

# Remote Australia Employment Service Grant Opportunity Guidelines

| Opening date: | [dd mm yyyy] |
| --- | --- |
| Closing date and time: | 14.00pm AEST on [dd mm yyyy]  Note: The National Indigenous Australians Agency (the NIAA or the Agency) may amend the closing date and time at its own discretion by issuing a notice through the [GrantConnect](https://www.grants.gov.au/) website. |
| Commonwealth policy entity: | National Indigenous Australians Agency (NIAA or the Agency) |
| Enquiries: | If you have any questions, please email [remoteemploymentservice@niaa.gov.au](mailto:remoteemploymentservice@niaa.gov.au) |
| Date Guidelines released: | [dd mm yyyy] |
| Type of grant opportunity: | Open competitive |
|  | Note: other grant opportunities within the Agency will be advertised separately on [GrantConnect](https://www.grants.gov.au/) and may have different requirements to those listed in this document. |

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## Remote Australia Employment Service program grant opportunity process

This grant opportunity is part of the above grant program. The Agency works with stakeholders to plan and design the grant program according to the

[Commonwealth Grants Rules and Principles 2024](https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-principles-2024)(**CGRPs**).



**The grant opportunity opens**

We publish the grant guidelines on [GrantConnect](http://www.grants.gov.au/).



**You complete and submit a grant application**

You complete the application form and address all of the eligibility and assessment criteria to be

considered for a grant.



**We assess all grant applications**

We assess the applications against eligibility criteria and notify you if you are not eligible. We assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications within your Remote Australia Employment Service region (if applicable).



**We make grant recommendations**

We provide advice to the **decision-maker** on the merits of each application.



**Grant decisions are made**

The **decision maker** decides which applications are successful and approves the level of funding to be provided.



**We notify you of the outcome**

We advise you of the outcome of your application.



**We negotiate and enter into a grant agreement**

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



**Delivery of grant**

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



**Evaluation**

We may evaluate your specific grant activity and the broader Remote Australia Employment Service program as a whole. We base this on information you provide to us and that we collect from various sources.

### Introduction

These guidelines contain information for the Remote Australia Employment Service (**RAES**) program grants, including how to apply for grant funding.

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.

Any alterations and addenda[[1]](#footnote-2) to the final guidelines will be published on [GrantConnect](https://www.grants.gov.au/). You need to register for this website to submit your application and be automatically notified of any changes.

## About the new Remote Australia Employment Service program

The Government operates several different employment programs across Australia. In non-remote areas the operating services include [Workforce Australia](https://www.workforceaustralia.gov.au/) and [Disability Employment Services](https://www.servicesaustralia.gov.au/disability-employment-services?context=22276). A different program is required in remote Australia to reflect remote labour market conditions and accommodate the unique needs and circumstances of remote job seekers. The Remote Australia Employment Service (**RAES**) program is the employment services program that will operate in remote Australia from 1 November 2025 to replace the Community Development Program (**CDP**).

The Government has committed to reforming remote employment services to better support remote job seekers. On 13 December 2024, the Government announced that the **RAES** program would commence in 2025 as the second stage in replacing the **CDP**. The first stage is the creation of 3,000 jobs in remote communities over 3 years through the Remote Jobs and Economic Development (RJED) program. The **RAES** program and the RJED program are complementary but separate programs.

The **RAES** program will support people who are currently looking for work or may need help to become job ready; to get the skills and resources they need to take up job opportunities – including those created through the RJED program. The RAES program will support people to engage in meaningful community based initiatives that allow them to contribute to their communities and develop their skills and ability to take on long term employment.

The RAES program will support around 40,000 **participants** across 1,100 communities in remote Australia[[2]](#footnote-3). It will commence from 1 November 2025 to 30 June 2027 with the possibility of extension, if required, to align with broader Australian Government employment services reforms expected to commence from mid-2027 (refer to Appendix X).

For the purposes of these Grant Opportunity Guidelines, a **participant** is a person residing in a **RAES region** who is in receipt of an eligible income support payment. A **provider** is an organisation selected to deliver remote employment services through this grant opportunity. **RAES regions,** currently known as CDP regions, are defined in Appendix 3.

**Participants** require a targeted, individualised and comprehensive service to achieve positive outcomes. The **RAES** program will adopt an approach to case management that is based on **participant** strengths and on **participants’** skills, abilities and aspirations.

As a participant-centric, case management style service, the **RAES** program will provide pathways for **participants** in remote and very remote Australia to:

* develop skills and abilities
* access employment readiness supports
* access employment opportunities, including those created through the RJED program
* access supports to remain in employment
* participate in meaningful community-based initiatives
* receive support from their provider to agree a job plan, attend regular appointments, accept suitable paid work and to stay in suitable paid work to meet [**Mutual Obligation**](https://www.servicesaustralia.gov.au/mutual-obligation-requirements-community-development-program?context=51411) requirements.

The **RAES** program differs from **CDP** by:

* Focusing on **participants** and tailoring services to deliver **community and** **participant** needs, with clear and specified minimum deliverables.
* Focusing on **provider** engagement with community to ensure community priorities and aspirations are heard and acted upon, and to inform workforce planning and co-design of **Community Projects**.
* Revising the existing payment model to support the key outcomes of quality service provision and job placement support, with consideration to caseload size and remoteness.
* Further developing **provider** capability through significant investment in **provider** training, service delivery resources and online training.​
* Implementing and evaluating 2 enabling pilots, with the aim of:
  + Testing ways that existing assessment processes and tools can be improved to ensure **participants** receive the most appropriate support for their individual circumstances, and
  + Identifying best practice approaches to strengthening required language, literacy, numeracy, digital and financial literacy skills of **participants** to provide them with the foundational skills they need to engage in local jobs in community.

The objectives of the **RAES** program are to:

* Provide **participants** with tailored **Case Management** support that is high quality, **strengths-based**, culturally safe and appropriate, to increase **participant** skills and experience in order to gain and sustain employment, and to support participants to meet their **Mutual Obligation** requirements.
* Link **participants** with employment opportunities and support their transition to employment, including jobs created through RJED.
* Drive local workforce development through **Community Projects.**
* Increase local and culturally safe employment in remote communities.
* Encourage participation by focusing on engagement over compliance.
* Deliver **Community Projects** and **Participation Options** that reflect community priorities and **participant** needs and aspirations.
* Contribute to the long-term economic, social and cultural development of remote Australia, and
* Contribute to Closing the Gap socio-economic target seven for youth and target eight for adult employment, to the extent the program impacts First Nations Peoples.

The intended direct outcomes of the **RAES** program are:

* increased **participant** employment
* more local employment of **participants**
* community development through meaningful **Community Projects** and **Participation Options**
* more **participant** engagement through tailored support
* better support for different **participant** cohorts, including young **participants** and First Nations Peoples resulting in participants better engaging and achieving improved employment outcomes
* improved collaboration between providers, government, employers, and third-party organisations, and
* better connected community and employment services.

The **RAES** program is funded under Program 1.1 – Jobs, Land and the Economy of the [Indigenous Advancement Strategy](https://www.niaa.gov.au/our-work/grants-and-funding/indigenous-advancement-strategy) (IAS). The IAS provides grants, activities, assistance, infrastructure, research and services for remote Australia to overcome disadvantage in the labour market, connect to sustainable jobs and address barriers to recruitment and retention. The Agency administers these grants according to the **CGRPs**.

### About the new Remote Australia Employment Service program grant opportunity

The **RAES** program grant opportunity aims to engage suitable **providers** to deliver remote employment services to **participants** in each of the **RAES regions** (currently known as CDP regions). There are currently 60 defined **RAES regions** covering more than 1,100 remote communities (refer to Appendix 3).

Following this grant opportunity, these boundaries and the number of **RAES regions** may change as a result of reviews undertaken in future employment services reforms. Any changes to the existing **RAES regions** will be explained and published on the Agency webpages and communicated directly to relevant **providers** and stakeholders.

Underthe **RAES** program**, providers** will receive funding to deliver and facilitate positive outcomes for **participants** including through the following program components.

Case Management

**Case Management** will involve **providers** assisting **participants** to gain skills, qualifications and other requirements needed for employment through tailored quality support and mentoring services to assist **participants** to engage in their communities and move towards their goals. For example, working with **participants** to complete necessary assessments such as the **Job Seeker Classification Instrument (JSCI)** and **Employment Services Assessments (ESAt)**, tailoring case management to meet the needs of individuals, obtaining identification documents, tickets and licences, completing a job application, obtaining a working with vulnerable people card, training or requesting a **Tax File Number**.

**Participants** will be required to agree to a **Job Plan,** attend regular appointments, undertake job searches (if appropriate) and accept paid work to assist them with meeting their **Mutual Obligation** requirements.

Employment Placement Support

**Employment Placement Support (EPS)** is now a separate payment which will support delivery of quality support for **participants** placed in a job based on their assessed needs. It will facilitate the continuous building and maintenance of the relationship with a **participant** who has been placed into employment for up to 26 weeks.

There is an additional payment for **providers** based on how long a **participant** remains in employment, known as an **Employment Outcome Fee**. Further details on the **RAES** payment model are at section 3.1.

Community Projects

Building on the success of relevant employment service trials, **Community Projects** will be embedded in the **RAES** program as an ongoing mechanism to further generate and create employment opportunities. Around 25% of the **Provider Payment Model** (**PPM**) funding is allocated to delivering **Community Projects**.

**Providers** will be required to engage with community, employers and key stakeholders to scope and develop innovative **Community Projects** that support employment pathways and job creation, community initiatives, **social enterprise** opportunities and local industry development needs. **Community Projects** will engage **participants** and assist them to gain experience and build skills to help them become job ready. **Providers** will have flexibility to deliver and/or facilitate place-based **Community Projects** based on identified community priorities and **participant** needs and aspirations.

**Participant** engagement in **Community Projects** will be voluntary.

Provider Capability Uplift

Providers will be required to proactively manage their caseload and facilitate employment opportunities for **participants**. The **RAES** program aims to provide **participants** with a high-quality, culturally safe and appropriate employment service. To do this, the **RAES** program will invest in uplifting **provider’s** capability by providing fit-for-purpose training materials and resources to help **providers** build their skills and capabilities, including their ability to undertake effective assessments of **participant** needs, capacity, strengths and barriers.

**Providers** will be required to participate in inductions, forums, training and **Community of Practice** sessions, and ensure all their staff have access to **provider** training resources and materials, including the **provider** website, to understand the service delivery expectations of the Agency. These resources and requirements will ensure **providers** are equipped to deliver **strength-based** support that is appropriately tailored to **participant** needs, goals and aspirations.

**Providers** will be required to:

* engage regularly with **participants** to understand their individual circumstances, strengths and aspirations
* undertake **JSCI** assessments and support **participants** to engage in **ESAt** assessmentswhere appropriate
* develop **Job Plans** for each **participant** and regularly review the **Job Plan** to ensure it continues to support the **participant** to realise their aspirations
* support **participants** to obtain the necessary requirements to engage in employment opportunities such as identity documents, **Tax File Number**, bank account, working with vulnerable people checks, white cards and other work-related certifications
* support **participants** to engage in **Community Projects** and **Participation Options**.

While the **RAES** program is not exclusively for First Nations **participants,** it will contribute to the objectives of the National Agreement on Closing the Gap to the extent that it supports First Nations Peoples. Primarily, it will contribute to:

* Target 7: Youth are engaged in employment or education.
* Target 8: Strong economic participation and development of people and their communities.

This **RAES** program also contributes to Closing the Gap Priority Reform Two – Building the Community-controlled Sector, by uplifting **provider** capability, including **providers** which are **Indigenous Organisations** to deliver high-quality, culturally safe services tailored to **participants**.

## Grant amount and grant period

### Grants available

For this grant opportunity, up to **$738 million** (GST exclusive) is available for up to 22 months to   
30 June 2027. There may also be up to two 12-month extension options.

There is no maximum or minimum grant amount available to applicants, however the total of all grants approved cannot exceed the total amount of available funds. The grant funding amount will vary depending on the number of **participants** on the caseload and whether the applicant is currently delivering employment services in remote Australia. For example, some **providers** may be eligible for additional funding to support establishing or expanding their employment services footprint, or to acquire or upgrade their [Right Fit For Risk Cyber Security Accreditation](https://www.dewr.gov.au/right-fit-risk-cyber-security-accreditation) (**RFFR**).

The Agency will consider value with relevant money and availability of funds to meet program objectives in offering a grant amount. Grant funding will be awarded based on the caseload size, employment outcomes, degree of remoteness, and establishment and **RFFR** costs. Information on previous grants awarded is available on the [GrantConnect](https://www.grants.gov.au/) website.

For each grant, the Agency will use a **Provider Payment Model (PPM)** which supports **providers** to deliver high quality, tailored case management to **participants** and engage community in the design and delivery of **Community Projects** and **Participation Options**. The **PPM** includes payments 1-4 below and is supplemented by the **Remoteness Loading** payment (item 5 below). Additional funding is available to support **providers** to reassess **participants** transitioning into the **RAES** program (item 6 below). Some **providers** may also be able to access funding to assist with establishing new or expanded operations (item 7 and 8 below).

1. **Service Fees**

* $5,700 per **participant** per annum.
* Paid to **providers** to fund the provision of tailored, individual **case management** and management and running of **Participation Options.**

1. Employment Placement Support (EPS)

* Up to $9,000 per **participant** placed in a job.
* Paid to **providers** to fund the provision of tailored services to **participants**.
* Paid once a **participant** has been in a job for 4, 12, and 26 weeks of continuous employment.

1. Employment Outcome Fee

* Up to $10,000 per **participant** placed in a job.
* Paid to **providers** with a portion then paid to employers of participants, to acknowledge the work and costs of getting **participants** in to work.
* Paid once a **participant** has been in a job for 4, 12, and 26 weeks of continuous employment.

1. Community Projects

* Around 25% of the **PPM** or approximately $184 million.
* Paid to **providers** to deliver or facilitate eligible projects co-designed with community and organisations.
* Projects will be subject to an approval process and onceapproved, **providers** will fund the approved **Community Projects**.
* **Community Projects** will require an acquittal process with the Agency.
* **Participation Options** which have a direct linkage to **Community Projects** may be funded under this payment stream subject to approval by the Agency. You will need to include these **Participation Options** in the **Community Projects Works Plan** you submit to the Agency.

1. Remoteness loading

* Between$120,000 and $210,000 per annum, per **RAES region**.
* Paid to **providers** to recognise the higher costs of **Case Management** and employment service delivery in remote and very remote communities.
* The funding amount is based on a four-tier model calculated by the Agency using several factors. Refer to Appendix X for the methodology and Appendix X for the relevant **RAES region** tier.
* If there is more than one **provider** for a RAES **region**, the funding will be split between the **providers** who service that region.

1. Reassessment payments

* Up to $75 per **participant** on the **actual payable caseload**
* Paid to **providers** to recognise the additional work required to re-assess **participants** as part of their transition into the **RAES** program.
* Providers will be required to demonstrate the following to receive the payment:
  + completion of relevant RAES assessment tool training, and
  + completion of JCSI re-assessment as confirmed through the IT System ESS

1. Establishment Costs (some **providers** only)

* Total funding pool of $10.0 million for all **providers** eligible to receive the payment.
* Paid to **providers** who are not currently delivering **CDP,** or who are currently delivering **CDP** but applying to expand their footprint, to support establishing **RAES** operations.
* This funding is to assist with the high start-up costs associated with **RAES** service provision.
* Funding amounts for an **Establishment Payment** will be capped and will vary depending on need. The decision-maker will determine the final funding amount awarded to each **provider**.
* For **providers** who are currently delivering CDP and are seeking to deliver the same footprint under the **RAES** program, no **Establishment Payment** is available.

1. Right Fit For Risk Cyber Security Accreditation Costs (some **providers** only)

* All **providers** will be required to maintain, obtain or upgrade their [Right Fit For Risk Cyber Security Accreditation](https://www.dewr.gov.au/right-fit-risk-cyber-security-accreditation) (**RFFR**) at the appropriate category through the Department of Employment and Workplace Relations (DEWR). **RFFR** is a process by which DEWR accredits external IT systems and **providers** to protect against cyber threats and to ensure sensitive information is collected, stored and managed securely.
* Total funding pool of $6.0 million for all **providers** eligible to receive the payment.
* Paid to **providers** who are not currently delivering **CDP,** or who are currently delivering **CDP** but applying to expand their footprint[[3]](#footnote-4).
* Funding amounts for **RFFR** accreditation will be capped and will vary depending on need. The decision-maker will determine the final funding amount awarded to each **provider**.
* As there are limited changes to IT moving from **CDP** to the **RAES** program, no **RFFR** funding is available to **providers** who are currently delivering **CDP** and not applying to expand their delivery footprint under the **RAES** program.

### Grant period

Funding will initially be provided to deliver the **RAES** program between 1 November 2025 and   
30 June 2027. Grant funding will be available from the date the grant agreement is executed by both parties to enable **providers** to establish operations and undertake induction before commencing service delivery of the **RAES** program to **participants** from 1 November 2025 to 30 June 2027.

In seeking to align with broader employment reforms expected to commence in July 2027, the Agency may extend funding for up to a further two years, via two 12-month extension options, subject to the extension provisions outlined in the **CGRPs**.

## Eligibility criteria

The Agency cannot consider applications that do not satisfy all the eligibility criteria.

### Who is eligible for funding?

To be eligible you must:

* be operating or intend to operate in one or more **RAES regions** (currently known as CDP regions) (refer to Appendix 3).
* be one of the following entity types:
  + **an Aboriginal and/or Torres Strait Islander Corporation registered under the** [***Corporations (Aboriginal and Torres Strait Islander) Act 2006***](https://www.legislation.gov.au/Series/C2006A00124)**(CATSI Act)**
  + **a company incorporated in Australia under the** [***Corporations Act 2001***](https://www.legislation.gov.au/Series/C2004A00818)
  + an **incorporated association** (incorporated under state/territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc' in their legal name)
  + an incorporated **cooperative** (incorporated under state/territory legislation, commonly have ’Cooperative' in their legal name)
  + a registered charity or **not-for-profit organisation**
  + an organisation established through a specific piece of Commonwealth or state/territory legislation including public benevolent institutions, churches and universities
  + an Australian state or territory government body or an Australian **local government body**
  + an incorporated trustee on behalf of a **trust**[[4]](#footnote-5)
  + a **partnership**
  + a joint (consortia) application with a lead organisation that satisfies the entity type
* have an Australian Business Number (ABN) (exemptions may apply in special cases)
* where relevant, be registered for the purposes of GST
* have a bank account with an Australian financial institution
* be financially viable to the Agency’s satisfaction
  + The application form has questions about financial viability. The Agency may also undertake its own enquiries in relation to your financial viability
* maintain adequate insurance in line with the grant agreement
* be compliant with all relevant state/territory and Commonwealth legislation, including (but not limited to) the *Fair Work Act*, *Superannuation Act 2005* and those relating to work health and safety, and
* have rectified any issues of previous non-compliance with existing Commonwealth agreements to the satisfaction of the Commonwealth or be in the process of rectifying any issues of non-compliance with existing Commonwealth agreements to the Commonwealth’s satisfaction.

**To remove doubt**:

* an organisation does not need to be to be an **Indigenous Organisation** to apply

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

You are not eligible to apply if you are:

* an organisation, or its project partner is an organisation, included on the [National Redress Scheme](https://www.nationalredress.gov.au/) website on the list of institutions that have not joined or signified their intent to join the Scheme
* an individual and/or **sole trader**
* an entity type organisation not listed in section 4.1
* declared bankrupt or subject to insolvency proceedings—as relevant to the entity type
* named as currently non-compliant under the [*Workplace Gender Equality Act 2012*](https://www.legislation.gov.au/Details/C2016C00895).

### What qualifications, skills or checks are required?

All applications must be able to demonstrate the provider will comply with all applicable laws if their application is successful. This includes maintaining all qualifications, permits, registrations and licenses required for the lawful performance of the activity or service they will provide. This also includes, where relevant, mandatory requirements for:

* [Right Fit For Risk Cyber Security Accreditation](https://www.dewr.gov.au/right-fit-risk-cyber-security-accreditation) (or be willing and able to obtain accreditation)
* Working with Children checks and/or Working with Vulnerable People registration (as required by the jurisdiction in which the activity will take place), or
* industry licenses or registration.

### Incorporation requirements

Subject to certain exceptions, under the Strengthening Organisational Governance Policy, all organisations that receive grant funding totalling $500,000 or more (GST exclusive) in any single financial year from IAS funding are required to:

* Incorporate under Commonwealth legislation—Indigenous organisations will be required to incorporate under the [*Corporations (Aboriginal and Torres Strait Islander) Act 2006*](https://www.legislation.gov.au/Details/C2017C00055) and other organisations will be required to incorporate under the [*Corporations Act 2001*](https://www.legislation.gov.au/Series/C2004A00818).
* Maintain these arrangements while they continue to receive any IAS funding.

First Nations organisations already incorporated under the [*Corporations Act 2001*](https://www.legislation.gov.au/Series/C2004A00818) do not have to change their incorporation status. However, all other Indigenous organisations must be incorporated under the [*Corporations (Aboriginal and Torres Strait Islander) Act 2006*](https://www.legislation.gov.au/Details/C2017C00055) so they can access the assistance and support available under the Act.

For further information on incorporation requirements please refer to Appendix 1.

## What the grant money can be used for

### Eligible grant activities

Grant activities eligible for funding under the program are:

Case management

Engagement with **participants**

* Conduct initial interviews and engage regularly with **participants** at monthly appointments.
* Undertake a thorough assessment of **participants’** circumstances and support/refer for other specialised assessment as required (further details on the **JCSI** and the **ESAt** tool can be found at X).
* Work with **participants** to identify strengths, existing skills, capabilities and aspirations to develop individual **Job Plans**.
* Encourage involvement in **Participation Options** based on **participants’** assessed capacity to work, aspirations and needs.
* Proactively support (not just refer) and fund **participants** to obtain the necessary documentation, requirements and accreditations to engage in employment opportunities. This includes, but is not limited to, identity documents, **Tax File Number**, a bank account, working with vulnerable people checks, tickets (e.g. ochre cards) and other work-related certifications.
* Proactively market and link **participants** to available work, including connection with existing initiatives in remote areas such as RJED funded jobs or other jobs funded through the private, public or non-profit sectors.
* Develop and maintain **Employment Placement Support Plans** to support **participants** placed in employment and submit as evidence for **Employment Placement Support** payments and **Employment Outcome Fee** payments.
* Regularly engage with **participants** who have been employed in a job including providing a range of services such as mentoring, skills acquisition, training and other supports aimed at sustaining employment outcomes over the long term.
* Other supports could include assistance travelling to and from work, providing clothing and footwear appropriate for work if not provided by the participant’s employer, and mentoring.
* Regularly review **participants’** progress towards the goals in their **Job Plan** including recording participation in both **Community Projects** and **Participation Options** and updating the **Job Plan** as appropriate.

Overarching Remote Australia Employment Service provider activities

* Support **participants** to meet their **Mutual Obligation** requirements(as applicable).
* Engage with **participants** and ensure they understand what is required to meet their **Mutual Obligation** requirements in return for income support.
* Work with **participants** to understand what happens if they don’t meet their **Mutual Obligation** requirements and work to re-engage and support **participants** who are at risk of not meeting their **Mutual Obligation** requirements before progressing compliance action. Note: compliance action against a **participant** should be considered an act of last resort and should only be initiated after making all reasonable attempts to manage compliance through other mechanisms.
* Where you operate in a **RAES region** with **Enabling RAES pilots**, regularly engage with NIAA and relevant pilot providers to support the implementation of pilots and the engagementof **participants** in the pilots.
* Regularly engage across community, employers, and industry to monitor job opportunities and communicate these with **participants**. This could include displaying current vacancies locally in community, reverse marketing **participants** to prospective local employers, facilitating job expos, and building relationships with local employers.
* Offer flexibility in appointment delivery to support **participants** to meet minimum requirements (i.e. change delivery from face to face to over the phone or have appointments outside of the office environment).
* Proactively manage caseload and **participant** needs to develop and provide opportunities for training and skill development that supports **participants** to become job-ready or responds to a **participant’s** identified need.

**Community Projects**

* Engage with key stakeholders to scope and develop **Community Projects** to support employment pathways and job creation; community initiatives, including **Participation Options** directly linked to **Community Projects**; **Social Enterprise Opportunities** and local industry development needs. Support for **Community projects** can extend to uplifting existing initiatives within community that demonstrate outcomes that are in line with local priorities, plans, and **RAES** outcomes.
* Ensure community priorities are considered in the development of a **Community Projects Work Plan** which identifies and leverages existing plans and structures, including key community organisations and personnel, governance structures, cultural considerations and taking all reasonable steps to ensure appropriate WHS measures are in place (if applicable).
* Identify and articulate the role of the **participant** in the **Community Project** and required training.
* Provide or refer to self-employment and business management supports for **participants** e.g. business coaching, mentoring, support for developing/strengthening business plans.

Stakeholder management

* Ensure **participants** and community are aware of and informed about the supports available and how to access them.
* Develop and maintain a community engagement strategy.
* Build strong relationships with employers, local community organisation staff, and governance representatives, regional stakeholders and local industry representatives to proactively engage and identify local and regional needs and be aware of community and cultural events which may impact services.
* Engage and build relationships with the Agency as outlined in the grant agreement and operational guidance.

Administration, staffing and operations

* Maintain safe and accessible premises as well as flexible service delivery options for **participants** not able to attend any meetings in person.
* Ensure delivery of services are considerate of a **participant’s** privacy and sensitivities.
* Provide timely and accurate reporting and maintain robust financial management practices.
* Ensure governance structures support effective service delivery, accountability and robust long-term planning.
* Ensure ICT infrastructure is fit for purpose, complies with **RFFR** requirements, and has sufficient capacity to cope with increases in demand. This includes the requirement that providers will use ESS in line with Commonwealth reporting frameworks for employment services.
* Ensure all workplace policies and procedures support effective and efficient service delivery and contribute to the wellbeing of both staff and **participants.**
* Comply with all relevant state/territory or federal legislation including but not limited to Social Security, Work Health and Safety (WH&S), and employment conditions and remuneration acts and instruments.
* Develop organisational strategies to attract and retain local staff with connection to community.
* Participate in **provider** inductions and forums, training and **Community of Practice** sessions, and ensure all their staff have access to and participate in **provider** training resources and materials to ensure **providers** understand and meet the contractual obligations of **RAES** service delivery.

Given the changing and variable impacts of COVID-19 across Australia, grant activities and services must be delivered in alignment with relevant government and health advice to limit the risk of transmission of COVID-19, particularly with respect to protecting the elderly and those with chronic health issues.

Where possible and relevant, your proposed grant activities and services should consider:

* The cultural and linguistic needs of other people whose first language is not English and be mindful of the Commonwealth Ombudsman’s Best Practice Principles for interpreting. [Use of Interpreters - Commonwealth Ombudsman](https://www.ombudsman.gov.au/__data/assets/pdf_file/0014/35600/Commonwealth-Ombudsman-Fact-Sheet-Use-of-intepreters-With-edits-from-Director-SST.pdf).
* The needs of Australians with disability including how the proposal supports one or more of the six policy outcome areas outlined in the Department of Social Services[Australia’s Disability Strategy 2021-2031](https://www.dss.gov.au/disability-and-australias-disability-strategy-2021-2031).
* Differing barriers and opportunities experienced by cohorts within **RAES regions** (currently known as CDP regions), including First Nations **participants**, people with disability, young people, culturally and linguistically diverse people, and the impact these might have on access to funded activities. This could include articulating the specific ways delivery of the activity will address barriers to participation for different groups.

### Eligible locations

Your grant activities and services must be delivered in one or more **RAES regions** (currently known as CDP regions) (refer to Appendix 3).

If you intend to deliver services in more than one **RAES region**, you must submit a separate grant application for each region so it can be compared to other applications in that region. There are currently 60 **RAES regions** with over 1,100 communities.

You may also apply to deliver services for part of a **RAES region.** If you are applying to deliver services to a group of communities that are located within multiple **RAES regions** you will need to submit a separate application for each group of communities that are located in each **RAES region**.

The **RAES region** in which a community sits may be subject to change because of the grant opportunity. Any changes to **RAES regions** or boundaries will be communicated by the Agency.

### Eligible expenditure – SUBJECT TO CHANGE

You can only spend the grant on eligible grant activities as defined in your grant agreement, unless we otherwise agree in writing to an alternative use. For all **providers**, Tables 5.1 and 5.2 below provide examples of the types of eligible expenditure under the **RAES** program. For some **providers**, you may also be able to claim costs associated with establishing a **RAES** service delivery business.

Please note the examples provided in these tables are illustrative only and other types of expenditure may be eligible under the **RAES** program, but you must be able to demonstrate a direct link to the service cost types listed in the tables below.

#### Table 5.1 Eligible Expenditure for Case Management Funding (i.e. Service, Employment Outcomes, Employment Placement Support, and Remoteness Loading Fees).

|  |  |
| --- | --- |
| Service Costs | Example Eligible Expenditure |
| Costs of assisting participants to increase their work-readiness, overcome vocational barriers and support personal development to overcome non-vocational barriers. | Initial assessment and re-assessments of **participants** using the relevant **RAES** assessment tools and providing support to access further assessment as required.  Identity/personal documents and accounts such as a birth certificate, **Tax** **File Number** or bank account.  Employment accreditations such as working with vulnerable people check, police check, white card or other industry tickets.  Obtaining a driver’s license.  Training and skills acquisition which contributes to work readiness or overcoming barriers.  Infrastructure to enable participants to access online learning such as the online NDIS Training Courses or the Massive Open Online Course (MOOC). |
| Costs of increasing access to job opportunities and supporting participants to retain a job including engaging with local business and community to create employment opportunities. | Suitable work clothing, personal protective equipment and other job specific equipment such as camping supplies for overnight outdoor work.  Mentoring and coaching for participants placed in a job.  Hosting a job expo or social type of community event to connect **participants** with businesses.  Networking forums with local business and senior community members such as a breakfast or lunch.  Assistance for employers of **participants** to increase their capability to attract, support and retain people from diverse contexts including diversity and inclusion and cultural competency training. |
| Costs of supporting participants to meet their income support mutual obligations and catering for diversity within a caseload including personal obligations such as cultural business or carer responsibilities. | Alternative approaches to re-engage **participants** with the program, encourage **participants** to overcome barriers to employment, and incentivise undertaking employment opportunities in community. |
| Costs of providing Participation Options that support personal development to overcome non-vocational barriers. | Protective and/or sun smart equipment and clothing for **participants** and other opportunity relevant equipment such as camping supplies foro overnight outdoor opportunities.  Hire/lease/purchase of vehicles to provide transport for **participants** such a 4WD, van or bus.  Materials and consumables to undertake a project or **participation option** such as ingredients for cooking or art supplies for painting.  Supervisors, mentors, trainers.  Leasing of premises to deliver.  Subsidising employers to hire **participants** with barriers to employment, providing a low-risk approach for employers of **participants** through on-boarding support, while **participants** build capability.  Payments to key community members to assist with the design and facilitation of Participation Options.  Appropriate meals and refreshments for **participants** to support **participant** engagement (e.g. breakfast, lunch, ice machine).  Establishing and growing community enterprises and businesses, with the potential to become self-sustaining in the future and create local employment opportunities. |
| Costs directly linked to the administration and delivery of RAES | Wages, salaries, entitlements and on-costs for **RAES** staff.  ICT infrastructure, equipment and mobile phones for **RAES** staff such as a tablet to capture information directly in the system whilst working remotely.  Vehicle and transport costs associated with the delivery of **RAES**.  Training, coaching and mentoring for **RAES** staff such as cultural awareness or leadership and management training.  Organisational capability building to assist with strategic planning or developing policies and procedures (this can include consultants)  Travel to and from other local communities to engage and build relationships with local businesses and community more broadly.  Support to assist with developing **Community Strategic Plans** or **Community Action Plans** as appropriate.  Support to assist with developing **Community Projects Work Plan.**  Community meetings to plan and design projects and **participation options** in line with local priorities and aspirations.  Overheads including **property expenses**, insurances and office consumables. |

#### Table 5.2 Eligible Expenditure for Community Projects Funding.

|  |  |
| --- | --- |
| Service Costs | Example Eligible Expenditure |
| Costs of providing work opportunities —such as community projects that reflect local employment opportunities, enterprise development, and community priorities/needs,  Note: Community Projects funding MUST NOT be used to cover costs which relate to case management | Protective and/or sun smart equipment and clothing for **participants** and other opportunity relevant equipment such as camping supplies for overnight outdoor opportunities.  Hire/lease/purchase of vehicles to provide transport for **participants** such a 4WD, van or bus.  Materials and consumables to undertake a project or **participation option** such as ingredients for cooking or art supplies for painting.  As part of an approved **Community Projects Work Plan**, subsidising employers to hire **participants** with barriers to employment, providing a low-risk approach for employers of **participants** through on-boarding support, while **participants** build capability.  As part of an approved **Community Projects Work Plan**, wages and entitlements for **participants** at the **relevant Award or Minimum wage** rates (whichever is applicable).  As part of an approved **Community Projects Work Plan**, payments to key community members to assist with the design and facilitation of **Community Projects**.  Appropriate meals and refreshments for **participants** to support **participant** engagement (e.g. breakfast, lunch, ice machine).  Establishing and growing community enterprises and businesses, with the potential to become self-sustaining in the future and create local employment opportunities.  Other incentives which encourage attendance such as vouchers.  Training and skills acquisition which contributes to work readiness or overcoming barriers.  Reasonable adjustment modifications for **participants** living with disability.  Administration costs (capped at 20% of the total budget for each individual **Community Project**) |

#### Table 5.3 Eligible Expenditure for Establishment Funding.

|  |  |  |
| --- | --- | --- |
| Service Costs | Funding Purpose | Example Eligible Expenditure |
| Costs to support establishment of a RAES service delivery business | Purchase or lease of equipment including resources and office essentials as well as purchased support and capability building from an external **provider** for the first three months of operation.  Note: Purchased support will need to be pre-approved, and supported by quotes, in the project and risk plan you are required to submit with your application. You will also need to have an executed grant agreement before you can engage the external **provider** or training consultant. | Further detail will be provided on publication of the final guidelines. |
| Costs to undertake Right Fit For Risk accreditation | **Right Fit For Risk (RFFR)** **accreditation** is a requirement organisations must meet in order to access **ESS** **(the Employment Services IT System).**  Applications for funding will be considered where a **provider** has never received a **RFFR accreditation,** or an updated accreditation is required due to an identified increased level of risk by a **provider**.  Note: **RFFR** support will need to be pre-approved, and supported by quotes, in the project and risk plan you are required to submit with your application. You will also need to have an executed grant agreement before you can commence undertaking the accreditation. | Further detail will be provided on publication of the final guidelines. |

Not all expenditure on your grant activity may be eligible for grant funding. The **decision maker** makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

Unless otherwise agreed in writing by the Commonwealth, you must incur the expenditure between the dates specified in your grant agreement for it to be eligible.

### What the grant money cannot be used for

You cannot use the grant for the following:

* Costs that do not clearly align to the identified outcomes of the **RAES** program typically including (but not limited to) payment of fines or loans, purchase of gifts, personal debts, or sitting fees (this excludes payments to key community members to assist with the design and facilitation of **Participation Options** and **Community Projects)**.
* Organisational costs which do not directly relate to the provision of **RAES** services such as staffing, property and administration costs for other services delivered by your organisation.
* Costs of **participant** support and training that are not directly linked to **participant** employment or do not have a demonstrated aim to overcome barriers to **participant** employment.
* Costs of activities and services that are the responsibility of states and territory governments or other Commonwealth programs, including:
  + Adult vocational education and training (VET) activities (although assistance that complements the completion of such activities may be considered).
  + Cultural heritage, land rights and land management activities subject to state or territory legislation.
* Costs of jobs already being funded through other employment programs or other service **providers**.
* Costs incurred in the preparation of a grant application or related documentation unless specifically agreed with the Agency.
* Purchase of land.
* Retrospective costs.
* Cost of overseas travel.

## The assessment criteria

Applications will be assessed against responses to the following assessment criteria. You must address all assessment criteria in your application.

All criteria have equal weighting under these guidelines.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested. The application form includes a limit of 6,000 characters per criterion which is equal to approximately 1,000 words.

### Criterion 1: Delivering Services

This criterion is seeking information on your organisation’s service delivery model and how that will support you to deliver holistic, user-centric employment services to **participants** in a remote and very remote context. Please describe, using examples and/or case studies where relevant:

* Your organisation’s understanding of the requirements for, and capability to deliver remote employment services and the relevant legislative and policy frameworks, including **Mutual Obligation** requirements, and
* Your organisation’s understanding of and experience with **community development projects**.

### Criterion 2: Local knowledge and connections

This criterion is seeking information on your organisation’s knowledge of the community/communities you are seeking to provide services to and the networks and connections that can be leveraged to support effective delivery of remote employment services. Please describe, using examples and/or case studies where relevant:

* Your organisation’s understanding and experience to engage with community governance structures to support local priorities, and
* How your organisation is connected to, or plans to connect to, local services, supports and training, and how you will utilise these relationships in delivering services.

### Criterion 3: Tailoring services

This criterion is seeking information on your organisation’s understanding of and experience in, tailoring and adapting services to meet the diverse needs of **participants** and achieve program outcomes, particularly in remote and very remote communities. Please describe, using examples and/or case studies where relevant:

* Your organisation’s experience, including strategies, policies and procedures, in creating a safe and inclusive environment for individuals from all backgrounds and circumstances, and how you plan to deliver services to a diverse caseload with the required cultural competency. This includes connecting **participants** to appropriate services and supports as required and
* How your organisation will incorporate **participants** and community views and needs in the design and delivery of **Participation Options** and **Community Projects.**

### Criterion 4: Organisational Capability

This criterion is seeking information on how your organisation’s structure, policies and processes will support you to deliver holistic, user-centric employment services to **participants** in a remote and very remote context which will support them to gain and maintain employment. Please describe, using examples and/or case studies where relevant:

* How your organisation’s infrastructure, information technology and governance systems, including risk, reporting and program management, will support you to deliver safe and inclusive services for **participants** and meet the contractual obligations of your grant agreement, and
* Your current organisational structure including staff training, qualifications and lived experience, as well as your organisations strategies for attracting and retaining staff with connections to community.

## How to apply

The grant process is competitive, which means your application will be considered on its merits and will be compared to other applications within your **RAES region** (currently known as CDP region).

It is important to note that any discussion with the Agency about a grant activity or the lodgement of an application form **does not guarantee that your activity will be funded**.

Before applying, you must read and understand these guidelines, the sample application form and the sample grant agreement.

These documents may be found at [GrantConnect](http://www.grants.gov.au/). Any alterations and addenda[[5]](#footnote-6) will be published on [GrantConnect](https://www.grants.gov.au/) and by registering on this website, you will be automatically notified on any changes. [GrantConnect](https://www.grants.gov.au/) is the authoritative source for grants information.

To apply you must:

* complete the online application form on [GrantConnect](http://www.grants.gov.au/)
* provide all the information requested
* address all eligibility criteria and assessment criteria
* include all necessary attachments
* submit your application/s to by 14.00pm AEST on [dd mm yyyy].

A checklist is available at Appendix 2 to assist you with making sure that your application is complete.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [*Criminal Code 1995*](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/cca1995115/sch1.html) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact the Agency’s Assessment Management Office immediately at [IASAMO@niaa.gov.au](mailto:IASAMO@niaa.gov.au). We do not have to accept any additional information, nor 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 information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

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

You will receive an electronic Application ID Number once you lodge your application.

We will acknowledge that we have received your application upon submission. If you do not receive an email from [noreply@industry.gov.au](mailto:noreply@industry.gov.au) confirming your application has been received, please contact the applicant support (section 7 refers).

### Attachments to the application

We require the following documents with your application:

* Evidence of support from the community/communities where you propose to deliver this activity. This may include but is not limited to, a letter of support from the local community and/or other documentation/evidence that the local community supports the applicant.
* A project and risk management plan which includes details:
  + a community and industry engagement and communications strategy which addresses opportunities and barriers in proposed delivery footprint
  + a plan to engage and retain local staff
  + service delivery and case management methodology which includes details of proposed service delivery footprint, office locations and operating hours
  + demonstrated awareness of risk associated with proposed delivery and proposed management strategies
  + provide details of your establishment or transition plans, this includes an awareness of and/or reference to existing infrastructure and assets in proposed service delivery area.
* Program specific budget (GST exclusive) in the template provided - the budget should include a breakdown of costs and funding associated with **Establishment Cost** and/or **RFFR accreditation** funding being requested.
* A document containing:
  + a list of names and position titles of key personnel of the organisation including Director/s, Chief Executive Officer, Chief Financial Officer and Chief Operating Officer
  + an organisation chart for your organisation
  + evidence of bank account details, such as a copy of a current bank statement (this must be a bank account in your name and which you control), and
  + if applicable, a chart of associated entities as defined by s50AAA of the [***Corporations Act 2001***](https://www.legislation.gov.au/Series/C2004A00818) This should show the relationships between companies, including levels of ownership and control.
* If you are a non-government applicant who does not have a current grant agreement with the Agency or former Department of the Prime Minister and Cabinet (PM&C), you will be required to provide the following documentation with your application:
  + a copy of your most recent financial statements such as an audited financial statement (audited expenditure report), income and expenditure statement, or a balance sheet to inform your Organisation Risk Profile (ORP)[[6]](#footnote-7)
  + a copy of your Certificate of Incorporation where relevant (Organisations registered with Australian Charities and Not-for-profits Commission are exempt from this requirement)
  + a copy of a completed ATO [‘Statement by a supplier (reason for not quoting an ABN to an enterprise)’ form](https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/) if you are not able to quote an ABN
  + if you are not required by your regulator to keep financial statements or unable to provide an audited financial statement, you must provide:
    - an income and expenditure statement
    - balance sheet and
    - statement of assets and liabilities.

Please note the size limit for each application is 10MB. There is also a 2MB size limit for each attachment. The Agency’s information technology system is not capable of receiving applications that exceed 10MB and any applications above this limit will not be received.

### Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver a grant activity.

In these circumstances, you must appoint a ‘lead organisation’. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.

Through a joint/consortia application, the lead organisation enters into a contract with government (signs the grant agreement, receives funding, completes reporting requirements and so on) but the service can be delivered through the whole consortia. Only the lead organisation of the consortia is required to meet the eligibility criteria outlined in Section 4.1, including being an eligible entity type.

The application must identify all other members of the proposed group (and include a letter of support from each of the partners). Each letter of support should include:

* details of the partner organisation (including the percentages of Indigenous ownership, control and/or management)
* an overview of how each partner organisation will work with the lead organisation and any other partner organisations in the group to successfully deliver remote employment services
* an outline of the relevant experience and/or expertise each partner organisation will bring to the group
* the roles/responsibilities of each partner organisation and the resources they will contribute (if any)
* details of a nominated management level contact officer at each partner organisation.

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

### Trust Applications

For applications made on behalf of a Trust, the application must be made in the name of the Trustee as listed in the Trust Deed.

The applicant must be prepared to provide a copy of the Trust Deed as in force at the time the application is made if requested.

For example, if ABC Trust has a Trustee listed in the Trust Deed as XYZ Pty Ltd, then the application must be made in the name of XYZ Pty Ltd as Trustee for ABC Trust.

### Timing of grant opportunity processes

You must submit your application between the published opening and closing. The Agency reserves the right not to accept a late application but may consider the degree of lateness and whether the cause was beyond the applicant’s control, such as natural disasters.

You can submit an application at any time over the duration of the grant opportunity. The grant opportunity is expected to run from May 2025 to June 2025.

If you are successful, we expect you will be able to commence your grant activity around September 2025 including undertaking induction training, engaging with community and industry, and establishing operations ahead of commencing service delivery on 1 November 2025.

|  |  |
| --- | --- |
| Activity | Timeframe |
| Assessment of applications | July 2025 (expected) |
| Notify applicants of outcomes | August 2025 (expected) |
| Execution of grant agreements | September 2025 (expected) |
| Induction training | October 2025 (expected) |
| Commence service delivery of RAES | 1 November 2025 |
| End date of grant activity | 30 June 2027 |

### Questions during the application process

If you have any questions during the application period, please contact the applicant support helpdesk by phone or email. Contact details for the applicant support helpdesk are ph: XXX and [XXX](mailto:REAS@niaa.gov.au). The Agency will endeavour to respond to emailed questions within three working days. Answers to questions may also be posted on [GrantConnect](https://www.grants.gov.au/).

The helpdesk will:

* Assist applicants by clarifying information in these grant opportunity guidelines, including:
* explaining the Program outcomes, eligibility criteria and application requirements
* breaking down terminology and answering specific caller questions where they relate to the above
* directing applicants to other publicly available resources on technical matters outside the scope of the helpdesk.
* Record any questions which are not already answered in these grant opportunity guidelines and post the answers on GrantConnect for the equal benefit of all potential applicants
* Accept calls and emails between 9am-5pm (AEDT) Monday to Friday for the duration of the application period for each grant round, except for:
* the last 3 working days before the close of the application period
* national public holidays.
* Provide a call-back service for out-of-hours calls, or if a call is not answered.

The helpdesk will not:

* tell applicants how to write their application
* assist with calculating budgets
* indicate likely assessment outcomes for an application
* disclose the details of other applications received.

The Agency does not provide financial or legal advice to applicants or grantees. Applicants or grantees should seek their own independent professional advice on financial and legal matters, including compliance with any statutory obligations.

## The grant selection process

### Assessment of grant applications

Only eligible applications will be assessed. Eligible applications are considered through an open competitive grant process. If eligible, your application will be assessed against the assessment criteria (see Section 6) and against other applications within your **RAES region** (currently known as CDP region). An application is considered on its merits, based on:

* how well it meets the criteria
* how it compares to other applications in your **RAES region**, andwhether it provides **value with relevant money**.

If you are an applicant who already receives IAS funding, we may assess your application against the assessment criteria based on your previous performance, demonstrated capability to deliver the activity, and/or other information which has been made available to the Agency.

### Who will assess applications?

An assessment panel will assess each application on its merit and compare it to other eligible applications with each **RAES region** before recommending which grant applications should be awarded a grant.The assessment panel may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

The Agency will then put forward a recommendation to the **decision maker**, about whether to approve the proposed grant. The recommendation will be based on the merits of the application including consideration of the assessment, risk and **value with relevant money** and availability of funding.

To ensure probity staff from Regional Offices will not assess applications from within their respective **RAES region**.

The agency is considering options for an assessment process that delivers the best possible outcomes for the **RAES** program and will include updated information in this section of the guidelines on their public release.

### Who will approve grants?

The **decision maker** approves grants, considering the recommendations of the Agency and the availability of grant funds.

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

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

## Notification of application outcomes

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

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

### Feedback on your application

If your application is unsuccessful, you may seek feedback on your application by contacting your [NIAA Regional Office](https://www.niaa.gov.au/contact-us/regional-network-addresses).

## Successful grant applications

### The grant agreement

If you are successful and you choose to accept a grant offer, you must enter into a legally binding grant agreement with the Commonwealth. This agreement may be through a letter of offer or standard grant agreement, or another form of agreement specified by the Commonwealth.

The type of grant agreement and its mandatory terms and conditions will depend on the size and complexity of grant activity, as well as the level of risk associated with the [activity]. Sample grant agreements are available on [GrantConnect](https://www.grants.gov.au/?event=public.GO.list).

The grant agreement will provide a detailed description of the funded activity and specific terms and conditions, which may include:

* key performance indicators and performance reporting requirements
* financial reporting requirements
* acquittal requirements
* a funding payment schedule
* details of the bank account into which the grant funds will be paid (note: it is Agency policy that grant funds will only be paid into a bank account which, as the applicant, is in your name and which you control)
* mandatory requirements for Working with Children checks, Working with Vulnerable People checks, and **RFFR**
* mandatory requirements to comply with applicable work health and safety obligations including those provided under Commonwealth work health and safety legislation
* insurance requirements including compliance with the [*Work Health and Safety Act 2011*](https://www.legislation.gov.au/Details/C2018C00293) to cover your obligations in relation to the grant funding to be delivered
* compliance with the Australian Privacy Principles as set out in Schedule 1 of the [*Privacy Act 1988*](https://www.legislation.gov.au/Series/C2004A03712). Further information about privacy and confidentiality is also included at section 13 of this document
* requirements to maintain the confidentiality of any information deemed by the Commonwealth to be confidential
* record keeping requirements.
* Work Plans for **Community Projects**
* participating in evaluation where required
* participating in site visits by the Commonwealth, where required.

You will work with an Agreement Manager from the [NIAA Regional Office](https://www.niaa.gov.au/contact-us/regional-network-addresses) or National Office to effectively manage the grant agreement.

The Agency must execute a grant agreement with you before we can make any payments. There is no guarantee of funding until both parties have executed a grant agreement, and the Agency is not responsible for any of your expenditure until a grant agreement is executed.

If you choose to start your grant activity before you have an executed grant agreement, you do so at your own risk (including incurring financial costs that may not be covered by the grant agreement).

If you receive any grant funding from other Commonwealth, state or territory government granting programs for the same activity this may limit the amount of funding you might be entitled to under the **RAES** program grant opportunity, unless specifically agreed to in writing by the Agency. You must provide information about other funding received for the Agency’s consideration.

If you fail to meet the obligations of the grant agreement, the Agency may terminate the agreement. The Agency or the Commonwealth may also recover grant funds if there is a breach of the grant agreement.

The Agreement incorporates appropriate safeguards against fraud, corruption and other unlawful activities and includes the right to request the removal of personnel for other inappropriate conduct or associations that may cause reputational damage to the Agency or Commonwealth.

### Management of Debt and Underspend

A previous debt or underspend of a grant awarded by the Agency may influence the outcome of an application, including an awarded grant amount. The Agency reserves the right to recover underspends of one grant via offsets in another. Offsetting involves reducing future grant payments up to the amount of the underspend. If a debt has been incurred, the Agency may seek return of those funds or pursue other remedies.

### Negotiation of funded activities

Before a grant agreement is entered into, the Agency will negotiate the scope of the activity and the terms and conditions with you. Relevant community stakeholders may also be involved in these negotiations to ensure the activity is tailored to meet local community or regional need.

If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn, and the grant may be offered to a different applicant.

### Execution of the grant agreement

You will have 30 days from the date of a written offer to execute the grant agreement with the Commonwealth or in accordance with other instructions provided by the Agency in writing. 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.

### Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you will be requested to demonstrate compliance with the following legislation/policies/industry standards:

* *Social Security Act 1991*
* *Social Security (Administration Act) 1999*
* *Social Security (declared Program Participant) Determination 2018*
* Right Fit For Risk Accreditation.

To be eligible for a grant, you must declare in your application that you comply with these requirements. You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

### How we pay the grant

Funding will be paid in accordance with the terms and conditions of the grant agreement.

The NIAA may make an initial payment on execution of the grant agreement. Subsequent payment of funding is dependent on you complying with the grant agreement requirements, including satisfactory progress against performance and financial reporting milestones. You will also be required to report how you spent your **Community Projects** and Establishment funding during the period of the grant activity.

#### Table 10.1 Payment Type, Frequency and Details

|  |  |  |
| --- | --- | --- |
| Funding Type | Payment Frequency | Payment Details |
| Payments that DO NOT require Acquittal | | |
| Service Fees | For the first four months commencing November 1st, **service fees** will be paid in monthly instalments in advance.  From April 2026, **service fees** will be paid in monthly instalment in arrears. | For the first four months, payments will be based on the estimated caseload for your region over the period 01 November 2024 to 28 February 2025.  Following the first four months, the payment will be based on your average **actual payable caseload** for the month and will be paid in arrears (i.e. your March 2026 **service fees** will be paid in April 2026 approximately the 15th of each month).  The monthly payment per participant is $475 ($5,700 per participant per year divided by 12 months) |
| Employment Placement Support | Paid at 4 week, 12 week and 26 week outcomes following a **participant** commencing a job | The total payment is capped at $9,000 per participant for the achievement of **full outcomes** and $xxx for the achievement of **partial outcomes** over 26 weeks. The payment instalments are as follows:   |  |  |  | | --- | --- | --- | | Instalment | Full Outcomes | Partial Outcomes | | 4 Weeks |  |  | | 12 Weeks |  |  | | 26 Weeks |  |  | |
| Employment Outcome Fee | Paid at 4 week, 12 week and 26 week outcomes following a **participant** commencing a job | The total payment is capped at $10,000 per **participant** for the achievement of **full outcomes** and $xxx for the achievement **partial outcomes** over 26 weeks.  It is proposed that some of this payment be split between **providers** and employers of **participants** on a 50:50 basis however the full details are yet to be finalised. The full amount will be paid to the **provider** who then pays the employer their share.  The payment instalments are as follows:   |  |  |  | | --- | --- | --- | | Instalment | **Full Outcomes** | **Partial Outcomes** | | 4 Weeks |  |  | | 12 Weeks |  |  | | 26 Weeks |  |  | |
| Remoteness Loading | Upfront payment on contract execution and then ongoing every six months in advance. | Every six months the Agency will assess which tier each region is eligible to receive based on methodology outlined in appendix X. The payment amount will be equal to six months funding for the relevant tier. The six-monthly payment amount per tier is as follows:  Tier 1: $60,000  Tier 2: $75,000  Tier 3: $90,000  Tier 4: $105,000  Note: where there are multiple **providers** in a region, the Remoteness Loading will be split. |
| Reassessment Fees | April 2026 | Up to $75 per **participant** based on **actual payable caseload** and confirmation of completion of relevant RAES assessment tool training. |
| Payments that DO require Acquittal | | |
| Community Projects | Upon acceptance of **Community Projects Works Plan** within the first six months. | Details are still being finalised on the amount that will be released upon acceptance of the **Community Project Work Plan** and any subsequent payments. |
| Establishment Costs | Upon execution of grant agreement | Details of this payment type are still being finalised. |
| Right Fit For Risk accreditation | Upon execution of grant agreement | Details of this payment type are still being finalised. |

The funding provided by the Agency will not exceed the total funding amount set out in the grant agreement. If your expenditure exceeds the amount granted you must pay this additional expenditure yourself.

### Grants payment and GST

Payments will be [Goods and Services Tax](https://www.ato.gov.au/Business/GST/Registering-for-GST/) (GST) inclusive unless you are not registered for GST or certain exceptions set out in the GST legislation apply. Subject to those exceptions, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](https://www.ato.gov.au/business/gst/in-detail/managing-gst-in-your-business/tax-invoices/recipient-created-tax-invoices/).

Unless otherwise indicated by the Agency, all figures quoted in grant documentation will be GST exclusive.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent advice on your taxation obligations or seek assistance from the [Australian Taxation Office](https://www.ato.gov.au/).[[7]](#footnote-8) We do not provide advice on taxation matters.

### Risk and compliance

In managing risk and compliance, the Agency will work with you to achieve the intended outcomes of the grant activity. The risk management approach will focus management effort where risk levels are high and supports consistent application of appropriate grant controls based on assessed risks.

The type of grant agreement and its terms and conditions may depend on the nature of the activity and the level of risk involved at both the organisation and activity levels.

* Organisation risk assessment. At the time a grant application is assessed, or an existing grant is considered for extension, an Organisation Risk Profile (ORP) is completed. The ORP is an evidence-based tool that assesses an organisation’s governance, financial management and service delivery capability. The ORP enables consistent and transparent assessment by Agency staff.
* Activity risk assessment. All IAS grant activities undergo an Activity Risk Assessment (ARA) to determine whether the grant activity risk is low, medium, high or extreme. This assessment takes into account the ORP rating, the annualised value of the grant activity and the nature of the activity. This approach enables the application of standard grant agreement requirements, controls and management approaches for low, medium, high or extreme risk grant activities, while also building in controls for any special requirements that apply, such as working with vulnerable people and work health and safety.

As a principle, higher-risk activities will typically be subject to increased controls and greater oversight. The intent of this is to work with organisations to overcome risks. Conversely, low ­‑risk activities will be subject to less oversight and management, which may include a single annual payment and reduced reporting.

The Agency will work with you to achieve the intended outcomes of the activity. In circumstances of non-compliance with the grant agreement, the Agency will consider an appropriate response under the grant agreement, including recovery of grant funds or termination of the agreement.

## Announcement of grants

Once your grant is executed, it will be listed on the [GrantConnect](https://www.grants.gov.au/) website within 21 calendar days after the grant execution date, as required by Section 5.4 of the [CGRPs](https://www.legislation.gov.au/F2024L00854/latest/versions).

## How we monitor your grant activity

The Agency uses a number of approaches to monitor IAS activities. These include the below.

* On-the-ground monitoring, predominately through the NIAA Regional Offices.
  + The Agency uses an active 'on-the-ground' strategy to monitor the **RAES** grant opportunity grantees and activities primarily through the NIAA Regional Offices. This can involve site visits, discussions with community members and service recipients, and ongoing contact with **providers**. A priority for the Agency is active engagement to assist with early identification and treatment of activity delivery risks and other issues as they arise.
* Periodic reporting by the provider on the performance of activities.
  + The Agency, in conjunction with the grant recipient, will set key performance indicators for each activity to measure progress against identified outcomes, including applicable Closing the Gap targets. The Agency may include key performance indicators to inform broader data sets, such as employment data. These will be set out in the grant agreement. The **provider** will be assessed against all key performance indicators over the course of the funded activity.
* Compliance operations, where necessary.
  + We may visit you during or after the completion of your grant activity to review your compliance with the grant agreement. We may also inspect, copy or remove and retain the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

### Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation by contacting the Agency’s contact officer listed in your grant agreement.

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

You must also inform us of any of the following changes:

* name
* addresses
* nominated contact details
* bank account details
* ABN
* GST registration or status
* any instance where your organisation may no longer meet the definition of an Indigenous organisation (if it initially did)
* if your organisation has an outstanding and overdue ATO debt.

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

### Reporting

You will be required to periodically report on the overall progress and performance of your activity, and against the key performance indicators in your grant agreement. The frequency and content of reporting requirements will depend on the funded activity and will be contained in the grant agreement. The Agency will also source a range of data and information to build its evidence base. In completing performance reports, you are encouraged to be open about the status of the activity, any service delivery risks and issues, and to provide data to support any claims made. This instils confidence in your management reporting systems and allows us to better work with you to improve performance, if necessary.

Financial reports are required from grantees for some payment types to provide evidence that funds have been expended for the purposes provided as agreed and so that any underspend or overspend can be managed. Financial reporting requirements will be specified in the grant agreement.

Please note providers will be required to use the Employment Services IT System known as ESS.

### Grant agreement variations

We recognise that unexpected events may affect your progress or impact on your ability to achieve results on the Agency’s priorities.

Consistent with the **CGRPs**, we would only vary a grant agreement in limited circumstances. Grant agreements would only be varied when:

* adjustments are necessary to enable the grantee to complete the projects or activities set out in the original grant agreement, and then only for the length of time needed to achieve completion and
* the variation does not significantly change the scope of the initial grant agreement.

We may also vary grant agreements to reduce funding because employment outcomes have not been achieved as planned.

The instigating party must put its concerns, issues and proposed changes in writing before the grant agreement end date. Do not assume that a variation request will be successful. The Agency will consider your request based on provisions in the grant agreement, the **CGRPs**, and the likely impact on achieving outcomes.

All decisions to vary a grant agreement must be mutually agreed by you and the Agency before a variation can be executed.

### Record keeping

You must comply with the record keeping requirements as set out in the grant agreement.

### Evaluation

We will evaluate the grant activity to investigate how well the outcomes and objectives have been achieved and to ensure the activity has achieved value with money.

We may use information from your application and performance reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant affected you and to evaluate how effective your grant activity has been in achieving its outcomes.

Quality evaluation will help communities and government to see whether they are getting the results they expect; to determine to what extent solutions have involved local people in driving change; how projects or activities collectively produce or enable long-term impact; and assists government with future investment decisions.

### Acknowledgement of funding

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following: ‘This grant activity received grant funding from the Australian Government.’

1. **Probity**

The Agency will make sure the grant opportunity process is fair, according to these Guidelines, incorporates appropriate safeguards against fraud, corruption and other unlawful activities and other inappropriate conduct, and is consistent with the **CGRPs**.

You should be aware of your obligations under the [*National Anti-Corruption Commission Act 2022*](https://www.legislation.gov.au/C2022A00088/latest/text), noting that under the Act grantees will generally be considered ‘contracted service providers’ [see <https://www.nacc.gov.au/resource-centre/nacc-fact-sheets>].

### Enquiries and feedback

If you would like to make a complaint about a grant process, phone (02) 6152 3050 or email [NIAAComplaints@niaa.gov.au](mailto:NIAAComplaints@niaa.gov.au).

If you suspect or know about fraudulent or corrupt activity by a NIAA employee, service **provider** or contractor, contact the NIAA Integrity Group by:

* phoning our hotline on (02) 6152 3020
* emailing [integrity@niaa.gov.au](mailto:integrity@niaa.gov.au)

If you do not agree with the way the Agency has handled your complaint, you may wish to contact the Commonwealth Ombudsman. The Ombudsman will not usually investigate a complaint unless the matter has first been raised directly with the Agency.

The Commonwealth Ombudsman can be contacted on:

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

### Conflicts of interest

Conflicts of interest can affect the performance of the grant opportunity or program. There may be an actual [conflict of interest](http://www.apsc.gov.au/publications-and-media/current-publications/aps-values-and-code-of-conduct-in-practice/conflict-of-interest), a perceived conflict of interest, or a potential conflict of interest, if the Agency’s staff, any member of a committee, panel or advisor and/or you or any of your personnel, including subcontractors and volunteers has, but not limited to:

* a professional, political, commercial or personal relationship with a party who is or is perceived to be able to influence the application selection process, such as an Australian Government officer or member of an external panel
* a relationship with or interest in, an organisation or individual, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, and/or
* a relationship with, or interest in, an organisation or individual 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 actual, perceived or potential conflicts of interests or that, to the best of your knowledge, there is no conflict of interest. The Agency will make the final decision on what is determined as an actual, potential or perceived conflict of interest.**

**If you later identify an actual** [**conflict of interest**](http://www.apsc.gov.au/publications-and-media/current-publications/aps-values-and-code-of-conduct-in-practice/conflict-of-interest)**, a perceived conflict of interest, or a potential conflict of interest, you must inform the Agency in writing immediately and provide further information to the satisfaction of the Agency.**

Committee members and other officials including the **decision maker** must also declare any conflicts of interest.

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*](https://www.legislation.gov.au/C2004A00538/latest/text).

### Privacy

We treat your personal information according to the [*Privacy Act 1988*](https://www.legislation.gov.au/Series/C2004A03712)and the [Australian Privacy Principles](https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles). This includes letting you know:

* what personal information we collect
* why we collect your personal information
* who we give your personal information to.

Your personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on [GrantConnect](https://www.grants.gov.au/) as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the [*Privacy Act 1988*](https://www.legislation.gov.au/Series/C2004A03712) 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 Agency would breach an Australian Privacy Principle as defined in the Act.

The [Agency’s Privacy Policy](https://www.niaa.gov.au/pmc/who-we-are/accountability-and-reporting/privacy-policy) contains information about how you can access the personal information held by the Agency and seek correction of the information. It also explains how you can make a complaint about a breach of the Australian Privacy Principles. You can access the Privacy Policy on our website at [niaa.gov.au](http://niaa.gov.au) or email [privacy@niaa.gov.au](mailto:privacy@niaa.gov.au) for a copy of the policy.

### Confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

The Australian Government may use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes giving information to the Australian Taxation Office and other government agencies for compliance purposes.

We may reveal personal and confidential information to:

* the assessment panel, which may include Agency officers, community representatives and/or subject matter experts, and other Commonwealth employees and contractors to help us manage the program effectively
* employees and contractors of our Agency 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
* the responsible Minister or Parliamentary Secretary
* a House or a Committee of the Australian Parliament.

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

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

### Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [*Freedom of Information Act 1982*](https://www.legislation.gov.au/Series/C2004A02562)(FOI Act).

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

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

By mail: The Freedom of Information Coordinator

National Indigenous Australians Agency

PO Box 2191

CANBERRA ACT 2601

By email: foi@niaa.gov.au

## Consultation

The **RAES** program has been designed from feedback received from community consultation on replacing the **CDP** across 2023 and 2024. Consultations involved engagement with remote communities, job seekers, service **providers**, government entities, online surveys and discussion paper, roundtables and a **CDP providers** forum. The Agency heard that the **RAES** program should be flexible, community-led and participant centred with case management to focus on the **participant’s** job readiness pathway. More trust and rapport between **participants** and **providers** were also identified as important as it will encourage **participant** engagement. There are reports for both phases of consultation available on the Agency’s website at [Replacing the Community Development Program consultation report](https://www.niaa.gov.au/resource-centre/replacing-community-development-program-consultation-report) and [Replacing the Community Development Program – second phase of community consultations report](https://www.niaa.gov.au/resource-centre/replacing-community-development-program-second-phase-community-consultations-report).

These guidelines also draw on feedback received from previous public consultation processes and the Agency’s daily role in working with **providers**, remote communities, and Indigenous Australians across Australia.

The Agency will continue to review the guidelines based on our experience in working with remote communities, Indigenous Australians, as well as the experiences of our grantees. We will also seek advice from remote communities, Indigenous Australians, and other stakeholders such as representative groups.

## Glossary

| Term | Definition |
| --- | --- |
| Actual payable caseload | The number of **participants** that a **provider** is servicing which have been registered as commenced in the IT system (that is, excluding participants with a pending status). An average of this figure is used when for front-loaded payments to allow time for a provider to commence new participants. |
| Agency | The National Indigenous Australians Agency (also referred to as NIAA). |
| 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 or ratings. |
| Commonwealth entity | An Agency of a State, or a Parliamentary Department or Agency, or a listed entity or a body corporate established by a law of the Commonwealth. See [subsections 10(1) and (2)](https://www.finance.gov.au/resource-management/pgpa-act/10) of the [*Public Governance Performance and Accountability Act 2013.*](https://www.legislation.gov.au/Details/C2013A00123) |
| Commonwealth Grants Rules and Principles (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. |
| Community Projects | Local initiatives which are co-designed with community and focus on employment pathways and job creation, enterprise development and/or local industry development. |
| Control | Control is related to the people in your organisation that have decision-making authority over strategic direction or governance. For most entities, this will mean your Board or Management Committee. Depending on the legal entity type, control may mean:   * **Directors and Secretary—**Company Limited by Shares, Company Limited by Guarantee, Cooperatives. * **Management Committee and Public Officer**— ORIC-Registered Indigenous Corporations, Incorporated Associations. * **Proprietor/partner—**Sole traders, actual person partnerships.   **Note:** for trusts, the trustee will typically be one of the legal entities above. |
| Cooperative | A cooperative is a member-owned, legally incorporated business structure with at least five members.  See full definition at  [https://business.gov.au/planning/business-structures-andtypes/business-structures/co-operative](https://business.gov.au/planning/business-structures-and-types/business-structures/co-operative) |
| *Corporations Act 2001* | An act of the Commonwealth that sets out the laws dealing with business entities in Australia at federal and interstate level. It focuses primarily on companies, although it also covers some laws relating to other entities such as partnerships and managed grant funding schemes. Incorporation can be applied for through the [Australian Securities and Investment Commission website](https://asic.gov.au/). |
| *Corporations (Aboriginal and Torres Strait Islander) Act 2006* | The law that establishes the role of the Registrar of Aboriginal and Torres Strait Islander Corporations, now called the Registrar of Indigenous Corporations, and allows Indigenous Australian groups to form corporations. The [*Corporations (Aboriginal and Torres Strait Islander) Act 2006*](https://www.legislation.gov.au/Series/C2006A00124) (CATSI Act) replaced the *Aboriginal Councils and Associations Act 1976* (ACA Act). Under the CATSI Act, laws governing Indigenous corporations have been modernised while retaining special measures to meet the specific needs of Indigenous Australians. Incorporation can be applied for through the [Office of the Registrar of Indigenous Corporations (ORIC) website](http://www.oric.gov.au). |
| Decision maker | The person who makes a decision to award a grant. |
| Eligibility criteria | Refers to the mandatory criteria, which must be met to qualify for a grant. |
| Employment Outcome Fee | Employment Outcome Fee acknowledges the work and costs of getting participants into work. An outcome payment is payable when a job seeker achieves employment for 4, 12 and 26 weeks of continuous employment. |
| Employment Placement Support | Employment Placement Support for participants is aimed at strengthening the likelihood that participants remain in employment. Employment Placement Support can take many forms and is individualised based on participants' assessed needs. It can include but is not limited to:   * organising transport for the new employee between their home and work * mentoring * visits to the worksite * advocating for the workplace needs of the new employee. |
| Employment Placement Support plan | A documented agreement outlining the agreed tailored support and services agreed upon to help a participant on commencement to maintain employment including any commencement requirements, upskilling, training and/or mentoring. |
| Empowered Communities | An Indigenous-designed and led initiative that involves Indigenous leaders, communities and governments working in partnership to set priorities, improve services and apply funding effectively at a regional level. This increases Indigenous ownership to give Indigenous peoples a greater say in decisions that affect them. For further information refer to [niaa.gov.au/indigenous-affairs/empowered-communities](https://www.niaa.gov.au/indigenous-affairs/empowered-communities). |
| Evaluation | Evaluation is the systematic measurement of the significance, merit and worth of policies and programs, undertaken to understand and improve decisions about investment. Evaluation involves the assessment of outcomes and operations of programs or policy compared to expectations in order to make improvements. |
| Full Employment Outcome | A Full Employment Outcome is paid when a job seeker earns enough to reduce their income support by 100 per cent or fully meets their work capacity and participation requirements. |
| Incorporated association | An incorporated association is an organisation incorporated in a state or territory under the laws of that state or territory. Its structure establishes it as a legal entity separate from its individual members.  See full definition at [https://www.acnc.gov.au/forcharities/start-charity/you-start-charity/legal-structure](https://www.acnc.gov.au/for-charities/start-charity/you-start-charity/legal-structure) |
| Indigenous Organisation  *(Note: This definition is used for administering the Incorporation Requirements only – Refer to Appendix 12)* | Aligns with the s29-5 of the [*Corporations (Aboriginal and Torres Strait Islander) Act 2006*](https://www.legislation.gov.au/Details/C2017C00055) and Part 2 – Regulation 6 of the [*Corporations (Aboriginal and Torres Strait Islander) Regulations 2017*](https://www.legislation.gov.au/Details/F2017L01311)   * If the corporation has five (5) or more members—at least 51% of the members are Indigenous Australians. * If the corporation has fewer than five (5) members but more than one (1) member—all of the members, or all but one of the members are Indigenous Australians. * If the corporation has only one (1) member – that member is an Indigenous Australian.   Note that “member” is used as a term for ownership and may vary between entity types (e.g. “shareholder” for co-operatives).  **and**  Aligns with s246-5 of the Act—a majority of the directors must be Indigenous. |
| Grant | Is defined by CGRPs paragraph 2.3 as an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:  (a) under which relevant money or other CRF money is to be paid to a grantee other than the Commonwealth; and  (b) which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives. |
| Grant activity | Is the project/tasks/services that the grantee is required to undertake with the grant money. It is described in the Grant Agreement. |
| Grant agreement | Sets out the relationship between the parties to the agreement and specifies the details of the grant.  A grant agreement comprises the Head Agreement, the Project Schedule and any documents attached or incorporated by references into either of those documents.  The Head Agreement sets out the general terms and conditions that apply to allRAES program funded projects for a particular grantee. funded projects for a particular grantee.  The Project Schedule sets out specific terms and conditions that apply to particular projects. |
| GrantConnect | Is the Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs. |
| Grantee | An individual/organisation that has been awarded a grant. |
| Joint venture | A joint venture is an agreement between 2 or more parties to work together for the purpose of completing a specific task or project.  See full definition at  [https://business.gov.au/planning/business-structures-andtypes/business-structures/joint-venture](https://business.gov.au/planning/business-structures-and-types/business-structures/joint-venture) |
| Key Performance Indicator | A measure that provides information about the extent to which the activities or services meet agreed performance requirements. |
| Local government body | Local governments are established and defined under the relevant state or territory legislation. |
| Management | Management refers to the responsibility for the day-to-day operation of the funded organisation. It includes:   * the CEO (or equivalent) * the people occupying the highest positions in relation to:   + service delivery   + finances   + operations (e.g. property, ICT), and/or   + human resources. |
| Non-corporate Commonwealth entity | Non-corporate Commonwealth entities (NCEs) are legally and financially part of the Commonwealth. NCEs are established under power that comes from the Constitution, usually through legislation and the exercise of executive power.  See full definition in the [*Public Governance, Performance and Accountability Act 2013*](https://www.legislation.gov.au/Series/C2013A00123)  (the PGPA Act). |
| Not-for-profit organisation | A not-for-profit is generally an organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run the organisation, or their friends or relatives).  See full definition at [https://www.acnc.gov.au/forcharities/start-charity/not-for-profit](https://www.acnc.gov.au/for-charities/start-charity/not-for-profit) |
| Owners | Depending on legal entity type, “Owners” may be based on your:   * **Members—**ORIC-Registered Indigenous Corporations, Companies Limited by Guarantee, Incorporated Associations * **Shareholders—**Companies Limited by Shares, Cooperatives * **Proprietors/partners—**Sole traders, actual person partnerships * **Beneficiaries—**Trusts   If you are a for-profit entity, ownership relates to those who draw a financial benefit from the entity (other than a salary/wage). For not-for-profits, “benefit” is a broader term that may include social/cultural benefits or maintaining an asset or rights (including native title). |
| Partial Employment Outcome | A Partial Employment Outcome is paid in recognition of a job seeker making significant progress towards sustainable employment by achieving a reduction (by an average of at least 60 per cent) in income support payments or increasing their participation in paid employment. |
| Participation Options | Participation Options are meaningful activities developed by providers in consultation with participants and community to benefit community and increase participant job readiness. They may include (but are not limited to):   * projects to support community goals (such as Men’s and Women’s Groups, Yarning Circles and recording cultural protocols for future generations) * accredited and non-accredited training * assistance to overcome non-vocational barriers (such as personal development and health training or appointments). |
| Partnership | A partnership is a business structure made up of 2 or more people who distribute income or losses between themselves.  See full definition at  [https://business.gov.au/planning/business-structures-andtypes/business-structures/partnership](https://business.gov.au/planning/business-structures-and-types/business-structures/partnership) |
| Provider Payment Model (PPM) | The way grant funding will be provided to providers via service fees, Employment Placement Support, Employment Outcome Fees and funding for community projects. The PPM is supplemented by remoteness loading and other one-off additional funding items. |
| Registered charity | As determined by the Australian Charities and Not-for-profits Commission under the *Charities Act 2013, the Australian Charities and Not-for-profits Commission Act 2012 (Cth)* and other relevant legislation in your state or territory. |
| Remote | The Agency generally applies the [Accessibility/Remoteness Index of Australia (ARIA)+](https://www.abs.gov.au/websitedbs/D3310114.nsf/home/remoteness+structure) to define remote areas, except where otherwise indicated. ARIA is widely accepted as Australia's most authoritative geographic measure of remoteness. ARIA measures the remoteness of a populated locality by its physical distance by road to the nearest urban centre.  The Agency recognises there are some communities located within inner or outer regional areas that may be considered remote that fall outside the definition of remote explained above. These may be communities that have limited access to government services or standards of infrastructure. |
| RAES region | RAES regions and boundaries are equivalent to the current CDP regions defined in Appendix 3 |
| RJED | The Australian Government's Remote Jobs and Economic Development program which is creating 3,000 new jobs over three years. |
| 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. |
| Service fees | Service fees are paid to providers to fund the provision of tailored, individual case management and management and running of Participation Options. |
| Social enterprise | A social enterprise is a business that operates to do one or all these things:   * solve a social problem * improve a community * support people with employment and training * help the environment.   A social enterprise can be a small or large business in any industry. It can make a profit or operate as a not-for-profit.  See more at [<https://business.gov.au/planning/business-structures-and-types/starting-a-social-enterprise>](https://business.gov.au/planning/business-structures-and-types/starting-a-social-enterprise) |
| Sole trader | A sole trader is legally responsible for all aspects of the business including any debts and losses and day-to-day business decisions. |
| Strengths-based | A strength-based approach is a way of working that focuses on abilities, knowledge and capacities rather than deficits, or things that are lacking. |
| Trust | A trust is a structure where a trustee carries out the business on behalf of the trust's members (or beneficiaries).  See full definition at  [https://business.gov.au/planning/business-structures-andtypes/business-structures/trust](https://business.gov.au/planning/business-structures-and-types/business-structures/trust) |
| Unincorporated association | An unincorporated association is one type of legal structure for a charity. Unlike an incorporated structure, an unincorporated association is not a separate legal entity from its members.  See full definition at [https://www.acnc.gov.au/forcharities/start-charity/you-start-charity/who-can-apply-beregistered/unincorporated](https://www.acnc.gov.au/for-charities/start-charity/you-start-charity/who-can-apply-be-registered/unincorporated) |
| Value with money | Value with money in this document refers to 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 will consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:   * the quality of the grant activity/s proposed * fitness for purpose of the proposal in contributing to government objectives * that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved, and * the potential grantee’s relevant experience, and performance history.   Value with money is sometimes referred to as ‘value with relevant money’ or ‘value for money’. |

## Appendix 1: Incorporation requirements

Subject to certain exceptions, under the Strengthening Organisational Governance Policy all organisations receiving grant funding totalling $500,000 (GST exclusive) or more in any single financial year from the Agency are required to:

* Incorporate under Commonwealth legislation—Indigenous organisations will be required to incorporate under the [*Corporations (Aboriginal and Torres Strait Islander) Act 2006*](https://www.legislation.gov.au/Series/C2006A00124)and other organisations will be required to incorporate under the [*Corporations Act 2001*.](https://www.legislation.gov.au/Series/C2004A00818)
* Maintain these arrangements while they continue to receive any IAS funding.

The incorporation requirements apply to grant funding under grant agreements or variations executed on or after 1 July 2014. Grants for capital works and funding sourced through procurement activities are not included in the calculation of applicable funding.

Statutory bodies, government bodies, and organisations operating under a specific piece of legislation are excluded from the requirements and do not have to apply for an exemption.

Indigenous organisations already incorporated under the [*Corporations Act 2001*](https://www.legislation.gov.au/Series/C2004A00818) do not have to change their incorporation status. However, all other Indigenous organisations in scope of this policy must incorporate under the [*Corporations (Aboriginal and Torres Strait Islander) Act 2006*](https://www.legislation.gov.au/Series/C2006A00124) so they can access the assistance and support available under the Act.

Organisations will need to comply with this requirement as part of their grant agreement. Non-compliance will constitute a breach and may result in the termination of the grant agreement.

Organisations will have a six-month transition period to comply with the incorporation requirement from the execution of the Grant Agreement or variation of an existing grant agreement. At the Commonwealth’s discretion extended transition periods may be granted to organisations if the organisation has applied for an extension in writing and can provide evidence that they have made reasonable attempts during the six month period to transition, but are unable to meet this requirement in that time.

Organisations may apply for an exemption from the requirement to incorporate under the Strengthening Organisational Governance Policy. Applications for exemption must be submitted using the process outlined by the Agency. Details about the exemptions policy and the Application for Exemption form can be found on the [Agency’s website](http://www.dpmc.gov.au/indigenous-affairs/incorporation-requirements).

Exemptions will be considered where an organisation can demonstrate at least one of the following:

1. That grant funding received from the Indigenous Affairs Group within the Agency is a small portion of its total revenue, and as such changing incorporation status may unfairly impose additional requirements on its operations and business model.

2. It is required to incorporate under specific non-Commonwealth legislation as part of its licensing arrangements or funding received through other sources.

Applications for exemption will be considered on a case-by-case basis and will take into consideration information demonstrating that the organisation is well-governed, high-performing and low risk.

Applications for exemption from the requirements should be lodged through the Agreement Manager in the NIAA Regional Office. Applications should be lodged within the transition period, as soon as practicable once an offer of funding has been made. Organisations will be expected to comply with the requirements within the transition period should an exemption not be granted.

Support for Indigenous organisations transferring to the [*Corporations (Aboriginal and Torres Strait Islander) Act 2006*](https://www.legislation.gov.au/Series/C2006A00124) is available through the Office of the Registrar of Indigenous Corporations (ORIC). This includes assistance in developing a rulebook, guidance on the process to transfer incorporation, and access to pro bono legal assistance through the LawHelp service.

Organisations required to transfer their incorporation from state and territory legislation to either the [*Corporations (Aboriginal and Torres Strait Islander) Act 2006*](https://www.legislation.gov.au/Series/C2006A00124) or the [*Corporations Act 2001*](https://www.legislation.gov.au/Series/C2004A00818) may incur some additional, one-off costs for independent legal advice and accountancy services to support the transfer of incorporation. **To assist those organisations required to transfer their incorporation status, the Agency will provide a one-off $10,000 (GST exclusive) payment upon receipt of evidence that the transfer has occurred.**

Please refer to the [Agency’s website](http://www.niaa.gov.au) at <https://www.niaa.gov.au/indigenous-affairs/grants-and-funding/incorporation-requirements> for further information.

## Appendix 2: Application checklist

Before you submit an application, it is recommended the following checklist be used to ensure the application is complete and contains the information needed for the application and assessment process.

|  | The proposal has been discussed with the Aboriginal and Torres Strait Islander groups who will be involved in the project and with other groups with an interest in the project. |
| --- | --- |
|  | The proposal has been discussed with the local NIAA Regional Office, or National Office where relevant. |
|  | Any issues raised by the Agency about the proposal have been considered and addressed. |
|  | Eligibility requirements set out in the Grant Opportunity Guidelines are met |
|  | Evidence can be provided to demonstrate incorporation and/or Indigeneity status where applicable. |
|  | This document has been read and understood. |
|  | IAS objectives and outcomes are understood and the proposed activity(s) contributes to the outcomes of the IAS. |
|  | The assessment criteria are understood and met. |
|  | The draft grant agreement has been read.  When an application is submitted applicants must confirm that, if their application is successful, they will accept the terms of the grant agreement. If you are not able to accept the terms of the agreement, you should discuss this with the NIAA Regional Office before completing the application form. |
|  | The name and contact details of two referees who can support the claims made in the application against the assessment criteria can be provided. |
|  | If the applicant has a current NIAA grant agreement, have the Provider Reference Number ready.  The ‘Provider Reference Number’ can be found on the grant agreement. |

Completing the application form

|  | Ensure every section of the application form is completed. |
| --- | --- |
|  | Complete the application form in English. |
|  | Complete the ‘Declaration’ section of the application form. Ensure all fields are completed including the checkboxes. If completing the form online, instead of signing the document, the applicant, or person authorised to act on behalf of the applicant, should type their full name in the field. |

*Joint (consortia) applicants:*

|  | Ensure the nominated lead organisation (the applicant) is a legal entity capable of entering into a grant agreement with the Commonwealth. |
| --- | --- |
|  | Ensure the nominated lead organisation (the applicant) is a legal entity capable of entering into a grant agreement with the Commonwealth. Attach a letter of support from each consortia organisation. Ensure that each letter of support includes the information required as set out in section 7.2 of this document. |

*Non-government applicants who do not have a current grant agreement with the Agency*

If you are a non-government applicant and do not have an existing grant agreement with the Agency you will need to attach the following supporting documentation:

|  | A copy of the applicant’s most recent financial statements, such as an audited expenditure report, income and expenditure statement, or a balance sheet. |
| --- | --- |
|  | A copy of the applicants Certificate of Incorporation where relevant.  Organisations registered with Australian Charities and Not-for-profits Commission are exempt from this requirement. |
|  | If the applicant is not able to quote an ABN as required in the application form they will be required to provide a copy of a completed ‘Statement by a supplier (reason for not quoting an ABN to an enterprise)’ form that can be found on the [ATO website.](http://www.ato.gov.au/) |

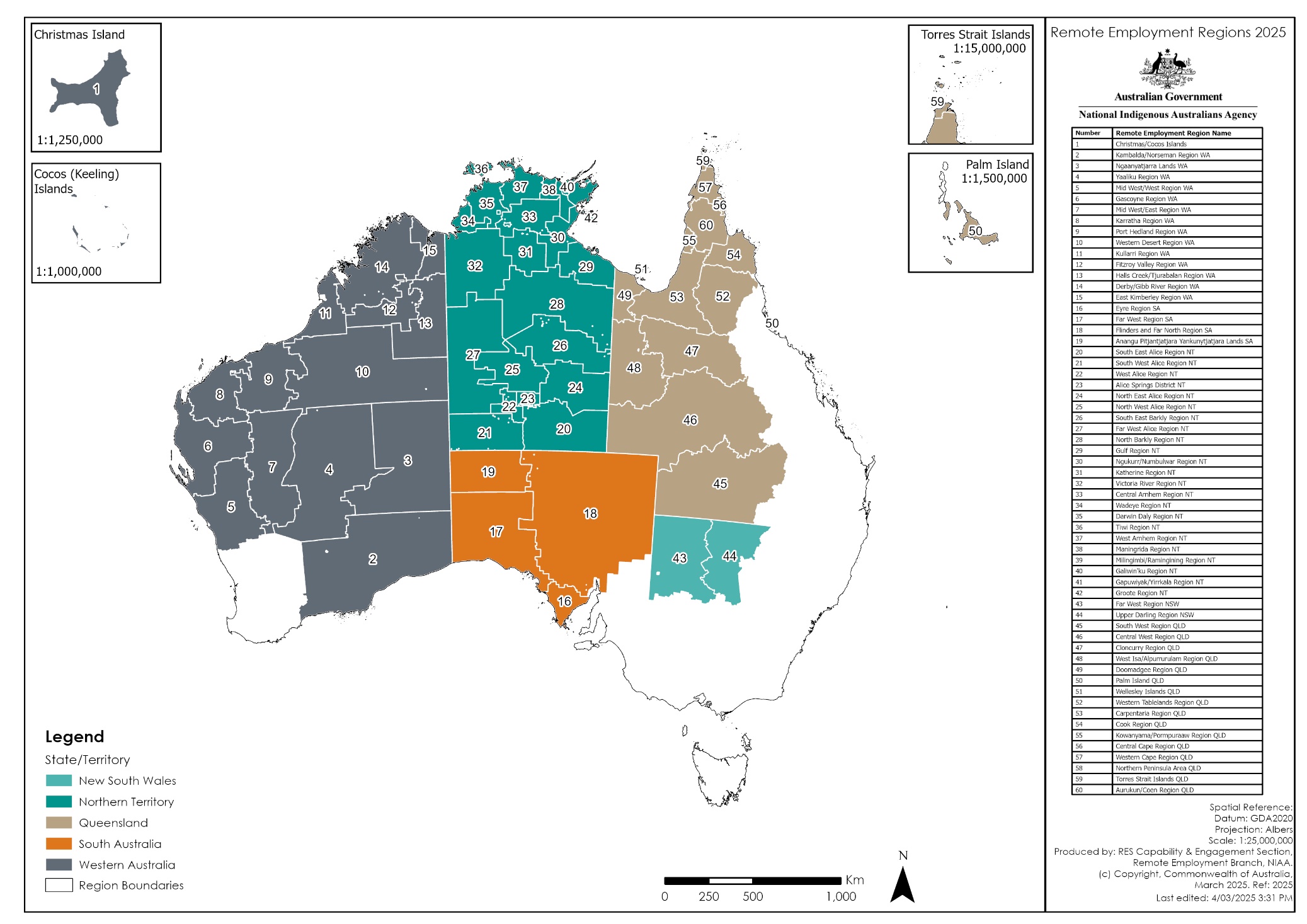
## Appendix 3: Remote Australia Employment Service Regions

The Remote Australia Employment Service (RAES) program is the Australian Government’s new remote employment service.

The RAES program will commence on 1 November 2025 and supports **participants** in remote Australia to build work ready skills, address employment barriers and contribute to their communities through a range of flexible activities. The RAES program is designed around the unique social and labour market conditions found in remote Australia.

Service **providers** in 60 regions across remote Australia will deliver the RAES program to around 40,000 participants across 75% of Australia’s landmass. The regional map and caseloads listed below outline the geographic distribution of **participants** across the 60 regions.

For further information please visit [Remote Australia Employment Regions.](https://www.niaa.gov.au/resource-centre/remote-employment-regions)

Remote Australia Employment Regions Map

Remote Employment Regional Caseloads

|  |  |  |  |
| --- | --- | --- | --- |
| Region Number | Region Name | Caseload Total\* | Area kilometres squared (nearest kilometre)\*\* |
| 1 | Christmas-Cocos Islands | 56 | 150 |
| 2 | Kambalda/Norseman Region | 510 | 351,898 |
| 3 | Ngaanyatjarra Lands | 628 | 291,650 |
| 4 | Yaaliku Region | 388 | 309,140 |
| 5 | Mid West – West Region | 837 | 125,098 |
| 6 | Gascoyne Region | 827 | 135,065 |
| 7 | Mid West – East Region | 359 | 160,258 |
| 8 | Karratha Region | 1,043 | 83800 |
| 9 | Port Hedland Region | 1,288 | 106596 |
| 10 | Western Desert Region | 521 | 315,537 |
| 11 | Kullarri Region | 481 | 54,734 |
| 12 | Fitzroy Valley Region | 957 | 63,171 |
| 13 | Halls Creek/Tjurabalan Region | 819 | 104,439 |
| 14 | Derby/Gibb River Region | 969 | 154,781 |
| 15 | East Kimberley Region | 1,256 | 41,441 |
| 16 | Eyre Region | 496 | 31,542 |
| 17 | Far West Region | 659 | 200,187 |
| 18 | Flinders and Far North Region | 812 | 495,138 |
| 19 | Anangu Pitjantjatjara Yankunytjatjara Lands | 874 | 102,405 |
| 20 | South East Alice Region | 405 | 120,222 |
| 21 | South West Alice Region | 278 | 84,409 |
| 22 | West Alice Region | 454 | 19,242 |
| 23 | Alice Springs District | 827 | 10.098 |
| 24 | North East Alice Region | 608 | 86,976 |
| 25 | North West Alice Region | 801 | 71.8 |
| 26 | South East Barkly Region | 416 | 108,124 |
| 27 | Far West Alice Region | 545 | 176,620 |
| 28 | North Barkly Region | 764 | 195,070 |
| 29 | Gulf Region | 466 | 55,147 |
| 30 | Ngukurr/Numbulwar Region | 1,236 | 37,318 |
| 31 | Katherine Region | 1,252 | 47,724 |
| 32 | Victoria River Region | 763 | 133,619 |
| 33 | Central Arnhem Region | 598 | 52,952 |
| 34 | Wadeye Region | 1,275 | 17,231 |
| 35 | Darwin Daly Region | 1,301 | 40,715 |
| 36 | Tiwi Region | 912 | 7,463 |
| 37 | West Arnhem Region | 957 | 39,571 |
| 38 | Maningrida Region | 1,121 | 9,814 |
| 39 | Milingimbi/Ramingining Region | 1,000 | 11,451 |
| 40 | Galiwin’ku Region | 858 | 5,103 |
| 41 | Gapuwiyak-Yirrkala Region | 1,252 | 14,425 |
| 42 | Groote Region | 656 | 2,601 |
| 43 | Far West Region | 272 | 146,692 |
| 44 | Upper Darling Region | 732 | 106,346 |
| 45 | South West Region | 553 | 257,260 |
| 46 | Central West Region | 306 | 335,078 |
| 47 | Cloncurry Region | 333 | 134,364 |
| 48 | West Isa/Alpurrurulam Region | 270 | 122,098 |
| 49 | Doomadgee Region | 386 | 33,821 |
| 50 | Palm Island | 607 | 71 |
| 51 | Wellesley Region | 300 | 1,253 |
| 52 | Western Tablelands Region | 978 | 92,489 |
| 53 | Carpentaria Region | 384 | 105,900 |
| 54 | Cook Region | 937 | 44,691 |
| 55 | Kowanyama/Pormpuraaw Region | 672 | 7,006 |
| 56 | Central Cape Region | 175 | 4,192 |
| 57 | Western Cape Region | 435 | 22,774 |
| 58 | Northern Peninsula Area | 461 | 1,551 |
| 59 | Torres Strait Islands | 1,280 | 887 |
| 60 | Aurukun/Coen Region | 593 | 50,577 |

\*Caseload total is a point in time snapshot of the CDP caseload as at 31 January 2025.

\*\*Area kilometres squared is based on a geodesic geometry area calculation on the CDP Regions 2024 dataset which uses the Geocentric Datum of Australia 2020.

1. Alterations and addenda include but are not limited to: corrections to currently published documents, changes to closing times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents. [↑](#footnote-ref-2)
2. Based CDP Data as at 31 December 2024 [↑](#footnote-ref-3)
3. **Providers** currently delivering CDP who are successful in applying to expand their delivery footprint under the RAES program may be required to obtain accreditation at a different category based on the increase in their caseload or other risk factors as outlined on the DEWR website. [Right Fit For Risk Cyber Security Accreditation](https://www.dewr.gov.au/right-fit-risk-cyber-security-accreditation) [↑](#footnote-ref-4)
4. A trust itself is not a legal entity and cannot enter into a grant agreement. [↑](#footnote-ref-5)
5. Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents [↑](#footnote-ref-6)
6. The ORP and the Activity Risk Assessment (ARA) help to determine the level of controls applied to your grant agreement, noting that if your ARA is high or extreme, an annual audited expenditure report will be a standard requirement under your grant agreement. For further information, please refer to section 10.8. [↑](#footnote-ref-7)
7. <https://www.ato.gov.au/> [↑](#footnote-ref-8)