

19 July 2024

Research Animals Rehoming Grant – Program Guidelines

Message from the Minister

The NSW Government is committed to ensuring the highest possible welfare standards and has dedicated \$7 million to programs that will enhance outcomes for animals used in research.

A significant step in this process is the call for applications to share in the \$2.5 million Research Animals Rehoming Grant Program. This Program will support rehoming organisations to ensure as many animals as possible find life-long homes.

The benefits of rehoming include:

- the demonstration of a commitment to sustainable and ethical policies relating to animal welfare that reflect broader community values,
- improved welfare outcomes for animals at the conclusion of their use in research, and
- additional opportunities for people seeking to adopt animals as pets.

Successful rehoming requires education and a coordinated, cooperative approach. People and organisations responsible for animals have a duty to provide for their welfare, in line with the best available science and community expectations.

The NSW Government will work with rehoming organisations, animal welfare organisations and veterinarians in a coordinated approach, funding a wide variety of projects. Organisations who run rehoming programs throughout the term of an animal's research life, demonstrate their concern for the welfare of the animals in their care and contribute to improving outcomes for animals in NSW.

A separate \$4.5 million grants program will be run alongside the Research Animals Rehoming Grant. Administered by the Office of Health and Medical Research, those grants will have the important aim of supporting organisations to replace the use of animals in medical experimentation.

We look forward to working in partnership with animal rehoming organisations to advance our vision to achieve the best possible outcomes for animals used in research.

Background

The \$2.5 million Research Animal Rehoming Grant is part of the NSW Government's continuing commitment to protect the welfare of animals used in research through a coordinated and cooperative approach to achieve an appropriate outcome for animals at the end of their use in research.

The Research Animal Rehoming Grant (the Program) is a targeted competitive single round grant program that has been established to enhance positive animal welfare outcomes by supporting projects that seek to maximise the number of animals successively rehomed at the conclusion of their use in research.

The Program is aimed at eligible animal rehoming organisations to assist them in delivering projects that align with the Program objectives.

Applicants should read this document carefully to understand all eligibility and application requirements before filling out an application.

The Minister for Agriculture, Minister for Regional New South Wales, and Minister for Western New South Wales is the final decision maker for the Program.

The Program is administered by the Department of Primary Industries and Regional Development (the Department).

All projects must be completed within 2 years from execution of the Funding Deed.

Program Purpose and Objectives

In New South Wales, the use of animals for research is regulated by the *Animal Research Act 1985* (the Act). The Act sets out the stringent requirements which protect the welfare of animals used in research.

The NSW Government is committed to protecting the welfare of animals used in research and in safeguarding the future of these animals so that, where possible, they are able to be rehomed into lifelong homes.

The Program will support projects delivered by eligible animal rehoming organisations that promote positive animal welfare outcomes and aim to optimise rehoming success.

The Program's objectives are to: –

- Promote positive animal welfare outcomes
- Support eligible rehoming organisations to build capability and capacity for animal rehoming at the conclusion of their use in research
- Increased knowledge and awareness of animal rehoming practices, standards and organisations, and for prospective owners, knowledge of research animal rehoming needs
- Support animals for life outside of research

These Guidelines provide an overview of the:

- grant funding available under the Program
 - key dates and timeframes for the grant opportunity
 - eligibility and assessment criteria
 - application process
 - assessment and approval process
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- Funding Deed and terms and conditions during the grant life cycle
- mechanisms for accessing support and further information.

Key Dates

Applications open	4pm Monday 22 July 2024
Applications close	12pm on Friday 13 September 2024
Assessment process	Monday 16 September – Friday 11 October 2024
Outcomes of applications	Friday 8 November 2024
Funding Deeds executed with successful applicants	Contracting may commence once the successful applicant has signed and returned their Conditional Letter of Offer and Confidentiality Agreement. Funding Deeds must be entered into within 3 months of signing the confidentiality agreement. costs can only be incurred from the date of the executed funding deed
Project Completion	Projects must commence within 6 months of the execution date of a Funding Deed and be completed within 2 years from the execution date of a Funding Deed

In extenuating circumstances, applications submitted after the Program closing date and time may be accepted at the sole discretion of the Department. Late applications will only be accepted where the Department is satisfied that it would not compromise the competitiveness and integrity of the process.

Program Funding

The Research Animal Rehoming Grant will provide up to \$2.5 million for projects delivered by eligible animal rehoming organisations.

Applicants may submit multiple applications; however, each application will be assessed separately.

Grant Amounts

Table 1 outlines the minimum and maximum funding amounts per project.

Minimum Funding (GST exclusive)	Maximum Funding (GST exclusive)
\$20,000	\$1,000,000

Applications that request funding outside of these minimum and maximum funding amounts per project will be considered ineligible and may be set aside from further consideration at the Department's absolute discretion.

Co-Contributions

Applicants are encouraged to make a financial co-contribution to their projects however, this is not a mandatory eligibility requirement. Project delivery or viability should not be dependent on co-contributions that have not been secured. Projects that provide co-contribution may be more favourably assessed in terms of value for money.

Unspent Funds

If the situation arises where a grant recipient's project is completed and there are unspent funds remaining from the Program grant allocation, the Department may require the grant recipient to return the unspent funds. If the grant recipient requests to use the funds to extend the scope of the project, the Department may assess that request if it aligns to the objectives of the Program. The Department may require the grant recipient to provide supporting information such as revised economic or social impact data.

Eligibility Criteria

All applications will be assessed for eligibility and only eligible applications will be considered for funding.

Applicants can submit a joint application with a project partner; however, the lead applicant must be an eligible organisation. If a joint application is successful, the lead applicant will enter into the Funding Deed and will be responsible for delivering the project. This includes project acquittal at completion and evidencing all project costs.

Eligible Applicants

To be eligible, applicants must demonstrate that

- They are an incorporated entity and hold an Australian Business Number (ABN), Australian Company Number (ACN) or are registered with NSW Fair Trading under the *Associations Incorporation Act 2009* or another Act.
- If a not-for-profit organisation, they must also have a current ACNC registration
- The Organisation must be either a currently approved rehoming organisation which has been assessed by the Office of Local Government (OLG), or an organisation providing animal rehoming services in NSW that has been operating for a minimum of 2 years.
- No staff or volunteers of the organisation (that will be involved in grant funded projects) have ever been convicted of an offence:
- In NSW, under the *Prevention of Cruelty to Animals Act 1979*, *Companion Animals Act 1998*, *Exhibited Animals Protection Act 1986*, *Animal Research Act 1985*, and animal cruelty offence under the *Crimes Act 1900*, or any of the regulations in force under these Acts, or

- In another jurisdiction, which would also constitute an offence under any of the Acts listed above if it had been committed in NSW.
- No staff or volunteers of the organisation (that will be involved in grant funded projects) have ever operated a premises where animals have been kept or controlled that has been subject to a council order relating to the care and control of animals.
- No staff or volunteers of the organisation (that will be involved in grant funded projects) have been declared bankrupt within the past ten years or been subject to any other insolvency administration or fraud convictions.
- Applicants must have at least \$20 million public liability insurance or will provide an undertaking to secure the insurance before entering into a Funding Deed if the application is successful.
- Has provided evidence applicant is financially viable and is likely to remain so over the duration of the project through the provision of 2 years of financial reporting.

Eligible Projects and Project Costs

Up to 10% of the total grant amount applied for can be included for contingency. Any unused contingency funds will require reimbursement back to the Department.

Up to 10% of the total grant amount applied for can be included for project management and administration. Design, regulatory application and approval costs may be listed separately to project management and administration costs, and therefore do not fall under that 10% maximum. Any unused contingency funds will require reimbursement back to the Department.

Applications must demonstrate that the project can commence within 6 months from Funding Deed execution. Where the applicant is unable to demonstrate that the project can commence within this timeframe or be completed within 2 years of the execution of the Funding Deed, the Department reserves the right to not consider the application further.

Eligible project costs can only be incurred from the date of the executed Funding Deed. Retrospective project costs will not be considered or approved funding under this Program. Any costs incurred prior to the approval of the application and execution of the Funding Deed, are done so at the applicant's own risk.

Eligible Activities

Table 2 provides examples of projects and project costs that are eligible for funding under the Program.

Note: This is not an exhaustive list of projects and costs; it is designed to give applicants an idea of the types of projects that may be eligible and their key benefits.

Project Type	Key objectives	Example of eligible costs
Facility and equipment upgrade and/or the upgrade or expansion of rehoming and welfare services	Build capability and capacity for animal rehoming	<ul style="list-style-type: none">reasonable repair, maintenance and capital works upgrade and/or build new animal care facilitiesthe purchase of equipment such as bedding, crates, leads, etc for the serviceoperating expenses directly associated the project and with the provision of animal care and rehoming services but excluding workforce payments such as salaries and wages.
Professional services e.g. Access to veterinary and/or behavioural services	Promote positive animal welfare outcomes	<ul style="list-style-type: none">veterinary treatment, including desexing, vaccinations and any other medical treatmentsthe provision of services by a suitably qualified provider to deliver training or rehabilitation for an animal
Programs e.g. Awareness programs	Increased knowledge and awareness of animal rehoming practices, standards and organisations, and for prospective owners, knowledge of research animal rehoming needs	<ul style="list-style-type: none">Development or upgrading of website, social mediaDevelopment of materials that increase awareness of the work done by the organisationEducational material for new owners, such as brochures or online resources, including information specific to the particular species being rehomed

Note: Above examples of project types and costs are not intended to represent all project options. Eligible organisations are encouraged to apply for projects that align with their organisation and the Program objectives.

Eligible Project Locations

Projects must be located and deliver benefits for animals held in research facilities within NSW. If an applicant organisation or establishment is located and operates outside of NSW, they must provide evidence that they currently operate within NSW.

Ineligible Applications

- Organisations that do not have an ABN or are unable to obtain an ABN to enter into a Funding Deed
- Applicants that are insolvent or a deregistered charity
- Animal rehoming organisation with staff or volunteers (that will be involved in grant funded projects) that hold a criminal conviction for animal cruelty offences.

Ineligible Project Types and Costs

Examples of project types and costs that are not eligible for funding include (the below list is not exhaustive and the Department will make a determination on ineligible project types and costs during the assessment process):

- projects or activities already receiving or expecting to receive NSW Government funding
- activities, equipment or supplies that are already being supported through other sources
- activities that are primarily for a fundraising purpose
- financing costs, including interest and debt financing
- costs associated with the repayment of existing debt or loan or finance arrangements
- costs involved in the purchase or hire of equipment not directly related to the project
- costs such as rent and utilities unless specifically related to the project
- insurance costs (applicants must hold and maintain adequate insurance coverage for any liability arising from their participation in funded activities)
- depreciation of plant and equipment beyond the life of the project
- non-project related staff training and development costs
- wages, salaries, remuneration and all other employment costs, not related to project delivery
- projects that require ongoing grant funding from the NSW or Australian government
- costs incurred prior to the Funding Deed being executed.

Assessment Criteria

Eligible applications will be assessed against the following merit-based assessment criteria. Where an applicant has submitted multiple applications (including as a joint application), each eligible application will be individually assessed on its merits against the assessment criteria.

Evaluation of the projects will be critical in determining their success. Outcomes will therefore need to be identified in the application for the project.

Criteria Categories	Criteria Seeks to Determine	Evidence Requirements	Criteria Weighting
Capability, Experience and Capacity to Deliver	<p>Proven experience in animal welfare</p> <p>Adequacy of resources</p>	<ul style="list-style-type: none"> • Organisation has demonstrated capacity/capability to deliver the project/s within the agreed timeframe (if applicable) OR able to deliver the activity for which funding is sought • Conflicts of interest, if any, have been disclosed and can be appropriately managed • Organisation has demonstrated compliance with relevant legislation in regard to annual financial reporting and/or has obtained an unqualified auditor's opinion for the 2022/2023 financial year. 	20%
Deliverability and affordability	<p>Projects can be delivered within the identified project plan and budget and can be managed independent of further government funding</p> <p>Application demonstrates value for money in the use of public funds linked to support research animal rehoming services delivered by eligible organisations</p>	<ul style="list-style-type: none"> • A project budget including cost estimates and quotes provided by suppliers or contractors • A detailed and realistic project plan, including a risk assessment • A detailed approach to measuring and reporting outcomes during project delivery and on completion • Any cash co-contribution being provided to support the project (this is not mandatory but is encouraged where possible and may be more favourably assessed in terms of value for money). 	40%
Alignment with Program objectives	<p>Application demonstrates clear link to one or more Program objectives</p>	<ul style="list-style-type: none"> • Application has demonstrated that the project • Promote positive animal welfare outcomes for animals 	40%

held in research facilities in NSW

- Support eligible rehoming organisations to build capability and capacity for animal rehoming at the conclusion of their use in research
- Increases knowledge and awareness of animal rehoming practices, standards and organisations, and for prospective owners, knowledge of research animal rehoming needs
- Supports animals for life outside of research

Application Process

Conflicts of Interest

There may be a requirement for a conflict-of-interest declaration to be submitted with all applications.

Where a conflict-of-interest detrimental to the assessment process is identified (by either an applicant or the Department), the Department will establish mitigation measures, including removing a Departmental official from participating in the application, assessment and/or delivery stage of the process.

Stage One: How to Apply

The Research Animals Rehoming Grant is a single stage application process. All applicants are required to submit the application documents into the fund's online portal. Visit:

<https://localcommunities.smartygrants.com.au/RAR>

Templates can be found at <https://www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare/rar-grant>

Applications cannot be reopened or amended once the closing date has passed. Acceptance of late submissions will be at the sole discretion of the Department.

What needs to be included in an application?

Applicants will be required to submit a completed application form through the Smarty Grants online application portal that includes:

- a written description of the project including the aim, proposed use of the grant, and expected outcomes
- evidence that the applicant is an eligible entity
- evidence that the project type is eligible
- evidence that the project and applicant location are eligible
- evidence of at least \$20 million in public liability insurance (in the name of the applicant), or an undertaking that the applicant is willing to secure at least \$20 million in public liability insurance, if successful
- a project plan and risk assessment
- a project budget based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects,
- evidence of experience delivering projects of similar size and scope, or demonstrated capability to deliver the project
- evidence of support for the project, such as letters or other forms of communication from key stakeholders, if applicable.
- landowner consent if the land is not owned by the applicant
- evidence of planning approvals, if applicable
- evidence of secured co-contribution, if applicable.

Stage Two: Assessment Process

The Department will coordinate the assessment process.

The assessment process is competitive and applicants must ensure that they sufficiently address the Assessment Criteria to establish eligibility for the grant. Applicants should ensure they provide as much relevant information as possible with their application. While the Department has the discretion to seek clarification or additional information from applications during the application assessment process, it is not obliged to do so.

An Assessment Panel will be convened to consider the applications received and to determine the suitability of each project for funding.

The Assessment Panel may recommend partial funding for projects if there is insufficient funding available for the whole project, or where only a component of the project is considered suitable and eligible.

Broader factors that may be considered during the assessment process include the following:

- total amount of funding available
- importance of a project to the local economy and community
- suitability of a project for other government funding opportunities
- alignment with existing NSW Government policies and strategies.

During the assessment process, the Department may ask applicants to provide additional information to assist in the assessment process. Advice may be sought from other NSW Government agencies or other sources to assist in the assessment of projects. Confidentiality will be maintained throughout the process.

The Department, at its sole discretion, can take other factors into account that may make an application ineligible for funding, such as any person, business or organisation that could cause reputational or other risk to the NSW Government.

All projects may be referred to other NSW or Australian Government funding programs for consideration.

Eligibility Assessment

The Department will assess all submitted applications against the Eligibility Criteria identified in these guidelines. Where there is uncertainty or unintended outcomes arising from the eligibility requirements, the Department will take a discretionary approach that, in its opinion, best achieves the objectives of the Program.

The Department will recommend eligible projects to be considered by the Assessment Panel following a merit-based assessment. Final eligibility determinations will be made at the discretion of the Assessment Panel, based on advice and recommendations from the Department.

Any ineligible applications received will not be considered for further assessment.

Merit-based Assessment

The relevant Assessment Team within the Department will assess eligible applications against the Assessment Criteria outlined in these Guidelines. The Department may ask applicants to provide additional information to assist in the assessment process. The outcomes of the merit based assessment undertaken by the Assessment Team will be provided to the Assessment Panel for consideration as part of the Panel's assessment process, overall considerations and recommendations.

Subject Matter Experts and/or technical advisors may be consulted to assist in the assessment of projects. Confidentiality will be maintained throughout the process.

Assessment Panel and Recommendation

Applications will be considered and reviewed by an Assessment Panel convened by the Department to ensure consistency in assessment. Each application will be assessed on its merits and compared to other eligible applications before a recommendation is made in writing to the decision maker.

The Assessment Panel will consider the relative merits of each application against the:

- outcomes of the Eligibility Assessment
- outcomes of the Merit-based Assessment(s)
- any personal, businesses and/or probity issues and risks that could cause reputational or other risk to the NSW Government.

Applicants may be contacted during this step to clarify information provided in their application. The Department will notify applicants if additional information and supporting material is required and the timeframes in which it is required.

The Assessment Panel will consist of representatives of the Department and relevant Subject Matter Experts.

The Assessment Panel may recommend a lesser amount of funding for an application or defer a recommendation pending further information. The Assessment Panel may also recommend specific funding condition(s), where appropriate.

The Assessment Panel may take other factors into consideration when recommending an application for funding including but not limited to the total amount of funding available, suitability of a project for other government funding opportunities and alignment with existing NSW Government policies and strategies.

Advice may also be sought from other NSW Government agencies or other sources (such as probity advisors).

Can ineligible applications be referred to a more appropriate funding program?

Yes. Applications that are more suitable for other NSW Government programs may be referred to those programs. Applications that are referred will be subject to the full assessment criteria of the other NSW Government program to which they are referred. Applicants may need to update their application to meet the criteria of the referred program.

Decision making

The Minister for Agriculture, Minister for Regional New South Wales, and Minister for Western New South Wales is the final approver (decision maker).

The decision maker will review the availability of grant funds and the Assessment Panel's recommendation before deciding which grant applications to approve. The NSW Government typically receives far more applications than it can support. Applicants are not guaranteed funding even if the application is of high merit.

Further, even if an application is successful, it may not be funded to the full amount requested.

The decision maker may take other factors into account that may result in an application being considered unsuitable for funding, including issues that could cause reputational or other risks to the NSW Government.

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

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

Probity advice

Independent probity advisors will provide guidance to the Department on any issues concerning integrity, fairness and accountability that may arise throughout the application, assessment, and

decision-making process. This will ensure decisions are made with integrity, fairness and accountability, while delivering value for money for NSW.

Successful Applications

Notification and Announcement

Successful applicants will be notified in writing via a Letter of Conditional Offer, including a Confidentiality Agreement.

The contracting process will commence after the signed Letter of Conditional Offer with Confidentiality is returned to the Department. Refer to the Key Dates table above for relevant timeframes.

The Department is required to publish information about grants awarded on the NSW Government Grants and Funding Finder at nsw.gov.au/grants-and-funding within a specified timeframe. Announcements should not be made regarding grants awarded before successful applicants have been informed.

Funding Deed

Successful applicants will be required to enter into a Funding Deed with the NSW Government. A draft Funding Deed can be viewed at: <https://www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare/rar-grant>

To enter a Funding Deed, successful applicants will be required to confirm project information and provide a copy of all relevant and applicable insurances, project approvals (e.g. development approvals, landowner's consent) and/or other supporting documentation relevant to the project or as requested by the Department, as part of the contracting process.

The first grant payment will be made once all required documentation has been provided to, and approved by the Department, through forms provided in the online portal and the Funding Deed has been signed by both parties.

The Department makes no binding funding commitment to an applicant unless and until both parties sign a Funding Deed. Successful applicants must not make financial commitments for funded activities until Funding Deeds have been executed by both parties.

Grants will be paid via milestone payments set out in the Funding Deed. Timing and requirements will vary at the Department's discretion, depending on the scope and risk of the project. Evidence of expenditure will be required to claim instalments and acquit eligible costs.

Successful applicants may be required to submit progress reports to the NSW Government as outlined in the Funding Deed.

Confidentiality

Applicants must keep funding decisions and assessment outcomes confidential until announced by the NSW Government or the Applicant is advised that announcement can proceed. Successful applicants will be required to provide a confidentiality undertaking. This means they must keep the

outcome of the application process confidential until the NSW Government makes a public announcement.

Upon entering into a Funding Deed, details about the Funding Deed may be made publicly available (subject to information which the Department deems to be commercial in confidence)

The applicant agrees not to disclose any confidential information pertaining to the Program application or Funding Deed without prior written consent of the Department.

Terms and Conditions

Applicants should note the following:

- Requests for variations or changes to the project will only be considered in limited circumstances
- All awarded grants will be GST exclusive. If a successful applicant is registered for GST, this will be applied on top of the agreed grant value when payment is made
- Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances
- Successful applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the Funding Deed
- Successful applicants will be required to participate in a program evaluation to determine the extent to which their projects have contributed to the objective of the fund. The evaluation will require applicants to provide evidence of how projects have resulted in measurable outcomes and benefits that are consistent with the objective of the Fund
- Any information submitted by an applicant may be used for promotional material prepared by the NSW Government, if the applicant is successful
- The NSW Government may choose to publicly announce funding for individual applications. It may also use non-identifying information provided in the Funding Deed to develop case studies
- All recipients of NSW Government funding must acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants available at nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines
- The Department reserves the right to undertake an audit of grant funding within a period seven (7) years from the signing of the Funding Deed
- Applicants must advise the Department of any changes to their legal status or of changes or delays to their project.

Unsuccessful Applications

Unsuccessful applicants will be notified in writing of the outcome of their application and will be offered a feedback information session.

Additional Information

Government Information (Public Access) Act

Applicants should be aware information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the Government Information (Public Access) Act 2009 (NSW). Information that is deemed to be commercially sensitive will be withheld.

The Government Information (Public Access) Act 2009 (NSW) makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

Complaints

Any concerns about the Research Animals Rehoming Grant should be submitted in writing to animal.welfare@dpi.nsw.gov.au

If you do not agree with the way the Department has handled the issue, you may wish to contact the NSW Ombudsman via www.ombo.nsw.gov.au.

Getting support

More information about this Program, including frequently asked questions are available at nsw.gov.au/grants-and-funding

If you require assistance or advice with your application, please contact the Department on 1300 679 673 or email animal.welfare@dpi.nsw.gov.au.

Please check with the Department prior to submitting if you are unclear about any part of the application. Applicants should seek advice from their legal, business and financial advisers to determine the suitability of the funding before applying.

Ethical conduct

Applicants must not participate in any anti-competitive conduct.

It is a condition of the Program application process that no gifts, benefits or hospitality are to be made to any Department employee at any time. Any inducement in contravention of this condition may result in an applicant's proposal not being considered.

Department rights

The Department may, in its absolute discretion, and without limiting any other right which the Department may have, do all or any of the following at any time without giving notice or reasons:

- require additional information from an applicant
- change any of the requirements of these Guidelines
- alter or vary any process, procedure or timing related to the grant opportunity, including any process, procedure or timing regarding the consideration or the evaluation of any proposal or all applications
- suspend or terminate the grant opportunity
- negotiate with one or more applicants without prior notice to any other applicant
- terminate any negotiations being conducted with any applicant
- readvertise for new applicants
- consider any ineligible application
- terminate further participation in the grant opportunity by any applicant for any reason (including if the Department reasonably considers an application to contain any false or misleading claims or statements)
- not proceed with any Funding Deed, or
- proceed with a Funding Deed in ways not contemplated in these Guidelines.

Intellectual Property

All intellectual property rights in these Guidelines remain the property of the Department. Applicants are permitted to use these Guidelines for the purpose of preparing an application only, and if successful, managing grant expenditure in accordance with these Guidelines. Applicants must not use these Guidelines, or any information contained in these Guidelines for any other purpose.

Applications and information submitted in response to these Guidelines may be used by the Department for promotional material if successful, unless otherwise agreed between the applicant and the Department. The applicant agrees that the Department may make copies and reproduce applications for any purpose related to the grant opportunity. In addition, the Department will retain (electronic and hard) copies of all applications.

No offer

These Guidelines are not an offer, recommendation, or invitation by the Department in respect of any contract or commitment and are subject to a Funding Deed being fully executed by the parties involved.

Addenda

The Department may, in its absolute discretion, issue an addendum to these Guidelines. In each case, an addendum becomes part of these Guidelines.

Disclaimer

The Department does not guarantee or warrant and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency or completeness of any material contained in this publication. Information in this publication is provided as general information only and is not intended as a substitute for advice from a qualified professional.

The Department recommends that users exercise care and use their own skill and judgment in using information from this publication and that users carefully evaluate the accuracy, currency, completeness, and relevance of such information. Users should take steps to independently verify the information in this publication and, where appropriate, seek professional advice.

Funding assistance provided through the Program is subject to funds being available. The Department reserves the right to make changes to the Program to ensure it meets the objectives outlined in these guidelines and provides equitable funding support to applicants.

In extenuating circumstances, applications submitted after the deadline may be accepted at the sole discretion of the Department.

These guidelines are subject to change at any time at the sole discretion of the Department.

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