

2025 Strategic Policy Grants Program

Opening date:	08 January 2025
Closing date and time:	12:00 PM AEDT on 28 February 2025
Commonwealth policy entity:	Defence
Enquiries:	If you have any questions, contact sp.grants@defence.gov.au Questions should be sent no later than 25 February 2025
Date guidelines released:	08 January 2025
Type of grant opportunity:	Open competitive

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1. 2025 Strategic Policy Grants Program processes

This grant opportunity is part of the Strategic Policy Grants Program (SPGP), which supports strategic policy research relevant to the Department of Defence's purpose, mission and priorities. Defence works with stakeholders to plan and design the SPGP in accordance with the [Commonwealth Grants Rules and Principles \(CGRPs\)](#)



The grant opportunity opens

Defence publishes the grant guidelines on [GrantConnect](#)



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria.



Defence assesses all grant applications

If eligible, Defence assesses your application against the assessment criteria, including an overall consideration of value with money, and compares your application to other applications.



Defence makes grant recommendations

Strategic Policy Division and Senior Defence members will provide advice to the Secretary of Defence, or their delegate, on the merits of each application.



Grant decisions are made

The Secretary of Defence, or their delegate, decides which applications are successful.



Defence notifies you of the outcome

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



Defence enters into a grant agreement

Defence will enter into a grant agreement with you if successful.



Delivery of grant

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



Evaluation of the Strategic Policy Grant Program.

Defence evaluates your specific grant activity and the 2025 SPGP as a whole. Defence bases this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the 2025 Strategic Policy Grants Program (SPGP).

The SPGP is an annual, open competitive grants opportunity administered by Defence. Defence has run the program since 2019.

SPGP grants are highly competitive and attract applications from across Australia and internationally.

You must read these guidelines before filling out an application.

This document sets out:

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

2. About the grant program

The SPGP started in 2019 and is now in its seventh year, funding a total of 107 grants.

The SPGP funds independent, unclassified, strategic policy-focused research and related activities; including conferences, dialogues, seminars, education modules, roundtables, and scenario exercises.

The 2025 SPGP will run over a period of up to three years, from July 2025 to June 2028.

Achieving value with relevant money is the primary consideration guiding Defence's design of this grant opportunity, and will remain Defence's primary focus throughout the life of any grant agreement.

The objective of the program is to support the achievement of Defence's mission and purpose by:

- deepening public debate about Australia's strategic and defence policy choices;
- informing the development of Australia's defence policy and strategy;
- strengthening Defence's international and domestic partnerships; and
- broadening participation in Australia's strategic and defence policy debate.

The intended outcomes of the program are:

- the publication of original, well-informed and policy-relevant research;
- engagements between Defence and leading non-government experts;
- events and activities involving Defence's international and domestic counterparts; and
- fostering new and emerging talent in Australia's strategic and defence policy debate.

Applications to 2025 SPGP must address each of the program's objectives and outcomes, outlined above, with reference to the assessment criteria detailed below in Section 7 Assessment Criteria.

We administer the program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#)¹.

3. Grant amount and grant period

3.1 Grants available

For this grant opportunity, Defence expects to fund approximately AUD\$3.5 million over three years.

- There is no maximum or minimum grant amount, however applications will be more competitive with a proposal under AUD\$500,000.
- Proposed funding will be negotiated with successful grantees, ensuring spending aligns with 5. *What the grant money can be used for.*

3.2 Grant period

The maximum grant period is three years.

Proposed activities must begin from July 2025 and must not extend past June 2028.

4. Eligibility criteria

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

We cannot provide a grant if you receive (or have received) funding from Defence or another government source for the same purpose or project.

4.1 Who is eligible to apply for a grant?

Applications for SPGP 2025 must be lodged by organisations holding an Australian Business Number (ABN) or equivalent overseas business registration number. Individuals with different organisational affiliations can submit a joint (or consortium) application to SPGP 2025, but must identify a project lead as well as a lead organisation accountable to the Australian Government, via Defence, for any agreed grant activities. Should a joint application succeed, the lead organisation will enter into a grant agreement with the Australian Government, represented by Defence. Consortium applications must identify all members of the proposed consortium, and include a signed letter from each proposed member indicating endorsement of the application.

Defence welcomes applications to 2025 SPGP from new and emerging as well as established strategic and defence studies experts. Established strategic and defence studies experts must design their activities to broaden participation in Australia's strategic and defence policy debate by promoting increased participation by new and emerging talent.

The 2025 SPGP is a global initiative that welcomes applicants from all countries, regardless of citizenship or residence. The SPGP's focus is on Australia's strategic and defence policy choices, but applicants are not required to be Australian citizens or residents. They must however collaborate with an Australian think tank or academic institution for a portion or the entirety of the grant activity. The SPGP encourages international perspectives and diverse backgrounds to enrich the understanding and analysis of global strategic policy issues.

¹ <https://www.finance.gov.au/sites/default/files/2024-07/commonwealth-grants-rules-and-principles-2024.pdf>

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an individual without an Australian Business Number (ABN) or equivalent overseas business registration number.
- An applicant based outside of Australia who does not collaborate with an Australian think tank or academic institute.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activity must:

- Support Defence's purpose and mission
- Satisfy one or more of the program's objectives and outcomes
- Be new, unfunded, and distinct from any business-as-usual activity
- Applications must either:
 - Align with and address priorities and challenges outlined in the [National Defence Strategy 2024](#), **or**
 - Address one of the priority policy questions:
 1. What are the most effective methods for nuclear non-proliferation, including but not limited to the Indo-Pacific, and what are the implications of nuclear proliferation for regional stability?
 2. How would Southeast Asian nations coordinate through multilateral and minilateral groupings, including ASEAN, in response to crisis or conflict in the Indo-Pacific?
 3. In the context of regional conflicts, what measures and strategies can be implemented to enhance military medicine capabilities, including health security, military-civilian health networks, and casualty evacuation networks, in order to improve the overall readiness and effectiveness of military forces?
 4. What measures can Defence pursue this decade to enhance Australia's national preparedness and resilience against the risk of major conflict?
 5. How can Australia generate low-cost, asymmetric effects to strengthen deterrence against major power coercion and aggression over the next five years?

Defence does not ordinarily support SPGP proposals that require support or assistance from Defence beyond financial resourcing – for example, the participation of Defence personnel as formal research subjects or mandatory attendance by specific Defence personnel at events. However, SPGP applications may provide options for Defence participation in proposed grant activities if it is beneficial or a requirement to the proposal.

5.2 Eligible locations

Your grant can include activities at any locations in Australia and overseas.

5.3 Eligible expenditure

You can only spend the grant on eligible expenditure you have actually incurred between the start date and end or completion date of your grant agreement, and as defined in the grant details of your grant agreement. Your independently audited financial acquittal will report on these details.

Eligible expenditure items are:

- Grant research costs (e.g. data acquisition, analytical tools, research assistance, teaching relief, and salary covering time spent on activities relating only to eligible grant activities);
- Grant event costs (e.g. facility and equipment hire and catering);
- Communication costs (e.g. digital and physical publications and media);
- Travel costs (e.g. economy class transport, accommodation and meals); and
- Monitoring, evaluation and learning costs (e.g. reporting and auditing costs).

This grant opportunity will only support the Grantee to travel on the cheapest, reasonable economy class flight, both domestically and internationally. In addition, the Grantee must ensure accommodation and other reasonable travel expenses align with the ATO rates. If the Grantee wishes to travel at a higher class, the Grantee is to cover the difference in cost.

5.4 What the grant money cannot be used for

You cannot use the grant for the following costs:

- Capital costs (e.g. construction work or the purchase of equipment, IT, land or real-estate);
- General operating costs (e.g. salaries and utilities) not directly related to eligible grant activities;
- Costs incurred preparing funding proposals or related documents (e.g. grant applications);
- Costs incurred before the execution of a valid grant agreement for 2025 SPGP;
- Costs incurred after the end/completion date of a valid grant agreement for 2025 SPGP;
- Activities for which other Commonwealth, state, territory or local government bodies have primary responsibility; or
- Anything outside of the eligible expenditure criteria detailed at 6.3 Eligible expenditure.
- Interest cannot be earned on the Grant.

6. The assessment criteria

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

All criterion have equal weighting. However, applications that include project members considered new and emerging in the defence and strategic fields as a member of the project team will be looked upon favourably (Criterion 4).

Applications that additionally include multimedia deliverables will also be looked upon favourably. This could include, but not limited to, podcasts, YouTube videos, social media posts, and or videos promoting public debate.

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

The application form includes text limits – please address each criterion in 200 words or less. Defence will not read beyond the word limit for each Criterion.

Defence will only award funding to applications that score highly against all assessment criteria and are strongly supported by areas of the Defence enterprise.

Criterion 1: Clarity of objective and expression

The first assessment criterion for 2025 SPGP relates to the clarity of your proposed activity's objective (what you aim to achieve) and general clarity of expression throughout your application.

SPGP's clarity of objective and expression criterion helps ensure a shared understanding of the focus of your application and provides an indicator of whether your proposal is pitched appropriately, noting that the target audiences are busy officials as well as members of the general public, who may lack fluency in defence jargon. This includes spelling out acronyms and writing in Plain English. Scoring for this criterion will also be influenced by the applicant's ability to complete the application form accurately, specifically adhering to word count and ensuring accurate financial calculations.

In demonstrating *clarify of focus and expression*, applicants must present a specific research question or set of questions they intend to address and how they will address one or more of the Targeted Policy Questions.

Criterion 2: Relevance to Targeted Policy Question

The second assessment criterion for 2025 SPGP relates to the relevance of your proposed activities to Defence's mission and purpose as well as specific priorities and challenges outlined in the National Defence Strategy 2024. Proposals must align closely with one Targeted Policy Question.

SPGP's Relevance to Defence strategic priorities criterion helps ensure Defence's use of public money is aligned with Defence's departmental responsibilities and the Government's defence and strategic priorities. Applications must prove value for money, achieving the highest possible return on investment and avoiding duplicating already established initiatives.

In demonstrating significance of proposal, applicants must explain how their proposed activity will provide new and valuable insights in light of other, similar or related, research and activities. Applications that seek funding for existing initiatives, or closely build off of existing research will not be considered. Applications must be aligned specifically with Australian strategic and defence policy choices, including choices regarding how Australia interacts with other countries. Applications should also take care to address strategic and defence policy choices rather than policy choices that might more generally be associated with broader conceptions of national security and foreign policy.

Criterion 3: Effectiveness of design

The third assessment criterion for 2025 SPGP relates to the expected effectiveness of your activity design in achieving 2025 SPGP's objectives and outcomes, including value with relevant money.

SPGP's effectiveness of design criterion helps ensure Defence's use of public money contributes to appropriate outcomes and is efficient, effective, economical, ethical and consistent with policy.

In demonstrating effectiveness of design, applicants should explain how they would progress their proposed activity, including how they would use Defence grant funding and other resources. Applicants must also detail why their project design will be the most effective option and why other methodologies would not lead to better outcomes.

Applicants must also address directly any potential risks or sensitivities arising from their proposed activity, including by providing assurance to Defence of their ability to manage risks and sensitivities associated with their proposed grant activities. Addressing this criterion must include a risk mitigation plan.

Criterion 4: New and emerging talent development

The fourth assessment criterion for 2025 SPGP relates to the extent to which your activity will promote new and emerging talent relevant to debates about Australia's strategic and defence policy choices.

The new and emerging talent development criterion helps ensure Defence's use of public money fosters a diverse and inclusive pipeline of new and emerging talent working on Australia's strategic and defence policy choices, both in Australia and in other countries relevant to Australia's defence.

In demonstrating professional talent developments, applicants should explain how the proposed grant activity would help promote participation from new and emerging talent in Australia's strategic and defence policy debate. Proposals that include project members considered new and emerging in the defence and strategic fields as a member of the project team will be looked upon favourably.

7. How to apply

Before applying, you must read and understand these guidelines and the application form.

These documents may be found at [GrantConnect](#). Any alterations and addenda² 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.

To apply you must:

- complete the 2025 SPGP application form, available for download on GrantConnect www.grants.gov.au,
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application (**in Word format**) to sp.grants@defence.gov.au by 12:00 PM (AEST) on 28 February 2025.

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

Defence will not accept applications submitted with missing, incomplete, false, or incorrect information.

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

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

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

If you need further guidance around the application process, or if you are unable to submit an application online, contact us at sp.grants@defence.gov.au.

7.1 Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver a grant activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group.

² Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

You must have a formal arrangement in place with all parties prior to execution of the agreement. This requirement for joint applications also applies to applicants based outside of Australia. The overseas entity can be the project lead.

7.2 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, we expect you will be able to commence your grant activity in the 2025 calendar year.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	February 2025 to April 2025
Approval of outcomes of selection process	April 2025
Negotiations and award of grant agreements	May 2025
Notification to unsuccessful applicants	May 2025
Earliest start date of grant activity	June 2025
End date of grant activity or agreement	June 2028

7.3 Questions during the application process

If you have any questions during the application period, contact Defence via sp.grants@defence.gov.au.

Defence will respond to emailed questions within five working days.

8. The grant selection process

8.1 Assessment of grant applications

We review your application against the eligibility criteria.

Only eligible applications will move to the next stage. We consider eligible applications through an open competitive grant process.

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

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.³

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

³ See glossary for an explanation of 'value with money'.

- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.
- How the grant activities will target groups or individuals.

8.2 Who will assess applications?

The SPGP team in Strategic Policy Division will complete an initial assessment process to ensure each application meets all eligibility and assessment criteria.

Senior Defence members will then assess each application on its merit and compare it to other eligible applications before recommending which grant applications should be awarded a grant.

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

Strategic Policy Division recommends to the Secretary of Defence, or their delegate, which applications to approve for a grant.

8.3 Who will approve grants?

The Secretary of Defence, or their delegate, decides which grants to approve taking into account the recommendations of Strategic Policy Division and the availability of grant funds for the purposes of the grant program.

The Secretary of Defence's, or their delegate's, 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.

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.

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 you are unsuccessful, you may ask for feedback within 14 calendar days of being advised of the outcome. We will give written feedback within one month of your request.

10. Successful grant applications

10.1 The grant agreement

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

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on GrantConnect.

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

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Secretary of Defence, or their delegate. We will identify these in the agreement.

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

We will use a simple grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have wet signed the agreement). Wet signed means the agreement is signed in ink by both parties, in the presence of a witness. During this time, we will work with you to finalise details.

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

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Secretary of Defence, or their delegate.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- milestones the payments may be tied to; and
- eligible expenditure covered by the grant.

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments as you achieve agreed milestones etc. in advance. Payments are subject to satisfactory progress.

We set aside some of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations.

Grant payments are made only in Australian Dollars (AUD). Entities based outside of Australia must have a bank account that accepts foreign currency.

10.3 Grants Payments and GST

If you are registered for the [Goods and Services Tax \(GST\) in Australia](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#). International travel costs including flights, accommodation, meals and incidentals do not attract GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek

assistance from the [Australian Taxation Office](#).⁴ We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

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

Defence may also list your grant on Defence's website (www.defence.gov.au) and refer to it publicly, including through media release and social media.

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 as soon as possible.

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

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

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

You must notify us of events relating to your grant and provide an opportunity for Defence representatives to attend. You should provide notification as far as possible in advance of the event in question, and no less than 20 working days before a proposed event. If you wish to invite senior Defence personnel to attend an event, you should provide a longer notice period – preferably of three months. Please provide notification of any events to sp.grants@defence.gov.au.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports. 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
- contributions of participants directly related to the grant activity
- expenditure of the grant.

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

⁴ <https://www.ato.gov.au/>

We will monitor progress by assessing reports you submit and 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.

Status Update Reports

Status Update Reports reports must:

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

We will only make 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.

Post Activity Report

When you complete the grant activity, you must submit a Post-Activity Report.

Post-Activity Reports must:

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

12.3 Financial Acquittal declaration

To be sent in conjunction with the Post Activity report, we will 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. All underspends must be returned to Defence before conclusion of the grant and cannot be reallocated to other line items without prior Defence approval. Defence may authorise the use of unspent funds under grant if Defence assesses the additional activities align with the initial project and this grant opportunity.

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

12.4 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 emailing sp.grants@defence.gov.au with a business case addressing the following:

- Events or reasoning for why you need an extension
- Impact if not approved
- Confirmation the proposed extension period will be sufficient
- Confirmation the project research will still be relevant after the proposed extension period.
- A risk mitigation plan

- A project plan

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes. If your extension request is not approved, Defence may seek to close your grant and invoice you for unspent funds.

12.5 Record keeping

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

While undertaking a grant activity, you must keep financial accounts and other records that:

- detail and document the conduct and management of the grant agreement; and
- enable all receipts and payments related to the grant agreement to be identified and reported.

You must keep these records for ten years after the grant completion date or such other time specified in the grant agreement, and provide copies of the records to the Australian Government upon request. Defence may also inspect the records you are required to keep under the grant agreement at any point during the life of your grant agreement, and at any point up to five years after the grant completion date or such other time specified in your grant agreement.

12.6 Evaluation

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

We may contact you up to ten years after you finish your grant for more information to assist with this evaluation.

12.7 Acknowledgement

If you make a public statement about a grant activity or release a publication funded under the SPGP, we require you to acknowledge the grant by using the following:

‘This research received grant funding from the Australian Government through a grant by the Australian Department of Defence. The views expressed herein are those of the authors and are not necessarily those of the Australian Government or the Australian Department of Defence.’

13. Probity

The Australian Government will make sure that the grant opportunity 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.

These guidelines may be changed from time-to-time by Defence. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

Defence welcomes enquiries and feedback on the 2025 SPGP. Please write to sp.grants@defence.gov.au. Defence will respond to all enquiries as soon as possible.

If you do not agree with the way Defence 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 Defence.

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, Defence 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 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 Defence 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](#). Defence members and other officials including the decision maker must also declare any conflicts of interest.

13.3 Privacy

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

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

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

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

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

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

13.4 Confidential Information

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

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

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

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Defence 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 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: Freedom of Information Directorate
 Department of Defence

PO Box 7910
R1-05-A
Canberra BC ACT 2610

By email: foi@defence.gov.au
Online: [Freedom of Information request](#)

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 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
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.

Term	Definition
grant	<p>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:</p> <ul style="list-style-type: none"> a. under which relevant money⁵ or other Consolidated Revenue Fund (CRF) money⁶ 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
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.

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁶ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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.