Australia-Indonesia Institute Grants Program - 2025-26 Grants Round Guidelines

Opening date:	**9:00am AEST on 17 October 2025**
Closing date and time:	**12 noon AEST on 14 November 2025**
Commonwealth policy entity:	**Department of Foreign Affairs and Trade**
Co-sponsoring entity	**Not Applicable**
Administering entity	**Department of Foreign Affairs and Trade**
Enquiries:	**If you have any questions, contact the Australia-Indonesia Institute Secretariat at ausindonesia.institute@dfat.gov.au** **Questions should be sent no later than 7 November 2025 (TBC)**
Date guidelines released:	**17 October 2025**
Type of grant opportunity:	**Open competitive**

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1 Australia-Indonesia Institute Grants Program – 2025-26 Grants Round processes

The Australia-Indonesia Institute Grants Program is designed to achieve Australian Government objectives

This grant opportunity is part of the Grants Program which contributes to the Department of Foreign Affairs and Trade's Outcome 1[1] in the Portfolio Budget Statements. The Department of Foreign Affairs and Trade (DFAT) Australia-Indonesia Institute works with stakeholders to plan and design the **Australia-Indonesia Institute Grants Program - 2025-26 Grants Round** according to the *Commonwealth Grants Rules and Principles 2024 (CGRPs).*

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The grant opportunity opens

DFAT publishes the grant guidelines on GrantConnect.

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You complete and submit a grant application

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

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We assess all grant applications

DFAT assesses applications against eligibility criteria. We then assess eligible applications against the assessment criteria including consideration of value with relevant money in comparison to other applications. The Australia-Indonesia Institute's advisory Board assesses the highest-ranked applications and makes recommendations to the DFAT Program Delegate.

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Grant decisions are made

The DFAT Program Delegate decides which grant applications are successful.

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We notify you of the outcome

DFAT advises successful applicants. Unsuccessful applicants are notified once all grant agreements have been executed with successful applicants.

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We enter into a grant agreement

DFAT enters into a grant agreement with each successful applicant. The type of grant agreement is based on the nature of the grant and will be proportional to value and risks involved.

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Delivery of grant

Grantees undertake the grant activity as set out in their grant agreement. DFAT manages the grant by monitoring progress and making payments.

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Evaluation of the Australia-Indonesia Institute 2025-26 Grant Round DFAT evaluates grant activities and the Australia-Indonesia Institute 2025-26 Grant Round as a whole. We base this on information from various sources, including that provided by grantees.

[1] The advancement of Australia's international strategic, security and economic interests including through bilateral, regional and multilateral engagement on Australian Government foreign, trade and international development policy priorities.

1.1 Introduction

These guidelines contain information for the Australia-Indonesia Institute Grants Program 2025-26 Grants Round.

Applicants must read these guidelines before applying.

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.

DFAT administers the Program according to the *Commonwealth Grants Rules and Principles 2024* (CGRPs).[2]

2 About the Australia-Indonesia Institute Grants Program - 2025-26 Grants Round

The Australia-Indonesia Institute (AII) Grants Program (the Program) is an ongoing program, subject to annual budget appropriation.

The Australia-Indonesia Institute 2025-26 annual Grants Round (AII Grants Round) is part of the Program. The AII Grants Round seeks to strengthen the Australia-Indonesia relationship in ways that enhance mutual understanding and people-to-people links, through a focus on key thematic areas.

Key Themes of the 2025-26 AII Grants Round are:

- **Language, Culture and the Arts**
  - promoting a better understanding of modern, multicultural, multifaith Australia in Indonesia and Indonesia in Australia
  - promoting Indonesian language and culture learning in Australia
  - showcasing Australian and Indonesian collaboration in the arts in areas such as music, theatre, dance, visual arts, fashion, film and literature
- **Sport**
  - encouraging collaboration and connecting Indonesian and Australian communities through sport and sharing modern Australian and Indonesian sporting excellence
- **Climate Resilience**
- strengthening climate resilience at the community level through promoting knowledge exchange and capacity development between Australian and Indonesian communities and community organisations
- **Economic Cooperation**
- deepening economic links consistent with the themes of *Invested: Australia's Southeast Asia Economic Strategy to 2040*, particularly:

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

- encouraging collaboration and connecting Indonesian and Australian small and medium-sized enterprises (SMEs) through e-commerce and digital marketplaces
- promoting and building capability in sustainable and equitable tourism cooperation.

Cross-cutting considerations for the 2025-26 AII Grants Round opportunity are:

- proposals from **First Nations Australians (FNA) / FNA organisations**, including those that showcase Australia's First Nations culture, arts, sports engagement and climate adaptation approaches, are encouraged
- proposals that include **advancing gender equality, disability equity and social inclusion** through language, culture, the arts, sport and climate resilience are encouraged.

The **objectives** of the AII Grants Round are:

- develop partnerships, raise awareness and build capability in areas of shared interest
- increase public awareness of Australia in Indonesia, and of Indonesia in Australia, and the importance of the bilateral relationship across a broad audience
- increase Australians' capacity to effectively engage with Indonesia and Indonesians' ability to effectively engage with Australia.

The **intended outcomes** of the AII Grants Round are:

- strengthened bilateral relationship and enhanced capability in areas of mutual interest
- strengthened networks, collaboration and connections between Australian and Indonesian institutions and communities to build understanding, trust and influence
- enhanced Australian reputation and reach in Indonesia through the promotion of language, culture, creativity, sports, and innovation
- increased Australian understanding of the cultures and opportunities in Indonesia, and Indonesian understanding of modern, multicultural, multifaith Australia.

3 Grant amount and grant period

3.1 Grants available

For the 2025-26 AII Grant Round, up to $350,000 is available.

Additionally, up to $660,000 Official Development Assistance (ODA) funding is available for grant proposals that meet all grant criteria and are ODA-eligible (intended to improve Indonesia's development as a main objective and align with the Australia-Indonesia Development Partnership Plan 2024-2028).

The minimum grant amount is $20,000.

The maximum grant amount is $75,000.

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

Successful applicants may be offered a lower amount of funding than proposed in their application. Applicants will be given an opportunity to decide whether they wish to accept the reduced offer.

3.2 Grant/Project period

The standard grant period is 12-24 months. Grant activities must commence on or prior to 30 June 2026. The maximum grant period is 2 years.

You must complete your grant/project by the end date designated in your grant agreement. Requests for extensions received after the agreement end date will **not** be accommodated under any circumstances as outlined in the Commonwealth PGPA Act. Following the grant/project period, an evaluation period of 30 days will commence.

4 Eligibility criteria

Applications must satisfy all eligibility criteria to be considered.

4.1 Who is eligible to apply for a grant?

Eligibility requirements are listed in **Appendix B**. To be eligible you must:

- complete the Grant Eligibility Checklist at **Appendix B**
- satisfy all the eligible grant activities and eligible expenditure listed in Sections 5.1 and 5.2
- submit all the attachments listed in Section 7.1, and
- be **one** of the following entity types:
  - an Australian entity with an Australian Business Number (ABN), Australian Company Number (ACN), or Indigenous Corporation Number (ICN)
  - an Australian consortium with a lead organisation[3]
  - an Australian registered charity or not-for-profit organisation
  - an Australian local government body
  - an Australian State/Territory government body
  - a Corporate Commonwealth Entity
  - an Australian statutory authority
  - an Australian citizen or permanent resident of Australia
  - a citizen or organisation from Indonesia
- be willing to provide or develop child protection guidelines that meet the Child Protection Policy | Australian Government Department of Foreign Affairs and Trade (dfat.gov.au) for your grant project if it involves contact with people under the age of 18 years.

Individuals who intend the grant to be administered by a university or organisation should apply on behalf of the university / organisation, i.e. your university / organisation is the applicant. Note: the AII Grants Round is **not** intended to fund academic research. *Refer to Sections 5.2 and 5.3 for further details.*

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

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 list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)[4]
- not an entity type as listed in Appendix B
- an Indonesian government representative or employee
- a previous applicant who has failed to provide a full and proper acquittal of an earlier DFAT grant.

5 What the grant money can be used for

5.1 Eligible grant activities

Grant funds can only be spent on eligible grant activities, which will be defined in the grant details of your grant agreement.

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

- contribute to the objectives of the AII
- promote a contemporary and positive image of Australia in Indonesia and/or Indonesia in Australia
- address one (or more) of the Key Themes (refer to Section 2 for further detail on each theme):
  - Language, Culture and the Arts
  - Sport
- Climate Resilience
- Economic Cooperation.
- proposals from First Nations Australians / FNA organisations, including those that showcase Australia's First Nations culture, arts, sports engagement and climate adaptation approaches, are encouraged
- proposals that include advancing gender equality, disability equity and social inclusion through language, culture, the arts, sport and climate resilience are encouraged.

Grant applicants intending to carry out activities involving scientific exchange should become familiar with Australia's export control regimes as appropriate Global security | Australian Government Department of Foreign Affairs and Trade (dfat.gov.au).

Similarly, the guidelines to counter foreign interference in the Australian university sector is a useful resource: Guidelines to Counter Foreign Interference in the Australian University Sector - Department of Education, Australian Government.

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

5.2 Eligible expenditure

You can only use the grant funds to pay for eligible costs detailed in your budget and grant agreement, including:

Travel

- Economy flights, modest accommodation costs (3-4 star hotel), meals and travel allowances, and other transport and travel costs at reasonable rates (not including visa charges and travel insurance costs)
  - we will only consider funding travel and accommodation where the travel is of direct relevance to the project and AII objectives.
  - travel for more than one person must be fully justified in any application. Travel for a larger number of people will only be considered (fully or partially funded) where it specifically focuses on the proposed grant activity and no other suitable means are available (e.g. online attendance).
  - for travel to attend conferences and meetings, we will only consider funding key participant(s), and only where the participant(s) is/are a principal speaker and the subject of the conference is of direct relevance to the proposed grant activity.
  - Note: travel and accommodation costs **must equal** less than 50% of the total proposed DFAT grant funds requested for your application to be considered competitive. *This 50% is **not calculated** on the total of any cash/in-kind contributions and grant funds requested.*

Other

- Advertising and promotion, graphic design, photography, social media, video and printed material related to the grant project
- Production costs, including freight and artists' and support staff wages and/or fees directly related to the project (business-as-usual wages or fees will not be supported)
- Employee labour costs related to delivering the core elements of the grant project (business-as-usual labour costs will not be supported)
- Communication and translation
- Venue hire and catering
- Costs relating to auspice services, project administration or coordination (e.g. temporary engagement of a coordinator) may be considered, but will be capped at 5% of the total grant value
- Costs related to scoping exercises aligned to grant project activities and outcomes; for example, scoping activities to identify target groups / locations for grant activities delivered to rural communities.
  - Note: any scoping exercise costs **must equal** less than 50% of the total proposed DFAT grant funds requested for your application to be considered competitive. *This 50% is **not calculated** on the total of any cash/in-kind contributions and grant funds requested.*
  - Note: proposals from universities **must** have 50% or more of the grant activities having a practical component that builds broader people-to-people links; for example, delivering community-based workshops, running an event or conference, setting up a sustainable working group. *Academic research proposals will be deemed ineligible – refer to section 5.3.*

For activities delivered in Australia, applicants are encouraged to consider the use of an Indigenous supplier, if intending to subcontract any of the services above. A directory of registered Indigenous businesses is available on the Supply Nation website.

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

5.3 What the grant money cannot be used for

You cannot use the grant for the following:

- capital expenditure, including purchase of real estate and vehicles
- purchase of equipment (for example, musical instruments, computers, videos, photographic or printing equipment, sport equipment)
- activities which are already commercially viable in their own right
- activities which will provide commercial advantage to the applicant (e.g. promotion of the applicant's own business)
- costs incurred in the preparation of a grant application or related documentation, other than costs relating to auspices services as noted in Section 5.2
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, salaries (including for research assistants or administrative staff), honorariums and/or administrative charges levied by the applicant's organisation
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility, including:
    - **academic research**, for example, research funded by entities such as the Australian Research Council or other grants available for academic research on Grant Connect
    - **assistance to businesses**, for example, business assistance that is available and funded by Austrade, or other grants available for business on Grant Connect
    - **development assistance/aid related projects** and activities that duplicate projects currently funded through DFAT's Development Partnership or Direct Aid Program and other agencies.
- activities undertaken by primary or high schools, including study tours, where travel by a significant number of students is the principal element of the proposal
- scholarships to individual students
- the covering of retrospective costs or recurrent funding of activities, and
- completed projects.

6 The assessment criteria

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

All criteria are weighted equally. The application form includes word limits.

Criterion 1: How will the grant activity contribute to All objectives?

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

- a succinct summary of the grant activity, written for a non-expert in the activity area. The summary should:

- include information about whether the grant activity is a stand-alone project or part of a larger project
- demonstrate alignment to the AII's objectives and Key Themes (refer to Section 2)
- outline any First Nations Australians / FNA organisations role in the proposed activity, including (if applicable) how the activity will showcase First Nations culture, arts, sports engagement or climate adaptation
- outline how the activity will advance gender equality, disability equity and social inclusion.

Criterion 2: What is the grant activity's potential for raising awareness of Australia in Indonesia/Indonesia in Australia? Does it promote a contemporary and positive image of Australia?

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

- any proposed quantitative or qualitative performance measures to indicate the expected reach of your project such as anticipated:
  - events (e.g. public seminars, promotional events, performances, exhibition days, or community events)
  - number of participants/audience spectators (and a description of your target audience) and why you expect this level of engagement
  - media engagement plans (including social media), the type of media interest you seek to generate (e.g. articles, radio and television broadcasts), and distribution plans (e.g. of a publication).
- indicating your awareness of and commitment to gender balance, disability and social inclusion by referencing efforts within your project activities to achieve balanced and diverse representation
- indicating any follow-up activities that could arise from the grant activity and that could ensure the project creates sustained networks between individuals and institutions.

Criterion 3: What is the 'value add' of the grant to your activity? Why is the activity needed?

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

- describing why the activity is needed and how the grant will help address a gap
- demonstrating how your grant activity would address a new area of interest and cooperation between Australia and Indonesia
- demonstrating how your grant activity would address an area of interest and cooperation between Australia and Indonesia in a new, innovative and improved way
- describing the impact of the grant activity on the Australia – Indonesia relationship and (if applying for ODA-funded grant) Indonesia's development.

Criterion 4: What is the capability and capacity of the applicant to undertake the grant activity?

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

- a one-page capability statement of the organisation and/or CV of the project leader(s)
    - if your project will be carried out in Indonesia, you should indicate your Indonesian cultural capability, and vice versa for projects that will be carried out in Australia
- two signed references from referees with no direct financial interest in your project
    - referees should comment on the project's objectives and the strategies to achieve them
    - references should provide different perspectives on the proposal
    - both referees should work for different organisations.
- a letter of support from your university / organisation's research office or equivalent (if you are from a large university / organisation) that confirms alignment of your grant activity to the university / organisation's international strategies.

If you have a partner/s, please also provide a capability and commitment statement including a letter of support from the partner/s and a record of past successful partnerships with the partner/s.

You **must** also provide an activity budget. The budget should outline co-contributions (in-kind- and/or cash) from your organisation and other parties that demonstrate commitment to the project.

6.1 Tips for a successful application

When preparing the application, bear in mind that applications should be easily understood by someone who is not familiar with you, your organisation or the field of activity. Applications are more likely to be successful if they:

- are written in plain language
- are accurate, focused and comprehensive
- include a clear description of the proposed grant project
- include a realistic budget, and
- address the four selection criteria.

The assessment committee and the Program Delegate (Assistant Secretary, Indonesia Branch) will also strongly consider the value with relevant money that your project offers for the investment of Commonwealth of Australia funds in their decision making. In expressing the value with relevant money that your project offers you should consider:

- other sources of funding or income (cash / in-kind) and whether each source of income or funding is confirmed, conditional or pending approval
- appropriate, reasonable and realistic travel costings
- alternative for face-to-face conferences, forums, roundtables and meetings where appropriate.

7 How to apply

Before submitting your application, you must review the AII website and read these Grant Guidelines. The guidelines documents may be found at GrantConnect. GrantConnect is the

authoritative source for grants information. Any alterations and addenda[5] will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes.

To apply you must:

- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your grant application via the online system SmartyGrants by 12 noon AEST on 14 November 2025 (the application form includes help information).

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

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

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

DFAT will acknowledge that we have received your grant application through an automated email from SmartyGrants within one working day**.**

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

7.1 Attachments to the application

We require the following documents with your application:

- two short signed independent references
- letter of support from nominated partners (if relevant)
- organisation capability statement or individual's curriculum vitae (optional)
- if you apply on behalf of a university, a letter of support from your Research Office.

Supporting documentation should be attached to the application form. You should only attach requested documents. We will not consider information in attachments that we do not request. Supporting documentation must be in English. We will not accept documents in Indonesian or any language other than English.

Among applications from universities, the most competitive applications will be those with letters of support from the relevant Research Office highlighting the alignment of the proposed project to the Australia-Indonesia Institute's objectives and Key Themes and the relevance of the project to the University's strategic goals in the relevant country, and demonstrating that the proposed grant project is **not** more appropriately funded by the Australia Research Council or an alternative Commonwealth funding body.

[5] 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

7.2 Joint (consortia) applications

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

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. Only the lead organisation can submit the grant application form. The application must identify all other members of the proposed group/consortium. If the application is successful, only the lead organisation will enter into the grant agreement with the Commonwealth. The lead organisation will be responsible for the grant.

A joint application must include a letter of support from each partner organisation in the consortium. Each letter of support should include:

- details of the partner organisation
- an overview of how the lead organisation and partner organisations will work together to complete the grant activity
- an outline of the relevant experience and/or expertise of the consortium members
- the roles/responsibilities of consortium members and the resources they will contribute (if any)
- details of a nominated management level contact officer.

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

7.3 Timing of grant opportunity processes

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

If you are successful, we expect you will be able to commence your grant activity in the 2025-2026 financial year (1 July 2025 to 30 June 2026).

Activity	Timeframe
Application period	Open: 9:00am (AEST) 17 October 2025 Close: 12 noon (AEST) 14 November 2025
Assessment of applications	Up to 8 weeks
Approval of outcomes of selection process	January 2026
Negotiations and award of grant agreements	January 2026
Notification to unsuccessful applicants	January-February 2026
Earliest start date of grant activity	January 2026

7.4 Questions during the application process

If you have any questions during the application period, please contact the Australia-Indonesia Institute Secretariat, ausindonesia.institute@dfat.gov.au. Questions must be received no later than 7 November 2025. DFAT will post FAQs on the AII website to answer questions received.

Applicants are reminded that personal approaches to DFAT officials and/or AII Board members during the application process could be considered a conflict of interest and result in the application being excluded from consideration.

8 The grant selection process

8.1 Assessment of grant applications

DFAT first reviews applications against the eligibility criteria.

If eligible, DFAT then assesses applications against the assessment criteria (see Section 6) and against other applications. DFAT considers applications on their merits, based on:

- how well the application meets the criteria
- how it compares to other applications
- whether it provides value with relevant money[6]
- which groups or individuals will be the target of grant activities. This includes groups or individuals which as a result of grant activities will:
  - increase their awareness of the bilateral relationship and its importance
  - develop partnerships in areas of shared interest to Australia and Indonesia
  - increase their capacity to engage with Australia or Indonesia
  - promote a positive image of Australia in Indonesia/Indonesia in Australia.

8.2 Who will assess applications?

An assessment committee will assess each application on its merit and compare it to other eligible applications. The assessment committee will be made up of DFAT officials. The assessment committee may seek additional information about you or your application. They may consult other DFAT officials and Commonwealth agencies, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

The assessment committee may contact applicants to correct or explain information provided in the application.

After assessing all applications, the assessment committee will provide the highest-ranked applications to the AII Board for review. Advisory board members are treated as Commonwealth officials due to their role in the assessment process in accordance with Part 1, sections 2.8-2.9 of the CGRPs and the *Public Governance, Performance and Accountability Act 2013*.

The AII Board will recommend to the DFAT Program Delegate which applications it considers should be approved for a grant.

8.3 Who will approve grants?

The Program Delegate (Assistant Secretary, Indonesia Branch) decides which grants to approve, taking into account the assessment committee's evaluations, the AII Board's recommendations, and the availability of grant funds for the purposes of the grant program.

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

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

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

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

9 Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the Program.

9.1 Feedback on your application

Due to the large volume of requests the AII Secretariat receives, we are unable to provide feedback on individual unsuccessful applications. Within 90 days of the announcement of successful grant recipients on the AII website, we will post the assessment committee's overall feedback on 2025-26 applications, on the AII website.

10 Successful grant applications

10.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Foreign Affairs and Trade. We use a simple or standard grant agreement in this program. Our selection will depend on the size and complexity of your grant activities. Each grant 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 and you should not make any financial commitments until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk.

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

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

Simple Grant Agreement and/or Standard Grant Agreement

We will use a simple grant agreement or a standard grant agreement.

You will have 14 days 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.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Program Delegate.

10.2 How we pay the grant

We will pay the entire grant amount after execution of the grant agreement, following receipt of a valid invoice. You will be required to report on how you spent the grant funds at the completion of the grant activity.

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

The grant agreement will state the maximum grant amount to be paid. We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

10.3 Grants payments and GST

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

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

11 Announcement of grants

If successful, your grant will be listed on the GrantConnect website no later than twenty-one calendar days after the date of effect as required by Section 5.4 of the CGRPs. Your grant will also be listed on the DFAT website's Australia-Indonesia Institute page.

12 How we monitor your grant activity

12.1 Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

12.2 Reporting

You must submit reports in line with the grant agreement. You will be able to download the report template from SmartyGrants. We will remind you of your reporting obligations before a report is due.

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

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

Progress reports

We will ask you to report on:

- progress against agreed grant activity milestones and outcomes
- progress against your communications plan
- participant contributions which are directly related to the project.

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 evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- outline communication activities and impact
- be submitted within the timeframe set out in your grant agreement.

We will also ask you to provide a financial acquittal to verify that you spend the grant in accordance with the grant agreement and to report on and return any underspends of the grant money. The amount of detail you provide in your report should be relative to the size, complexity and grant amount.

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

12.3 Compliance visits

DFAT 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.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by submitting a request in writing to the AII Secretariat, ausindonesia.institute@dfat.gov.au, at least 30 days before your grant agreement ends.

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. We are unable to extend expired agreements.

12.5 Record keeping

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

12.6 Evaluation

DFAT will evaluate the grant activity 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 activity 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.

12.7 Acknowledgement

The Australia-Indonesia Institute logo/Australian Government crest is to be used on all materials related to the grants. Whenever the logo/crest is used in a publication, the recipient must also acknowledge the Commonwealth as follows:

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

Invitations to AII board members and/or officers of DFAT to represent the Australian Government support for the project are welcomed.

13 Probity

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

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].

13.1 Enquiries and feedback

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

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

If you do not agree with the way DFAT has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually consider 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 DFAT staff, an AII Board member, 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, AII Board member [or member of an external panel]
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

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

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

We publish our conflict of interest policy on the DFAT website.

13.3 Privacy

DFAT treats 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.

DFAT 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 DFAT 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 DFAT, 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).

DFAT 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.

DFAT 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.

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

- the assessment committee 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 Sexual misconduct prevention and response

DFAT has a zero-tolerance approach to sexual exploitation, abuse and harassment. It is expected that all individuals participating in this program will comply with DFAT's Preventing sexual exploitation, abuse and harassment (PSEAH) policy. Any allegations or reports of misconduct will be taken seriously. The Sex Discrimination Act 1984 (Cth) defines the nature and circumstances in which sexual harassment is unlawful.

In response to the Royal Commission into Institutional Responses to Child Sexual Abuse, the Australian Government has introduced the National Redress Scheme, which provides acknowledgement and support to people who have experienced institutional child sexual abuse.

For more information and support, please visit: http://www.nationalredress.gov.au/ or; call the National Redress Scheme line on **1800 737 377**.

13.6 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: The Director, Freedom of Information and Privacy Law Section
Corporate Legal Branch

Department of Foreign Affairs and Trade
R.G. Casey Building, John McEwen Crescent
BARTON ACT 0221

By email: foi@dfat.gov.au

14 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the *Public Governance, Performance and Accountability Act 2013*
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
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
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; see Program Delegate.
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.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act

Term	Definition
Commonwealth Grants Rules and Principles 2024 (CGRPs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
grant	for the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money[8] or other Consolidated Revenue Fund (CRF) money[9] is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement and specifies the details of the grant.
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant.

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

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

Term	Definition
GST	GST is payable on taxable supplies and taxable importations. GST may also apply to Australian goods and services consumed overseas depending on how they are delivered by the supplier. For GST to apply the goods or services must be considered a taxable supply. Where DFAT pays an entity grant funding, it does not have to pay GST on the funding payment unless the entity makes a 'supply' in return for the payment. Supply is defined as a good, service, advice, information, rights or obligation.
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*.
Official Development Assistance (ODA)	Australian government funding that promotes and targets the economic development and welfare of developing countries.
ODA-eligible	Proposed activity/ies is intended to improve Indonesia's development as its main objective and aligns with the Australia-Indonesia Development Partnership Plan 2024-2028.
PBS Program	described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
Program Delegate	Assistant Secretary, Indonesia Branch; the person who makes a decision to award a grant (see decision maker)
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.

Term	Definition
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.

Appendix A. Acronyms

Acronyms used in these guidelines, online and within application forms

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

Appendix B. Grant Eligibility Checklist

Grant Eligibility Checklist:

Please review and complete this checklist before submitting the online application form.

To be eligible you must:	Yes	No	N/A
1) Be **one** of the following entity types:			
• an Australian entity with an Australian Business Number (ABN), Australian Company Number (ACN), or Indigenous Corporation Number (ICN)			
• an Australian consortium with a lead organisation			
• an Australian registered charity or not-for-profit organisation			
• an Australian local government body			
• an Australian State/Territory government body			
• a Corporate Commonwealth entity			
• an Australian statutory authority			
• an Australian or permanent resident of Australia			
• a citizen or organisation from Indonesia			
• be willing to provide or develop child protection guidelines that meet the Child Protection Policy | Australian Government Department of Foreign Affairs and Trade (dfat.gov.au) for your grant project if it involves contact with people under the age of 18 years.			
For applications from consortia, you must: • have a lead applicant who is the main driver of the grant project and is eligible as per the list above			
If the grant is to be administered by a university / organisation: • your university / organisation should be the applicant			
3) (If relevant) have completed any previous DFAT grant acquittals			
4) Satisfy all the eligible grant activities and eligible expenditure listed in Sections 5.1 and 5.2			
5) Submit all the attachments listed in Section 7.1, where applicable			
6) Propose a grant project that is aligned with one or more of the 2025-26 AII Grant Round Key Themes			
7) Propose a grant project of one to two years' duration from the time of grant agreement signing. Note that the project acquittal will be due within 30 days of the end of the grant project			
8) Propose a grant funding amount between $20,000 and $75,000			
9) Submit a complete application in English, with supporting documentation in English			
In addition to the above, for applications to be considered competitive: • travel and accommodation costs must equal less than 50% of the total proposed DFAT grant funds requested. *This 50% is not calculated on the total of any cash/in-kind contributions and grant funds requested*			
• scoping exercise costs aligned to grant activities and outcomes must equal less than 50% of the total proposed DFAT grant funds requested. *This 50% is not calculated on the total of any cash/in-kind contributions and grant funds requested*			