has been allocated, it will re-open on GrantConnect as shown in Table 2 (subject to funding availability).

4. Eligibility criteria

4.1 Who is eligible to apply for a grant?

To be eligible to apply for a Scoping Grant under the SEE Program Stream 2 – First Nations Delivery, your organisation must be:

- a legal entity and have the legal capacity to enter into a grant agreement with the Commonwealth; and
- an Aboriginal Community Controlled Organisation (ACCO) as defined by Clause 44 of the *National Agreement on Closing the Gap* i.e. an organisation that delivers services, including land and resource management, that builds the strength and empowerment of Aboriginal and Torres Strait Islander communities and people and is:
 - incorporated under relevant legislation and not-for-profit
 - controlled and operated by Aboriginal and/or Torres Strait Islander people
 - connected to the community, or communities, in which they deliver the services
 - governed by a majority Aboriginal and/or Torres Strait Islander governing body, and
- The ACCO must be affiliated with the community on whose behalf they apply. (You can demonstrate this by showing us evidence such as annual reports, that you have local community involvement at a board/employment level etc.).

An organisation that has previously been awarded a Scoping Grant will not be eligible for further Scoping Grants. Scoping Grant applications must not undermine the viability of an existing Delivery Grant. Before writing your Scoping Grant Application we strongly recommend that you check the list of Delivery Grants awarded that is published on GrantConnect and if there is an existing Delivery Grant in your geographic area, contact an Adult Literacy Broker to determine potential overlap between the existing Delivery Grant project and your Scoping Grant proposal.

The SEE Program Stream 2 supports subcontracting and joint delivery.

If two or more organisations want to jointly deliver a project, they need to nominate one of them as the lead organisation for their Scoping Grant application. The lead organisation has the responsibility of managing the grant and the reporting obligations to the department on behalf of the group. For joint delivery projects the lead organisation must meet the eligibility criteria above.

If a peak body applies on behalf of an organisation they represent, the organisation on whose behalf the application is being made must meet the eligibility criteria above.

Note: While a Scoping Grant can help you prepare your Delivery Grant application, you do not need to have had a Scoping Grant to apply for, or be considered for, a Delivery Grant. Similarly, if you are successful in getting a Scoping Grant, this does not guarantee that your Delivery Grant application will be approved and funded. Recipients of any Scoping Grants will not be provided any unfair or preferential consideration should they apply for a Delivery Grant.

Also, if you receive support in preparing your Scoping Grant application from an Adult Literacy Broker, this does not guarantee that your application will be approved and funded.

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

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

4.2 Eligibility of Training Partner organisations

An eligible training partner is an organisation that can deliver LLND training and assessment on your behalf. A training partner can develop or customise training resources for your community's needs and may develop or customise the training course itself.

If your organisation is eligible to apply for a Delivery Grant and can meet within your organisation all the requirements of an eligible training partner outlined below, then you may choose to be wholly responsible for all the training aspects of your proposed project. Otherwise, and in most cases:

- as part of your Delivery Grant application, you will need to identify an eligible training partner with appropriate qualifications and experience in delivering foundation skills training
- and *if* your Delivery Grant application is successful, you will subcontract training activities to your eligible training partner.

You can use Scoping Grant funds towards identifying and establishing a relationship with a suitable eligible training partner. Your eligible training partner must:

- be an RTO and/or ACE provider
- be endorsed or invited by the community for whom the project is being delivered.

Alternatively, you may know the organisation you want as a training partner from the very start. If so, they can work with you from the very beginning to help you with community engagement and other work funded by the Scoping Grant to reach the point where you are ready to put in a Delivery Grant application.

Training products and training staff qualifications

Accredited training must be delivered by an RTO and be on that RTO's scope of delivery as listed in the national register (training.gov.au).

Non-accredited training can be delivered by an RTO or ACE provider.

Section 4.2 of the Delivery Grant opportunity guidelines outlines requirements for:

- accredited and non-accredited training products that can be used in Delivery Grant projects
- trainer and assessor qualifications
- qualifications and experience of developers of non-accredited training.

Mentors

Delivery Grant projects are encouraged to use community mentors to support LLND delivery. Mentors are additional to the trainers and assessors, and unlike trainers and assessors do not need specific qualifications.

You can fund training to prepare/support mentors in their role with your Scoping Grant.

4.3 What qualifications, skills or checks are required?

If successful, eligible organisations must ensure relevant personnel working on the activity hold and maintain the following registration and checks:

- Working with Vulnerable People registration

- Working with Children check.

Relevant personnel include any person performing work on any part of the Scoping or Delivery project that involves working or contact with a Vulnerable Person as well as Child-Related Personnel.

Note that these requirements are in addition to the qualification requirements for trainers and assessors that are specified in the Delivery Grant guidelines.

4.4 Information security accreditation

The department has a check called Right Fit for Risk (RFFR) to make sure that organisations we provide funding to, can keep people's data and personal information safe. Achieving this accreditation is evidence that your organisation and your IT system meet our information security requirements.

It is important that sensitive information is collected, stored, and managed securely. The department requires all contracted service providers, grant-recipient providers of services, and vendors of external IT systems that interact with the department's IT systems to have this accreditation.

You do not need this accreditation to apply for a Scoping Grant. However, because Delivery Grant projects will involve collecting participant details, you must have this accreditation within 9 months of the start of a Delivery Grant project. You can commence the first step of the accreditation process by satisfactorily completing the Information Security Questionnaire included in the Delivery Grant application form.

If you do not already have RFFR accreditation from the department, you can use your Scoping Grant funds towards completing the Information Security Questionnaire and showing you can meet our requirements to look after participant data and keep it secure. A copy of the Information Security Questionnaire is included in the Delivery Grant application form (see the separate guidelines for the Delivery Grants).

The department can help you understand and complete the Information Security Questionnaire. For help with the Information Security Questionnaire contact (name of section and contact method to be included in the final version of these guidelines).

5. What you can use the grant money for

5.1 Eligible grant activities and expenditure

A Scoping Grant must be used solely for the purposes stated in the letter of agreement between your eligible organisation and the department. The department may later recover from you any amount not specifically used for the purpose stipulated in the letter of agreement.

Table 3 lists eligible expenditure that might be in your agreement. This list is not exhaustive. The department reserves the right to determine if individual expenditure items are eligible or ineligible.

Table 3: Examples of eligible grant expenditure

Eligible Grant Expenditure	Examples
Contractor/ Consultant to support the development of a Delivery Grant application	Part time project officer
Testing community support and priorities	Source data/research Coming up with agreed measures Community consultation gatherings and opportunities for social connection Purchase of food – to support community consultations Child minding
Looking for a training provider	Bringing partners together
Professional development training and/or courses that contribute towards organisational capability building	Training in: <ul style="list-style-type: none"> • writing grant applications • leadership • governance • developing Communities of Practice • understanding LLND, Australian Core Skills Framework (ACSF) and Digital Literacy Skills Framework (DLSF) • cultural safety for training partners.
Identifying potential and opportunities	Show how the proposal can multiply the benefit of other community/government programs and put people on a pathway. Engage an LLND specialist to identify the current levels of English LLND skills in the community.
Groundwork for monitoring and evaluation	Set out the program logic Develop monitoring and evaluation plan
Costs incurred in the preparation of the Delivery Grant application or related documentation	Accountancy services Meeting the department's Right Fit for Risk (RFFR) requirements and completing the Information Security Questionnaire

Eligible Grant Expenditure	Examples
	<p>Facilitators to engage with the community</p> <p>Travel (economy class) and accommodation within Australia for:</p> <ul style="list-style-type: none"> • contractor/consultant • facilitators • trainers (building organisational capability) • staff of proposed training partner to discuss need, demand and delivery.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your grant activity.

We may ask you to verify the project costs provided in your application. You may need to provide evidence such as quotes.

You must incur the expenditure on your grant activity between the start date and end date of your grant agreement for the expenses to be eligible.

5.2 What the grant money cannot be used for

You cannot use the grant for any activity or purpose not related to your agreed Scoping Grant activity. Expenditure you cannot use Scoping Grant funds for includes but is not limited to:

Table 4: Examples of ineligible grant expenditure

Ineligible Grant Expenditure	Examples
Buying, leasing or maintaining a vehicle	
Buying land	
Capital works	Buildings, weather sheds, erecting shade sails
Staff salaries for activities not related to the grant activity	Employing an administrative officer or receptionist to work across everything you do.
Subsidy of your general ongoing administration costs	Electricity, phone and rent not related to the delivery of the grant activity which you would need to pay anyway.
Costs that occurred before the start of your grant agreement	
Expenditure of a party political or religious nature	Donations to churches and political parties or electoral candidates.
Activities funded from other sources	Work for which you have already received funding from a Commonwealth, state, territory or local government body, or another sponsor.
IT software, systems and equipment	Computers New software Office equipment
Overseas travel	

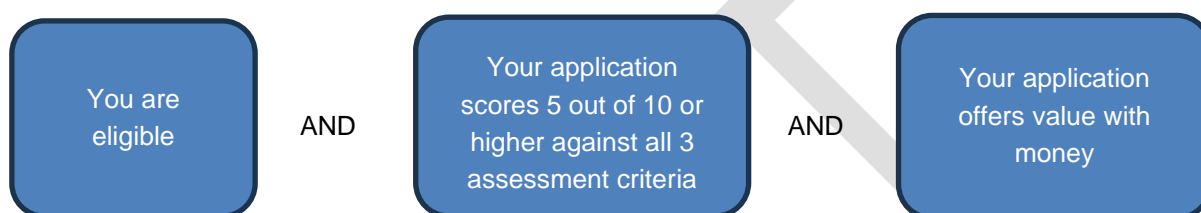
6. The assessment criteria

Organisations seeking Scoping Grant funding must:

- meet the eligibility criteria (in Section 4 of these guidelines) and
- demonstrate the strengths of their proposal against the assessment criteria in this Section 6.

You must address all 3 assessment criteria in your application. We will assess the merits of your proposal against the assessment criteria. All criteria will be scored on a scale of 1 to 10 and have equal weighting. To be awarded a Scoping Grant your application must receive a score of at least 5 out of 10 on all three criteria and be assessed as providing value with money.

In summary, whether or not your application is successful is decided only on whether:



When we assess your application for a Scoping Grant, we do not compare it against the other applications.

The Scoping Grant application form (sample at Attachment D) includes text limits of 500 words per criterion. Attachments to your application are uploaded separately and are in addition to this word count.

Criterion 1 – Community support

To demonstrate community support, you must provide evidence that the concept of your proposed English LLND skills training project is supported by the target community and endorsed by community leaders. Evidence should include:

- a description of the geographic region you intend to service
- identifying who in that region are the target recipients of the service (e.g. everyone/whole of community, parents of school aged children, older adults, traditional owners, people living off country) to the extent that you know this already
- details of the role your organisation plays in your community i.e. the work of your organisation and the formal and informal linkages your organisation has with your community and the specified target group
- evidence the target community has participated in initial planning and supports the concept of an English LLND training project in their community
- statements of support from local community leaders.

Criterion 2 – Appropriateness of proposed approach

The Scoping Grants seek to be flexible to support the needs of individual communities. When you outline your proposed approach, you also need to provide a picture of the context of your project to show how your approach is appropriate to the situation.

To demonstrate the appropriateness of your proposed approach you must describe any plans you have to:

- engage a consultant
- identify and build a relationship with a suitable training partner
- identify the LLND needs to be addressed
- run training/professional development
- conduct other activities funded by the Scoping Grant.

Criterion 3 – Organisational capability and governance

To demonstrate your organisational governance capability and capacity to manage the Scoping Grant you must describe how:

- your governance and administrative framework (roles and responsibilities) will support the Scoping Grant project
- your resources and capability will support you to deliver the scoping activities
- you will manage and mitigate risks associated with the proposed activity.

7. How to apply

Before you apply, you must read and understand:

- these guidelines
- the sample letter of agreement (Attachment A)
- the sample Scoping Grant application form (Attachment D).

These documents are available on [GrantConnect](#). Any alterations and addenda⁴ will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

The Scoping Grant application form is a template that will help you structure your grant application.

An organisation that has previously been awarded a Scoping Grant may not apply again. This includes a community organisation that has been part of a joint application that has been awarded a Scoping Grant whether or not that organisation was the lead organisation for that application.

For a joint application, the lead organisation should apply on behalf of the group (Section 7.2).

A peak body may apply on behalf of community based eligible organisation/s they represent. A peak body may apply on your behalf whether you are applying to run a project on your own, or as a lead or coordinating organisation. However, the department will make offers to and enter into agreements with each eligible organisation represented rather than with the peak body.

To apply you must:

- complete the Scoping Grant application form on [insert website name and link] (The application pack will include a Credentials Information Form to confirm details of your organisation such as your ABN and relevant personnel)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all requested attachments
- submit your application any time between xx xxxx 2024 and 5.00pm AEST 30 June 2027 (or when the round closes, if closed earlier due to all of the 2024-25 funding having been allocated).

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#). 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 SEFuture@dewr.gov.au.

If we find an error or information that is missing, we may ask for clarification or additional information from you. As the Scoping Grants are non-competitive, we may contact you for more details about your proposal to support our assessment of your application.

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

⁴ 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.

We will acknowledge that we have received your application within 2 working days.

7.1 Attachments to the application

You must provide the following supporting documents with your application:

- evidence of your organisation's status as an ACCO, including your organisation's:
 - certificate of incorporation and details of how the organisation is incorporated (i.e. whether it is an incorporated association, a company incorporated under the *Corporations Act 2001* (Cth), a company incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) etc.)
 - registration with the Australian Charities and Not-for-profit Commission (ACNC) (if applicable)
 - evidence the organisation is an Aboriginal Land Council (if applicable)
 - Constitution, Articles or Memorandum of Association, or any other governing documents (as applicable) and confirmed majority Aboriginal membership
- an indicative budget, outlining your identified and verifiable need for a Scoping Grant and proposed expenditure, up to the maximum limit as outlined in Table 1
- evidence that your organisation is affiliated with the community on whose behalf you are applying, such as annual reports, local community involvement at a board/employment level etc.
- letter of support from a leader/s of the community
- evidence of support from your organisation's board, CEO or equivalent
- for a joint application, a letter of support from each member organisation's board, CEO or equivalent
- a signed copy of the Authorisation to undertake Credentials Assessment.

You must attach supporting documentation to the application in line with the instructions provided within the application form. Attachments are not included in the word count for your response. However, you should only attach requested documents. We may not consider information in attachments that we do not request.

7.2 Subcontracting and joint applications

The SEE Program Stream 2 – First Nations Delivery encourages cooperation between organisations that work in the same communities.

Subcontracting

You may subcontract under the Scoping Grant. This might include to an eligible training partner if you have already identified one, or to other organisations. Scoping Grant activities you might subcontract include discovery work, training/professional development, facilitating community events or writing your Delivery Grant application.

Subcontracting is a commercial, transactional relationship where, if your application is successful, you subcontract to a third party (on commercial terms and conditions) requirements or functions that you cannot meet on your own.

You must make formal agreements with any person or organisation you subcontract, and you need to advise us when you enter into these agreements. These agreements can be put in place after you execute the grant agreement with us.

Joint applications

Two or more organisations may join together to deliver grant activities. There is no limit on the number of organisations a group can include, but it should only include stakeholders that would have a significant impact on the delivery of the grant activities. A joint application indicates more of a partnered approach with partners working together and each providing certain skills, expertise or resources as appropriate.

If you want to make a joint application, you must appoint a 'lead organisation'. Only the lead organisation can enter into a grant agreement with the Commonwealth. When answering assessment criteria in the application, please be clear which organisation's experience and relationships you are describing.

Other than the lead organisations, members are not required to be an ACCO.

If you are making a joint application for a Scoping Grant, each partnering organisation needs to provide a letter of support which should include:

- details of the partnering organisation (including the percentages of Indigenous ownership, control and/or management)
- an overview of how each partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity
- an outline of the relevant experience and/or expertise each partner organisation will bring to the group
- the roles/responsibilities of each partner organisation and the resources they will co-contribute, either financially or in-kind (if any)
- details of a nominated management level contact officer at each partner organisation.

If your Scoping Grant application is a joint application, you must have a formal arrangement (such as a deed of agreement or memorandum of understanding) in place with all parties before you execute the grant agreement.

Alternatively, you may be planning as part of your Scoping Grant activity to identify partners for your Delivery Grant application. In this case, you may not know who these partners will be or may not have fully negotiated your relationship with them. We suggest that in this situation it may be appropriate for only your ACCO to apply for the Scoping Grant even though you plan to make a joint application when you are ready to apply for a Delivery Grant.

7.3 Timing of grant opportunity processes

Scoping Grants will not be subject to specific grant rounds.

You can submit a Scoping Grant application any time from xx xxxx 2024 (the opening date) until **30 June 2027** (or earlier if all of the funding for a given financial year has been allocated) (the closing date). If the Scoping Grant opportunity has closed early because funds for a financial year have been fully allocated, it will re-open for applications on the dates in the right-hand column of Table 2 (Section 3.2).

Table 5: Expected timing for this grant opportunity

Activity	Timing
Assessment of applications	4 weeks
Approval of outcomes of selection process	1 weeks
Award of grant agreements	2 weeks
Earliest start date of Scoping Grant activity	August 2024
End date of Scoping Grant activity or agreement	Typically up to 6 months after granting, or beyond 6 months subject to prior approval from the department.

7.4 Questions during the application process

If you have any questions during the application period, contact the department at SEEdfuture@dewr.gov.au.

The department will aim to respond to emailed questions within 3 working days. Answers to questions will be posted on [GrantConnect](#) or the department's website at [web address].

8. The grant selection process

The Scoping Grant is a non-competitive grant i.e. applications will only be assessed against the eligibility requirements and any other assessment criteria determined by the department.

Selection is subject to the availability of funding.

8.1 Assessment of grant applications

First, we will check that your application is **complete** and in the form we have requested. If your application does not meet these requirements, we will contact you to request the additional information or ask you to amend and resubmit your application. We will not start to assess your application until it has passed this initial conformance check.

Next, we will review your application against the **eligibility criteria**.

Then we assess your application against the **assessment criteria** (in Section 6 of these guidelines) without reference to the comparative merits of other applications.

We consider your application on its merits, based on:

- that it adequately meets the assessment criteria.
- whether it provides value with money with regard to the overall objectives of the Scoping Grant.

Applications need to score 5 or more out of 10 on each of the 3 assessment criteria and be assessed as providing value with money to be awarded a Scoping Grant.

Applications will be assessed and awarded in the order in which they are received.

Assessment of applications will stop if the available funding has been fully allocated.

8.2 Value with money

Value with money is the efficient, effective, economical and ethical use of public resources. However, this will look different for each application. What is good value in one situation or location may be poor value in another. So, the decision maker will take into account the context of an application when assessing whether or not this will achieve value with the grant funding. The decision as to whether or not an application will achieve value with the grant funding will be made taking into account the factors below and the evaluation against the scored assessment criteria. If your application shows why the community needs the project, this will help the delegate decide.

Value with money considers the non-financial costs and benefits of your proposal as well as the financial ones. It takes into consideration the full lifecycle of the proposed grant activities and is at the discretion of the decision maker.

Value considerations include:

- that you have demonstrated a need for the grant funding
- that you do not have another funding source that could pay for, or is paying for, the proposed activities
- that your proposed grant activities will contribute towards the SEE program objectives and policy outcomes (Section 2.1).

The concept of value with money is explained in the Glossary (Section 15).

8.3 Who will assess applications?

An **Assessment Committee** made up of departmental officers will assess each application on its merits.

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

The department may contact you to request more details about your proposal to enable the Assessment Committee to assess your application.

The Assessment Committee will recommend applications to the decision maker to approve for a grant.

8.4 Who will approve grants?

The First Assistant Secretary, Apprenticeships and Foundation Skills (the decision maker) approves Scoping Grants based on the recommendations of the Assessment Committee and the availability of grant funds.

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

- the approval of the grant
- the grant funding amount
- the terms and conditions of the grant.

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

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If your application is unsuccessful, you can submit a new application for the same grant (or a similar grant) under the program at any time. 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

If you are unsuccessful, you have 4 weeks from when you are advised of the outcome to ask for feedback. We will give you written feedback within one month 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 will send you a letter of agreement advising you that your SEE Program Stream 2 – First Nations Scoping Grant application has been successful and providing you with an offer. You accept the offer by signing and returning the letter of agreement to us. We consider the agreement to be executed (take effect) from the date you sign the letter.

The sample letter of agreement (Attachment A) includes general terms and conditions that cannot be changed. If you are successful, the details of your grant activities will be added to the letter of agreement before we send it to you.

We must execute a grant agreement with you before we can make a payment. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any SEE Program Stream 2 First Nations Scoping Grant activities until a grant agreement is executed.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount
- any financial or in-kind contribution agreed to be provided by you or a third party
- acquittal procedures.

We will pay 100 per cent of the grant on execution of the grant agreement. You need to present a correctly rendered invoice for us to pay you. You will be required to report how you spent the grant funds at the end of the Scoping Grant activity.

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

10.3 Grants Payments and GST

If you are registered for the [Goods and Services Tax \(GST\)](#), we will add GST to your grant payment. You will need to include GST on your invoices to the department.

Grants are assessable income for tax purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your tax obligations or seek assistance from the [Australian Taxation Office](#).⁵ We do not provide advice on your particular taxation circumstances.

⁵ <https://www.ato.gov.au/>

11. Announcement of grants

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

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12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your activity 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
- ACCO status.

12.2 Reporting

At the end of the grant you must answer a brief survey. Based on your survey responses we may ask you for further details of your activities if necessary.

12.3 Financial declaration or audited financial acquittal report

We will ask you to provide a declaration that you spent the grant money in accordance with the grant agreement and to report on any underspends of the grant money.

12.4 Record keeping

We may also inspect the records you are required to keep under the grant agreement. This includes records of the performance of the grant activity, including (where applicable):

- employment of consultants/contractors
- professional development
- community events/consultations
- consultations with training and other organisations
- English LLND project scoping and/or initial design activities
- the expenditure of the grant.

12.5 Evaluation

We will evaluate SEE Program Stream 2 – First Nations Delivery as a whole to measure how well the outcomes and objectives have been achieved. This broader evaluation will include an evaluation of the Scoping Grants component of the program. 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 3 years after you finish your grant for more information to assist with this evaluation.

13. Probity

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

These guidelines may be changed from time-to-time by the department. When this happens, we will publish the revised guidelines on [GrantConnect](#).

13.1 Enquiries and feedback

The department's complaints procedures apply to complaints about this grant opportunity. All complaints about a grant process must be in writing.

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

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. A conflict of interest arises where you or any of your personnel have an interest, whether actual, potential or perceived, that conflicts with the interests of the department in respect of the program.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent or perceived conflict of interest, you must inform the department in writing immediately.

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

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 is collected for the purposes of assessing your grant application. If you do not provide some or all of the personal information we have asked for, we may not be able to assess your application or allocate funding to your organisation.

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

Your personal information will not be shared overseas.

The department's Privacy Policy, including information about how to make a complaint and access or correct your personal information, can be found at <https://www.dewr.gov.au/privacy> or you can request a copy by email from privacy@dewr.gov.au.

To contact the department about your personal information, email privacy@dewr.gov.au.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and that you will 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 handle in connection with your application or your scoping activities. In handling personal information in connection with your application or your scoping activities, you must not do anything, which if done by the department 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 Assessment Committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations

- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- 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 right 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 Team in writing by email to FOI@dewr.gov.au.

14. Consultation

In developing this grant opportunity, the department consulted with stakeholders via a number of mechanisms including the release of a consultation paper – the *Future delivery of foundation skills training in Remote Australia* – released by the department on 8 December 2022.

Description of further consultation on the guidelines to be developed and inserted once the process has been completed. This will include the role of the SEE Program Stream 2 – First Nations Delivery Working Group and public consultation on the guidelines.

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15. Glossary

Table 6: Terms and their definitions

Term	Definition
accredited English LLND training	nationally recognised English LLND training listed on the National Training Register (training.gov.au). It includes: <ul style="list-style-type: none"> training from the Foundation Skills Training Package other foundation skills courses accredited by a VET Regulator (e.g. nationally accredited courses) and/or VET contextualised courses.
adult community education (ACE) provider	one of a range of diverse not-for-profit organisations that deliver training and/or similar community services in an informal, local community-based setting. ACE provider services are learner-centred and tailored to the needs of the individual.
Adult Literacy Brokers	A new role within the department introduced as part of the SEE Program re-design. More information about Adult Literacy Brokers is included at Attachment C to these guidelines.
assessment criteria	the specified principles or standards, against which grant applications will be judged. These criteria are used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
child/children	individual/s under the age of 18 years
Child-Related Personnel	officers, employees, contractors, agents and volunteers of a grantee involved with grant activities who, as part of that involvement, may interact with Children
start date	the expected start date for the grant activity
end date	the expected date by which the grant activity must be completed and the grant spent
date of effect	can be the date on which a grant agreement is signed or a specified starting date
decision maker	the person who decides to award a grant
department	the Department of Employment and Workplace Relations
eligibility criteria	the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.

Term	Definition
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.
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
execute the grant agreement	the Scoping Grant agreement is executed when you sign the letter of agreement
grant	for the purposes of the CGRGs, a grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁶ or other Consolidated Revenue Fund (CRF) money⁷ is to be paid to a grantee other than the Commonwealth and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	the project/tasks/services that the grantee is required to undertake
grant agreement	the document that sets out the relationship between the parties to the agreement and specifies the details of the grant. In the case of these Scoping Grants it takes the form of a letter of agreement.
GrantConnect	is the Australian Government's whole-of-government grants information system. GrantConnect centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.

⁶ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁷ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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
LLND skills	(English) language, literacy, numeracy and digital skills
non-accredited training	training that has not been accredited by a VET regulator and is not listed on the National Training Register (training.gov.au). In the SEE program all non-accredited training courses must be developed using the Commonwealth non-accredited framework (Attachment D of the Delivery Grant guidelines).
PBS Program	PBS Programs are described in the department's Portfolio Budget Statement . Each PBS program links to a single departmental outcome and provides 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.
Relevant Legislation	legislation in force in any jurisdiction (state, territory or Commonwealth) where any part of the grant activities may be carried out
registered training organisation (RTO)	a training provider registered with one of the following VET regulators: <ul style="list-style-type: none"> ▪ Australian Skills Quality Authority (ASQA) ▪ Victorian Registration and Qualifications Authority (VRQA) ▪ Training Accreditation Council (TAC).
Right Fit for Risk (RFFR)	the department's information security accreditation scheme. For SEE Program Stream 2 this will be assessed via the Information Security Questionnaire.
SEE program	the Skills for Education and Employment Program administered by the department. The SEE Program provides training to help individuals improve their LLND skills, enabling them to undertake further training and actively participate in the economy and in society.
SEE system	the IT system the department uses for SEE participant data

Term	Definition
selection process	the method used to select potential grantees. For Scoping Grants this process involves the assessment of applications against the eligibility criteria and 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"> ▪ the quality of the project proposal and activities ▪ fitness for purpose of the proposal in contributing to government objectives ▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved and ▪ the potential grantee’s relevant experience and performance history.
VET	vocational education and training
VET regulator	<p>the independent body responsible for registering and auditing RTOs and accrediting VET courses. Depending on the jurisdiction this may be:</p> <ul style="list-style-type: none"> ▪ Australian Skills Quality Authority (ASQA) ▪ Victorian Registration and Qualifications Authority (VRQA) ▪ Training Accreditation Council (TAC).
Vulnerable Person	an individual aged 18 years and above who is or may be unable to take care of themselves or is unable to protect themselves against harm or exploitation for any reason, including age, physical or mental illness, trauma or disability, pregnancy, the influence, or past or existing use, of alcohol, drugs or substances or any other reason.
Working with Children check	the process in place under Relevant Legislation to screen an individual for fitness to work with children.
Working with Vulnerable Person registration	the process in place under Relevant Legislation to screen an individual for fitness to work with Vulnerable Persons

Attachment A. Sample letter of agreement



Australian Government
Department of Employment
and Workplace Relations

Grant Recipient Name

Job Title

Organisation

Address lines

SUBURB STATE Postcode

Department of Employment and Workplace Relations

GPO Box 9828

Canberra ACT 26201

[Date]

Dear **[Name]**

Letter of Agreement

I am writing to offer you, **[full name of grant recipient and ABN]**, an Australian Government grant under the SEE Program Stream 2: First Nations Delivery Scoping Grant opportunity. The offer is for a grant of **\$X [grant amount]** total, including **\$X [GST amount]** GST, (the 'Grant') to undertake the Grant Activity as set out in the attached Grant Schedule.

To accept this offer and enter into an agreement with the Commonwealth, represented by the Department of Employment and Workplace Relations ABN 96 584 957 427 in relation to the Grant, please sign the attached Grant Schedule and email a scanned copy to the address below by **[date – 14 days after date sent]**, otherwise this offer will lapse.

Provided the signed copy of the Grant Schedule is received by the Commonwealth by this date, this letter and the Grant Schedule and the Commonwealth Letter of Agreement Conditions will form a legally enforceable agreement in relation to the Grant.

Please email a scanned copy of the signed and completed Grant Schedule to:

[Insert name of the Commonwealth entity's representative]

First Assistant Secretary, Apprenticeships and Foundation Skills

Department of Employment and Workplace Relations

[Insert email]

If you have any questions about this offer, please contact **[Name, phone number, email]**.

Yours sincerely

[Signature block]

[Date]

Grant Schedule

Grant

The amount of the Grant is \$X [grant amount] total, including \$X [GST amount] GST.

Where the Commonwealth will issue a Recipient Created Tax Invoice to the Grantee, insert the following provision (in which case the Commonwealth would not request a tax invoice from the Grantee under clause 4.2 of the Commonwealth Letter of Agreement Conditions).

The parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

Where no GST is payable include the following text depending on the circumstances. Be sure to check with your CFO or Legal Services Branch before including these words or if there is any suggestion from a Grantee that GST does not or should not apply.

The parties acknowledge that [in accordance with section 9-17 of the *A New Tax System (Goods and Services Tax) Act 1999*, no GST is payable in relation to this Grant] OR [the Grantee is not and is not required to be registered for the purposes of GST in accordance with the *A New Tax System (Goods and Services Tax) Act 1999*.]

Subject to the Grantee's compliance with this Agreement, payment will be made into the following bank account:

Account Name:	
Account Number:	
BSB Number:	
Bank Name:	

The Grant must be held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the [Banking Act 1959 (Cth)/ law of [insert jurisdiction]].

Grant Activity

A full description of the Grant Activity will be inserted based on the Scoping Grant application. This will include

- the intended outcomes
- timeframes for the Grant Activity, such as start and end dates, maximum duration 6 months
- the form of acknowledgement the Grantee is to use.

As a report, the Department of Employment and Workplace Relations will provide a brief survey which the grantee must answer. Based on your survey responses, we may ask you for further details of your grant activities.

any specific requirements relevant to the Grant Activity, such as qualifications for personnel, documentation

The Agreement will end once the Commonwealth accepts a signed statement from the Grantee that meets the requirements of clause 5 of the *Commonwealth Letter of Agreement Conditions*.

Governing law

This Agreement is governed by the law of the Australian Capital Territory.

Record Keeping

The Grantee agrees to maintain records under clause 7 of the Commonwealth Letter of Agreement Conditions for 3 years after completing the Grant Activity.

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Commonwealth Letter of Agreement Conditions

1. Undertaking the Grant Activity

1.1 The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the National Redress Scheme (www.nationalredress.gov.au) set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for the period specified in the Grant Schedule and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

Commonwealth Letter of Agreement Conditions

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

Commonwealth Letter of Agreement Conditions

Signatures

Executed as an agreement:

[Select or insert the appropriate signature block depending on the nature of the Grantee. Delete signature blocks that are not used.]

[Insert full name of recipient and ABN (the ‘Grantee’) agrees to use the Grant to undertake the Grant Activity in accordance with this letter and the Grant Schedule and the enclosed Commonwealth Letter of Agreement Conditions, which together form the Agreement between the Grantee and the Commonwealth in relation to the Grant.

Grantee:

[If Grantee is a Company]

Full legal name of Grantee:	[insert registered name of company and any ABN, ACN or ARBN followed by any business name under which the company trades]
Director’s Name: (print) Signature and date:	<div></div> <div></div>
Director/Company Secretary Name: (print) Signature and date:	<div></div> <div></div>

[OR]

If Grantee is an Incorporated Association]

Full legal name of the Grantee:	[insert registered name of incorporated association and any ABN or other registration number]
Public Officer’s Name: (print) Signature and date:	<div></div> <div></div>
Committee Member/Secretary Name: (print) Signature and date:	<div></div> <div></div>

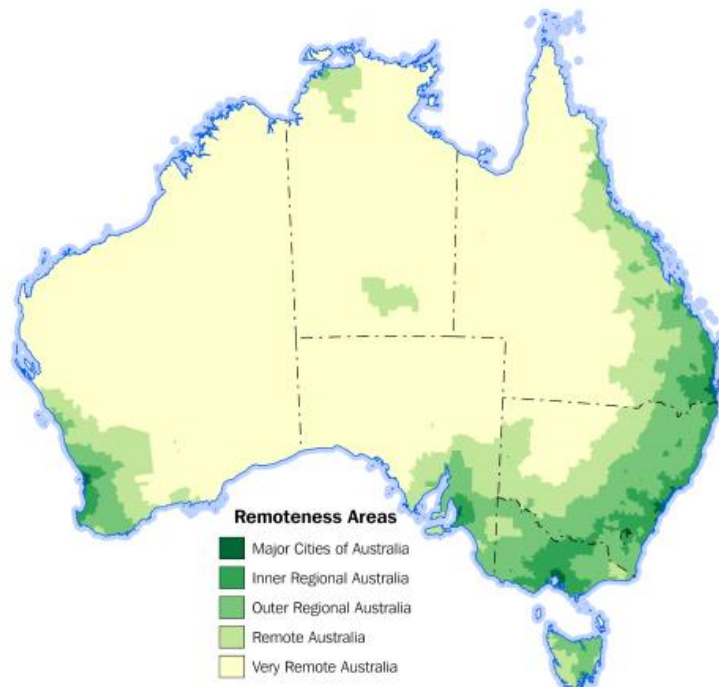
Commonwealth:

Signed for and on behalf of the Commonwealth of Australia as represented by the Department of Employment and Workplace Relations	
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Commonwealth Letter of Agreement Conditions

<p>Name: (print) Position: First Assistant Secretary, Apprenticeships and Foundation Skills Signature and date:</p>	<div></div> <div></div> <div></div>
<p>Witness Name: (print) Signature and date:</p>	<div></div> <div></div>

Attachment B. Remoteness Areas



The Australian Statistical Geography Standard (ASGS) Remoteness Structure defines 5 classes of relative geographic remoteness across Australia:

Major Cities of Australia

Inner Regional Australia

Outer Regional Australia

Remote Australia

Very Remote Australia

Source: Australian Bureau of Statistics (Jul2021-Jun2026), [Remoteness Areas](#), ABS Website, accessed 28 September 2023.

Attachment C. Adult Literacy Brokers

The redesigned Skills for Education and Employment (SEE) Program will see the introduction of Adult Literacy Brokers. The redesigned SEE Program has two Streams and Adult Literacy Brokers will work across both SEE Streams.

The department recognises there can be difficulty when navigating application processes and finding suitable training partners. This facilitated the decision to establish a small number of Adult Literacy Brokers. The role of Adult Literacy Brokers for the SEE Program Stream 2 – First Nations Delivery will be to assist Aboriginal Community Controlled Organisations (ACCOs) to develop scoping and/or delivery grant applications that meet community and participant needs and adhere to the department's requirements.

What Adult Literacy Brokers can do

The role of Adult Literacy Brokers for the SEE Program Stream 2 – First Nations Delivery may include:

- facilitating connections between ACCOs and Registered Training Organisations (RTOs) or Adult Community Education (ACE) providers
- working with other relevant organisations such as the Jobs and Skills Councils, and other government organisations, to leverage their role in identifying business needs and training requirements
- while Adult Literacy Brokers can assist an ACCO to prepare an application and interpret the guidelines, the Adult Literacy Brokers role is to help get ACCOs to the funding application stage.

These are just some examples of how Adult Literacy Brokers will work to assist with the grant application process.

What Adult Literacy Brokers cannot do

- assist in determining the LLND need/s in the community
 - the ACCO will be responsible for working with their community to determine the need for LLND training
- provide any assurance of funding
 - Adult Literacy Brokers will not be part of the grant approval process (as per the Commonwealth Grant Rules and Guidelines) to maintain transparency and fairness for all applicants
- be responsible for project outcomes
 - the ACCO is responsible for delivering the project, in conjunction with the training provider(s), community and other key stakeholders
 - this does not mean there will no longer be a contact person from the department. Once a project is up and running, there will be departmental officers managing the contracts, who will provide advice and assistance as needed.

How to contact an Adult Literacy Broker

The department is still fine tuning the exact nature of the role, and the location of Adult Literacy Brokers.

We will provide further information upon the finalisation of these guidelines and prior to program implementation. A list of Adult Literacy Brokers will be published on the department's website.

Attachment D. Sample Scoping Grant application form

Will be attached to final version of guidelines. Not available at the time of this draft version.