



Australian Government
Department of Agriculture,
Fisheries and Forestry

Community
Grants Hub
Improving your grant experience



Phase Out of Live Sheep Exports by Sea – transition assistance Farm Business Transition Program Round 1 Grant Opportunity Guidelines

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Closing date and time:	9:00 pm AEDT on 1 December 2025
Commonwealth policy entity:	Department of Agriculture, Fisheries and Forestry
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub¹ Email: support@communitygrants.gov.au Questions should be sent no later than 5:00 pm AEDT on 24 November 2025
Date guidelines released:	7 October 2025
Type of grant opportunity:	Open competitive

¹ <https://www.communitygrants.gov.au/contact-us>

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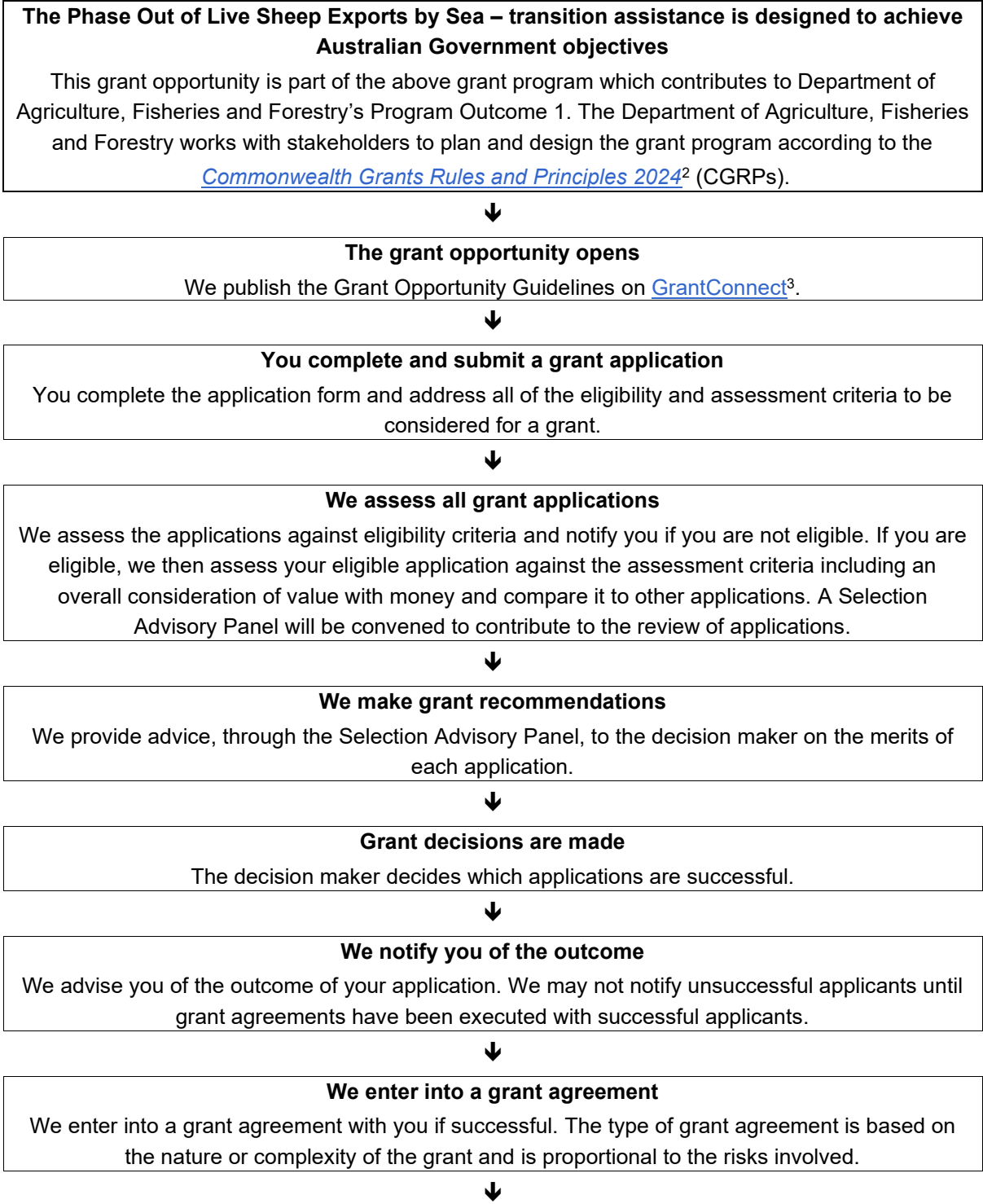
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1. Phase Out of Live Sheep Exports by Sea – transition assistance: Farm Business Transition Program process



² <https://www.legislation.gov.au/F2024L00854/latest/text>

³ <https://www.grants.gov.au/>



1.1 Introduction

These guidelines contain information for the Farm Business Transition Program grants.

You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Agriculture, Fisheries and Forestry.

2 About the grant program

The Australian Government has committed \$139.8 million in transition assistance for individuals, businesses and communities to confidently plan and adapt to laws passed by the Australian Parliament to end live sheep exports by sea from 1 May 2028.

2.1 About the Farm Business Transition Program grant opportunity

The Farm Business Transition Program (the program) was announced as part of the Phase Out of Live Sheep Exports by Sea – transition assistance.

This program will support sheep producers who are impacted by the trade ending in 2028, to prepare and adapt ahead of the transition through the provision of funding to:

- support the development of business plans tailored to individual farm business circumstances, and
- incentivise increased on-farm adoption and uptake of alternative farming systems and practices identified within these business plans.

Through the investment and adoption of alternative sheep systems pre-farm gate, the ability of sheep producers to supply the volumes and specifications required for domestic sheep meat processing will be enhanced

The objective of this grant opportunity is:

- To support sheep producers impacted by the phase out by enabling a range of planning, professional and technical advice, application of research and development innovations and extension activities, and investment in on-farm infrastructure and improvements to increase the uptake of alternative farming systems and practices.

The intended outcome of this grant opportunity is:

- Sheep producers impacted by the phase out of live sheep exports by sea access transition funding assisting them to obtain advice and make changes to their business operations.

There will be 2 rounds for this program. These guidelines provide guidance on Round 1.

3 Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$30.0 million (GST exclusive) over 3 years from 2025–26 to 2027–28 for the Farm Business Transition Program. For this grant opportunity, up to \$20.0 million (GST exclusive) is available over 2 years from 2025–26 to 2026–27.

The grant opportunity will run from 7 October 2025 to 1 December 2025. Grant funding of up to \$75,000 (GST exclusive) per eligible applicant will be available to applicants to contribute to the future costs associated with the adoption and implementation of an eligible alternative farming system/s.

Co-funding of 1-1 is required for applications submitted under this program and the applicant must match the dollar value of the grant funding approved. In-kind contributions will not be counted towards matching funding.

The grant amount will be up to 50 per cent of eligible expenditure to a maximum of \$75,000 (GST exclusive). You cannot use funding from other Commonwealth, state, territory or local government sources to fund your share of eligible expenditure.

3.2 Grant period

This grant is for a non-ongoing program and the grant will terminate at the end of the grant period being 31 May 2027.

You must complete your grant activity by 31 May 2027. Following the grant activity period, an evaluation period of one year will commence.

4 Eligibility criteria

The decision maker can choose to waive the eligibility criteria; however they must be made aware of the risks. The waiver may be used to ensure that applicants are not excluded solely on the basis of entity type, particularly if there are applicants that may otherwise be considered suitable. Clear evidence will be provided to the delegate to enable a decision on whether eligibility criteria should be waived.

We cannot provide a grant if you receive funding from another government source for the same activities.

4.1 Who is eligible to apply for a grant?

To be eligible, you must:

- have an Australian Business Number (ABN)

- be registered for the purposes of GST
- be a resident of Australia for operational and tax purposes
- have an account with an Australian financial institution, and
- be a legal entity with the capacity to enter into a legally binding agreement or contract with the Australian Government.

Also, you must be one of the following entity types:

- Company
- Cooperative
- Incorporated Association
- Indigenous Corporation
- Person
- Sole Trader.

If you are applying as a Trustee on behalf of a Trust⁴, the Trustee must be one of the eligible entity types as listed above.

Further information on entity types is available on the [Community Grants Hub](#)⁵ webpage.

4.2 Additional eligibility requirements

We can only accept applications from eligible entities who can provide approved evidentiary documentation (see section 4.3) demonstrating you have actively participated in the live sheep exports by sea industry in at least 1 of the past 3 financial years.

4.3 Evidentiary Documentation

You must provide at least one of the following to demonstrate your business has actively participated in the live sheep exports by sea industry in at least 1 of the past 3 financial years:

- Waybill or National Vendor Declaration showing transport of your sheep to an export approved Registered Establishment either direct or via an approved saleyard.
- Contract for the sale of your sheep with a Registered Exporter or Stock and Station Agent operating on behalf of a Registered Exporter.
- Invoice for the sale of your sheep with a Registered Exporter or Stock and Station Agent operating on behalf of a Registered Exporter.
- Electronic Identification data showing transport of your sheep to an export approved Registered Establishment either direct or via an approved saleyard.
- Any other document, which would be subject to acceptance by the department.

4.4 Who is not eligible to apply for a grant?

You are not eligible to apply if you are a/an:

⁴ Trusts are not legal entities in their own right. To be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form. Trustees must be an eligible entity type listed in section 4.1. Both the Trust's and Trustee's details will be collected in the application form.

⁵ <https://www.communitygrants.gov.au/information/information-applicants/legal-entity-status>

- Entity who cannot meet the additional eligibility requirements at sections 4.2 and 4.3.
- International Entity
- Non-corporate Commonwealth Entity
- Corporate Commonwealth Entity
- Corporate State or Territory Entity
- Local Government
- Non-corporate Commonwealth Statutory Authority
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Statutory Entity
- Unincorporated Association (see 4.4.1)
- Partnership
- organisation, or your project partner is an organisation, that is included on the [National Redress Scheme's website](#)⁶ on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- organisation, or your project partner is an organisation, that is included on the [Workplace Gender Equality Agency website](#)⁷ on the non-compliant list
- Any business entity or sole trader who has applied for, or received, Commonwealth or State funding for the same activity proposed under this program.

4.4.1 Unincorporated Associations

Non-legal entities such as an Unincorporated Association may be able to receive funding where a legal parent organisation, or a legal entity connected to the Unincorporated Association, can enter into a legally binding agreement on its behalf.

5 What the grant money can be used for

5.1 Eligible grant activities

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

- Adoption of research and development innovations as identified in the farm business plan.
- Engaging qualified or accredited professional services to support new or diversified business planning and models.
- Participation in accredited or industry-recognised training programs that build capability to enable the business transition.
- Infrastructure upgrades and equipment purchases to support new or diversified business models.

⁶ <https://www.nationalredress.gov.au/>

⁷ <https://www.wgea.gov.au/what-we-do/compliance-reporting/non-compliant-list>

- Enhancement of feed base and pasture management systems to support new or diversified business models.
- Adoption of traceability, animal welfare, carbon farming, or other technologies that reflect new or diversified business models.
- Participation in new domestic or export markets (such as, meat, crops or horticulture) through business diversification and supply chain engagement.
- Any other reasonable and relevant activities listed within the farm business plan that support a transition away from live sheep exports by sea and are not listed as ineligible expenditure items below.

5.2 Eligible expenditure

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

Costs incurred may include, but are not limited to:

- Development of farm business plans focusing on the sheep producing activity of your business operations.
- Adoption of research and development innovations to assist in creating new value chains.
- Participation in accredited or industry-recognised training programs to guide business transition (such as, attendance at relevant workshops or training events including reasonable travel and accommodation costs).
- Engaging qualified or accredited professional services to identify and implement adaption strategies as identified in a farm business plan.
- Enhancement of feed base and pasture management systems (such as, integration of supplementary feeding strategies as fodder crop and protein meals establishment, and investment in storage and seeding equipment).
- Purchasing or upgrading technology to support business planning and decision-making (such as, eID systems, remote sensors for water and pasture, farm mapping software, weather integration tools and carbon planning platforms).
- Purchasing or upgrading water infrastructure to improve water management (such as, invest in water-harvesting systems, water-efficient irrigation and troughs, or dam construction).
- Improvement of grazing infrastructure (such as, install fencing and watering systems for rotational grazing, develop hay sheds, and invest in infrastructure that supports free-range or grass-fed livestock management).
- Development and expansion of other revenue avenues in existing mixed farming enterprises (such as, invest in expanding cropping or local and regional commercialisation of private meat sales of mutton).
- Any other relevant activities listed within the farm business plan that support a transition away from live sheep exports by sea and are not listed as ineligible expenditure items below.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

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

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- Land purchases, leasing arrangements, or general business running costs not directly tied to the funded project.
- Activities already applied for, or funded, through other Commonwealth or state government programs.
- Activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.
- Costs that are not directly connected to delivering the funded project.
- Overseas travel or domestic travel not linked to an eligible activity.
- Salaries for ongoing employees not specifically engaged to deliver project activities.
- Debt repayments, interest charges, or costs associated with financing.
- Expenses incurred before the funding agreement is executed or the agreed project start date.
- Ongoing compliance or regulatory costs.

6 The assessment criteria

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

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

The application form includes character limits – up to 6,000 characters (approximately 900 words) per criterion.

The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

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

The Grant Activity Deliverables and Grant Activity Budget will form part of the application form and will be used throughout the assessment of the proposal against the following assessment criteria as required.

Criterion 1: Impact of the phase out on your business (50%)

Describe the past and future impacts of the cessation of the live sheep exports by sea trade on your business

When addressing the criterion, strong applicants will:

- explain the impact of the cessation of the trade on your business
- demonstrate the average proportion of business income derived from the live sheep exports by sea industry over the past 3 financial years
- describe the impact on your future business of the cessation of the trade.

Criterion 2: Alignment of the proposed Grant Activity to program objectives and outcomes (25%)

Describe the proposed Grant Activity.

When addressing the criterion, strong applicants will:

- provide detail on the project proposal
- explain how the project integrates with the rest of your business
- demonstrate the impact it will have on your business and how it will assist transition your business away from reliance on the Trade
- describe the project's potential for long-term sustainability and potential growth.

Criterion 3: Project budget and Delivery (25%)

Describe the project costing and timeline for delivery.

When addressing the criterion, strong applicants will:

- describe how the elements of the Grant Activity will be obtained and delivered and the timeframe for the project
- detail risks in delivery and to the projected benefits of the project for your business, and how risks will be managed.

7 How to apply

Before applying, you must read and understand these Grant Opportunity Guidelines, sample application form and questions and answers.

These documents are found on the [GrantConnect](#)⁸ website. Any changes to grant documentation are published as addenda⁹ on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

An example of Commonwealth grant agreement terms and conditions are available on the [Department of Finance](#)¹⁰ website.

You can only submit one application for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress.

To apply, you must:

- complete the online application form on [GrantConnect](#)¹¹
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 9:00 pm AEDT on 1 December 2025.

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

⁸ <https://help.grants.gov.au/>

⁹ Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

¹⁰ <https://www.finance.gov.au/government/commonwealth-grants/grants-toolkit>

¹¹ <https://www.grants.gov.au/>

The form includes information to help you complete your application. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#)¹² and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately by email support@communitygrants.gov.au or by visiting the Community Grants Hub's [Contact Us](#)¹³ page.

The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

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

If we find an error or something missing, we may ask you for clarification or additional information.

This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

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

You will receive an automated notification acknowledging the receipt of your application.

7.1 Attachments to the application

All of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided for your use with the grant opportunity documents as specified.

- Any quotes or cost estimates
- Evidentiary documentation (see sections 4.2 and 4.3, as required, for eligibility criteria)
- Trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.
- Business Plan (Optional)

Your application will be considered non-compliant and will not proceed to assessment if the required attachments are not provided and/or the mandatory templates are not used.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for.

Please note: There is a 2 MB limit for each attachment.

7.2 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

Late applications

Late applications will not be accepted.

Expected timing for this grant opportunity

¹² http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/cca1995115/sch1.html

¹³ <https://www.communitygrants.gov.au/contact-us>

If you are successful for the Farm Business Transition Program Round 1, we expect you will be able to commence your grant activity around June 2026.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	February 2026
Approval of outcomes of selection process	March 2026
Notification to applicants	March 2026
Negotiations and award of grant agreements	April 2026
Earliest start date of grant activity	June 2026
End date of grant activity	31 May 2027

7.3 Questions during the application process

If you have any questions during the application period, please contact the Community Grants Hub by email support@communitygrants.gov.au or by visiting the Community Grants Hub’s [Contact Us](#)¹⁴ page.

The Community Grants Hub will respond to emailed questions within 5 working days. The Questions and Answers document will be updated to include answers to questions and addenda will be published on [GrantConnect](#)¹⁵.

The question period will close at 5:00 pm AEDT on 24 November 2025. Following this time, only questions about using and/or submitting the application form will be answered.

8 The grant selection process

8.1 Assessment of grant applications

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines.

The Community Grant Hub will first review all applications for eligibility and compliance against the requirements of the application process. Applicants will be rated as eligible or ineligible, compliant or not compliant. The Department of Agriculture, Fisheries and Forestry’s delegate will provide a final determination on eligibility and/or compliance. Only eligible applications will move to the next stage (assessment).

If eligible and compliant, the Community Grants Hub will then assess your application through an open competitive grant process against the assessment criteria (see section 6) and against other applications. We consider your application on its merits, based on:

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

¹⁴ <https://www.communitygrants.gov.au/contact-us>

¹⁵ <https://www.grants.gov.au/>

A Selection Advisory Panel will then be convened by the Department of Agriculture, Fisheries and Forestry to review applications and assessment outcomes and make final recommendations to the decision maker as part of the competitive selection process.

When assessing the extent to which the application represents value with relevant money, the Department of Agriculture, Fisheries and Forestry will have regard to:

- the overall objective/s to be achieved in providing the grant.
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the Farm Business Transition Program grant opportunity.

8.2 Who will assess and select applications?

The Community Grants Hub will then use trained assessors to undertake a preliminary assessment of eligible applications against the assessment criteria on behalf of the Department of Agriculture, Fisheries and Forestry. The Department of Agriculture, Fisheries and Forestry may also be involved in undertaking this preliminary assessment.

The preliminary assessment will consider applications on their merits and provide a preliminary score of applications to inform the deliberations of the Selection Advisory Panel. The Selection Advisory Panel will review applications and assessment outcomes and make final recommendations to the decision maker on which applications to approve for a grant.

The Selection Advisory Panel will be established by the Department of Agriculture, Fisheries and Forestry and may include a mix of employees of the Department of Agriculture, Fisheries and Forestry, experts from the sector, and other Commonwealth officers with relevant specialist expertise.

The Department of Agriculture, Fisheries and Forestry may ask external experts/advisors to inform the assessment process. Any expert/advisor who is not a Commonwealth official will be required/expected to perform their duties in accordance with the CGRPs.

The Community Grants Hub's independent probity advisor will attend all Selection Advisory Panel meetings.

A strategy for any potential conflict of interest that could be identified between the Department of Agriculture, Fisheries and Forestry or external officials and applicants will be in place. If any actual or perceived conflict of interest is identified, the staff member is required to immediately disclose the conflict to the department and agree to abstain from any decisions. All staff involved in the assessment process will be required to complete a Conflict-of-Interest form.

The Selection Advisory Panel may seek additional information from the applicant to assist in making its final recommendations.

8.3 Who will approve grants?

Based on the value of the grant opportunity, and line with the Department of Agriculture, Fisheries and Forestry's Financial Delegations, the First Assistant Secretary with responsibility for the Phase Out of Live Sheep Exports by Sea – transition assistance package, will be the decision maker for this grant opportunity. The decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel, taking into consideration any further information that may become known, including the availability of grant funds for the purposes of the grant program.

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

- approval of the grant

- grant funding amount to be awarded
- terms and conditions of the grant.

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

9 Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

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

9.1 Feedback on your application

A general feedback summary will be published on the Community Grants Hub website to provide all organisations with easy access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will be available upon request. Applicants seeking individual feedback should submit requests to LSPOgrants@aff.gov.au. Requests for individual feedback will only be accepted within 7 days of receipt of the outcome of your application. Feedback will be provided within 14 days of receipt of the request.

9.2 Further grant opportunities

Two application rounds are expected, with the second round in 2026. If there are not enough suitable applications to meet the program's objects, the Department of Agriculture, Fisheries and Forestry may hold an additional round at a date to be determined.

10 Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth.

Your grant will be based on the Commonwealth Standard Grant Agreement.

Each grant agreement has general terms and conditions that cannot be changed. The type of grant agreement used, and its specific conditions may also be determined by the assessment process or other considerations made by the decision-maker. We will identify these in the grant agreement.

Whole-of-government grant agreement templates are available on the [Department of Finance](#)¹⁶ website.

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. You must not start any Farm Business Transition Program activities prior to the Activity Start Date.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the grant agreement.

¹⁶ <https://www.finance.gov.au/government/commonwealth-grants/grants-toolkit>

We may manage the grant agreement through our [Grant Recipient Portal](#)¹⁷. Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

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

Commonwealth Standard Grant Agreement

We will use a Commonwealth Standard Grant Agreement.

You will have 20 business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

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

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

10.2 Workplace Gender Equality Act 2012

The Australian Government has a commitment to effectively support cultural change in Australian workplaces and drive improved gender equality outcomes. Requirements have been implemented for fairer and more consistent measures to ensure the Government deals with organisations who comply with the [Workplace Gender Equality Act 2012](#)¹⁸ (the WGE Act).

Applicants may need to satisfy a requirement to be compliant with the WGE Act.

- Applicants with 100 or more employees who are registered with the Workplace Gender Equality Agency (WGEA) and have been issued with a compliance letter are eligible to apply for a grant.
- Applicants with 100 or more employees who are **not** registered with WGEA will need to register to be issued with a compliance letter prior to applying for a grant.
- Applicants with less than 100 employees across their entire structure are not required to submit a report to WGEA; however, you are required to complete the registration form on the login page of the [WGEA Portal](#)¹⁹. WGEA will use the details provided in the registration form to issue your organisation with a tender letter, which must be attained prior to applying for a grant.

For your grant application to be deemed compliant:

- your organisation must not be included on the WGEA website on the non-compliant list
- you must be able to provide your compliance or tender letter to the Community Grants Hub when requested.

¹⁷ <https://www.communitygrants.gov.au/grant-recipient-portal>

¹⁸ <https://www.legislation.gov.au/C2004A03332/latest/text>

¹⁹ <https://client-portal.wgea.gov.au/s/>

If you are unable to provide your compliance or tender letter and appear on the non-compliant list, you will be deemed non-compliant and withdrawn from the grant process.

More information regarding reporting requirements can be found at the [Workplace Gender Equality Agency website](https://www.wgea.gov.au/home/reporting-guide)²⁰.

10.3 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government has put in place ways to apply certain child safety requirements of the CCSF to grant recipients. A child safety clause will be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity
- activities that involve possible contact with children that is irregular or unplanned.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement, you must always comply with state and territory legislative requirements for working with children and mandatory reporting.

10.4 Indigenous organisation type classifications

All Australian governments are working with Aboriginal and Torres Strait Islander people, their communities, organisations and businesses to implement the National Agreement on Closing the Gap (National Agreement) at the national, state and territory, and local levels. The National Agreement identifies 4 priority areas for reform within government. One of these is Priority Reform 2, building the Aboriginal and Torres Strait Islander community-controlled sector to deliver services to Aboriginal and Torres Strait Islander communities.

To assist government with improving and reporting on the level of community grant funding going to Aboriginal and Torres Strait Islander organisations, changes have been made to the way organisation data is collected. Aboriginal and Torres Strait Islander organisations will now be classified into 3 groups and asked to self-identify which group they fall under. The 3 groups and their definitions are:

²⁰ <https://www.wgea.gov.au/home/reporting-guide>

Organisation type	Definition
Group 1: Aboriginal and Torres Strait Islander Community Controlled organisation	These are organisations that are incorporated, not for profit, at least 51% Aboriginal and Torres Strait Islander owned and at least 51% Aboriginal and Torres Strait Islander controlled (Board members or equivalent).
Group 2: Aboriginal and Torres Strait Islander Operated and Controlled organisation	These are organisations that are at least 51% Aboriginal and Torres Strait Islander owned and at least 51% Aboriginal and Torres Strait Islander controlled (Board members or equivalent).
Group 3: Other Aboriginal and Torres Strait Islander organisation	These are organisations that are at least 50% Aboriginal and Torres Strait Islander owned OR at least 50% Aboriginal and Torres Strait Islander controlled (Board members or equivalent).

10.5 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party
- grant activity deliverables, scheduled progress payments and periodic reporting requirements
- acquittal, final reporting and evaluation requirements.

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments in arrears, based on your progress against milestones and reports and based on your actual eligible expenditure. Payments are subject to satisfactory progress.

We set aside a minimum of 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations. We may need to adjust your progress payments to align with available grant program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

10.6 Grant payments and GST

GST will be paid for this grant. If you are registered for the [Goods and Services Tax](#)²¹ (GST), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#)²². If a government related entity is deemed successful, GST will not apply.

²¹ <https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/gst/registering-for-gst>

²² <https://www.ato.gov.au/forms-and-instructions/recipient-created-tax-invoices>

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](https://www.ato.gov.au/)²³. 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 21 calendar days after the date of effect as required by section 5.4 of the [CGRPs](#)²⁴.

12 How we monitor your grant activity

12.1 Keeping us informed

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

We need to know of any 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 because of these changes.

You must also inform your Funding Arrangement Manager at the Community Grants Hub of any changes to your:

- organisation name
- ABN
- addresses
- contact person/s
- nominated contact details
- bank account details.

The details of your Funding Arrangement Manager will be included in your grant agreement.

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

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend or where there are media/social media opportunities.

12.2 Reporting

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

- progress towards achievement of outcomes
- expenditure of the grant.

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

²³ <https://www.ato.gov.au/>

²⁴ <https://www.legislation.gov.au/F2024L00854/latest/text>

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

Progress reports

Progress reports must:

- include evidence of your progress toward completion of agreed activities and outcomes, this may include before and after photos and certificates of compliance where construction, retrofitting or upgrade activities are funded.
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

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

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

Annual Child Safe Statement of Compliance [If applicable]

You may be required to submit an annual Child Safety Statement of Compliance. This will be a statutory declaration on a form provided by the Hub affirming that that you are compliant with the Child Safe Supplementary Term in your grant agreement.

Ad-hoc reports

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

Final report

When you complete the project, 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
- be submitted by the due date and in the format provided in the grant agreement.

12.3 Acquitting your grant

Financial declaration

We may ask you to provide a financial declaration. A financial declaration is a certification from the grant recipient stating that funds were spent for the purpose provided as outlined in the grant agreement and in-which the grant recipient is required to declare unspent funds. The financial declaration must be certified by the Board, the Chief Executive Officer or an officer with authority to do so verifying that the funding has been spent in accordance with the grant agreement.

Underspent funding must be returned to the Department of Agriculture, Fisheries and Forestry.

Non-audited financial acquittal report

We may ask you to provide a non-audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement and declare unspent funds. A non-audited financial acquittal report is an income and expenditure statement from the grant

recipient stating that grant funding was spent to perform the activity(ies) as set out in the grant agreement. If relevant, the grant recipient must include in the statement the details of any unspent funds. Non-audited financial acquittals must be certified by the Board, Chief Executive Officer or an authorised officer of the organisation.

Underspent funding must be returned to the Department of Agriculture, Fisheries and Forestry.

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 contacting your Funding Arrangement Manager.

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.

12.5 Compliance visits

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

12.6 Record keeping

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

12.7 Evaluation

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

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

12.8 Acknowledgement

If you make a public statement about a Farm Business Transition Program grant activity funded under the program, we require you to acknowledge the grant by using the following:

‘This Farm Business Transition Program grant activity received grant funding from the Australian Government.’

13 Probity

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

These guidelines may be changed by the Department of Agriculture, Fisheries and Forestry. When this happens, the revised guidelines are published on the [GrantConnect²⁵](https://www.grants.gov.au/) website.

²⁵ <https://www.grants.gov.au/>

You should be aware of your obligations under the [National Anti-Corruption Commission Act 2022](#)²⁶, noting that under the Act grantees will generally be considered 'contracted service providers' (see [NACC fact sheets | National Anti-Corruption Commission \(NACC\)](#)²⁷).

13.1 Enquiries and feedback

Complaints about the grant process

Complaints about this grant process or the Community Grants Hub's service/s must be made in writing using the [online complaints form](#)²⁸ on the [Department of Social Services](#)²⁹ website, or by contacting the Department of Social Services complaints line.

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints about the Department of Agriculture, Fisheries and Forestry grant opportunity, selection process or grant decisions

The Department of Agriculture, Fisheries and Forestry Client Service Charter [Client service charter - DAFF](#)³⁰ apply to complaints about the grant program, selection process or grant decisions.

This grant opportunity will be administered by the Community Grants Hub on behalf of the Department of Agriculture, Fisheries and Forestry. All complaints not specific to this grant opportunity or the Community Grants Hub's service/s (including the selection process and grant decisions) should be addressed to the Department of Agriculture, Fisheries and Forestry in writing to LSPOgrants@aff.gov.au.

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or Department of Agriculture, Fisheries and Forestry has handled your complaint, you may complain to the [Commonwealth Ombudsman](#)³¹. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or Department of Agriculture, Fisheries and Forestry.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au/

²⁶ <https://www.legislation.gov.au/C2022A00088/latest/text>

²⁷ <https://www.nacc.gov.au/resource-centre/nacc-fact-sheets>

²⁸ <https://www.dss.gov.au/contact/feedback-compliments-complaints-and-enquiries/feedback-form>

²⁹ <https://www.dss.gov.au/contact/feedback-compliments-complaints-and-enquiries/complaints-page>

³⁰ <https://www.agriculture.gov.au/about/commitment/client-service-charter>

³¹ <https://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 the Department of Agriculture, Fisheries and Forestry and Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- 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
- 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 interest or that, to the best of your knowledge, there is no conflict of interest.

If you later think there is an actual, apparent, or perceived conflict of interest, you must inform the Department of Agriculture, Fisheries and Forestry and the Community Grants Hub 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\(7\)\)](#)³² of the [Public Service Act 1999](#)³³. 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 [Community Grants Hub website](#)³⁴.

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#)³⁵ and the [Australian Privacy Principles](#)³⁶. 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 give out 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.

³² http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/psa1999152/s13.html

³³ <https://www.legislation.gov.au/C2004A00538/latest/versions>

³⁴ <https://www.communitygrants.gov.au/conflict-interest-policy>

³⁵ <https://www.legislation.gov.au/C2004A03712/latest/text>

³⁶ <https://www.oaic.gov.au/privacy/australian-privacy-principles>

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 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 the Department of Agriculture, Fisheries and Forestry would breach an Australian Privacy Principle as defined in the Privacy Act.

13.4 Confidential information

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

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

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the 3 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:

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

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

13.5 Freedom of information

All documents that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#)³⁷ (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

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

By mail: Freedom of Information Team
 Government and Executive Services Branch
 Department of Social Services
 GPO Box 9820
 Canberra ACT 2601

By email: foi@dss.gov.au

14 Consultation

In February 2025, a co-design process with Western Australian sheep producers and the broader supply chain was held to help inform the design of assistance measures for producers and supply chain participants. The measures are part of the Australian Government's \$139.8 million transition assistance package, to help businesses to help transition away from the export of live sheep by sea from 1 May 2028.

³⁷ <https://www.legislation.gov.au/C2004A02562/latest/versions>

15 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 ³⁸ (PGPA Act).
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act ³⁹ .
Commonwealth Grants Rules and Principles 2024 ⁴⁰ (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.
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 2 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.

³⁸ <https://www.legislation.gov.au/C2004A02562/latest/versions>

³⁹ <https://www.legislation.gov.au/C2013A00123/latest/text>

⁴⁰ <https://www.legislation.gov.au/F2024L00854/latest/text>

Term	Definition
Department	The Department of Agriculture, Fisheries and Forestry
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
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 money⁴¹ or other Consolidated Revenue Fund⁴² (CRF) money⁴³ is to be paid to a grantee other than the Commonwealth 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.
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 Department of Agriculture, Fisheries and Forestry Portfolio Budget Statement program.
GrantConnect ⁴⁴	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.
grantee	the individual/organisation which has been selected to receive a grant.

⁴¹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁴² <https://www.finance.gov.au/about-us/glossary/pgpa/term-consolidated-revenue-fund-crf>

⁴³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

⁴⁴ <https://www.grants.gov.au/>

Term	Definition
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 .
National Redress legislation	means the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 ⁴⁵ .
Portfolio Budget Statement (PBS) program	described within the entity's Portfolio Budget Statement ⁴⁶ , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	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 ▪ fit for purpose of the proposal in contributing to government objectives ▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved ▪ potential grantee's relevant experience and performance history.

⁴⁵ <https://www.legislation.gov.au/C2018A00045/latest/text>

⁴⁶ <https://budget.gov.au/>