

## Guidelines (Round 3, 2021): APPA-ASIC Moneysmart grants for principals of primary schools

<b>Opening date:</b>	Monday, 3 August 2020
<b>Closing date and time:</b>	Friday, 16 October 2020, before 5pm AEST - email <a href="mailto:projects@appa.asn.au">projects@appa.asn.au</a>
<b>Commonwealth policy entity:</b>	Australian Securities and Investments Commission (ASIC)
<b>Enquiries:</b>	Questions should be sent no later than 5pm AEST on Friday, 2 October 2020. Email the Australian Primary Principals Association Limited (APPA) - <a href="mailto:projects@appa.asn.au">projects@appa.asn.au</a>
<b>Date guidelines released:</b>	Monday, 3 August 2020
<b>Type of grant opportunity:</b>	Open competitive

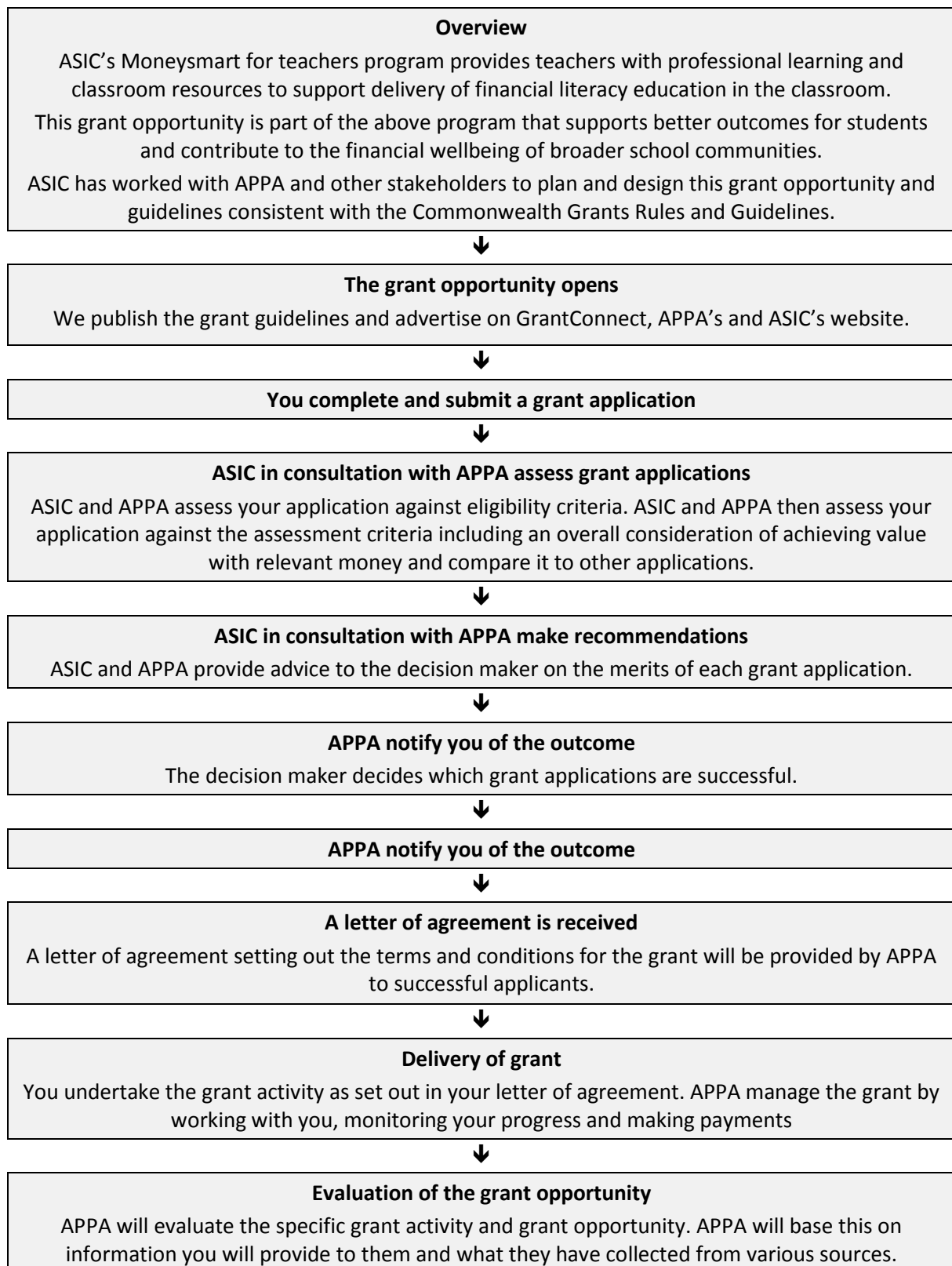
### Contents

<b>1. Grant Process .....</b>	<b>3</b>
<b>2. Background .....</b>	<b>4</b>
2.1 How it works .....	4
2.2 The objectives .....	4
2.3 The guidelines .....	4
<b>3. Grant amount .....</b>	<b>4</b>
<b>4. Grant eligibility and assessment criteria .....</b>	<b>5</b>
4.1 Who is eligible to apply for a grant? .....	5
4.2 Who is not eligible to apply for a grant? .....	5
4.3 What qualifications or skills are required? .....	5
4.4 Assessment criteria .....	5
<b>5. Eligible grant activities .....</b>	<b>6</b>
5.1 What can the grant money be used for? .....	6
5.2 What the grant money cannot be used for? .....	6
<b>6. Selection process .....</b>	<b>7</b>
<b>7. Application process .....</b>	<b>7</b>
7.1 Overview of application process .....	7
7.2 Timing .....	7

7.3	Completing the application.....	8
7.4	Attachments to the application .....	8
7.5	Questions during the application process .....	8
7.6	Further rounds in this grant .....	8
<b>8.</b>	<b>Assessment of applications .....</b>	<b>9</b>
8.1	Who will assess applications? .....	9
8.2	Who will approve grants? .....	9
<b>9.</b>	<b>Notification of application outcomes.....</b>	<b>9</b>
9.1	Feedback on your application .....	9
<b>10.</b>	<b>Successful applications.....</b>	<b>10</b>
10.1	Grant awarded .....	10
10.2	The grant agreement .....	10
10.3	How the grant will be paid.....	10
10.4	Variations to or novation of the letter of agreement.....	10
<b>11.</b>	<b>Announcement of grants.....</b>	<b>11</b>
<b>12.</b>	<b>Delivery of grant activities.....</b>	<b>11</b>
12.1	Your responsibilities .....	11
12.2	ASIC’s responsibilities.....	11
12.3	APPA’s responsibilities .....	11
12.4	Grant payments and GST .....	12
12.5	Evaluation.....	12
12.6	Acknowledgement .....	12
<b>13.</b>	<b>Probity .....</b>	<b>12</b>
13.1	Complaints process .....	12
13.2	Conflict of interest.....	13
13.3	Privacy: confidentiality and protection of personal information.....	13
13.4	Freedom of information.....	14
<b>14.</b>	<b>Glossary.....</b>	<b>15</b>
<b>15.</b>	<b>Attachment: Copy of application for grant funding .....</b>	<b>16</b>

## 1. Grant Process

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## 2. Background

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### 2.1 How it works

This grant opportunity is part of ASIC's Moneysmart for teachers program. Grants for Round 3 (this is the last round) of this grant opportunity will be awarded by ASIC in late November 2020.

You must read these guidelines prior to completing the application form.

This grant opportunity is to provide grants to suitable principals of primary schools to carry out grant activities related to their respective Principal Project to build consumer and financial literacy and capabilities of primary school aged children as well as the broader school communities.

### 2.2 The objectives

The objectives and intended outcomes of this grant opportunity are:

- support better learning outcomes for primary school aged students in respect of their financial abilities
- contribute to the financial wellbeing of school communities, and
- for the composition of grantees in any rounds of this grant opportunity to broadly reflect the diverse range of primary schools in Australia in respect of geographical location and entity types, such as public, catholic or independent.

### 2.3 The guidelines

This document sets out:

- the purpose of the grant opportunity
- the eligibility criteria
- how grant applications are monitored and evaluated, and
- responsibilities and expectations in relation to the opportunity.

This grant opportunity will be undertaken in accordance with the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#) (PDF)

## 3. Grant amount

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ASIC has announced a total of \$180,000 (GST inclusive) over the three years of this grant opportunity.

The total amount of each grant in any rounds of this grant opportunity will depend on the nature and scope of Principals Project and may range from a minimum of \$3,000 (GST inclusive) to a maximum of \$5,000 (GST inclusive).

It is expected that up to 12 grants will be awarded in each round of this ground opportunity.

## 4. Grant eligibility and assessment criteria

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### 4.1 Who is eligible to apply for a grant?

To be eligible you must be an individual who is a principal of a primary school in an Australian State or Territory.

Although under this grant opportunity, a grantee is a principal of a primary school, the ultimate beneficiaries of these grants are the primary school aged students and the broader community of that school. In the event a grantee (i.e. principal) departs a primary school, and there is a replacement or acting principal appointed for that school, then this individual must contact ASIC and APPA for a variation to or novation of the letter of agreement in accordance with section 10.4 of these guidelines to reflect this change of circumstance.

### 4.2 Who is not eligible to apply for a grant?

You are not eligible if you are:

- a State or Territory Government
- a local government organisation
- an overseas resident.

### 4.3 What qualifications or skills are required?

If you are successful, you will need to ensure staff working on the grant activity validly maintain any qualifications, skills, standards or requirements that are imposed on a primary school teacher or principal by the Australian Skills Quality Authority or the relevant State's or Territory's Education Department.

### 4.4 Assessment criteria

#### 4.4.1 How to fill out your application

There is a diverse range of projects that may be suitable or relevant to your primary school. ASIC and APPA are looking for new and innovative proposals.

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

Cross sector and school collaboration for the Moneysmart Grants for Principals is encouraged.

You will need to address the following assessment criteria in your application:

1. provide a clear overview and rationale of your innovative proposal that you consider to be appropriate to deliver maximum financial literacy results or outcomes for the primary school aged children and your broader school community. (What do you want to do and why?)
2. list the expected financial literacy outcomes of the project. (What do you want to achieve?)
3. describe how the project's outcomes will be shared with others e.g. at sector level, within your cluster group and wider school community. (How do you intend to share/promote the project?)

4. propose ideas on how the outcomes for this project will provide learning opportunities for future students. (How will the project provide ongoing opportunities for future students in the school?)

**NOTE:** In providing your responses to the above criteria, include information that addresses or describes your experience, capability and capacity as a principal of a primary school to plan, conduct, implement and evaluate the proposed project. (Have you and your staff undertaken or similar projects?)

#### *4.4.2 How your application will be assessed*

Consideration will be given as to whether the proposed project achieves value with relevant money and represents a suitable risk for ASIC from a compliance perspective, which will form part of any due diligence and risk assessment of you, your school or the proposed project.

The four assessment criteria will be scored and given equal weighting.

Moneysmart Grants for Principals projects that deliver, support or contribute to long term outcomes for primary school aged children and the broader school communities will be rated higher than those proposed projects that only deliver, support or contribute to short term or transient outcomes.

## **5. Eligible grant activities**

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### *5.1 What can the grant money be used for?*

You must use the grant for the following project only as set out in the letter of agreement.

You can only spend grant funds on eligible grant activities as related to your project as set out in the grant details in your grant agreement.

### *5.2 What the grant money cannot be used for?*

Grants are not provided for:

- purchase of land
- wages, except as otherwise expressly provided for in the letter of agreement, for example, to cover the costs of replacement teachers through the Teacher Relief Scheme to enable existing teaching staff members to be offline and working on the Moneysmart Grants for Principals project.
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel, and
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

We cannot provide a grant if you receive funding from another government source for the same purpose to prevent double dipping.

## 6. Selection process

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First, APPA will check your application to ensure that it meets the eligibility criteria. Only eligible applications will move to the next assessment stage. Eligible applications will be considered through an open competitive grant process.

APPA and ASIC will then assess eligible applications against the assessment criteria set out above and against other applications. Your application will be considered on its merits, based on:

- how well it meets the assessment criteria
- how it compares to other applications, and
- whether it is achieving value with relevant money.

## 7. Application process

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### 7.1 Overview of application process

You must read these grant guidelines, the application form, and the draft letter of agreement before you submit an application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

You must address all the eligibility criteria to be considered for a grant. Please complete each section of the application form and make sure you provide the information we have requested.

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

Receipt of your grant applications will be acknowledged within three working days by APPA.

### 7.2 Timing

Submit your application to APPA by the closing date given below. Late applications will not be accepted.

The expected commencement date for the granting activities for Round 3 of this grant opportunity is the date that the parties sign the letter of agreement or in any event no later than the first day of Term 1 of 2021. The grantee must provide to ASIC and APPA a final report about the Principal Project no later than 31 July 2021.

The expected completion date for Round 3 of this grant opportunity is the day after the APPA National Conference 2021. The grant must be spent by the completion date.

**Table 1: Expected timing for Round 3 of this grant opportunity**

Activity	Timeframe
Application period	Open: 9am AEST on 3 August 2020 Close: 5pm AEST on 16 October 2020
Assessment of applications	4 weeks from closing date
Approval of outcomes of selection process	1 week after assessment process

Negotiations and award of grant agreements	late November 2020
Notification to unsuccessful applicants	late November 2020
Completion date	31 July 2021

### 7.3 Completing the application

You must submit your grant application by using the application form by email to [projects@appa.asn.au](mailto:projects@appa.asn.au) before the closing date and time for this grant opportunity.

The application form is titled “**Application form (Round 3, 2021) APPA-ASIC Moneysmart grants for principals of primary schools**” and is attached to these guidelines at Attachment A.

APPA will not accept applications for this grant opportunity by fax or mail.

You must make sure that your application is complete and accurate and submitted in accordance with these guidelines and the application form.

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

If you find a mistake in your application after it has been submitted, you should contact APPA immediately. APPA may ask you for more information, as long as it does not change the substance of your application. APPA does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

### 7.4 Attachments to the application

Additional documents may be included with your application such as a budget and any other information that you consider to be relevant to your application.

Your supporting documentation should be attached to the application form.

### 7.5 Questions during the application process

If you have any questions during the application period, please contact APPA, who will respond to emailed questions within three working days.

Answers to questions may be posted on GrantConnect.

### 7.6 Further rounds in this grant

Any Moneysmart Grants for Principals that were not successful in Round 2 of the grant opportunity for granting activities in the 2020 academic year may be considered for Round 3 when the grant opportunity re-opens again for granting activities in the 2021 academic year.

Conversely, an applicant that is successful for grant funding in any round of this grant opportunity is likely to be ineligible for grant funding in a subsequent round of this grant opportunity, unless that new project is clearly exceptional or outstanding in meeting the grant opportunity’s intended objectives and outcomes.



## 8. Assessment of applications

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### 8.1 Who will assess applications?

Your application will be assessed for eligibility by late November 2020.

APPA's staff members will act as external advisors and form part of the assessment committee to inform the assessment process. Although they are not Australian Public Servants, they will be treated as ASIC's staff in accordance with Part 1, section 2.8 of the CGRGs for the purposes of assessing applications for and managing this grant opportunity only.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

The assessment committee may seek information about you or your application. They may do this from within ASIC, APPA or the Commonwealth generally, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

Accordingly, the assessment committee at its absolute and sole discretion may also conduct due diligence on you, your school or proposed Principal Project by using a risk assessment matrix based on the information contained in your application and any other information made available to us by any party.

### 8.2 Who will approve grants?

Following assessment, recommendations will be made to the decision maker, who is the Senior Executive Leader of ASIC's Financial Capability Team.

The decision maker will make the final decision to approve a grant.

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.

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

## 9. Notification of application outcomes

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You will be advised of the outcomes of your application in writing, following a decision by the decision maker. For successful applicants, details of any specific conditions attached to the grant will be set out in the letter of agreement.

### 9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback from APPA within five working days of being advised of the outcome. APPA in consultation with ASIC will provide written feedback within one month of feedback being requested.

## 10. Successful applications

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### 10.1 Grant awarded

If you are successful, you will receive a letter of agreement from ASIC. This letter will confirm you have met the requirement for a grant.

### 10.2 The grant agreement

If you are successful, you must enter into a legally binding letter agreement with the Commonwealth represented by ASIC, which will incorporate the Commonwealth Low-risk Grant Agreement template.

Standard terms and conditions for the letter of agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the letter of agreement offer or during the grant agreement negotiations.

APPA for and on behalf of ASIC may negotiate agreements with successful applicants. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn, and the grant may be awarded to a different applicant.

Where a grantee fails to meet the obligations of the grant agreement, ASIC may terminate or cancel the grant in accordance with the Commonwealth General Grant Conditions at Schedule 1 of the letter of agreement.

You should not make financial commitments until a grant agreement has been executed by ASIC.

### 10.3 How the grant will be paid

The grant will be paid as one lump sum up-front by APPA to successful applicants in accordance with section 12.4 of these guidelines.

### 10.4 Variations to or novation of the letter of agreement

ASIC and APPA recognise that unexpected events may affect the progress of the Principal Project. In these circumstances, you can request a variation to or a novation of the letter of agreement, including:

- changing project milestones
- extending the timeframe for completing the project, and
- a replacement or acting principal in the event of the departure of grantee (i.e. principal) from that primary school.

This grant opportunity does not allow for an increase to the agreed amount of grant funds.

If you want to propose changes to the letter of agreement, you must put them in writing before the completion date set out in the letter of agreement. Contact APPA through [projects@appa.asn.au](mailto:projects@appa.asn.au) for further information. ASIC and APPA will not consider changes after the completion date.

You should not assume that a variation request will be successful. ASIC and APPA will consider your request based on factors such as:

- how it affects the outcomes of the grant opportunity
- consistency with the objectives of the grant opportunity and any relevant policies of ASIC or the Commonwealth
- changes to the timing of grant payments, or
- availability of grant funds.

## 11. Announcement of grants

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If successful, your grant will be listed on the GrantConnect website 21 days after the date of effect<sup>1</sup> as required by section 5.3 of the *CGRGs* and on APPA's website.

## 12. Delivery of grant activities

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### 12.1 Your responsibilities

You must submit reports in line with the timeframes in the letter of agreement. APPA will provide sample templates for these reports in the grant agreement. We will expect you to:

- submit key milestones for the project by 26 February 2021
- submit a progress by 30 April 2021
- a final report (approximately 300 words and may include photos) to be emailed to APPA by no later than 31 July 2021
- prepare a project showcasing opportunity for the annual APPA Conference

You will be responsible for:

- meeting the terms and conditions of the letter of agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the letter of agreement, and
- participating in a grant program evaluation as specified in the grant agreement

### 12.2 ASIC's responsibilities

ASIC will meet obligations or responsibilities that are imposed on us in the letter of agreement.

### 12.3 APPA's responsibilities

APPA will:

- meet the terms and conditions set out in the letter of agreement imposed on it
- provide timely administration of the grant, and
- evaluate the grantee's performance.

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<sup>1</sup> See glossary

APPA will monitor the progress of your project by assessing reports you submit and where appropriate APPA and ASIC may conduct site visits to confirm details of your reports if necessary. Occasionally APPA may need to re-examine claims, seek further information or request an independent audit of claims and payments.

## 12.4 Grant payments and GST

Payments will be made as set out in the letter of agreement. Payments will be GST Inclusive.

If you are successful, a single payment will be made by APPA to you within 20 working days of when the letter of agreement is signed by the Commonwealth.

Furthermore, if you are successful, APPA may require that you provide:

- evidence that you have achieved the associated milestone or following the completion of the project, task or service, and
- any other conditions of payment (e.g. evidence of purchase of equipment, satisfactory progress report, approvals, and any other documentation).

Should you be successful, please consider seeking guidance from a tax advisor or the Australian Taxation Office at [www.ato.gov.au](http://www.ato.gov.au) about the effect of receiving a grant before you enter into a grant agreement.

## 12.5 Evaluation

APPA will evaluate this grant opportunity to measure how well the outcomes and objectives have been achieved. Your letter of agreement requires you to provide information to help with this evaluation.

## 12.6 Acknowledgement

The Moneysmart logo is designed to be used on all materials related to grants under this grant opportunity. Whenever the logo is used, the publication must also acknowledge ASIC as follows:

‘This activity received grant funding from the Australian Securities and Investments Commission.’

ASIC reserves the right to provide the grantee with reasonable directions about the use of the Moneysmart logo or the form and manner of the acknowledgment to be given to ASIC in relation to the Moneysmart Grants for Principals and you must comply with these directions.

# 13. Probity

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ASIC will make sure that the program process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

## 13.1 Complaints process

ASIC’s Complaint Management Policy applies to complaints about this grant opportunity. All complaints about a grant process must be lodged in writing.

This policy can be accessed on the [ASIC website](#).

Any questions you have about grant decisions for this grant opportunity must be in writing and lodged through the online form accessed on the [ASIC website](#).

If you do not agree with the way in which ASIC has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will usually decline to investigate a complaint unless the matter has first been raised directly with ASIC.

The Commonwealth Ombudsman can be contacted on:

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

### 13.2 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if ASIC's staff, any member of a committee or advisor and/or you or any of your personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the program.

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

Where you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform APPA and ASIC in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

The chair of the Assessment Committee will be made aware of any conflicts of interest and will handle them in compliance with Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*.

### 13.3 Privacy: confidentiality and protection of personal information

ASIC and APPA will treat your personal information in accordance with the 13 Australian Privacy Principles (APPs) and the *Privacy Act 1988*. This includes letting you know:

- what personal information ASIC or APPA collect
- why ASIC or APPA collect your personal information
- who ASIC or APPA disclose your personal information to

You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for ASIC's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

ASIC may also use and disclose information relating to grant applicants and grant recipients under the program in any other Australian Government business or function, including providing information to the Australian Taxation Office for compliance purposes.

ASIC or APPA may disclose confidential information:

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

ASIC may share the information you give to ASIC or APPA with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *Public Governance, Performance and Accountability Act 2013*
- *Public Governance, Performance and Accountability Rule 2014*
- *Privacy Act 1988*
- *Crimes Act 1914*, and
- *Criminal Code Act 1995*

ASIC or APPA will treat the information you give us as sensitive and therefore confidential if it meets all of the four conditions below:

1. you clearly identify the information as confidential and explain why ASIC or APPA should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else, and
4. you provide the information with an understanding that it will stay confidential.

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

## ***13.4 Freedom of information***

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

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

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

By email: [FOIrequest@asic.gov.au](mailto:FOIrequest@asic.gov.au)

## 14. Glossary

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<b>APPA</b>	Australian Primary Principals Association Limited, ABN 39 956 608 677 of 51 Fremantle Drive, Stirling, Australian Capital Territory, 2611.
<b>ASIC</b>	Australian Securities and Investments Commission, ABN 86 768 265 615 of Level 5, 100 Market Street, Sydney, New South Wales, 2000.
<b>assessment criteria</b>	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 granting activity, to determine applicant rankings.
<b>date of effect</b>	This will depend on the particular grant. It can be the date in 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.
<b>commencement date</b>	The expected start date for the grant activity.
<b>completion date</b>	The expected date that the grant activity must be completed, and the grant spent by.
<b>decision maker</b>	The person who decides to award a grant.
<b>double dipping</b>	Double dipping occurs where a grant recipient can obtain a grant for the same project or activity from more than one source.
<b>eligibility criteria</b>	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria.

<b>Commonwealth entity</b>	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.
<b>cost shifting</b>	Involves 'substitution of effort' by the Commonwealth for activities of another organisation or level of government. For example, cost shifting occurs where the Commonwealth provides a grant for an activity that would usually be paid for by a state, territory, or local government, such as municipal services.
<b>grant activity</b>	Is the project, tasks or services that the grantee is required to undertake with the grant money. It is described in the Grant Agreement.
<b>grant agreement</b>	Grant agreement means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth.
<b>grant opportunity</b>	Principal Projects Grant Opportunity under the ASIC's Moneysmart for teachers program.
<b>grantee</b>	An individual/organisation that has been awarded a grant (proposed definition in the grants taxonomy).
<b>letter of agreement</b>	A letter that is signed by ASIC, APPA and the grantee that set out the mutual obligations relating to the provision of the grant, including the terms and conditions that apply it.
<b>selection process</b>	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.

## [15. Attachment: Copy of application for grant funding](#)

See **Application form (Round 3, 2021): APPA-ASIC Moneysmart grants for principals of primary schools** on following page:



## Application form (Round 3, 2021): APPA-ASIC Moneysmart grants for principals of primary schools

### 1. School details

<b>School:</b>	Official school name:	
	Postal address:	
	State/Territory:	
	ABN:	
	Education sector:	<input type="checkbox"/> Government <input type="checkbox"/> Catholic <input type="checkbox"/> Independent
<b>Principal:</b>	Name:	
	Email:	
	Phone:	
<b>Project team:</b>	Name:	
	Email:	
	Name:	
	Email:	
<b>Funding:</b>	Total \$ applied for:	
	<i>Office Use only</i>	<i>Application #:</i>

### 2. Application details

<b>Opening date:</b>	Monday, 3 August 2020
<b>Closing date and time:</b>	Friday, 16 October 2020, before 5pm AEST - email <a href="mailto:projects@appa.asn.au">projects@appa.asn.au</a>
<b>Commonwealth policy entity:</b>	Australian Securities and Investments Commission (ASIC)
<b>Enquiries:</b>	Questions should be sent no later than 5pm AEST on Friday, 2 October 2020. Email the Australian Primary Principals Association Limited (APPA) - <a href="mailto:projects@appa.asn.au">projects@appa.asn.au</a>
<b>Date guidelines released:</b>	Monday, 3 August 2020
<b>Have you read the guidelines before completing this application?</b>	<input type="checkbox"/> Yes, I have read the Guidelines and noted <i>13.2 Conflict of interest.</i>
<b>Assessment Criteria:</b>	Moneysmart Grants for Principals <a href="#">Guidelines</a> - Round 3 Section 4.4
<b>Project commencement date:</b>	The date the parties sign the letter of agreement or in any event no later than 29 January 2021
<b>Project final report:</b>	No later than 31 July 2021.
<b>Project completion date:</b>	31 July 2021.

### 3. Project details

**NOTE:** In providing your responses to the questions below, please include information that addresses or describes your experience, capability and capacity as a principal of a primary school to plan, conduct, implement and evaluate your school’s Principal Project.

<b>Project name:</b>	
<b>Give a brief overview of your proposed project. Be sure to include a rationale and financial literacy component(s).</b> Refer to 4.4 <i>Assessment criteria</i> in the Guidelines for more detail (Up to 500 words)	
<i>Overview:</i>	
<i>Rationale:</i>	
<i>Financial literacy component(s):</i>	
<b>What are the expected outcomes of your project?</b> (How will this project build financial literacy and capability of students /staff/parents? What will success look like?) List these.	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>How will the project’s outcomes be shared with others?</b> (eg. at sector level, within your cluster group and wider school community)	
<b>How will the project’s outcomes provide learning opportunities for future students?</b>	
<b>Proposed key milestones and actions for this project</b> (eg. research & planning, staff/student consultation, project scoping, promotions, etc. List 5 – 10)	
<b>Feb 2021</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
<b>Mar 2021</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
<b>Apr 2021</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>



## 6. Reporting requirements

Once the grant has been awarded, you must document the progress of your project (to ASIC via email) as set out below:

Report required	Due date
Key milestones set for this project	By 26 February 2021
Progress report against meeting each of the key milestones	30 April 2021
Final report summarizing the entire project (approximately 300 words and may include photos)	No later than 31 July 2021.

## 7. Data collection and communication

As part of the grant process you agree to:

- Provide consent for APPA or ASIC to conduct due diligence on you, your school or proposed project based on the information contained in this application form or any other information that has been made available to APPA or ASIC by any party.
- Participate in a short pre- and post-questionnaire and/or interview to evaluate the effectiveness of the grant program and to assist us to improve the process.
- As negotiated, ASIC may capture your project through film and photography to help grow this initiative and share with other schools.