Centre for Australia-India Relations
Maitri Grant Program 2026-27

Opening date:	**5 November 2026**
Closing date and time:	**5:00pm, AEDT on Monday 14 December 2026**
Commonwealth policy entity:	**Department of Foreign Affairs and Trade**
Administering entity	**The Centre for Australia-India Relations**
Enquiries:	**If you have any questions, please contact maitrigrants@dfat.gov.au**
Date guidelines released:	**5 November 2026**
Type of grant opportunity:	**Open competitive**

Australian Government | Centre for Australia India Relations

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1. Maitri Grant Program grant opportunity processes

The Maitri Grant Program is designed to achieve Australian Government objectives
This grant opportunity is part of the above grant program which contributes to Department of Foreign Affairs and Trade's (DFAT) Outcomes 1.1 and 1.6. DFAT works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Principles 2024 (CGRPs).*

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The grant opportunity opens
We publish the grant guidelines on GrantConnect

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

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

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

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Grant decisions are made
The decision maker decides which applications are successful.

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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 have been successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.

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Delivery of grant
You undertake the grant activity as set out in your grant agreement. The Centre for Australia-India Relations manages the grant by working with you, monitoring your progress and making payments.

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Evaluation of the Maitri Grant Program
We evaluate your specific grant activity and the Maitri Grant Program as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

The Centre for Australia-India Relations (the Centre) is a national platform established by the Australian Government in 2023 to support and facilitate greater collaboration and engagement with India. The Centre's long-term strategic aspiration is to transform economic engagement between Australia and India, underpinned by mutual understanding and deep people-to-people ties.

The Centre works across all levels of government, industry, academia and civil society to build greater understanding of the Australia-India relationship and seize opportunities that flow from deeper connections.

The Centre's work is focused on three key pillars:

1. Building India literacy and capability among Australian businesses
2. Deepening public understanding of India
3. Engaging the Indian-Australian diaspora in support of the bilateral relationship

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.

We administer the program according to the *Commonwealth Grants Rules and Principles 2024* (CGRPs).[1]

2 About the grant program

The Maitri Grant Program will be open each year from FY2026-27 to FY2029-30.

The Centre for Australia-India Relations provides grants for economic, cultural and policy projects that benefit the Australia-India relationship. The *Maitri* ("friendship" in Sanskrit) Grant Program has been developed to deliver the Maitri Grants program aligned to the Centre's strategic objectives and per Australian Government's Portfolio Budget Statement outcomes 1.1 and 1.6.

Overarching objectives:

- to advance Indian Australian people to people, business to business and cultural links
- to support the implementation of A New Roadmap for Australia's Economic Engagement with India

[1] Federal Register of Legislation - Commonwealth Grants Rules and Principles 2024

Through a program of impactful and innovative projects, the Centre intends to achieve the following **outcomes**:

- stronger Australian business awareness of, and capability to engage with, economic opportunities in India
- deeper public understanding of India and a wider pool of experts offering policy solutions relevant to the Australia-India relationship
- greater recognition of the contribution of diverse Indian-Australian communities to our national story
- stronger arts, cultural and sporting connections between Australia and India

The Centre is seeking to fund projects that will:

- **drive new areas of business engagement** between Australia and India in sectors outlined in A New Roadmap for Australia's Economic Engagement with India, including the four superhighways of growth and other key priorities:
    - **clean energy** technology to further advance both countries' energy transitions and deliver supply chain resilience
    - initiatives that promote **education and skills,** including transnational education, research and industry collaboration and foreign branch campus sustainability
    - maximising **agribusiness** opportunities under the Australian-India Economic Cooperation and Trade Agreement (AI-ECTA) through knowledge sharing, improved productivity and efficiency, and collaboration on innovation
    - initiatives that will promote **tourism** from India to Australia, including business visitation, research of key Indian tourist cohorts, and major events tourism
    - projects that bolster the capacity to increase two-way **investment**
    - identify and provide education and opportunities for businesses without mature existing channels for market access, including **SMEs and First Nations businesses**
    - activities that support **sports** collaboration to generate economic engagement, including leveraging Australia's experience in delivering Commonwealth and Olympic Games, and align with the India-Australia Roadmap for Sports Collaboration
- **deliver high impact cultural, and people to people projects, activities and exchanges** that may:
    - build India capability at major **Australian cultural institutions** to improve mainstream understanding of India and promote institutional linkages
    - leverage the **Audiovisual Co-production** agreement
    - deepen public understanding of India and offer **strategic policy** options for the Australia-India bilateral relationship
    - harness **diaspora** influence to promote the Australian Indian relationship, including the Indian economic opportunity.

3 Grant amount and grant period

3.1 Grants available

For the Maitri Grants Program, up to $27 million is available over four financial years (FY2026-27 to FY2029-30).

For this grant opportunity, up to $7 million is available to be paid in financial year 2026-27 for grant activities to run over three (3) years.

- The minimum grant amount is $75,000.00
- The maximum grant amount is $800,000.00

It is anticipated that most grants will be between $150,000 and $500,000, but this does not preclude some grants being more or less than this amount.

The grants cannot exceed the amount of available funds.

Applications which include an in-kind or monetary co-contribution towards the grant activities may be assessed more favourably, as per the assessment criteria in part 6. You will need to provide evidence that in-kind or monetary contribution has been secured.

3.2 Grant period

The maximum grant period is three (3) years.

You must complete your grant funded activities by 30 April 2030.

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:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- be a permanent resident or citizen of Australia
- have an account with an Australian financial institution
- be located in Australia

and be one of the following entity types:

- a company incorporated in Australia
- a company incorporated by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- a partnership

- a joint (consortia) application with a lead organisation[2]
- a registered charity or not-for-profit organisation
- a publicly funded research organisation
- an individual
- an Australian local government body
- an Australian state or territory government body
- a Corporate Commonwealth Entity
- be an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*

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)
- a previous grantee who has failed to provide a full and proper acquittal of an earlier Commonwealth grant
- overseas resident or organisation
- any organisation not included in section 4.1
- organisation (employer of 100 or more employees) that has not complied with the *Workplace Gender Equality Act 2012*[3]. [Please see the non-compliant organisations list on Workplace Gender Equality Agency website[4].]

4.3 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the grant activity must maintain the following checks if the project directly engages with vulnerable persons or children:

- Working with Vulnerable People registration
- Working with Children check

[2] The Australian Government recognises that some organisations may seek to form consortia to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint Applications'

[3] https://www.legislation.gov.au/C2004A03332/latest/text

[4] https://www.wgea.gov.au/

5 What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activity must:

- directly relate to the Australia-India relationship
- be consistent with the objectives and intended outcomes as outlined in Section 2 '*About the grant program'; and*
- detail the eligible expenditure (see 5.3).

If your activity does not meet all the above requirements, it will be deemed ineligible and will not proceed to assessment.

Eligible activities must directly relate to the project and can include:

- major events, residencies, exhibitions, and performances
- workshops, round tables, focus groups, forums, conferences, and/or other events directly related to the project
- exchanges and secondments of personnel between Australia and India
- communications activities
- market research, including research commercialisation
- community engagement, or
- other activities determined as eligible by the Program Delegate, who in their decision will have regard to:
    a. value with relevant money
    b. the policy and legislative scope of the original program signed off by the Delegate, and
    c. adherence to the policy outcomes listed in Section 2 of these Guidelines.

5.2 Eligible locations

Your grant can include activities at different locations provided they are in Australia and/or India.

5.3 Eligible expenditure

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

Eligible expenditure items include:

- travel costs essential to the grant activity, including:
    a. economy class international flights
    b. up to 4-star accommodation
    c. economy class in-country travel
    d. per diems
- venue and equipment hire
- labour costs of Australian employees you directly employ to deliver the grant project (but not ongoing salaries or labour costs related to matters other than delivering the grant activity)

- expert services of a third party if the services are directly related to and essential for the grant activity, such services include but are not limited to:
  a. language translation services, transcribing services
  b. purchase of bibliographic or archival material (electronic or hard copy)
  c. data collection and analysis services
- communications, advertising and promotion, graphic design, photography
- publications and printed material
- production costs (such as freight, installation, or artists fees)
- research
- other expenditure items determined as eligible by the Program Delegate, who in their decision shall have regard to:
  a. value with relevant money,
  b. the policy and legislative scope of the original program signed off by the Delegate, and
  c. adherence to the policy outcomes listed in Section 2 of these Guidelines.

We may ask you to verify project costs, such as quotes, provided in your application.

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

If you receive Commonwealth or state government funding from another source, you must detail this in your application.

The Program Delegate makes the final decision on what is eligible expenditure.

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- ongoing salaries or wages
- capital expenditure/works, including construction works to property, the purchase of land and vehicles
- the covering of retrospective costs
- purchase of equipment (e.g., technical equipment, musical instruments, computers, videos)
- activities which are already commercially viable in their own right
- activities which are seeding start-ups or business expansion
- activities that provide direct commercial advantage to the applicant (e.g. promotion of own business)
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- study tours or activities undertaken by schools where travel by a significant number of students is the principal element of the proposal, or
- completed projects.

6 The assessment criteria

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

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

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

In responding to the below criteria, you will need to demonstrate strong India literacy and understanding of Australian Government strategic priorities with regards to India.

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

We assess your application against the criteria below:

Criterion 1 (40%): How will the project contribute to the intended objectives and outcomes? (400 words)

You should clearly and plainly demonstrate how your project will support one or more of the objectives and intended outcomes of the program (outlined in Section 2). You should:

- explain at a high-level what your idea is, what your activity will do and who will benefit
- how does your proposed project align with and seek to build on Australian priorities with India – including but not limited to the New Roadmap for Australia's Economic Engagement with India
- explain why your activity is worth funding ahead of other competitive applications
- tell the story of your idea in simple language and avoid detailed technical jargon

Criterion 2 (20%): How effective and efficient will the applicant be in delivering the grant? (250 words)

You should:

- demonstrate your previous track record of delivering similar activities and the outcome
- demonstrate your knowledge and literacy of India and possible impacts on delivering your project in India and Australia
- explain how you will measure success
- detail sophisticated risk management planning for the project
- outline any existing or potential partnerships with any Indian organisations that will help deliver the grant activity

Criterion 3 (20%): How will the activity's impact be maximised and deliver sustainable outcomes beyond Maitri funding? (250 words)

You should:

- explain how you will leverage your partners to maximise impact
- detail your communications, marketing and media planning
- outline planning beyond the life of the grant agreement and your ability to forge durable institutional linkages over an extended period

Note: demonstrated in-kind or cash co-contributions will be considered favourably.

Criterion 4 (20%): How innovative is the project? (250 words)

You should:

- articulate the gaps and opportunities that your project is responding to
- identify any current or recent activities that may appear similar, and clearly articulate how your activity is different
- demonstrate knowledge of the current suite of endeavours to strengthen the Australia-India relationship, and how your activity will complement existing efforts
- articulate the new and/or expanded markets and audiences your activity will reach

7 How to apply

Before applying, you must read and understand these guidelines.

These documents may be found at GrantConnect[5]. Any alterations and addenda[6] will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes to these guidelines.

To apply you must:

- complete the application form on SmartyGrants
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application by the closing date and 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*. We will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application immediately after submitting it, you should contact us immediately on maitrigrants@dfat.gov.au. We are not obliged 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 closure of applications.

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

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

If you are unable to apply online contact us at maitrigrants@dfat.gov.au.

[5] https://www.grants.gov.au/

[6] 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.

7.1 Attachments to the application

We require the following documents with your application:

- a program management plan that includes
  - a risk management plan
  - a communications plan
  - an indicative budget which includes a timeline of expenditure
- evidence of support from your organisation's board, CEO or equivalent if relevant
- names of organisations or entities not mentioned elsewhere in the application that are providing additional funding or sponsorships that would be utilised in delivering the proposed grant activity
- a letter of support from referees (referees cannot be the Centre or DFAT employees, or Centre Advisory Board members).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2 Joint (consortia) applications

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

In these circumstances, you must appoint a 'lead organisation'. The lead organisation must meet the eligibility criteria listed in Section 4. 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 and include a letter of support from each of the partners.

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources (including cash and in-kind contributions) they will contribute (if any)
- details of a nominated management level contact officer.

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 apply 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 around May 2027.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Open on GrantConnect	5 November 2026
Closing date for applications	14 December 2026
Assessment of applications	7 weeks (approx. 15 December 2026 to 5 February 2027)
Approval of outcomes of selection process	1 week (approx. 8 to 12 February 2027)
Notification to Successful Applicants	1 week (approx. 15 to 19 February 2027)
Notification to unsuccessful applicants	from 16 February 2027
Negotiations and award of grant agreements	8 weeks (approx. 8 March to 3 May 2027)
Earliest start date of grant activity	May 2027
End date of grant activity	As listed in grant agreements.

Note: the above timeframes are indicative only and will depend on the number and quality of applications throughout the submission period. Missing and/or incorrect information within applications may cause delays during the assessment process.

Once negotiations are completed, arrangements will be made for an official announcement of the grant outcomes. The announcement is likely to occur in June 2027.

7.4 Questions during the application process

If you have any questions during the application period, contact the Maitri Program Section at maitrigrants@dfat.gov.au.

The Centre for Australia-India Relations will respond to emailed questions within five working days. Answers to questions not already provided publicly will be posted on GrantConnect.

8 The grant selection process

8.1 Assessment of grant applications

We will firstly review your application against the eligibility criteria set out in Section 4. Only eligible applications will be considered further.

If your application is 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 is in Australia's national interests
- whether it represents an appropriate geographic distribution among the totality of applications
- whether it contributes to an appropriate mix of sectors among the totality of applications, and

- whether it provides value with relevant money[7]

8.1.1 Value with relevant money

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

- the overall objectives to be achieved in providing the grant
- 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
- the extent to which the evidence in the application aligns to Australia's national interest
- how the grant activities will target groups or individuals and the size and quality of audience the activity will reach.

8.2 Who will assess applications?

An assessment committee will assess each application on its merits and compare it to other eligible applications before recommending which grant applications should be awarded a grant. The assessment committee will be made up of staff from the Centre.

We may ask external experts/advisors to inform the assessment process.

Experts/advisors could be drawn from:

- the Centre's Advisory Board Members,
- relevant areas of the Department of Foreign Affairs and Trade
- relevant Commonwealth agencies.

Any expert/advisor who is not a Commonwealth Official will be required to perform their duties in accordance with the CGRPs.

The assessment committee may seek additional information about you or your application. They may consult Commonwealth or state government entities, even if the entities are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

The assessment committee recommends to the Program Delegate which applications to approve for a grant.

8.3 Who will approve grants?

The Program Delegate is the Chief Executive Officer of the Centre for Australia-India Relations.

The Program Delegate 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.

[7] See glossary for an explanation of 'value with money'.

The Program Delegate may consult the Centre's Advisory Board, DFAT staff, other Commonwealth government and expert private sector assessors and consider the availability of grant funds for the purposes of the grant program.

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

- the approval of the grant
- the grant funding amount to be awarded and the eligible expenditure
- 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 to the primary contact provided in your application. If you are shortlisted to negotiate an agreement, 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 shortcomings that may have prevented your previous application/s from being successful.

9.1 Feedback on your application

Owing to the volume of grant applications, tailored individual feedback will not be provided to unsuccessful applicants. Following the evaluation period and subject to capacity, applicants will be invited to attend a general online feedback seminar.

10 Successful grant applications

10.1 The grant agreement

If your application for a grant is successful following final shortlisting, we will require you enter into a legally binding grant agreement with the Commonwealth. We use a grant agreement based on a DFAT template that has been specifically tailored to meet Centre requirements.

Each agreement has general terms and conditions that cannot be changed.

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. You must not start any Maitri Grant Program activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the agreement.

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

You will have ten (10) weeks from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

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

10.2 Specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in relation to your grant activity.

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

In the Grant Agreement, grantees must acknowledge that persons who undertake, or who have an arrangement to undertake certain activities on behalf of a foreign principal for the purpose of political or governmental influence, are required to register under the Foreign Influence Transparency Scheme Act (2018). It is an offence to not register if you are required to do so, and penalties apply. Further information about the scheme is accessible at: https://www.ag.gov.au/integrity/foreign-influence-transparency-scheme.

The Foreign Influence Transparency Scheme provides the public with visibility of the nature, level and extent of foreign influence on Australia's government and politics. It is recommended that you review obligations and responsibilities under the scheme at Foreign Influence Transparency Scheme | Attorney-General's Department (ag.gov.au) before establishing project partners.

Grantees should also take into account the Guidelines to Counter Foreign Interference in the Australian University Sector.

Where grant activities may involve research collaboration with foreign entities, some provisions relating to Australia's export controls regime may apply to you. It is your responsibility to consider any implications of the relevant legislation and ensure you have appropriate risk management controls in place. You should refer for example to https://www.legislation.gov.au/Details/F2019L00424for the Defence and Strategic Goods List 2019 and https://www.defence.gov.au/business-industry/export/controls for further information.

Where appropriate, applicants must provide details of intellectual property (IP) arrangements in their full applications. This includes both the use of IP in the grant activity and the proposed ownership rights to IP generated by the grant activity as well as strategies for protecting Australia's interests. Where IP is likely to be generated by the grant activity, successful applicants are required to conclude protocols or contracts with their Indian and other collaborating partners on the management of IP issues. Grantees should approach IP negotiations in line with the principles outlined on https://business.gov.au/.

Any universities applying for a Maitri Grant must ensure full compliance with the Foreign Arrangements Scheme, including the requirement to assess whether research projects could adversely affect the national interest or be inconsistent with Australia's foreign policy.

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make

- any in-kind contributions you will make
- any financial contribution provided by a third party

We will not exceed the maximum grant amount under any circumstances.

If you incur extra costs or have unintentionally omitted costs from your budget, you must meet them yourself.

We may pay up to 100 per cent of the grant on execution of the grant agreement, commence funding in a future financial year, or make payments in instalments subject to timelines outlined in the grant agreement. You will be required to provide milestone reporting on how you spent the grant funds. In cases where we pay in instalments, subsequent payments are subject to satisfactory progress on agreed milestones.

10.4 Grants payments and GST

Payments will be GST exclusive.

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.[8] We do not provide advice on your taxation circumstances.

11 Announcement of grants

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

12 How we monitor your grant activity

12.1 Keeping us informed

The Centre will allocate a grant manager as your dedicated contact point during your grant activity.

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, carry on business and pay debts due.

You must also inform us of any changes to your:

- name (including any change to the legal entity status of the grantee or ABN)
- addresses or nominated contact details
- bank account details
- new partnerships or sponsorship arrangements
- organisation's governance arrangements/composition.

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

[8] https://www.ato.gov.au/

You must notify us of events relating to your grant and provide an opportunity for the Centre, the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement. We will expect you to report regularly on:

- progress against agreed 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. We place a strong emphasis on measuring impact of grants against intended outcomes, and particular attention will be given to applicants' proposed monitoring and evaluation frameworks.

Progress reports

Progress reports must:

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

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. Ad-hoc reporting may be requested in writing or by teleconference.

Final report

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 quantitative and qualitative evidence of outcomes and impact, as specified in the grant agreement
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted in the format provided in the grant agreement.

12.3 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.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you may request a variation to your grant agreement by emailing the relevant Grant Manager or maitrigrants@dfat.gov.au.

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. A variation may be in the form of a Deed of Variation.

12.5 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.

12.6 Record keeping

We may also inspect the records you are required to keep under the grant agreement as outlined in Section 12.2 above.

12.7 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 one year after you finish your grant for more information to assist with this evaluation.

12.8 Acknowledgement

Effective branding of your grant is an important component of this program. The Centre's logo must be used on all materials related to grants under the program, or as otherwise directed or agreed by the Centre. Whenever the logo is used, the publication must also acknowledge the Commonwealth in line with the Centre's branding guidelines, which will be provided to you on the execution of the grant agreement.

13 Probity

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

These guidelines may be changed by the Centre for Australia-India Relations. When this happens, the revised grant opportunity guidelines will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes to these guidelines.

You must ensure that you know who you are collaborating with by undertaking appropriate due diligence, proportionate to the risk and subject to available information, on all partners and personnel participating in the project. You should be prepared to demonstrate how you will manage and mitigate any identified risks including security, ethical, legal and reputational risks. The Centre conducts a detailed integrity process on its grants. Your demonstrated ability to proactively manage risk is an important part of your application.

13.1 Enquiries and feedback

Any questions you have about grant decisions for this grant opportunity should be sent to maitrigrants@dfat.gov.au. All complaints about a grant process must be provided in writing.

If you do not agree with the way the Centre 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 Conflict 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 the Centre's 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 Advisory Board Member
- 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 the Centre 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))[9] of the *Public Service Act 1999*[10] and section 29 (duty to disclose interests) of the *Public Governance, Performance and Accountability Act 2013*. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We adhere to DFAT's conflict of interest policy, which can be found in the Ethics, Integrity and Professional Standards Policy Manual.

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

[9] https://www.apsc.gov.au/working-aps/integrity/integrity-resources/code-of-conduct

[10] https://www.legislation.gov.au/C2004A00538/latest/versions

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

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

(a) whether the information or opinion is true or not and

(b) whether the information or opinion is recorded in a material form or not.

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

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

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

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

13.4 Confidential Information

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

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

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

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

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

- the Centre's Advisory Board and other Commonwealth employees and contractors to help us manage the program effectively, including for an integrity purpose

- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman, Privacy Commissioner or National Anti-Corruption Commissioner, or staff of their agencies
- the responsible Minister or Parliamentary Secretary, or
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

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

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

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

By mail: Freedom of Information Coordinator
The Director, Freedom of Information Section Legal Division
Department of Foreign Affairs and Trade
R.G. Casey Building, John McEwen Crescent
BARTON ACT 0221

By email: foi@dfat.gov.au

Australian Government | Centre for Australia India Relations

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
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 2024 (CGRPs)[11]	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.
completion date	the expected date that the grant activity must be completed and the grant spent by
contracted service provider	A contracted service provider is a person who is a party to a Commonwealth contract or is a party to a subcontract with a contracted service provider and is responsible for the provision of goods or services under contract, either directly or indirectly.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it

[11] https://www.legislation.gov.au/F2024L00854/latest/text

Term	Definition
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Eligibility criteria should be developed to enable objective validation and are either 'met' or 'not met'. Assessment criteria may apply in addition to eligibility criteria.
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: a. under which relevant money[12] or other Consolidated Revenue Fund (CRF) money[13] 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.

[12] Relevant money is defined in the PGPA Act. See section 8, Dictionary.

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

Term	Definition
grantee	the individual/organisation which has been selected to receive a grant.
National Anti-Corruption Commission (NACC)	The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency. It detects, investigates and reports on serious or systemic corruption in the Commonwealth public sector. The Commission operates under the *National Anti-Corruption Commission Act 2022*[14].
PBS Program	described within the entity's Portfolio Budget Statement[15], 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	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. 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: • 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.

[14] https://www.legislation.gov.au/C2022A00088/latest/text

[15] https://budget.gov.au/content/pbs/index.htm