




**Australian Government**  
**Department of Foreign Affairs and Trade**



United Nations  
Educational, Scientific and  
Cultural Organization

**Australian  
National Commission**  
for UNESCO

# **2018-19 GRANT SCHEME GUIDELINES**



Opening date: Thursday 27/09/2018 (9am AEST/AEDT)

Closing date and time: Friday 23/11/2018 (5pm AEST/AEDT)

Commonwealth policy entity: Department of Foreign Affairs & Trade (DFAT)

Enquiries: If you have any questions, please contact the Secretariat of the Australian National Commission for UNESCO, ph. (02) 6261 2037 or email: [natcom.unesco@dfat.gov.au](mailto:natcom.unesco@dfat.gov.au)

Questions should be sent no later than 5pm (AEST/AEDT) Friday 16/11/2018.

Date guidelines released: 27/09/2018

Type of grant opportunity: Open competitive

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## 1. AUSTRALIAN NATIONAL COMMISSION FOR UNESCO GRANT SCHEME 2018-19: PROCESSES

### The Program is designed to achieve Australian National Commission for UNESCO and Australian Government objectives

This grant opportunity is part of the above Grant Program which is designed to support projects which will further National Commission and UNESCO priorities and objectives. The grant thereby also contributes to the Department of Foreign Affairs and Trade's (DFAT's) advancement of Australia's international strategic, security and economic interests including through bilateral, regional and multilateral engagement on Australian Government foreign, trade and international development policy priorities. The Australian National Commission for UNESCO Secretariat, hosted by DFAT, works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



### The grant opportunity opens

We publish the grant guidelines and advertise on GrantConnect.



### You complete and submit a grant application



### We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. We then assess your application against the assessment criteria including an overall consideration of value for money and compare it to other applications.



### We make grant recommendations

We provide advice to the decision maker on the merits of each application.



### Grant Decisions are made

The decision maker decides which grant applications are successful.



### We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



### We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



### Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



### Evaluation

We evaluate the specific grant activity and grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1 ABOUT THE GRANT PROGRAM

The **Australian National Commission for UNESCO Grant Scheme 2018-19** (the Program) will run from 2018-19 to 2019-20.

The Australian National Commission for UNESCO provides support to projects which will further National Commission and UNESCO priorities and objectives as set out in [UNESCO's Programme and Budget for 2018-19 \(39 C/5\)](#) and [Medium-Term Strategy for 2014-21 \(37 C/4\)](#).

The Program will be undertaken according to the *Commonwealth Grants Rules and Guidelines (CGRGs)* <https://www.finance.gov.au/resource-management/grants/>.

## 1.2 ABOUT THE GRANT OPPORTUNITY

These guidelines contain information for the **2018-19 Grant Round**.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

You must read this document before filling out an application.

## 2. GRANT AMOUNT

Grant applications up to a maximum of AUD20,000 will be considered. (The Australian National Commission for UNESCO may decide to grant only part of the funding requested.)

In 2018-19, AUD78,000 overall is available for this Grant Scheme, starting in April 2019.

Your project must be completed within 1 year of starting the project.

## 3. GRANT ELIGIBILITY CRITERIA

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

### 3.1 WHO IS ELIGIBLE TO APPLY FOR A GRANT?

To be eligible you must:

- be an Australian organisation that:
  - is not currently accredited with the Department of Foreign Affairs and Trade (DFAT) (i.e. not an Australian NGO Cooperation [ANCP] partner)
  - is not-for-profit
  - is a legal entity able to enter into a legally binding agreement
  - has an Australian Business Name (ABN) or Australian Company Number (ACN)
  - is, where applicable, registered for the purposes of Australian Goods and Services Tax (GST)
  - is permanently located in Australia
  - is an Australian bank account holder
- and be willing to provide or develop child protection guidelines for your project if it involves people under the age of 18 years.

### 3.2 WHO IS NOT ELIGIBLE TO APPLY FOR A GRANT?

You are not eligible to apply if you are:

- a for-profit organisation
- a State, Territory or local government agency or organisation
- an organisation currently accredited with DFAT (including ANCP partners)
- an individual
- an unincorporated association
- an organisation not located in Australia

Applicants who were unsuccessful in applying for funding under the National Commission Grant Scheme 2017-18 (i.e. the most recent Grant Scheme) should not resubmit applications for the same projects. Only applications for new projects will be considered.

Applicants who have already been awarded funding for related activities under other Australian Government programs (such as the Department of Communications and the Arts Indigenous Languages [ILA] Program) may still apply under this Grants Round, provided the proposed activity for which they are seeking funding under this Round does not overlap with activities being funded from other sources.

Grants will not normally be awarded to any particular applicant, or for a particular project, more than two consecutive years in a row.

Funding will not be provided to projects which have commenced or concluded before the applicant is advised of the outcome, or if the project has commenced/concluded prior to the payment of the grant for successful applicants.

The National Commission and DFAT can invite submission of applications for particular projects.

On occasion, projects or programs which are directly associated with UNESCO's major programs and priorities may be awarded ongoing support on an annual basis (i.e. subject to annual acquittals and assessment of annual applications), on the recommendation of the Australian National Commission for UNESCO.

## 4. ELIGIBLE GRANT ACTIVITIES

### 4.1 WHAT CAN THE GRANT MONEY BE USED FOR?

You can only spend grant funds on eligible grant activities as defined in the grant details in your grant agreement.

For detailed guidelines on eligible expenditure, see *Appendix A: Eligible Expenditure*. We may update the guidelines on eligible expenditure from time to time. If your application is successful, the version in place when your grant agreement takes effect will be the version that applies to your project.

### 4.2 WHAT THE GRANT MONEY CANNOT BE USED FOR?

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



Further information is available in the detailed guidelines on eligible expenditure at *Appendix A: Eligible Expenditure*.

## 5. THE GRANT SELECTION PROCESS

First we will assess your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

We will then assess your application against the criteria set out below and against other applications. Your application will be considered on its merits, based on:

- how well it meets the criteria
- how it compares to other applications and
- whether it provides value for money.

## 6. THE ASSESSMENT CRITERIA

You will need to address the following assessment criteria in your application. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested.

The 2018-19 Grant Scheme welcomes applications to support activities across all of UNESCO's strategic pillars (**education, the sciences, culture, communications and information**), including those which contribute to the celebration in 2019 of the **International Year of Indigenous Languages** and the **International Year of the Periodic Table of Chemical Elements**. (Please see *Appendix B: Information Note* for more details.)

Projects funded will support expected outcomes which include:

- building inclusive knowledge societies through information and communication;
- fostering cultural diversity and intercultural dialogue;
- protecting, promoting and transmitting heritage;
- mobilising science knowledge and policy for sustainable development; and
- attaining quality education for all and lifelong learning.

Applications will be assessed against the following criteria:

- the project should be consistent with the objectives of the Australian National Commission and UNESCO priorities as reflected in [UNESCO's Programme and Budget for 2018-19 \(39 C/5\)](#) and [Medium-Term Strategy for 2014-21 \(37 C/4\)](#). The project's outcomes should reflect UNESCO ideals as set out in the [UNESCO Constitution](#).
- National Commission funding should be seed funding for the project (i.e. the application should demonstrate that the project has received, or will likely receive, part of its funding from other sources)

- o the application should demonstrate a strong capacity for sustainable outcomes and impact beyond the project's completion
- o the application should demonstrate benefit/s for Australians and Australian communities
- o the project should not have previously received funding from the National Commission or the Department of Foreign Affairs and Trade (unless under the exception noted in paragraph 3.2).

## 7. THE GRANT APPLICATION PROCESS

### 7.1 OVERVIEW OF APPLICATION PROCESS

You must read these **Grant Guidelines** before you submit an application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

You must address all of the eligibility and assessment criteria to be considered for a grant. Please complete each section of the application form and make sure you provide the information we have requested.

Applications **must be accompanied by letters of support from two referees** with no direct financial interest in this project, and not from the applicant's organisation. Referees must sign their letters of support and should comment on the project's proposed objectives and the strategies to achieve them.

Project budgets should be as full, detailed and accurate as possible; these will form the basis of the funding agreement if a grant is awarded. Applicants should ensure that the items they are seeking funding for are clearly indicated; unless the Decision Maker specifies otherwise, these will be the only activities for which the applicant can use any of the funds awarded.

No extensions for late applications, or components of late applications (such as referee letters), will be granted.

Please keep a copy of your application and any supporting papers.

We will acknowledge that we have received your grant application within five working days of receipt.

## 7.2 APPLICATION PROCESS TIMING

Applications open for this Grant Scheme on **Monday 27/09/2018 (9am AEST/AEDT)**.

You must submit your application/s through Smartygrants by the **closing date of Friday 23/11/2018 (5pm AEST/AEDT)**.

Late applications will not be accepted.

The expected commencement date for implementation of the successful activities is 1/04/2019 and the expected completion date is 1/04/2020. You must spend the grant by the completion date.

## 7.3 COMPLETING THE GRANT APPLICATION

You must submit your application online through the Smartygrants website at <https://anc.smartygrants.com.au/natcommunesco18>

You must make sure that your application is complete and accurate and submitted in accordance with these Guidelines.

You cannot change your application after the closing date and time.

There is no requirement to provide hardcopies or email the application.

If you experience any issues with the process, please refer to the Smartygrants HelpGuide at <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>.

## 7.4 QUESTIONS DURING THE APPLICATION PROCESS

If you have any questions during the application period, please contact the Secretariat of the Australian National Commission for UNESCO ([natcom.unesco@dfat.gov.au](mailto:natcom.unesco@dfat.gov.au)).

Questions should be sent no later than 5pm (AEST/AEDT) Friday 16/11/2018. DFAT will respond to emailed questions within five working days.

Answers to questions may be posted on GrantConnect, <https://www.grants.gov.au>.

# 8. ASSESSMENT OF GRANT APPLICATIONS

## 8.1 WHO WILL ASSESS APPLICATIONS?

The Australian National Commission for UNESCO (the 'Commission') will assess each application on its merit.

The Commission may seek 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

Commission may also consider information about you or your application that is available through the normal course of business.

Advisors that are not Australian Public Servants will be treated as DFAT staff in accordance with Part 1, section 2.8 of the CGRGs.

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

## 8.2 WHO WILL APPROVE GRANTS?

The Australian National Commission for UNESCO will make recommendations to the Assistant Secretary, International Organisations Branch, DFAT (the Decision Maker), who will make the final decision to approve a grant.

This decision is final in all matters, including:

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

The Australian National Commission for UNESCO will be responsible for recommending to the Decision Maker the level of funding to be provided for each project; applications may be partly funded.

The Decision Maker must not approve funding if they reasonably consider the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

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

## 9. NOTIFICATION OF APPLICATION OUTCOMES

You will be advised of the outcome of your application in writing, following a decision by the Decision Maker. If you are successful, you will also be advised about any specific conditions attached to the grant.

### 9.1 FEEDBACK ON YOUR APPLICATION

If you are unsuccessful, you may ask for feedback from DFAT within 30 days of being advised of the outcome. DFAT will give written feedback within 15 working days of feedback being requested.

## 10. SUCCESSFUL GRANT APPLICATIONS

### 10.1 THE GRANT AGREEMENT

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by DFAT, using the DFAT Letter of Grant Agreement. Standard terms and conditions for the grant agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

You will be required to, within 30 days of completion of the project:

- provide an **report on the project's outcomes**; and
- provide an **acquittal**, including a financial statement.

DFAT expects to negotiate agreements with successful applicants by 1/04/2019. If there are unreasonable delays in finalising a grant agreement through no fault of DFAT, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

Where a grantee fails to meet the obligations of the grant agreement, DFAT may withhold or suspend the funding to the grantee; and/or require the grantee to repay all or part of the grant. No compensation is payable by the Department for termination in these circumstances.

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

### 10.2 HOW THE GRANT WILL BE PAID

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 eligible expenditure, you must pay it yourself.

Grant funding will be paid in a single payment. We will make payment on execution of the grant agreement, followed by receipt of an invoice. The grant will be paid in AUD. You are responsible for any financial differences that may occur from the time of the application submission to when the activity takes place, due to fluctuations in exchange rates.



## 11. ANNOUNCEMENT OF GRANTS

If successful, your grant will be listed on the GrantConnect website as required by Section 5.3 of the *CGRGs*. In some circumstances an aggregated summary of grants awarded under this grant opportunity may be published instead, for example to address privacy concerns.

## 12. DELIVERY OF GRANT ACTIVITIES

### 12.1 YOUR RESPONSIBILITIES

You must submit reports in line with the timeframes in the grant agreement. You will be required to, within 30 days of completion of the project:

- provide an **report on the project's outcomes**; and
- provide an **acquittal**, including a financial statement

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement.

Unspent grant funds must be returned to the Department of Foreign Affairs and Trade.

### 12.2 DFAT'S RESPONSIBILITIES

DFAT will:

- meet the terms and conditions set out in the grant agreement; and
- provide timely administration of the grant.

We will monitor the progress of your project by assessing reports you submit. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### 12.3 GRANT PAYMENTS AND GST

Payments will be made as set out in the grant agreement. Where appropriate, payments will be GST inclusive.

Before any payments are made, you must provide:

- a tax invoice for the amount of the payment (the Australian Government's default invoice process is Recipient Created Tax Invoices).

A single payment will be made once the grant agreement is signed by the Commonwealth and on receipt of an invoice.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the Australian Taxation Office website at [www.ato.gov.au](http://www.ato.gov.au) for more information.

## 12.4 EVALUATION

DFAT will evaluate the Program to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

## 12.5 ACKNOWLEDGEMENT

The [Australian National Commission for UNESCO logo](#) is to be used on all materials related to grants under the Program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

*Australian National Commission for UNESCO Grant Scheme 2018-19 – an Australian Government initiative.*

Invitations to the Australian National Commission for UNESCO to participate in key events related to progress on your project's implementation are welcomed.

## 13. PROBITY

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

Note: These guidelines may be changed from time-to-time by DFAT. When this happens, the revised guidelines will be published on GrantConnect at [www.grants.gov.au](http://www.grants.gov.au).

### 13.1 COMPLAINTS PROCESS

All complaints about a grant process must be lodged in writing with DFAT.

Any questions you have about grant decisions for the Program should be sent to [natcom.unesco@dfat.gov.au](mailto:natcom.unesco@dfat.gov.au).

If you do not agree with the way DFAT 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 DFAT.

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 could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if DFAT staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with an organisation relationship with, or in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under 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 that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform DFAT in writing immediately. Commission members and other officials including the decision maker must also declare any conflicts of interest.

The Secretariat of the Australian National Commission for UNESCO will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. 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*. We publish our conflict of interest policy available on DFAT website.

## 13.3 PRIVACY: CONFIDENTIALITY AND PROTECTION OF PERSONAL INFORMATION

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

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

You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including the Australian Privacy Principles and impose the same privacy

obligations on any subcontractors you engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under the Program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

- the Commission 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.

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

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995*

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

## 13.4 FREEDOM OF INFORMATION

All documents in the possession of the Australian Government, including those about the Program, 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:           The Director, Freedom of Information and Privacy Law Section  
                      Corporate Legal Branch  
                      Department of Foreign Affairs and Trade  
                      R.G. Casey Building, John McEwen Crescent  
                      BARTON ACT 0221

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



## 14. GLOSSARY

assessment criteria	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 granting activity, to determine applicant rankings (as defined in the CGRGs).
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.
date of effect	This will depend on the particular grant. It can be the date in 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 (as defined in the CGRGs).
decision maker	The person who makes a decision to award a grant.
double dipping	Double dipping occurs where a grant recipient is able to obtain a grant for the same project or activity from more than one source (as defined in the CGRGs).
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria (as defined in the CGRGs).
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.
cost shifting	Involves ‘substitution of effort’ by the Commonwealth for activities of another organisation or level of government. For example, cost shifting occurs where the Commonwealth provides a grant for an activity that would usually be paid for by a state, territory, or local government, such as municipal services (as defined in the CGRGs).
grant	<p>a grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a) under which relevant money or other CRF money, is to be paid to a recipient other than the Commonwealth; and</li> <li>b) which is intended to assist the recipient achieve its goals; and</li> <li>c) which is intended to help address one or more of the Australian Government’s policy objectives; and</li> </ul> <p>under which the recipient may be required to act in accordance with specified terms or conditions.</p> <p>As per CGRGs section 2.3.</p>

grant activity	Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement (proposed definition in the grants taxonomy).
grant agreement	Grant agreement means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth (as defined in the CGRGs).
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants (proposed definition in the grants taxonomy).
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities.
grantee	An individual/organisation that has been awarded a grant (proposed definition in the grants taxonomy).
PBS Program	Described within the entity's Portfolio Budget Statement, 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 (as defined in the CGRGs).
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 (as defined in the CGRGs).

## APPENDIX A: ELIGIBLE EXPENDITURE

Grants will **not** be available for the following purposes:

- a. fees, salaries and/or honorariums
- b. funding to support an organisation's ongoing running costs
- c. capital expenditure in real property, equipment or computer software
- d. conference travel—an exception may be made for participants in conferences when the subject is of direct relevance to the Australian National Commission for UNESCO and the applicant is a leader in the field. Applicants must also demonstrate that a substantial program of relevance to UNESCO priorities will be arranged before or after the conference
- e. support to grant-giving organisations for activities mainly involving their own personnel
- f. activities that are properly the responsibility of other funding bodies or other government agencies (e.g. development assistance projects, activities under bilateral science and technology agreements, projects normally handled by Austrade, etc.)
- g. activities that are properly the responsibility of the host institution (e.g. postgraduate students seeking travel assistance to do field work as part of their thesis will not normally be considered)
- h. activities that are commercially viable in their own right
- i. any project in which the furthering of the National Commission's and UNESCO's objectives and priorities is incidental to the main aims of the project
- j. activities undertaken by schools where travel by a significant number of students is the principal element of the proposal
- k. activities solely focused on research or study
- l. employment of research assistants, administrative staff, etc., or the payment of administrative charges levied by the applicant's organisation
- m. funding of completed projects, or recurrent funding of projects
- n. funding for activities that have received funding from another government source for the same purpose. (If you are currently receiving funding from another government source, your application must clearly distinguish how this activity is different to your existing grant agreement with another government agency.)

Note: Grant applications may include fees for services – such as artists' fees, one-off payments for translation or graphic design etc – up to maximum of 40% of the total amount of funding applied for.

## APPENDIX B: INFORMATION NOTE



UNESCO contributes to the building of peace, the eradication of poverty, sustainable development and intercultural dialogue through education, science, culture, communication and information.

Australia is a founding member of UNESCO and is active in all areas of UNESCO's work. The Australian National Commission for UNESCO acts as a point of contact for the Australian community on UNESCO issues, helping to build awareness of UNESCO's mandate and community-level engagement in advancing UNESCO's goals.

The aim of the 2018-19 Grants Scheme is to fund projects which support the advancement of UNESCO's goals in Australia. While we encourage applications which support UNESCO's broad goals, as outlined above, we particularly welcome those which contribute to the celebration in **2019** of the **International Year of Indigenous Languages** and the **International Year of the Periodic Table of Chemical Elements** (*see more detail below*).

All activity proposals should be consistent with the objectives of the Australian National Commission and UNESCO priorities, and the project's outcomes should reflect UNESCO objectives and ideals.

### International Year of Indigenous Languages

Languages play a crucially important role in the daily lives of all peoples, with their complex implications for identity, cultural diversity, social integration, communication, education and development. Through languages, people not only embed their history, traditions, memory, unique modes of thinking, meaning and expression, but more importantly construct their future.

Language forms a large part of culture and is essential to the wellbeing and identity of Aboriginal and Torres Strait Islander peoples. Language also plays an integral role in maintaining the sustainability, vitality and strength of Australian Indigenous communities.

Over 250 Indigenous Australian language groups covered the continent at the time of European settlement in 1788. Today only around 120 of those languages are still spoken, and approximately 90 per cent of these are at risk of being lost.

Applications which focus on support for the International Year of Indigenous Languages should seek to:

- build community-level awareness and understanding of Australia's Indigenous languages;
- celebrate the contribution of Aboriginal and Torres Strait Islander languages to Australians and to Australia as a nation (through community and educational activities, art, literature, cultural engagement etc);
- foster appreciation and knowledge about Australia's Indigenous languages; and/or
- contribute to the preservation and documentation of Indigenous languages in Australia.

Proposals on this theme must demonstrate that they have been developed with and are endorsed by the relevant Aboriginal or Torres Strait Islander communities. More information on UNESCO's International Year of Indigenous Languages can be found [here](#).

### **International Year of the Periodic Table of Chemical Elements**

The development of the Periodic Table of Elements is one of the most significant achievements in science and a unifying scientific concept, with broad implications in chemistry, astronomy, physics, biology and other natural sciences. The International Year of the Periodic Table of Chemical Elements in 2019 will coincide with the 150<sup>th</sup> anniversary of the discovery of the Periodic System by Dmitry Mendeleev in 1869. It is a unique tool enabling scientists to predict the appearance and properties of matter on Earth and in the Universe.

In proclaiming 2019 an International Year focusing on the Periodic Table of Chemical Elements, UNESCO has recognised the importance of raising global awareness of how chemistry promotes sustainable development and provides solutions to global challenges in energy, education, agriculture and health.

More information on the International Year of the Periodic Table of Chemical Elements can be found [here](#).



## APPENDIX C: FREQUENTLY ASKED QUESTIONS (FAQS)

### *How do I ensure my application meets all the criteria?*

Applicants are encouraged to read the Guidelines in full to ensure compliance with requirements. Common errors include:

- seeking Grant funding for fees and salaries;
- not clearly indicating which funding items the Grants is for; and/or
- submitting unsigned referee letters, or failing to submit referee letters by the Grant deadline.

### *Can I apply as an individual for a grant under this scheme?*

No, individuals are not eligible to apply under this Grants Scheme. Australian organisations which meet the criteria under paragraph 3.1 of the Guidelines may apply.

### *Who will select successful grants?*

The Australian National Commission for UNESCO will select successful grants, using the selection criteria outlined in the Guidelines.

### *Can I use the grants to fund activities which have already started?*

No, activities which have already commenced, or which have already been paid for, are not eligible for funding under this Grants Scheme.

### *How much money is provided under the grants?*

Funding proposals up to \$20,000 are eligible under this Scheme.

### *Can I use Grant funds to support travel for field research?*

No, Grant funding is not to be used for activities that are properly the responsibility of a host institution (i.e. postgraduate students applying for travel assistance to do field work as part of their thesis will not normally be considered).

### *I applied unsuccessfully in the Grants Scheme last year; can I resubmit my application?*

Only applications for new projects will be considered. Applicants who were unsuccessful in applying for funding under the 2017-18 Grants Scheme should not resubmit applications for the same project.

### *I have not secured referee reports in time for the deadline. Can I get an extension?*

No, all applications must be received by the submission deadline to be eligible for consideration. Late applications, or late components of applications, will not be accepted.