



Australian Government



**AUSTRALIA - KOREA
FOUNDATION**

International Relations Grants Program Australia-Korea Foundation 2025-26 Grant Round

Opening date:	11.00 AEST on 20 March 2025
Closing date and time:	15.00 AEST on 30 April 2025
Commonwealth policy entity:	Department of Foreign Affairs and Trade
Administering entity	Department of Foreign Affairs and Trade
Enquiries:	If you have any questions, please contact the Australia-Korea Foundation Secretariat on (02) 6261 3869 or australia.korea@dfat.gov.au Questions should be sent no later than 23 April 2025
Date guidelines released:	20 March 2025
Type of grant opportunity:	Open competitive

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1 International Relations Grants Program: Australia-Korea Foundation Grant Round process

The International Relations Grants Program is designed to achieve Australian Government objectives

The Australia-Korea Foundation 2025-26 grant opportunity is part of the above Grants Program which contributes to the Department of Foreign Affairs and Trade (DFAT)'s Outcome 1¹ in the Portfolio Budget Statements. The Australia-Korea Foundation within DFAT works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles](#).

The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#)



You complete and submit a grant application

You complete the application form and address all the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

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



We make grant recommendations

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



The grant decisions are made

The decision maker decides which 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 you if you are successful. The type of grant agreement is based on the nature of the grant and will be 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 of the International Relations Grants Program

We evaluate your specific grant activity and the Australia-Korea Foundation 2025-26 Grant Round. We base this on information you provide to us and that we collect from various sources.

¹ The 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.

1.1 Introduction

These guidelines contain information on the Australia-Korea Foundation 2025-26 grant round.

You must read these guidelines before filling out an application.

This document sets out:

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

We administer the program according to the [Commonwealth Grants Rules and Principles 2024](#) (CGRPs).

2 About the grant program

The International Relations Grants Program (the Program) is an ongoing program, subject to annual budget appropriation.

The objectives of the Program are to promote people-to-people links and a contemporary and positive image of Australia, and to support Australian Government's international policy goals.

The expected outcomes are:

- strengthened bilateral relationships in areas of mutual interest with particular countries and regions,
- international networks, collaboration and connections between institutions and communities to build understanding, trust and influence,
- enhanced Australian international reputation and reach through the promotion of our economic, creative and cultural, sporting, innovation and science, and education assets, and
- increased understanding of Australians of the cultures and opportunities in each of these countries.

Further information on the Program, including descriptions of previous grant-funded projects, is available at www.dfat.gov.au/councils.

DFAT reserves the right to cease selection processes for Grant Opportunities under the Program.

2.1 About the Australia-Korea Foundation

The [Australia-Korea Foundation](#) (AKF) is part of the International Relations Grants Program.

The AKF seeks to strengthen the Australia-Korea relationship in ways that enhance mutual understanding and people-to-people links.

The objectives of the AKF are to:

- increase public awareness of Australia in Korea, and of Korea in Australia, and the importance of the bilateral relationship,

- develop partnerships, collaborations and people-to-people links (including with diaspora) in areas of shared interest in the bilateral, regional and global context, and
- increase Australians' ability to effectively engage with Korea and Koreans' ability to effectively engage with Australia.

The priority areas of the AKF are:

- Cross cultural collaborations including but not limited to arts, society, history, cultural events and sporting events,
- Technological, scientific and education innovation,
- Trade, agriculture and business collaborations, including increasing Australian business literacy of doing business with Korea and vice versa, and
- Strategic international relations that build linkages and promote public discourse on bilateral, economic and broader geostrategic issues.

To achieve its objectives, the AKF will prioritise high quality projects particularly, but not exclusively, that address the themes outlined in the [AKF Strategic Plan](#).

3 Grant amount and grant period

3.1 Grants available

In 2025-26, up to \$780,000 is available for this grant opportunity for both one-year and multi-year (up to three years) grants. Indexation is not applied to multi-year grants.

Grant applications for a minimum of \$10,000 to a maximum of \$50,000 per year will be considered.

Co-contributions (in-kind-and/or cash) from applicants and other parties strengthen an application and are strongly encouraged.

Successful applicants may be offered a lower amount of funding than requested. This will be determined by the eligibility of proposed project expenditure (see section 5.2). Applicants will be given an opportunity to decide whether they wish to accept any reduced funding.

The aim of multi-year funding is to provide funding to grant recipients, with the expectation that this funding will be self-sustainable by the end of the grant period.

3.2 Grant period

The maximum grant period is one year for a single-year project or three years for a multi-year project.

You must complete your project by the Activity Completion Date stated in your grant agreement. Following the grant period, an evaluation period of 60 days will commence.

4 Eligibility criteria

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

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- be one of the following entity types:

- an Australian entity with an Australian Business Number (ABN), Australian Company Number (ACN), or Indigenous Corporation Number (ICN)
 - an Australian consortium with a lead organisation²
 - an Australian registered charity or not-for-profit organisation
 - an Australian local government body
 - an Australian State/Territory government body
 - a Corporate Commonwealth Entity
 - an Australian statutory authority
 - an Australian citizen or permanent resident of Australia
 - a citizen of the Republic of Korea
 - an organisation in the Republic of Korea
- be already based in Australia or the Republic of Korea
 - as part of your application, provide your project's child protection guidelines that meets the [DFAT Child Protection Policy](#) if it involves people under the age of 18 years.

Applications from consortia are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible as per the list above.

Individuals who intend the grant to be administered by a university should list their university as the applicant.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)³
- a previous applicant who has not provided a full and satisfactory acquittal of a project in an earlier grant round. This includes grantees from previous grant rounds who have current projects that have not been acquitted.

5 What the grant money can be used for

5.1 Eligible grant activities

To be eligible the grant activity outlined in the application must:

² The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 8.6 'Grant Applications from Consortia'

³ The National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021. The Department of Social Services is the responsible entity for questions and advice regarding this policy (see www.dss.gov.au).

- contribute to the AKF objectives listed in section 2.1.
- promote a contemporary and positive image of Australia in Korea and/or Korea in Australia, and
- address one of the AKF priority areas listed in section 2.1.

Successful grant activities from previous rounds can be found on the AKF [website](#).

Grant activities should have a long-term contribution to the AKF's objectives and build sustained linkages with partners.

The grant activity must take place in Australia or the Republic of Korea or both.

If you are awarded this grant, you will be expected to maintain a risk register demonstrating that you've carefully considered risks for undertaking your grant activities, mitigation strategies to reduce any risks, and emergency plans. This may include risks associated with safety, fraud, corruption, child protection, and sexual exploitation, abuse and harassment. We may ask you to provide a copy of this risk register during the implementation of your grant activity. There is no specific template for the risk register.

5.2 Eligible expenditure

Your grant must be used to implement the project outlined within the application. You can use the grant to pay for costs detailed in your budget and grant agreement, including:

- economy flights, modest accommodation costs (3-4 star hotel), meals and travel allowances - refer to ATO Tax Determination, noting limitations outlined in Section 5.3
- communication and translation
- venue hire and catering (where possible, it is preferred that co-contributions for catering is provided from the applicant or from another source)
- advertising and promotion, graphic design, photography, social media, video and printed material
- production costs, including freight, artists' and support staff wages and/or fees directly related to the project (business-as-usual wages or fees will not be supported by this grant)
- labour costs (salaries, fees or wages) of staff specifically appointed to deliver the core elements of the project (labour costs of staff who receive their business-as-usual or ongoing salaries/fees/wages will not be supported by this grant)
- only one participant per conference or meeting and only where the participant is a principal speaker and the subject of the conference is of direct relevance to the grant opportunity. (Travel for more than one person, where an event is specifically focused on the proposed AKF grant activity, must be fully justified in the application and will be considered on a case-by-case basis).

Travel budgets should reflect basic travel, accommodation and sustenance costs that align with what an applicant would personally use while ensuring value for taxpayer money.

- Airfares should be budgeted at a reasonable economy rate without regard to airline preferences.
- Accommodation costs should reflect the price of an appropriate, reasonably priced hotel.
- Allowances for local travel and food should be consistent with what an applicant would typically spend on a normal work lunch or dinner.

- Budgets should include either detailed daily costs or a per diem—not both. If all specific costs are included, additional per diem costs must not be added.

Costs relating to auspices services, project administration or coordination for the delivery of the project (e.g. temporary engagement of a coordinator) may be considered but will be capped at 5 per cent of the total grant value detailed in your grant agreement.

Applicants are encouraged to seek co-contributions (in-kind-and/or cash) from other parties in addition to the funding sought from this grant round. Applicants must list all funding contributors to the project in the application. For activities delivered in Australia, applicants are encouraged to consider the use of an Indigenous supplier, if they intend to subcontract any of the services above. A directory of registered Indigenous businesses is available at www.supplynation.org.au.

You can only spend grant funds on eligible grant activities and within the start and end dates, as defined in your grant agreement.

You should allow for the exchange fees in your project budget. You are responsible for any financial differences that may occur from the time of the application submission to when the project takes place, due to fluctuations in the exchange rate. Bank remittance fees are to be covered by the grantee.

In the Budgeted Expenditure section of your application, you must provide a detailed description of all proposed expenditure, why it is required, how it was calculated, and how it directly relates to your project.

Please see Frequently Asked Questions (FAQs) on the DFAT [website](#) for further guidance on eligible expenditure, including on travel and accommodation.

5.3 What the grant money cannot be used for

You cannot normally use the grant for the following:

- capital expenditure, including purchase of real estate and vehicles
- purchase of equipment (for example, musical instruments, computers, videos, photographic or printing equipment)
- activities which are already commercially viable in their own right
- activities which will provide commercial advantage to the applicant (e.g. promotion of the applicant's own business)
- costs incurred in the preparation of a grant application or related documentation, other than costs relating to auspices services, project administration or coordination for the delivery of the project (e.g. temporary engagement of a coordinator) as noted in Section 5.2
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, and/or administrative charges levied by the applicant's organisation
- business-as-usual or ongoing salaries, fees or wages
- honorariums
- study tours or activities where travel by a significant number of participants is the principal element of the proposal
- scholarships or fellowships to individual students
- exchange programs for individual students

- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility (e.g. academic research, assistance to business, development assistance projects)
- covering of retrospective costs or recurrent funding of activities, and
- completed projects.
- side activities not related to the project, including tourist site visits
- passport applications

We generally do not fund travel and accommodation for attendance at conferences or meetings; participation in fieldwork; sporting; or other events. Such activities are scrutinised by the AKF Board and must be of direct relevance to the project and AKF objectives as noted in Section 5.2.

6 The assessment criteria

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

An assessment committee (see section 8.2) will then assess your application against the assessment criteria set out below and against other applications. Your application will be considered on its merits, based on:

- how well it meets the assessment criteria
- how it compares to other applications, including the overall spread of applications as they relate to the AKF priority areas.

You must address all 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. All criteria are weighted equally.

Criterion 1 – 25% (200 word limit)

How will the grant activity contribute in the long-term to the objectives of the AKF?

This includes, but is not limited to:

- a succinct summary of the grant activity, written for a non-expert in the activity area
 - the summary must include information about whether the grant activity is a stand-alone project or part of a larger project
 - the summary must demonstrate alignment to the AKF’s objectives (listed in section 2.1)
 - the summary must demonstrate alignment to one of the AKF’s priority areas (listed in section 2.1); and
- an explanation as to how the project’s contribution to the AKF objectives can be sustained into the future (after AKF grant funding is expended and after the project is completed), including follow-up activities that will ensure networks created between individuals and institutions through the project are sustained.

Criterion 2 – 25% (200 word limit)

What is the grant activity’s potential for developing people-to-people links and raising awareness of Australia in Korea/Korea in Australia and does it promote a contemporary and positive image of Australia?

In providing a response to this criterion, you must demonstrate how your grant activities would reach out to a broad audience and build your network (e.g. the public and/or decision-makers) and how you would create, strengthen and sustain formal or other relationships. You must include, but are not limited to:

- any proposed quantitative or qualitative performance measures to indicate the expected reach of your project, such as anticipated:
 - events (e.g. public seminars, promotional events, performances, exhibition days, or community events)
 - number of participants/audience/spectators (and a description of your target audience) and why you expect this level of engagement
 - media engagement plans, the type of media interest you seek to generate (eg social media, articles, radio and television broadcasts) and distribution plans (eg of a publication).
- indicating your awareness of and commitment to diversity and inclusion by referencing efforts within your project activities to achieve balanced representation among project participants, including in relation to First Nations status, gender, ethnicity, age, people from regional/remote areas, and people with disabilities.

Criterion 3 – 25% (200 word limit)

Why is the grant activity needed and how does it address an existing gap?

In providing a response to this criterion you must include, but are not limited to:

- describing the benefits of the grant to the activity (how will the grant improve your project?)
- describing the impact of the grant activity on the Australia – Korea relationship
- describing why the activity is needed and how the grant will help address a gap
- demonstrating how your grant activity would address a new, innovative area of interest and cooperation between Australia and Korea.

Criterion 4 - 25% (200 word limit)

What is the capability and capacity of the applicant to undertake the grant activity?

In providing a response to this criterion you must demonstrate you and/or your organisation's overall and cross-cultural capability as well as capacity to successfully undertake your grant activity. You should include, but are not limited to:

- outlining co-contributions (in-kind-and/or cash) from your organisation and other parties that demonstrate commitment to the project
- a one-page capability statement of the organisation and/or CV of the project leader(s)
 - if your project will be carried out in Korea, you should indicate your Korean cultural capability, and vice versa for projects that will be carried out in Australia
- Signed references from two referees who have no direct financial interest in your project
 - referees should comment on the project's objectives and the strategies to achieve them
 - references that provide different perspectives on the proposal; and
 - referees who work for different organisations.

- a letter of support from your organisation's research office or equivalent if you are from a large organisation that confirms alignment of your grant activity to the organisation's international strategies.
- If you have a project partner/s, please also provide a capability and commitment statement including a letter of support from the partner/s and a record of past successful partnerships with the partner/s.

6.1 Tips for a successful application

Applications should be easily understood by someone who is not familiar with the applicant, the organisation or the field of activity. Applications are more likely to be successful if they:

- are written in [plain language](#)
- are accurate, focused and comprehensive
- include a clear description of the project
- include a detailed and realistic budget, and
- address the four assessment criteria.

The assessment committee will also strongly consider the value with money that your project offers for the investment of Commonwealth of Australia funds. In expressing the value for money, you should consider:

- inclusion of other sources of funding or income (cash / in-kind) and whether each source of income or funding is confirmed, conditional or pending approval
- appropriate, reasonable and realistic travel costings as per the ATO Tax Determination
- in-kind contributions from the applicant's organisation for face-to-face conferences, forums, roundtables and meetings.

7 How to apply

Before applying, you must read these grant guidelines, the application form, and [AKF Strategic Plan 2025-2030](#). These documents may be found at GrantConnect and [SmartyGrants](#). Any alterations and addenda⁴ will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

Applications can only be submitted via [SmartyGrants](#). You must submit your grant application in English by 15:00 AEST 30 April 2025.

If you have any technical difficulties please contact [SmartyGrants Help Desk](#) (service@smartygrants.com.au, +61 3 9320 6888 between 9am and 5pm Monday to Friday).

The AKF will not provide application forms or accept applications for this grant opportunity by fax or mail.

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

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

To apply you must:

- meet the eligibility criteria;
- address all assessment criteria;
- provide all the information requested;
- include all the necessary attachments; and
- submit your application/s by the closing date.

Please keep a copy of your application and any supporting papers. We will acknowledge receipt of your application within one working day.

If you find an error in your application after submitting it, please contact us immediately at australia.korea@dfat.gov.au or (02) 6261 3869. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995 \(Cth\)](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

7.1 Attachments to the application

We require the following documents with your application:

- two one-page signed independent references
- letter of support from nominated project partners (if relevant)
- organisation capability statement or individual's curriculum vitae (optional)
- if you apply on behalf of a university, a letter of support from your Research Office
- child protection guidelines if the project involves people under the age of 18 years.

Supporting documentation should be attached to the application form. Please only attach documents you have been asked to include.

7.2 Joint (consortia) applications

Some organisations may apply as a consortium to deliver grant activities. A consortium is two or more organisations who are working together to combine their capabilities when developing and delivering a grant activity.

If you are submitting a grant application on behalf of a consortium, a member organisation must be appointed as the 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The lead organisation will be responsible for the grant. The lead organisation must complete the application form and identify all other members of the proposed consortium in the application. The application must include a letter of support from each organisation involved in the grant. Each letter of support should include:

- an overview of how the consortium will work together to complete the grant activity
- an outline of the relevant experience and/or expertise of the consortium members

- the roles/responsibilities of consortium members and the resources they will contribute (if any)
- details of a nominated management level contact officer
- details of the lead organisation.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.3 Timing of grant opportunity processes

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

If you are successful, you must commence the first milestone activity (listed as the first “Planned Activity” in your application) of your project by 30 June 2026. You must complete your project by the Activity Completion Date stated in your grant agreement.

Activity	Indicative Timeframe
Application period	Open: 11:00 (AEST) 20 March 2025 Close: 15:00 (AEST) 30 April 2025
Assessment of applications	4-6 weeks
Approval of outcomes of selection process	July-August 2025
Negotiations and award of grant agreements	July-August 2025
Notification to unsuccessful applicants	July-August 2025

7.4 Questions during the application process

If you have any questions during the application period, please contact the AKF Secretariat, (02) 6261 3869 or australia.korea@dfat.gov.au. The AKF Secretariat undertakes to respond to emailed questions within five working days.

Questions should be sent no later than 23 April 2025.

Applicants may speak with the AKF Secretariat in their first language by telephoning the Translating and Interpreting Service on 131 450 (local call anywhere in Australia) and asking to be connected with the Secretariat.

Aboriginal or Torres Strait Islander applicants may wish to access assistance in submitting an application where English is not their first language. In these cases, applicants may contact an Indigenous language centre for assistance.

8 The grant selection process

8.1 Assessment of grant applications

We first review your application against the eligibility criteria.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications

- whether it provides value with relevant money.⁵

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the AKF objectives
- how the grant activities will target groups or individuals.

8.2 Who will assess applications?

An assessment committee will assess applications. The assessment committee will be made up of the [AKF Board](#) and DFAT officials. The committee has expertise and experience in grant assessments and/or in the AKF priority areas. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRPs.

The assessment committee may seek additional input about you or your application. They may consult other DFAT officials and Commonwealth agencies, 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.

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

The assessment committee recommends to the Program Delegate (Assistant Secretary, North East Asia Branch) which applications to approve for a grant.

8.3 Who will approve grants?

The Program Delegate, Assistant Secretary North East Asia Branch in DFAT, decides which grants to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

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

- the approval of the grant
- the grant funding amount to be awarded.

The delegate will not approve funding if they reasonably consider the program funding available will not accommodate the funding offer, and/or the application does not represent value with relevant money.

The AKF reserves the right to offer less funding than that sought by the applicant.

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.

⁵ See glossary

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

9.1 Feedback on your application

If your application is unsuccessful, you may submit a new application for the same (or similar) project in any subsequent grant rounds. If you are unsuccessful, you may ask for feedback from the AKF within one month of being advised of the outcome.

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. We use up to three types of grant agreements in this program (simple grant agreement, standard grant agreement and a letter of agreement). Our selection will depend on the size and complexity of your grant activities and the grant amount. Standard terms and conditions for the grant agreement will apply and cannot be changed.

Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

The AKF must execute a grant agreement with you before we can make any payments. You must not start any grant activities until a grant agreement is executed.

You will be required to:

- provide a final report, including financial acquittal, using the online template within 60 days of project completion, and
- for multi-year grants, complete interim reports once a year using a template

The AKF will negotiate agreements with successful applicants. If there are unreasonable delays in finalising a grant agreement, 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 DFAT for termination in these circumstances.

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

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

10.2 How we pay the grant

The grant agreement will state the maximum grant amount to be paid.

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

We may pay 100 per cent of the grant upfront in a single payment upon execution of the grant agreement and receipt of a valid invoice. You will be required to report how you spent the grant funds at the completion of the grant activity.

For multi-year grants, we will make an initial payment on execution of the grant agreement. We will make subsequent payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity based on your interim reports and on receipt of a valid invoice. Indexation is not applied to multi-year grants.

All grants are awarded in Australian dollars. However, if you are based in the Republic of Korea, the payment will be made in Korean won up to the equivalent value in Australian dollars. You should allow for the exchange fees in your project budget. You are responsible for any financial differences that may occur from the time of the application submission to when the project takes place, due to fluctuations in the exchange rate.

10.3 Grants Payments and GST

Payments will be made as set out in the grant agreement. Payments will be GST exclusive.

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](#) for more information.

11 Announcement of grants

If successful, your grant will be listed on the [GrantConnect](#) website within 21 calendar days of the date of effect⁶ as required by Section 5.4 of the CGRPs.

12 How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant 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 activity, 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.

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

12.2 Reporting

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

- progress against agreed grant activity milestones and outcomes, including progress against your communications plan
- contributions of participants directly related to the project

⁶ See glossary

- expenditure of the grant.

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

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

Progress reports (for multi-year grants)

Progress reports must:

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

We will only make subsequent grant payments when we receive satisfactory progress reports.

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

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

Final report (for all grants)

When you complete the grant activity, you must submit a final report.

Final reports must:

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

12.3 The Department of Foreign Affairs and Trade's responsibilities

DFAT will:

- meet the terms and conditions set out in the grant agreement;
- provide timely administration of the grant; and
- evaluate the grantee's performance.

Funding under this grants program does not imply that DFAT endorses the views of recipients involved in any funded activity.

12.4 Financial declaration

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

12.5 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by sending an email to the AKF Secretariat australia.korea@dfat.gov.au and including the following information:

- the reason for the variation – only exceptional circumstances will be considered
- changing project milestones consistent with the original intent of the project
- extending the timeframe for completing the project for a reasonable period of time
- changing the allocations across budget items.

The program does not allow for an increase to the agreed amount of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing to the AKF Secretariat before the relevant activity's start date and before the grant agreement end date. We will not consider changes after the grant agreement end date.

Any proposed changes to grant activities or timing of the grant activities must be submitted to the AKF Secretariat at least 60 days prior to the grant activity's start date.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and on factors such as:

- how it affects the project outcome
- consistency with the program objectives and any relevant DFAT policies
- changes to the timing of grant payments, and
- availability of program funds.

12.6 Compliance visits

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

12.7 Record keeping

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

12.8 Evaluation

DFAT will evaluate the activities to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

12.9 Acknowledgement

The AKF logo/Commonwealth Coat of Arms is to be used on all materials related to grants under the Program. Whenever the AKF logo/Commonwealth Coat of Arms is used, the publication must also acknowledge the Commonwealth as follows:

'This activity received grant funding from the Australia-Korea Foundation of the Department of Foreign Affairs and Trade.'

13 Probity

13.1 Enquiries and feedback

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

Any questions you have about grant decisions for the Program should be sent to australia.korea@dfat.gov.au. You may wish to list @dfat.gov.au as a trusted emailer in your email system.

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
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. 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 [or member of an external panel]
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

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

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

We publish our conflict-of-interest policy on the [Department of Foreign Affairs and Trade's website](#).

13.3 Privacy

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

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

We collect personal information for the purpose of administering this grant program. We usually collect personal information directly from you but in some cases we may collect personal information indirectly (such as information about referees who provide references).

Your personal information can only be used or disclosed to someone else for the primary purpose for which it was collected, unless you consent to a use or disclosure for a secondary purpose, or an exception applies.

We may disclose the information you give us to other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

DFAT's [Privacy Policy](#) contains information about how you can access or seek correction of the personal information that we hold about you; how you can make a complaint about a breach of privacy; and how we will deal with any privacy complaint.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by DFAT would breach an Australian Privacy Principle as defined in the Act.

You must ensure that a copy of these Guidelines is provided to any individual whose personal information you will provide to DFAT in connection with this grant program.

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 AKF Secretariat 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, and
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

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

The purpose of the FOI Act is to give members of the public rights of access to documents 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 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 Section
 Public Interest Law Branch
 Department of Foreign Affairs and Trade
 R.G. Casey Building, John McEwen Crescent
 BARTON ACT 0221

By email: foi@dfat.gov.au

13.6 Fraud and Corruption

DFAT does not tolerate inaction to fraud or corruption. This applies within DFAT and extends to those DFAT works with. The grantee must have appropriate fraud and corruption controls in place relating to the proposed grant activity. Specific fraud and corruption obligations for the grantee will be set out in the grant agreement. The grantee may also fall under the National Anti-Corruption Commission's jurisdiction. Further information for the grantee over developing strategies to meet DFAT's fraud and corruption control contractual requirements can be found in the DFAT [Fraud Control Toolkit for Funding Partners](#).

The grantee must report any fraud or corruption relating to the program they become aware of to the relevant area within DFAT:

- For passport related fraud: passports.fraud@dfat.gov.au
- For fraud or corruption by DFAT staff: conduct@dfat.gov.au
- All other fraud or corruption relation to the AKF grant round: fraud.corruption@dfat.gov.au (using this [form](#))

To avoid any scams, grantees should obtain official information about the AKF from DFAT or from www.dfat.gov.au/akf.

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 CGRPs.

All applicants are responsible for ensuring compliance with Australian laws, regulations and policies that may be relevant to their proposals including, but not limited to, the [Foreign Influence Transparency Scheme](#), and the [Guidelines to counter foreign interference in the Australian university sector](#). Applicants must also ensure that relevant personnel have Working with Vulnerable People registration and Working with Children checks where proposals involve vulnerable people and children.

These guidelines may be changed from time-to-time by DFAT. When this happens, the revised guidelines will be published on GrantConnect and DFAT's website at www.dfat.gov.au/councils.

13.7 Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

DFAT has a zero-tolerance approach to sexual exploitation, abuse and harassment (SEAH). It is expected that all individuals participating in this program will comply with this zero-tolerance approach and adhere to DFAT's [Preventing Sexual Exploitation, Abuse and Harassment Policy](#), which sets out expectations in relation to appropriate behaviours and reporting requirements.

Any allegations or reports of SEAH will be taken seriously.

For further guidance about DFAT's PSEAH policy requirements, including managing SEAH risks, please visit:

- <https://www.dfat.gov.au/sites/default/files/pseah-policy.docx>
- <https://www.dfat.gov.au/sites/default/files/seah-incident-notification-form.docx>
- <https://www.dfat.gov.au/sites/default/files/guidance-on-assessing-the-risk-of-seah.docx>

For further information, please contact seah.reports@dfat.gov.au or +61 2 6178 5100.

13.8 Child Protection

DFAT has a zero-tolerance approach to child exploitation or abuse. It is expected that all individuals participating in this program will adhere to DFAT's [Child Protection Policy](#).

If your project may involve contact with children, may have an impact on children, or you, your staff or partner organisation will work with children as part of the project activities, then a DFAT child protection risk assessment is required. This may include obtaining and providing proof of a working with children check from the relevant Australian State or Territory authority.

For further guidance about DFAT's child protection requirements, including establishing your risk context, please visit:

- <https://www.dfat.gov.au/international-relations/themes/child-protection/child-protection>
- <https://www.dfat.gov.au/sites/default/files/child-incident-notification-form.docx>
- <https://www.dfat.gov.au/sites/default/files/child-protection-risk-assessment-guidance.pdf>

For information about where to obtain a working with children check in your State or Territory, please visit:

<https://www.acic.gov.au/services/national-police-checking-service/find-out-more-information/working-children-checks>

For further information, please contact childprotection@dfat.gov.au or +61 2 6178 5100

14 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment committee	the AKF Board , AKF Secretariat, other DFAT officials and other relevant government departments. AKF Board members are listed on the AKF website . Board members are treated as Commonwealth officials due to their role in the assessment process, in accordance with Part 1, section 2.9 of the CGRPs and the <i>Public Governance, Performance and Accountability Act 2013</i> .
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act

Term	Definition
Commonwealth Grants Rules and Principles (CGRPs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
grant	for the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁷ or other Consolidated Revenue Fund (CRF) money⁸ 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	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant

⁷ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁸ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • 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.

Appendix A. Acronyms

Acronyms used in these guidelines, online and within application forms

Acronym	Definition
ABN	Australian Business Number
ACN	Australian Company Number
AEDT	Australian Eastern Daylight Time
AEST	Australian Eastern Standard Time
AKF	Australia-Korea Foundation
CGRPs	Commonwealth Grants Rules and Principles
CV	Curriculum Vitae
DFAT	Department of Foreign Affairs and Trade
FCI	Foundations, Councils and Institutes
FOI	Freedom of Information
GST	Goods and Services Tax
IRGP	International Relations Grants Program
PBS	Portfolio Budget Statement
PGPA Act	Public Governance, Performance and Accountability Act
PSEAH	Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy