



Caravan Parks Grant Program Guidelines

18 November 2022

Key Details

Opening date:	21 November 2022 , 9:00 am AEDST
Closing date and time:	22 December 2022 at 4:00pm (AEDST) Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Australian Trade and Investment Commission (Austrade)
Administering entity:	Austrade
Enquiries:	If you have any questions, contact: caravanparks@austrade.gov.au
Date guidelines released:	17 November 2022
Updated version published:	
Type of grant opportunity:	Open competitive

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Caravan Parks Grant Program Process

Caravan Parks Grant Program is designed to achieve Australian Government objectives

The Government has committed \$10 million in grant funding to support upgrades to caravan parks, which play a critical role in delivering accommodation for visitors. Austrade has worked with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRG).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#) and the [austrade.gov.au](#) website.



You submit a grant application

As part of your application, you provide an online self-declaration confirming your eligibility based on the criteria in the guidelines, including any addenda. Giving false or misleading information is a serious offence under the *Criminal Code 1995*.



Austrade will assess grant applications

Austrade will make an assessment based on your responses in alignment with the assessment criteria and in consultation with relevant tourism stakeholders. The highest scoring applicants will receive funding in order of merit, until the funding is exhausted.



Austrade will notify you of the outcome of your application

You will be notified via email of the outcome of your application.



Austrade enters into a grant agreement with successful applicants

We will enter into a grant agreement with you if your application is successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

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



Austrade will administer the grant funding

We will pay funds to the bank account details nominated in your grant application.

1. Introduction

These guidelines contain key information about the Caravan Parks Grant Program (the Program). The Australian Trade and Investment Commission (Austrade) is responsible for administering the Program. Austrade (we) will publish the opening and closing dates for this grant opportunity and any other relevant information on austrade.gov.au and [GrantConnect](#).

You must read this document before applying for a grant.

You must meet the requirements of the Program to be eligible for a grant.

Applicants must be a privately owned caravan park with plans for infrastructure upgrades that align with the Program objectives.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants, enter into agreements with grantees and make payments
- how we monitor and evaluate grantee's performance
- responsibilities and expectations in relation to the opportunity.

We expect there will be a high level of interest for this Program and a high number of applications. Grants will be awarded on a competitive basis until the funding is exhausted.

This grant opportunity and process will be administered by Austrade.

Austrade administers the Program in accordance with the [*Commonwealth Grants Rules and Guidelines*](#)¹.

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

2. About the grant program

This Program aligns with Austrade's work on improvements in visitor infrastructure through priorities under *The Reimagining the Visitor Economy (THRIVE) 2030 strategy*². The \$10 million provided for this Program will support upgrades to caravan parks in alignment with Priority 5 of THRIVE.

The objective of the Program is to provide grants up to \$100,000 to assist caravan parks to swiftly upgrade or create new infrastructure and visitor facilities to enhance visitor experience, including improvements to accessibility and environmental sustainability practices.

The intended outcomes of the Program are to:

- 1.** Increase the number of visitors seeking caravan park accommodation at a destination.
- 2.** Increase a destination's attractiveness or capacity to meet visitor needs through new and improved infrastructure and facilities at local caravan parks.
- 3.** Increase the capacity and improve the quality of caravan park infrastructure and facilities for visitors at a destination.

² <https://www.austrade.gov.au/news/publications/thrive-2030-strategy>

3. Grant amount and grant period

The Australian Government has announced a total of \$10 million in grant funding that will commence in the 2022-23 financial year and cease on 30 June 2024. All projects must be complete by 15 May 2024 to allow for final reporting and payments to be made before the Program end date.

The Program will provide \$10,000 to \$100,000 matched dollar-for-dollar for upgrades to visitor infrastructure at caravan parks in Australia. Applications will only be eligible where up front evidence is provided that the projects are capable of being commenced and completed within the Program timeframe. Supply chain, workforce and other challenges must be taken into account when applying as there will be significant interest and only projects that can be delivered on time will be considered.

The grant funding amount must be matched by you on a dollar-for-dollar (or more) basis. The amount of matching funding will depend on the turnover of your caravan park from the 2021-22 financial year:

- (a) Caravan parks with an annual turnover of under \$10 million, matched funding will be dollar for dollar (1:1).
- (b) Caravan parks with an annual turnover of \$10 million or more, matched funding will be two for every dollar (2:1).

Turnover is the total ordinary income that you derive in the income year in the course of running your caravan park.

You cannot use funding from other Commonwealth, state or territory or local government grants as matching cash. Evidence of matching cash and a declaration of your turnover for the 2021-22 financial year must be provided with the application.

This Program will open on **21 November 2022** and applications will close on **4pm (AEDST) on 22 December 2022**. A second round of applications may be announced if Program funds are not fully committed after the first round.

3.1 Grants available

The grant amounts available for eligible project expenditure are:

- The minimum grant amount is \$10,000
- The maximum grant amount is \$100,000.

You are responsible for the remaining eligible project expenditure plus any ineligible expenditure.

We cannot fund your project if it receives funding from another Commonwealth or state/territory government grant. You can apply for a grant for your project under more than one Commonwealth or state/territory program, but if your application is successful, you must choose either this grant or the other Commonwealth or state/territory government grant.

You must meet the eligibility criteria at section 4.1 and there is a limit of one grant per caravan park. Where one entity owns or operates more than one park an application cap of \$300,000 will be applied to ensure the Program is spread across a range of recipients.

3.2 Applicants that own or operate multiple caravan parks

Some applicants may own or operate more than one caravan park under an overarching entity or brand, or an associated entity. In this case, applicants can apply for multiple grants at different caravan parks but only up to a total grant value of \$300,000.

For example, if you own and operate 5 different caravan parks, you can apply for multiple grants up to \$300,000. This might look like (but is not limited to):

- 1 grant for each caravan park at \$60,000 each
- 3 grants for 3 caravan parks at \$100,000 each

The grants can be for a similar project at each caravan park or different projects and different grant amounts at each caravan park.

Each caravan park must meet the eligibility criteria at section 4.1 and each project must meet the eligibility criteria at section 5.

Applicants must submit a separate application for each site, with the maximum total application amount capped at \$300,000. Each application will be assessed separately against the assessment criteria at section 6.

Applicants who are applying for up to \$300,000 must provide the ownership structure of their organisation, clearly showing how the parks fit into the structure.

Austrade's Program Delegate has discretion to limit the number of caravan parks under an overarching entity or brand to ensure even distribution of grant funding across the sector.

3.3 Project period

The maximum project period is up to 15 months. You should be ready to commence your project in **February 2023**, after you have signed a grant agreement with the Commonwealth. You must complete your project by **15 May 2024**.

4. Eligibility criteria

We cannot consider your application if it does not satisfy all the eligibility criteria. Eligibility criteria will not be waived under any circumstances.

Approval of all attachments to the application at section 6.1 is required to progress your application through to assessment.

Applications will then be assessed against the selection criteria detailed at section 6. As this is a competitive merit-based program not all applications will be funded.

Austrade's Program Delegate will have final decision-making powers on whether or not you are eligible for a grant.

4.1 Who is eligible to apply for a grant?

Eligible applicants must:

- Hold an Australian Business Number (ABN).
- Be a legal entity that operates a caravan park within Australia with 40 or more powered sites used for short-term visitor accommodation. Powered sites refer to caravan or camping sites and cabins. Permanent accommodation or long-term sites do not count towards this number.
- Be solvent.
- Have an account with an Australian financial institution that is located within Australian territorial boundaries.
- Hold public liability insurance and other relevant insurance to cover the project.

If you are successful, you must hold an ABN, be solvent and have public liability and other relevant insurance to cover the project at all times while you are a grantee.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- a Commonwealth, state, territory or local government agency or body
- an individual or sole trader
- a partnership
- an unincorporated association
- a trust (however, a trustee who is an Australian person or entity incorporated in Australia (with a valid ACN) may apply on behalf of a trust).

5. What the grant money can be used for

5.1 Eligible grant activities

The grant must be used by eligible applicants to support the Program objectives in section 2. Projects must be new infrastructure and/or assets or upgrades to existing infrastructure and/or assets. Projects must focus primarily on direct benefit towards short-term visitor accommodation and/or facilities.

Eligible projects could include (but are not limited to):

- developing new caravan/camping sites
- increasing the number of powered sites
- installing new cabins or substantial renovations of existing cabins
- installing new or upgraded recreational facilities
- installing new or upgraded visitor amenities
- upgrading sites, cabins or amenities to make them more accessible, environmentally friendly or reduced carbon impact.

5.2 What the grant money cannot be used for

- administration costs, for example costs related to obtaining resources used on the project, advertising and recruitment, project management costs, staff training and development costs
- costs incurred prior to a grant agreement being executed
- costs of purchasing, leasing or depreciation of land
- IT assets, IT software, office furniture or equipment
- loans, debt financing, financing cost, including interest and bank fees
- maintenance or general repair costs
- marketing or promotional advertising costs
- projects better suited to other Commonwealth or state/territory grant programs
- projects already funded by other Commonwealth or state/territory government grant programs
- routine or business as usual operational expenses
- site preparation activities which are not directly related to, or for, the main purpose of the project
- staff accommodation.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project, or that they are contrary to the objectives of the Program.

Austrade's Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines or in a grant agreement or otherwise by notice to you.

6. The assessment criteria

You must address all assessment criteria in your application(s). The application form asks questions that relate to the assessment criteria below.

The application form includes text limits of 600 words per assessment criterion. You can provide up to five optional attachments to support your answer to assessment criterion 2. You must reference any relevant attachments in your answer to assessment criterion 2.

Assessment criterion 1 (40 points)

Project alignment with Program objectives and outcomes. You should demonstrate this through the following:

- a) Expected increase in the number of short-term visitors seeking caravan park accommodation as a result of your project.
- b) How the project increases the destination's attractiveness and/or capacity to meet short-term visitor needs.
- c) How the project increases the capacity and improves the quality of caravan park infrastructure and/or facilities.
- d) Any research or evidence to support the demand for your project at the destination/region level.

Assessment criterion 2 (30 points)

Capacity, capability and resources to deliver the project. You should demonstrate this through the following:

- a) Your track record, or the track record of organisations you will partner with or contract to, in managing similar projects.
- b) How you will manage risk or constraints to the project's viability (e.g. labour supply, availability of materials, supply chain issues or delays).
- c) Your ability to obtain the relevant approvals and permits required to complete the project within the proposed delivery timeframe.
- d) A clear and realistic timeline for project completion by 15 May 2024.

Assessment criterion 3 (30 points)

Project alignment with *THRIVE 2030* and your commitment to the visitor economy. You should demonstrate this through the following:

- a) Describe how your project meets the indicative success measures of THRIVE 2030 Priority 5 through any of the following:
 - an increase in quality or quantity of your asset/infrastructure
 - increased accessibility
 - increased environmental sustainability.
- b) Your business's commitment to the growth and prosperity of Australia's visitor economy. This could include participation in quality assurance frameworks, accredited programs, attendances at various events, direct engagement with industry associations, Tourism

Australia, and alignment with state/territory/regional tourism and economic development strategies.

6.1 Attachments to the application

The following documents **must** be included with your application:

1. Evidence of matching cash through either:
 - a) bank statement in your name showing the matching cash amount
 - b) signed letter from the business owner, financial controller/manager or accountant confirming that the matching cash is available for the project.
2. Evidence of your site(s) composition or layout showing 40 or more powered sites used for short-term visitor accommodation. Powered sites refer to caravan or camping sites and cabins.
3. If you own or operate multiple parks and are applying for multiple grants you must provide the ownership structure of your organisation, clearly showing how the caravan parks fit into the structure.
4. A copy of your current Public Liability Insurance Certificate of Currency for the caravan park and each caravan park if you are applying for multiple grants.
5. A project budget including the main costs and what the grant funding and matching cash will be used for. An optional template for the project budget is available from Austrade's website.
6. Evidence that your project will be ready to begin early 2023 and can be completed by 15 May 2024. This evidence can be (but is not limited to):
 - a) statements from suppliers
 - b) detailed project plans.
7. For eligible trustees a copy of the trust deed that confirms that the trustee has the power to enter into a contract on behalf of the applicant.

The following documents are optional and can be included to support your answer to assessment criterion 2. You can include up to five optional attachments. This could include:

1. Relevant development or other government approvals.
2. Building plans, designs/drawings, quotes or estimates from contractors
3. Risk assessment or risk mitigation plan. A sample risk assessment template is available from Austrade's website.

7. How to apply

You must read and understand these guidelines before you apply. To apply, you must:

- complete an online application form available using the SmartyGrants portal on the Austrade website
- address and meet all eligibility criteria
- include all required attachments as specified in the application form
- submit your completed application before the closing date and time. Late applications will not be accepted.

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

If we find an error or missing information, we may ask you to clarify or provide more information. The information must not change the nature of your application.

If you need further guidance around the application process, contact us at caravanparks@austrade.gov.au.

GrantConnect is the authoritative source for grants information. Register to be notified of changes and addenda which will be published on the GrantConnect website.

7.1 Self declaration

As part of the Caravan Parks Grant Program, you must make declaration within the application form that confirms:

- the information you have provided is complete and correct
- if your declaration is false, any overpayment will be recovered
- you understand giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and may lead to investigation and action.

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, you commit that you will be able to commence your project in early 2023 after signing a grant agreement.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Guidelines published	17 November 2022
Applications open	21 November 2022
Applications close	22 December 2022
Assessment of applications	3 weeks
Approval of outcomes of selection process	1 week
Negotiations and award of grant agreements	From 1 February 2023
Notification to unsuccessful applicants	From 15 February 2023
Earliest start date of grant activity	15 February 2023
Grant activity end date	15 May 2024
End date of grant commitment	30 June 2024

7.3 Impacts of supply chain issues and delays

Applicants must consider the potential impacts of supply chain issues and delays on the timeframe and delivery of their proposed projects when preparing their applications. Potential for delays and access to suppliers must be factored into project designs and timeframes to enable completion within the Program period. Your application will need to attest to materials and trades being available. A risk assessment template will be provided on Austrade's website to help you identify and mitigate risks.

8. The grant selection process

Austrade first reviews your application against the eligibility criteria and checks that all mandatory attachments have been provided. Only eligible and complete applications will proceed to the assessment stage.

If eligible and complete, we will assess your application against the assessment criteria in section 6 and against other applications. An order of merit for funding will be created based on:

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

The order of merit will include a list of projects that may be offered funding if a successful applicant withdraws or does not accept the grant offer.

When assessing whether the application represents value for money, we will consider the overall objectives of the Program, the relative value of the grant sought and even distribution across the caravan park sector.

If we identify errors in your application, we may contact you to correct or explain the information.

8.1 Who will assess applications?

The merit-based assessment will be completed by:

- an Austrade staff member and a representative from either a state/territory tourism organisation, Tourism Australia, or other relevant industry association member; or
- two Austrade staff members only if the above are unavailable.

Any assessor who is not a Commonwealth Official, will be expected to perform their duties in accordance with the CGRGs.

8.2 Who will approve grants?

Austrade's Program Delegate is the decision maker who decides which grants to approve, considering the application assessment and the availability of grant funds.

Austrade's Program Delegate's decision is final, including the:

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

Austrade's Program Delegate will not approve funding if there is insufficient Program funds available across relevant financial years for the Program. 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 via email. If you are unsuccessful, you may ask for feedback within 30 days of being advised of the outcome. We will give feedback via email or over the phone within 30 days of your request.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample Grant Agreement will be available on Austrade's website.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the letter of offer.

You will have 30 days from the date of a written letter of offer to execute the grant agreement with the Commonwealth. 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. We will review any required changes to these details to ensure they do not impact the project as approved by the Program Delegate.

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

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- timing of milestones and grant payments
- any financial contributions you must make
- proportion of eligible expenditure covered by the grant (grant percentage).

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

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.3 Grant payments and GST

We will not pay GST as part of this grant.

Grants are generally considered taxable income, 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](https://www.ato.gov.au/)³. We do not provide advice on your taxation circumstances.

³ <https://www.ato.gov.au/>

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this under the Commonwealth Grants Rules and Guidelines unless otherwise prohibited by law. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location.

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect the delivery of your project.

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

You must also inform us of any changes to your:

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

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

12.2 Reporting

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

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

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

We will monitor the progress of your project by assessing reports you submit and may conduct site visits 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.

12.3 Final project report

When you complete the project, you must submit a final project report.

Final project reports must:

- Include the agreed evidence as specified in the grant agreement.
- Identify the total eligible expenditure incurred for the project and any additional contributions you have made.
- Include a declaration that the grant funding was spent in accordance with the grant agreement and to report on any underspend of the grant funds.
- Be submitted by the report due date.

12.4 Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure.

12.5 Compliance visits

We may visit you during the project period, to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the time period allowed in these Program guidelines
- changing project activities.

The Program does not allow for an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date, we can provide a variation template on request.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough Program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors including:

- how it affects the project outcome
- consistency with the Program policy objective, grant opportunity guidelines and any relevant policies of Austrade
- changes to the timing of grant payments
- availability of Program funds.

12.7 Evaluation

We will evaluate the Program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project 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 two years after you finish your project for more information to assist with this evaluation.

12.8 Acknowledgement

If you erect signage or make a public statement about a project funded under the Program, you must acknowledge the grant by using the following sentence:

- 'This project received grant funding from the Australian Government.'

You are encouraged to use Australia's nation brand in collateral related to your project. Austrade can provide advice on acknowledgement or branding but need a minimum 7 days' notice.

You must notify us of events relating to your project and provide an opportunity for the Minister or a Commonwealth representative to attend. Notice must be provided in writing to caravanparks@austrade.gov at least 30 days before the event.

13. Probity

We 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 CGRGs.

13.1 Enquiries and feedback

If your application does not meet the eligibility requirements, we will send you an email to let you know why. If you have any enquiries or feedback about the decision, you can contact us on 13 28 78.

If you have had a discussion with us and you still do not agree with our decision, you may lodge a complaint to other regulatory bodies, including the [Commonwealth Ombudsman](#).

The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant Commonwealth entity (in this case, Austrade).

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or Program. There may be a conflict of interest, or perceived conflict of interest, if Austrade staff, any member of a committee or advisor and/or you or any of your staff has:

- a professional, commercial or personal relationship with a party who is able to influence the application process, such as an Australian Government officer
- 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
- a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under this 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 Austrade in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13 (7)) of the Public Service Act 1999. Committee members and other officials including Austrade's Program Delegate 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 Austrade would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential information

We will keep your application confidential. 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:

- other Commonwealth employees and contractors to help us manage the Program effectively
- employees and contractors of Austrade 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
- the Caravan Industry Association of Australia, Tourism Australia or state/territory government departments for purposes of application endorsement and assessment
- the Caravan Industry Association of Australia in the form of aggregated datasets. No personal information or commercial information attributable to a particular applicant will be shared in this instance
- other Commonwealth, state, territory or local government agencies (including state and/or regional tourism organisations) in Program reports and consultations

- the Auditor-General, Ombudsman or Privacy Commissioner
- Ministers or the Parliamentary Secretary, including in ad-hoc reporting on Program status
- a House or a Committee of the Australian Parliament.

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 Contact Officer
 Legal Procurement and Fraud
 Austrade
 GPO Box 2386
 Canberra ACT 2601
By email: foi.coordination.officer@austrade.gov.au

14. Glossary

Term	Definition
Associated Entity	Associated entities are a company, subsidiary or a subsidiary of a holding company of the principal.
Accountable Authority	See subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act).
Addenda	Additions to a written document most commonly a change or explanation of a variation of a contract.
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.
Austrade	Australian Trade and Investment Commission.
Austrade Program Delegate	A Senior Officer in Austrade with responsibility for the program. The Program Delegate has responsibility for exercising all powers, taking all necessary decisions, and carrying out all necessary functions in relation to the administration of the Caravan Parks Grant Program in accordance with the CGRGs.
Caravan park	A caravan park is a business that provides short-term, non-residential accommodation to the general public with powered sites for caravans and toilet, shower and laundry facilities for guests.
Caravan Parks Grant Program	The Government committed \$10 million in grant funding to support upgrades to caravan parks, which play a critical role in delivering accommodation for visitors.
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.
<i>Commonwealth Grants Rules and Guidelines (CGRGs)</i>	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.
Eligible business	A business that meets criteria of section 4 as decided by the Program Delegate.
Eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant.

Term	Definition
<u>GrantConnect</u>	Is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grant	For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a) under which relevant money ⁴ or other <u>Consolidated Revenue Fund (CRF) money</u> ⁵ 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 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 Portfolio Budget Statement Program.
Grantee	The individual/organisation which has been selected to receive a grant.
Industry association	Organisation representing members' interests. Relevant associations include: <ul style="list-style-type: none"> • the Caravan Industry Association of Australia • state or territory tourism industry council • regional tourism body.
Program	The Caravan Parks Grant Program.
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.
Substantial renovation	Substantially altering an existing structure.
Short-term visitor(s)	People who have travelled for up to 364 continuous days for purposes including holiday, visiting friends and relatives, business, education and employment.

⁴ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁵ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.