

ROUND 1: CALL FOR APPLICATIONS AND GUIDELINES

Opening date:	5 October 2026
Briefing workshop:	19 October 2026, 14h00 – 17h00, ICT, ACP4Climate, Phnom Penh Centre, 5th Floor, Room#561-562, Gate E&F, Phum 1, Sangkat Tonle Basac, Khan Chamkarmon, Phnom Penh, Cambodia
Closing date and time:	18 November 2026, 17h00 ICT
Commonwealth entity:	Department of Foreign Affairs and Trade, Cambodia
Administering entity:	ACP4Climate
Enquiries:	ACP4ClimateGrants@tetrattech.com All questions must be submitted on or before 26 October 2026, 17h00 ICT
Type of grant opportunity:	Open competitive

Contents

ACP4 Climate Grants	1
1 Introduction	2
2 About ACP4Climate Grants	2
2.1 ACP4Climate outcomes	2
2.2 ACP4Climate Grants outcomes and project categories	2
3 Grant amount and grant period	3
3.1 Grants available	3
3.2 Co-contributions	3
3.3 Project scale-up	3
4 Eligibility criteria	4
4.1 Eligible applicants	4
4.2 Required qualifications	4
4.3 Ineligible applications	4
5 What the grant money can be used for	5
5.1 Eligible project categories	5
5.2 Eligible expenditure	5
5.3 Ineligible expenditure	6
6 How to apply	6
6.1 Grant Application Process	6
6.2 Relevant timeframes	6
<i>*Indicative timeframes which are subject to change as determined by ACP4Climate</i>	7
6.3 Grant applications	7
6.4 Joint (consortia) applications	7
6.5 Questions during the application process	8
7 Assessment criteria	8
8 The grant selection process	9
8.1 Assessment of grant applications	9
8.2 Value with relevant money	9
8.3 Who will assess applications?	9
9 Notification of application outcomes	10
9.1 Feedback on your application	10
10 Successful grant applications	10
10.1 The grant agreement	10
10.2 Risk based due diligence and safeguarding screening	10
10.3 How we pay the grant	11
11 Announcement of grants	11
12 How we monitor your grant activity	12
12.1 Keeping us informed	12

12.2	Reporting.....	12
12.3	Financial records and reporting	12
12.4	Compliance visits.....	13
12.5	Grant agreement variations	13
12.6	Evaluation.....	13
12.7	Acknowledgement	13
13	Probity	13
13.1	Fraud, corruption and unlawful activities.....	13
13.2	Conflicts of interest	14
13.3	Privacy.....	14
13.4	Confidential information.....	15
13.5	Sexual misconduct prevention and response	15
13.6	Child protection.....	15
13.7	Freedom of information.....	15
13.8	Enquiries and feedback	16
Annex A: Application Forms		17
Annex B: Grant Agreement.....		18



ACP4Climate is implemented by Tetra Tech International Development Pty Ltd on behalf of the Australian Government

ACP4 Climate Grants

The **ACP4Climate Grants** are designed to support the demonstration of inclusive, climate-adaptive water management practices in targeted river basins in Cambodia. These grants implemented according to the [Commonwealth Grants Rules and Principles 2024¹ \(CGRPs\)](https://www.legislation.gov.au/F2024L00854/latest/versions).



Round 1 Opening: ACP4Climate Call for Applications and Guidelines published on [AusConnect](#) and [Bongthom](#).



Briefing Workshop: ACP4Climate hosts a briefing workshop with interested applicants.



Completion and Submission of a Grant Application: Interested applicants complete and submit the application form, addressing all eligibility and assessment criteria, to be considered for a grant.



Grant Application Assessment: ACP4Climate assesses eligible applications against the assessment criteria outlined in this Call for Applications and Guidelines.



Funding Recommendation: ACP4Climate recommends applications to be funded to DFAT.



Funding Decision: DFAT decides which applications will be funded.



Notification of Outcome: ACP4Climate notifies applicants of the outcome.



Grant Agreement: ACP4Climate negotiates a grant agreement with successful applicants.



Grant Implementation: Grantees implement their projects as set out in the grant agreement. ACP4Climate monitors progress and makes payments based on completion of agreed milestones.



Evaluation of Projects: ACP4Climate evaluates projects and identifies lessons learned to inform future ACP4Climate grant rounds.

¹ <https://www.legislation.gov.au/F2024L00854/latest/versions>

1 Introduction

This Call for Applications and Guidelines contains information about **ACP4Climate Grants Round 1**, which is implemented in accordance with ACP4Climate's Head Contract with the Australian Department of Foreign Affairs and Trade (DFAT), the [CGRPs 2024](#) and associated DFAT resource management guides.

This document sets out:

- the purpose of ACP4Climate Grants
- the eligibility and assessment criteria and how to apply
- how grant applications are considered and selected
- how successful grantees are notified, contracted and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations of grantees in relation to ACP4Climate Grants.

ACP4Climate is responsible for the design and management of the ACP4Climate Grants, including providing technical expertise in the assessment of applications, and providing administrative, financial and regulatory oversight of projects implemented under the program.

DFAT Cambodia is responsible for setting the strategic direction and providing governance and oversight of the grants program and approving all projects to be funded by ACP4Climate Grants.

ACP4Climate will issue grants on a competitive basis that contribute to the achievement of ACP4Climate Grants outcomes, as further described below. Any grants awarded on a non-competitive basis under ACP4Climate Grants will be documented with appropriate justification and approved by DFAT.

2 About ACP4Climate Grants

2.1 ACP4Climate outcomes

ACP4Climate Grants are a key component of ACP4Climate - the flagship climate investment of DFAT in Cambodia, delivered in partnership with Cambodia's Ministry of Water Resources and Meteorology (MOWRAM). Supported by DFAT, ACP4Climate supports Cambodia to adapt and reduce vulnerability to climate change through improved integrated water resource management (IWRM) and strengthened community-based resilience.

ACP4Climate works with government, the private sector, and civil society partners to strengthen national and subnational water planning, guide climate-resilient water investments, and scale inclusive and innovative solutions for climate-resilient IWRM. ACP4Climate works closely with women, people with disability, indigenous peoples, and marginalised groups to ensure that they shape and benefit from improved water governance.

ACP4Climate End of Program Outcomes (EOPO) are:

- water ministries have strengthened governance of water
- subnational administrations, private sector and CSO partners are implementing inclusive climate adaptive water management strategies in target river basins.
- women, people with disability, indigenous peoples and marginalised groups are meaningfully engaged in, shape and benefit from improved resilient water governance.

2.2 ACP4Climate Grants outcomes and project categories

To be eligible for funding under ACP4Climate Grants Round 1, you must demonstrate that your project will contribute to one or more of the following outcomes:

- **Outcome 1:** water users and relevant actors, including community-based organisations (CBOs), civil society organisations (CSOs), private sector and subnational authorities, strengthen inclusive water governance and IWRM to improve climate and disaster resilience.
- **Outcome 2:** water users and relevant actors use evidence, knowledge, capabilities, systems and tested approaches to improve inclusive water management decisions, planning and practice in response to climate and disaster risks.
- **Outcome 3:** communities and other local actors strengthen their role in identifying, planning and implementing locally led water management and climate adaptation priorities, including through engagement in relevant government planning processes.
- **Outcome 4:** women, people with disability, Indigenous Peoples and other marginalised groups strengthen their participation, leadership and influence in water governance and climate adaptation, and address barriers to their meaningful participation.

3 Grant amount and grant period

3.1 Grants available

ACP4Climate Grants Round 1 will make up to USD \$1,500,000 in funding available to eligible projects. Threshold amounts and relevant timeframes for grant funding under Round 1 are as follows:

Project Categories	Duration	Indicative Grant Range ² (USD)
Category 1: Demonstration Projects (see further details below)	Up to 24 months	\$150,000 - \$250,000
Category 2: Research Projects (see further details below)	Up to 18 months	\$50,000 - \$150,000

3.2 Co-contributions

ACP4Climate encourages applicants to contribute in-kind to the implementation of projects and to seek funding from other sources. Co-contributions (in-kind or cash) from applicants and other parties demonstrate commitment to the grant project and will strengthen your application.

ACP4Climate may, at its discretion, provide matching funding in respect of cash contributions proposed by an applicant in its proposed budget. The amount and proportion of matching funding will be determined by ACP4Climate on a case-by-case basis as part of the assessment process.

Any proposed cash contributions must be supported by a commitment letter from the contributing entity specifying the amount, purpose and expected timing of the contribution. ACP4Climate may request further information or evidence regarding the availability, source and conditions of the proposed contribution before approving any matching funding.

3.3 Project scale-up

Following completion of the initial grant period and subject to a satisfactory evaluation conducted by ACP4Climate, additional funding may be made available to support scale-up initiatives proposed by grantees. Any such scale-up funding will be considered on a merit-based basis and will be directed

² This range is provided for guidance only and does not constitute a minimum or maximum funding commitment. The final amount awarded will be determined on a case-by-case basis, subject to the merits of the proposal, value for money, available funding and the applicable assessment and approval processes.

toward activities that demonstrate clear potential to expand, replicate, or deepen the project's outcomes and impact. The provision of further funding will be contingent on demonstrated performance, continued alignment with the objectives of ACP4Climate Grants, availability of funds, compliance with all applicable grant conditions and reporting requirements, and DFAT approval.

4 Eligibility criteria

4.1 Eligible applicants

To be eligible for funding under ACP4Climate Grants Round 1, you must be legally registered to operate in Cambodia with the requisite Cambodian government ministries and be capable of entering into a grant agreement with Tetra Tech as one of the following:

- an international non-governmental organisation (INGO)
- a local non-governmental organisation (NGO)
- an academic institution or research institute.

Applicants who do not meet the above eligibility requirements will not be considered for funding under Round 1.

4.2 Required qualifications

In addition to the above eligibility requirements, you must:

- possess sound managerial, technical, and institutional capacities to achieve grant results, taking into account the complexity of the activities you propose to implement
- possess internal controls to safeguard assets and to protect against fraud, waste, and conflicts of interest
- be in good standing with all civil and fiscal authorities
- possess financial accountability and maintain detailed records of all expenses
- be able to enter into a grant agreement with Tetra Tech and comply with all applicable Cambodian and Commonwealth Government laws, guidelines, regulations and policies where relevant throughout grant implementation as specified in the grant agreement.

4.3 Ineligible applications

The following are not eligible to receive funding under ACP4Climate Grants:

- individuals
- political parties, including their subsidiaries or affiliates
- organisations or their key personnel that appear on the list of World Bank of Ineligible Firms and Individuals (<https://www.worldbank.org/en/projects-operations/procurement/debarred-firms>) ('**World Bank List**'); the Asian Development Bank Sanctions List (<https://sanctions.adb.org/sanctions/published>); the Governor General's listed terrorist organisations (<https://www.nationalsecurity.gov.au/what-australia-is-doing/terrorist-organisations/listed-terrorist-organisations>); the DFAT Consolidated List of sanctions, accessed at: <https://www.dfat.gov.au/international-relations/security/sanctions/consolidated-list>, or any similar list
- government agencies or bodies (including government business enterprises)
- Public International Organisations
- any other organisation not approved by DFAT.

5 What the grant money can be used for

5.1 Eligible project categories

The following categories of project will be eligible for funding under ACP4Climate Grants Round 1:

- **Category 1 – Demonstration Projects** which test, pilot, prove or scale-up an idea, model, program, or service in real-world conditions and scenarios in inclusive water governance and IWRM strategies, demonstrating effectiveness and scalability.
- **Category 2 – Research Projects** which generate, analyse, disseminate and apply credible evidence on climate-adaptive water-resource management, governance, WASH, livelihoods or related resilience issues through actionable practices and innovations (partnerships with Australian universities encouraged).

Gender equality, disability and social inclusion (GEDSI) must be mainstreamed across all projects.

5.2 Eligible expenditure

You can only spend the grant on agreed project activities. Eligible expenditure items include, to the extent required for implementation of your project:

- **Personnel and specialist fees** - salaries, wages, stipends, honoraria, and consultant or contractor fees for staff, facilitators, trainers, technical specialists, researchers, enumerators, monitoring and evaluation personnel, and inclusion or accessibility advisers directly engaged in the administration and implementation of grant project activities.
- **Community engagement and consultation costs** - costs associated with community consultations, participatory planning, stakeholder meetings, workshops, and related facilitation, including venue hire, meeting materials, refreshments, participant transport reimbursements, interpretation, translation, and other reasonable meeting expenses.
- **Training, mentoring, and capacity-building costs** - costs of training workshops, mentoring activities, practical demonstrations, training materials, trainer fees, venue hire, and related travel and logistical expenses.
- **Research, surveys, and baseline studies** - costs associated with field research, baseline assessments, surveys, data collection, sampling, analysis, reporting, and use of survey tools or software.
- **Pilot, field demonstration, and implementation costs** - costs of small-scale pilot activities, field demonstrations, agricultural equipment and related inputs, consumables, and operational expenses necessary to test, demonstrate, or validate approaches.
- **Water user association strengthening costs** - costs incurred to strengthen water user associations or similar community institutions, including capacity-building, governance support, record-keeping tools, and member engagement activities.
- **Inclusion and accessibility costs** - costs incurred to ensure inclusive participation and accessibility, of women, people with disability, indigenous peoples or other vulnerable or excluded populations in project activities.
- **Monitoring, learning, and reporting costs** - costs for monitoring and evaluation systems, learning reviews, data management, documentation, progress reporting, and associated tools or platforms.
- **Communications and knowledge-sharing costs** - costs for preparation, design, translation, printing, publication, dissemination, photography, videography, and other knowledge-sharing products and communications materials directly related to a project.
- **Equipment and tools** - costs for equipment, tools, devices, software licenses, and field instruments necessary to support the approved activities, provided such items are not capital expenditures of a substantial nature.
- **Travel and transport** - reasonable travel, transport, accommodation, and per diem costs that are directly necessary for implementation of the project.

- **Administrative costs** - up to 10% of the proposed project budget can be allocated to the administrative costs of an organisation where those costs are reasonable, necessary, attributable to the funded project and included in the approved budget.

If your application is successful, ACP4Climate may ask you to verify costs that you provided in your proposed budget. You may be requested to provide evidence such as quotations for major costs. ACP4Climate will make the final decision on what is eligible expenditure and may provide additional guidance on eligible expenditure if required.

5.3 Ineligible expenditure

You cannot use the grant for the following activities/expenditures:

- capital expenditure, including the purchase of real estate, land, vehicles, and major construction/capital works
- commercial or profit subsidising activities
- equipment purchases, including computers, office furniture and equipment, or similar assets which are not directly allocated to grant project implementation
- retrospective costs, i.e, expenses incurred before the grant project starts
- alcoholic beverages including where alcohol is purchased as part of meetings, events, functions or hospitality
- costs incurred in the preparation of a grant application or related documentation, and
- any other activities or expenditures other than those specified under Section 5.2 above.

6 How to apply

6.1 Grant Application Process

You must first review and follow:

- this Call for Applications and Guidelines
- the eligibility criteria
- the application process and timeframes
- the assessment criteria
- the list of eligible and ineligible activities/expenditures.

You are strongly encouraged to attend the briefing workshop to learn more about:

- the objectives of ACP4Climate Grants Round 1
- the types of projects ACP4Climate intends to fund
- the application process.

Following the briefing workshop, you will be invited to prepare a grant application using the template attached at Annex A which addresses all required assessment criteria outlined in Section 7 below.

6.2 Relevant timeframes

Stage	Timeframe
Round 1 Opening Date	5 October 2026
Briefing workshop with interested organisations	19 October 2026, 14h00 – 17h00 ICT
Final date and time for submission of enquiries	26 October 2026, 17h00, ICT

Stage	Timeframe
Round 1 Closing Date and Time	18 November 2026, 17h00, ICT
Assessment of applications	By 16 December 2026*
Notification of successful applications	By 23 December 2026*
Grantee due diligence and grant agreement negotiation	By January 15, 2027*
Kick off meeting with grantees and commencement of grant projects	22 January 2027*
Completion of research projects, including final reporting	30 June 2028*
Completion of demonstration projects, including final reporting	31 December 2028*

**Indicative timeframes which are subject to change as determined by ACP4Climate*

6.3 Grant applications

Your application and supporting documentation should be submitted in English by email to ACP4ClimateGrants@tetrattech.com on or before the Closing Date and Time using the template provided at Annex A. Applications received after the Closing Date and Time will not be accepted. ACP4Climate will acknowledge receipt of your application within one working day.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Cth). ACP4Climate 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 us immediately at ACP4ClimateGrants@tetrattech.com. ACP4Climate does not have to accept any additional information, or requests from you to correct your application after the Closing Date and Time. If ACP4Climate finds 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.

You must attach the following supporting documentation along with your completed application form:

- Budget and notes (Use budget format in Excel)
- Implementation Plan
- Staffing Plan
- Reference List
- Applicant Certification.

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

6.4 Joint (consortia) applications

ACP4Climate recognises that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a 'lead organisation' who will be responsible for submitting the grant application, entering into a grant agreement with Tetra Tech, and managing grant funding.

If you are applying as a group, your application must identify all other members of the proposed group and include a letter of support from each of the group members. Letters of support should include:

- contact details and legal registration status of the partner organisation
- an overview of how the partner organisation will work with the lead organisation to successfully implement the project, and
- the relevant experience and/or expertise and resources the partner organisation will contribute to the project,

If your group is successful, you must have a formal arrangement in place with your partners prior to execution of a grant agreement with Tetra Tech.

6.5 Questions during the application process

All questions regarding Round 1 should be submitted to ACP4ClimateGrants@tetrattech.com, on or before 26 October 2026, 17h00 ICT.

ACP4Climate will respond to all questions received by email within five working days. Formal responses to questions will be posted on [AusConnect](#) and [Bongthom](#) for the benefit of other applicants.

7 Assessment criteria

Your application will be assessed based on the following criteria which must be clearly demonstrated in your technical application:

1. Technical Approach and Methodology – 45%

- Strategic alignment with one or more of the ACP4Climate Grants outcomes
- Clear, logical, and feasible approach to project delivery
- Realistic implementation plan, sequencing of activities and timeframes
- Demonstrate that project delivery will be locally led, strengthen local resilience and result in long-term outcomes after completion
- Monitoring, evaluation and learning (MEL) arrangements, including approach to measuring results and outcomes, monitoring and reporting arrangements, approach to collecting GEDSI disaggregated data and the generation of lessons learned.
- *For Demonstration Projects:*
 - Explain how the project will test and validate a no regrets initiative on inclusive water governance and IWRM strategies; this should demonstrate how the project will leverage existing activities and/or initiatives to demonstrate and scale up.
 - Identify approaches measuring success and considerations for scaling up good practice activities.
- *For Research Projects:*
 - Demonstrate how the project will generate actionable evidence on climate-adaptive water governance and identify actionable practices to guide future implementation of water governance initiatives.
 - Provide clear arrangements for monitoring research delivery and quality, track uptake and use of findings and incorporate user and community feedback to improve their usefulness.

2. GEDSI – 10%

- Demonstrated GEDSI sensitive, responsive, or transformative approach that does no harm.
- Demonstrated understanding of the GEDSI context specific to project activities (i.e. a GEDSI analysis), such as current opportunities and barriers to inclusive decision making relating to water resource management.
- Integration of GEDSI throughout the activity, including consideration of representation in stakeholder engagement, decision making functions, and assessment of how project activities may impact on different GEDSI groups.

3. Organisational Capacity, Past Performance and Risk Management – 20%

- Technical, managerial and administrative capacity to deliver the project successfully
- Relevant organisational experience, staff expertise, governance arrangements and partnerships
- Demonstrated performance in implementing grants funded by DFAT or other international donors
- Capacity to comply with DFAT requirements for ethical financial administration and grant management, and DFAT policies and requirements relating to protection from sexual exploitation, abuse and harassment, child protection, modern slavery.

4. Budget and Value with Relevant Money – 25%

- Appropriate access to expertise, personnel and other resources, including adequate resourcing for MEL and GEDSI
- Effective and practical delivery arrangements
- Demonstrated existing resources and activities that are aligned with the project
- Demonstrated value with relevant money
- Opportunities for co-contributions of additional and/or complementary funding.

8 The grant selection process

8.1 Assessment of grant applications

Following confirmation of eligibility, ACP4Climate will assess your application against the assessment criteria specified in Section 7. ACP4Climate will consider each application on its merits, based on:

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

8.2 Value with relevant money

When assessing the extent to which your application represents value with relevant money, ACP4Climate will have regard to:

- the overall quality of your proposal and objectives to be achieved
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the identified objectives and outcomes
- how the project or activities will benefit target groups or individuals.

8.3 Who will assess applications?

An assessment committee established by ACP4Climate will assess the merits of each application against the assessment criteria and the merits of all other eligible applications.

All assessment committee members and external experts/advisors involved in the review of grant applications are required to certify in writing that they will not disclose any part of the grant applications to any unauthorised person and that they have no actual, potential, or perceived conflict of interest in relation to the applicants or the grant applications under review.

ACP4Climate will take measures to ensure each member of the assessment committee fully understands his/her responsibilities, and that each member has a consistent understanding of the assessment criteria and weightings. Assessment committee members will assess all applications objectively, independently and uniformly in writing against the assessment criteria and corresponding weightings.

Following the individual review, ACP4Climate will convene an assessment committee meeting to discuss the results of the individual assessments, rank applications, and finalise selection of the applicants. During this process, the assessment committee will note any questions and points of clarification required to be addressed by successful applicants during the grant agreement negotiation stage.

Following completion of the assessment process, the assessment committee will provide recommendations to DFAT on which applications should be approved for grant funding under Round 1. DFAT is responsible for deciding which applications will be approved for funding under Round 1. There is no appeal mechanism from DFAT decisions to approve or not approve a grant.

9 Notification of application outcomes

ACP4Climate will advise you of the outcome of your application and of any specific conditions attached to the grant by email in late December 2026.

9.1 Feedback on your application

If you are unsuccessful, you may request feedback within five business days of being advised of the outcome. ACP4Climate will provide you with written feedback within 15 business days of your request. You can submit a new application in future rounds of ACP4Climate Grants, and any feedback provided by ACP4Climate should be addressed in your future application.

10 Successful grant applications

10.1 The grant agreement

Following notification that you have been successful in your application, ACP4Climate will arrange a meeting with you to provide feedback from the assessment committee and suggest any changes to your proposal to address any gaps or missing information. You may be required by ACP4Climate to make changes to your proposal or budget during grant agreement negotiations.

You will be required to enter into a legally binding grant agreement with Tetra Tech as the managing contractor of ACP4Climate Grants on behalf of DFAT in the format provided at Annex B. The general terms and conditions of this grant agreement cannot be changed.

You must not start any project activities until you have entered into a grant agreement with Tetra Tech. If you choose to start your project before you have an executed grant agreement, you do so at your own risk and ACP4Climate will not be responsible for any of your expenditure prior to execution of a grant agreement.

ACP4Climate will notify you two months before your grant agreement is due to cease whether your agreement will be extended, whether a new grant opportunity will be made available, or whether your grant agreement will cease.

10.2 Risk based due diligence and safeguarding screening

Before a grant agreement is executed, ACP4Climate will undertake risk-based due diligence and safeguarding screening to confirm your organisation's suitability and capacity to receive and manage DFAT funding. This will include screening against relevant sanctions and debarment lists and completion of Tetra Tech's pre-award due diligence and safeguarding assessment. Depending on the nature and risk profile of the proposed project, the assessment may consider your organisation's:

- governance, legal status and organisational capacity
- financial management, internal controls and fraud and corruption risk management
- child protection, PSEAH and other environmental and social safeguarding arrangements
- modern slavery and supply-chain risks
- risk management, complaints and incident reporting arrangements, and
- previous experience and performance managing comparable grants or projects.

You may be required to provide additional supporting information, including relevant organisational policies and procedures, financial information, details of similar grants or contracts implemented during the previous three years, and corresponding references.

Where the due diligence process identifies gaps or risks, ACP4Climate will apply a proportionate and risk-based approach and work with you where appropriate to agree reasonable risk treatments or capacity-strengthening measures, which may be incorporated as conditions of the grant agreement and monitored during implementation. This may include additional controls, training, reporting, safeguarding measures or other actions appropriate to the identified risk.

A grant agreement will only be issued where ACP4Climate and DFAT are satisfied that identified risks can be appropriately managed and all applicable due diligence and safeguarding requirements have been met. ACP4Climate may decline to proceed with the award of grant funding where risks cannot be adequately mitigated or where an applicant does not meet mandatory DFAT, safeguarding, sanctions or other compliance requirements.

Due diligence does not end when the grant agreement is signed. ACP4Climate will monitor relevant financial, fiduciary, safeguarding and other risks throughout implementation, and grantees will be required to notify ACP4Climate of material changes that may affect their risk profile or ability to meet grant requirements.

ACP4Climate will maintain appropriate records of grant negotiations, due diligence and safeguarding assessments, agreed risk treatments and associated decisions.

10.3 How we pay the grant

The grant agreement will state:

- the maximum grant amount to be paid
- eligible expenditures covered by the grant
- any financial or in-kind contributions you will make
- any financial contribution provided by a third party
- milestones to be achieved prior to each payment.

ACP4Climate will not exceed the maximum grant amount stated in the grant agreement under any circumstances. If you incur any extra costs in implementing your project, you must meet them yourself, unless agreed in writing with Tetra Tech via grant agreement variation.

ACP4Climate will make an initial payment to you upon execution of the grant agreement. Subsequent payments will be made as agreed activities are completed, agreed milestones are achieved and required reports are submitted. Payments will be subject to satisfactory progress and verification by ACP4Climate of agreed milestones and reports.

ACP4Climate will set aside 15% of the total grant funding for the final payment. ACP4Climate will pay this when you submit a satisfactory final outcomes-focused report demonstrating completion of outstanding activities and obligations and achievement of project outcomes.

11 Announcement of grants

If successful, details of your grant will be published through relevant Australian Government and ACP4Climate channels within 21 calendar days of the date of effect, in accordance with the CGRPs.

12 How we monitor your grant activity

12.1 Keeping us informed

You must inform ACP4Climate if anything is likely to affect the timely implementation of your grant project, or of any key changes to your organisation or its business activities, particularly if they will affect your ability to implement your grant project. You must also inform ACP4Climate of any changes to your:

- name
- address
- nominated contact details
- bank account details
- business structure.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact ACP4Climate immediately.

12.2 Reporting

You must submit progress and completion reports as required by the grant agreement. ACP4Climate will remind you of your reporting obligations before a report is due. You will be expected to report on:

- evidence of progress towards completion of project activities
- results and achievement of project outcomes
- total eligible expenditure incurred, and
- opportunities for scale-up of your project.

ACP4Climate will monitor your grant implementation progress by assessing the reports you submit, conducting compliance visits, or requesting financial records to confirm details of your reports if necessary. In certain instances, ACP4Climate may need to re-examine claims, seek further information or request an independent audit of claims and payments.

ACP4Climate may also ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3 Financial records and reporting

Financial reporting requirements, if any, will be proportionate to grant value and risk. Financial assurance of your grant project will be maintained through detailed budget review and approval by ACP4Climate prior to signing the grant agreement, and robust verification of completed deliverables by ACP4Climate prior to the release of all milestone-based payments.

You are required to maintain a record of actual spending against the approved budget for your project. This includes any contracts for goods and services purchased for your project, invoices for goods and services, and evidence of corresponding payments. Supporting documents should provide sufficient information to support all payments made under your grant agreement, including a clear description of what the payment is for, when it is was made, who was it made by and who it was paid to.

ACP4Climate may request financial documentation to verify that your grant is being spent in accordance with the grant agreement, you are following appropriate accounting standards and maintaining required records. ACP4Climate may also ask you to provide a financial report signed by an authorised representative of your organisation or an independent auditor verifying the grant was spent in accordance with the grant agreement.

12.4 Compliance visits

ACP4Climate will conduct regular site visits and conduct internal compliance reviews, where appropriate, to ensure your compliance with the grant agreement. ACP4Climate will provide you with reasonable notice of any compliance visit.

12.5 Grant agreement variations

ACP4Climate recognises that unexpected events may affect the implementation of your activity or project. In these circumstances, you can request a variation to your grant agreement by sending an email to ACP4ClimateGrants@tetrattech.com outlining the requested change and providing reasonable justification.

You should not assume that a variation request will be successful. ACP4Climate will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.6 Evaluation

ACP4Climate will evaluate your project to measure how well the expected objectives and outcomes have been achieved. ACP4Climate may use information from your application and reports for this purpose. ACP4Climate may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes. You may be contacted up to four years after project completion for more information to assist with this evaluation.

12.7 Acknowledgement

The ACP4Climate logo should be used on all materials related to your project. Whenever the logo is used, the publication must also acknowledge the Australian Government as follows:

Supported by the Australian Government through the Australia Cambodia Partnership for Climate Resilience (ACP4Climate).

13 Probity

ACP4Climate will make sure that its grants process is fair, is conducted according to this Call for Applications and Guidelines, is consistent with the CGRPs and incorporates appropriate safeguards against fraud and corruption, unlawful activities and other inappropriate conduct.

This Call of Applications and Guidelines may be changed from time-to-time by ACP4Climate. Any changes will be published by way of an addendum on [AusConnect](#) and [Bongthom](#). If you are interested in submitting an application under Round 1, please send an email to ACP4ClimateGrants@tetrattech.com and you will be automatically notified of any addendums issued in relation to ACP4Climate Grants Round 1.

13.1 Fraud, corruption and unlawful activities

ACP4Climate has a zero-tolerance approach to fraud, corruption, and the misuse of grant funds and is committed to minimising the incidence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies. All grantees are required to comply with DFAT's [Fraud Policy Statement](#) and [Fraud, Corruption and Control Toolkit](#) for funding recipients.

You should be aware of your obligations under the [National Anti-Corruption Commission Act 2022](#)³, noting that under the Act grantees will generally be considered 'contracted service providers' [see [NACC fact sheets](#)⁴].

Where ACP4Climate has reasonable concerns about how grantees are managing grant funds, ACP4Climate may require an explanation and additional supporting documentation. If this does not alleviate concerns, ACP4Climate may require grantees to undertake an independent financial audit. The cost of the audit will be deducted from the funded project budget. ACP4Climate reserves the right to refuse payment of any milestones pending review of grant project expenditure and resolution.

ACP4Climate is required to report all instances of suspected, alleged or committed fraud or corruption to DFAT within five business days of becoming aware of the case. All cases of fraud and corruption are handled in a confidential, prompt and professional manner. Where fraud is determined to have occurred, ACP4Climate may pursue criminal charges per DFAT's requirements and local laws.

13.2 Conflicts of interest

Any conflicts of interest, or perceived conflicts of interest can affect the performance of ACP4Climate Grants. There may be a conflict of interest, or perceived conflict of interest, if ACP4Climate staff, any member of a committee or advisor and/or you or any of your personnel, including sub-contractors have:

- a professional, commercial or personal relationship with a party who can influence the application selection process
- a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, or
- a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the ACP4Climate in writing immediately.

13.3 Privacy

ACP4Climate will treat your personal information according to the [Privacy Act 1988](#)⁵ and the [Australian Privacy Principles](#)⁶.

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

ACP4Climate may use and disclose information about grant applicants and grant recipients in any other Australian Government business or function. This includes disclosing grant information to DFAT as required for reporting or compliance purposes.

As part of your application, you declare that you will comply with the Privacy Act and the Australian Privacy Principles and that you will impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal

³ <https://www.legislation.gov.au/C2022A00088/latest/text>

⁴ <https://www.nacc.gov.au/resource-centre/nacc-fact-sheets>

⁵ <https://www.legislation.gov.au/C2004A03712/latest/text>

⁶ <https://www.oaic.gov.au/privacy/australian-privacy-principles>

information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by DFAT would breach an Australia Privacy Principle as defined in the Privacy Act.

13.4 Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than to ACP4Climate, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

ACP4Climate may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form ACP4Climate considers acceptable.

ACP4Climate will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

- you clearly identify the information as confidential and explain why ACP4Climate should treat it as confidential,
- the information is commercially sensitive, and revealing the information would cause unreasonable harm to you or someone else.

ACP4Climate will not be in breach of any confidentiality agreement if the information is disclosed to DFAT employees and contractors to help us manage the program effectively, including for an integrity purpose.

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

13.5 Sexual misconduct prevention and response

ACP4Climate has a zero-tolerance approach to sexual exploitation, abuse and harassment. It is expected that all individuals participating in ACP4Climate Grants will comply with [DFAT's Protection from Sexual Exploitation, Abuse and Harassment Policy](#). Any allegations or reports of misconduct will be taken seriously. The Sex Discrimination Act 1984 (Cth) defines the nature and circumstances which sexual harassment is unlawful.

13.6 Child protection

ACP4Climate has a zero-tolerance approach child exploitation or abuse. It is expected that all individuals participating in ACP4Climate Grants will adhere to [DFAT's Child Protection Policy](#). If your project may involve contact with children, may have an impact on children, or you, your staff or partner organisation will work with children as part of the project activities, then a child protection risk assessment of your project will be required. This may include obtaining and providing proof of a working with children check.

13.7 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](#)⁷ (FOI Act).

⁷ <https://www.legislation.gov.au/C2004A02562/latest/versions>

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

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing by email to: foi@pmc.gov.au.

13.8 Enquiries and feedback

Any enquiries or complaints about a grant process must be provided in writing and addressed to: ACP4ClimateGrants@tetrattech.com.

Annex A: Application Forms

Annex A.1 - Technical Application Form (see attached)

Annex A.2 - Budget Application Form (see attached)

Annex B: Grant Agreement

Annex B – Grant Agreement (see attached)