



Australian Government

**Department of Infrastructure, Transport,
Regional Development, Communications and the Arts**

Airservices Australia Enroute Charges Payment Scheme Guidelines

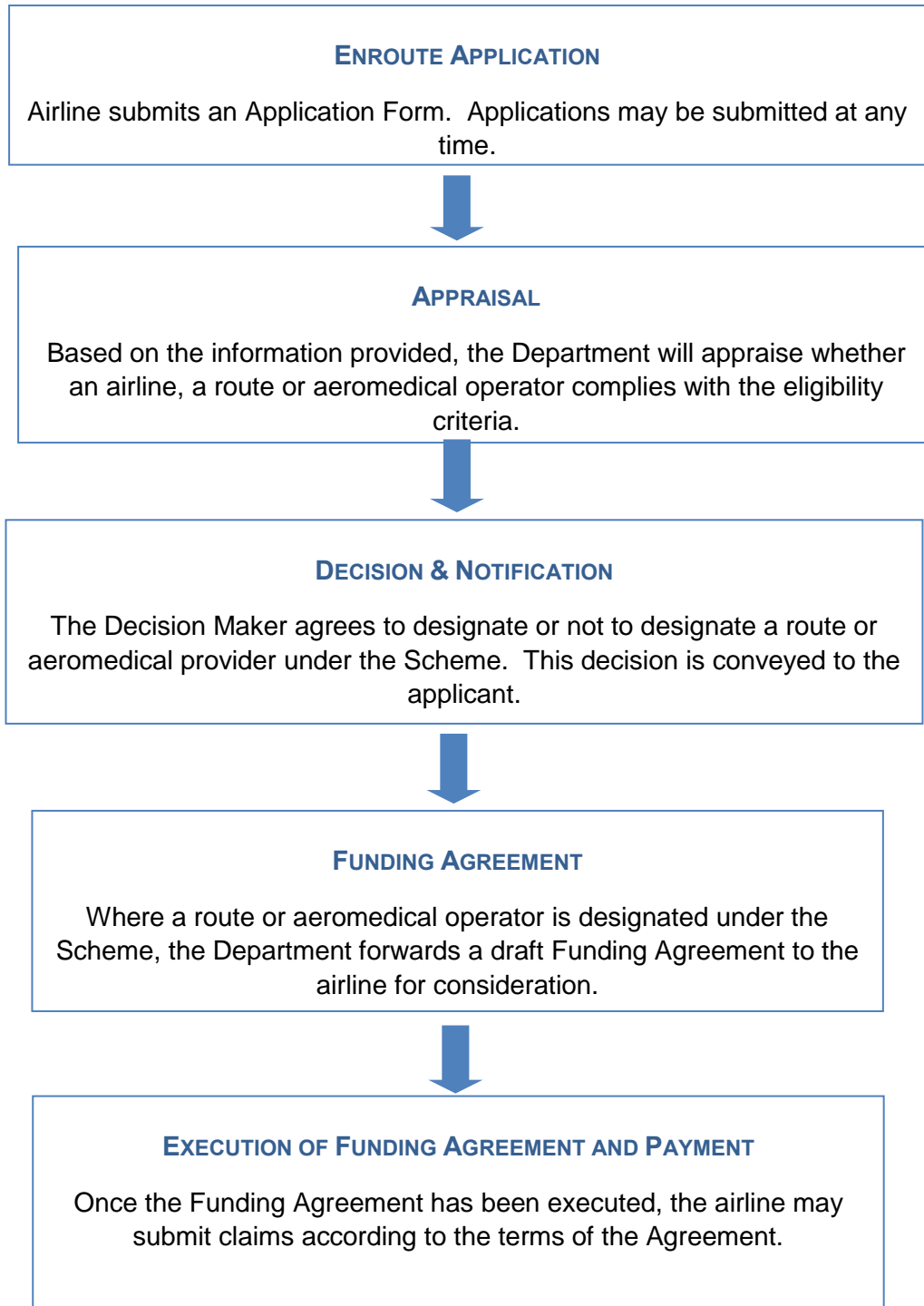
Opening date:	Continuing Program
Closing date and time:	Applications can be lodged at any time.
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development, Communications and the Arts.
Administering entity	Department of Infrastructure, Transport, Regional Development, Communications and the Arts. **(<i>Neither Hub has been in a position to contract yet</i>)
Enquiries:	If you have any questions, contact Program Manager Airservices Australia Enroute Charges Payment Scheme Email: enroute@infrastructure.gov.au
Date guidelines released:	Continuing program
Type of grant opportunity:	Demand-driven (Eligibility-based)

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Airservices Australia Enroute Charges Rebate Scheme

Process Flowchart



1.1 Introduction

These guidelines contain information for the Airservices Australia Enroute Charges Payment Scheme (the Scheme) grants.

The Airservices Australia Enroute Charges Payment Scheme (the Scheme) commenced on 1 January 2002 and was introduced against the background of the collapse of Ansett on September 12, 2001 to assist in ensuring the continuation of air services to regional Australia.

You must read this document before applying for a grant.

This document sets out:

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

2. About the grant program

The Scheme supports commercial airlines operating to regional and remote areas. This will assist in supporting air transportation, vital to so many regional communities. Support is targeted to support low volume and new routes to small regional and remote communities.

The Scheme continues to provide reimbursement of enroute charges for aeromedical services to regional and remote areas.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

2.1 About the Airservices Australia Enroute Charges Payment Scheme grant opportunity

The aim of the program is to provide regional and remote communities with access to essential air services that can in turn connect these smaller communities with the rest of Australia. The Scheme supports regional commercial airlines operating low volume and new routes to regional and remote communities; as well as aeromedical providers. The Government's policy for aviation encourages the growth of regional aviation services across Australia and the expansion of the current network by giving impetus for operators to test whether a new route can be commercially viable in time.

The Grant Program Process Flowchart on the previous page outlines the roles and responsibilities of each party.

The Decision Maker for the awarding of grant funding under these guidelines is the Senior Executive within the Department with responsibility for administering the Scheme.

The Minister for Infrastructure, Transport, Regional Development and Local Government has the discretion to approve or not approve consideration of assistance in special circumstances.

3. Grant amount and grant period

The Scheme has total funding of \$2.0 million per annum.

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

The program commences on the date of the release of these guidelines. The program will operate at the Government's discretion.

Applications can be submitted at any time.

4. Eligibility criteria

We cannot consider your application if it does not satisfy all the eligibility criteria.

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

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN);
- be registered for the purposes of GST;
- be a permanent resident of Australia;
- have an account with an Australian financial institution; and
- be one of the following entity types:
 - a company incorporated in Australia
 - a company incorporated by guarantee
 - an incorporated trustee on behalf of a trust
 - an incorporated association
 - a limited partnership
 - a joint application²
 - a registered charity or not-for-profit organisation
 - an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#).

4.2 Commercial Passenger Services

4.2.1 Application Process and Funding Agreement

An airline will be required to apply on the Application Form to have a route designated as eligible under the Scheme before any claims for assistance can be made. Applications can be lodged at any time.

Airlines wishing to apply for the designation of more than one route need only provide one application itemising all routes. However, each route in an application will be appraised separately and not all routes may be found to be eligible.

Once a route is designated as eligible, the airline will be required to enter into a funding agreement with the Commonwealth, represented by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department). The funding agreement will provide the framework for the provision of assistance and the mechanism for submitting claims. Unless otherwise agreed, it is envisaged there would be only one funding agreement for each airline covering all designated routes operated by that airline.

² The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 6.2 'Grant Applications from Consortia'

A list of all designated routes will be published on the Department's website:
<https://www.infrastructure.gov.au/aviation/regional/>

4.2.2 Route Eligibility

Meeting the following criteria will lead to a route being designated as eligible to claim assistance.

a) Existing Service

An airline is eligible for reimbursement of 60 per cent of the enroute charges for an existing service where:

- The airline has a current Australian air transport (formerly Regular Public Transport (RPT)) Air Operator's Certificate (AOC) that authorises scheduled air transport operations on the route and authorises the aircraft / aircraft type for air transport services;
- Services are to be operated as scheduled air transport operations (unscheduled air transport operations are NOT eligible);
- The route is to be to/from a Regional or Remote location, as defined by the Australian Standard Geographical Classification (ASGC);
- The route is serviced by a single operator;
- The route has no more than 15,000 passenger movements per annum;
- The route does not otherwise receive a subsidy for flight costs from any level of government;
- The proposed route is shown to have an economic and/or social impact on the community;
AND
- The aircraft type used on the route has a maximum take-off weight (MTOW) of 15,000Kg or less.

The figure for passenger movements per annum is defined as passenger movements in the preceding 12 months, as assessed at any time.

This category includes airlines operating under Light Aircraft Option arrangements.

b) New services

An airline is eligible for reimbursement of 100 per cent of the enroute charges for a new service for an initial period where:

- The eligibility criteria under a) in this section are met;
- Annual passenger movements are projected to be less than 15,000 in the following 12 months;
AND
- The airline commenced scheduled operations on the route on or after 1 July 2014, with the airline not having operated the route during the 12 months prior to application under this Scheme.

The higher level of assistance is for an initial period (up to three years) subject to an annual review of the viability of the service.

Services in this category revert to the 60 per cent reimbursement category following the end of this initial period of higher assistance.

c) Funding Preference

Subject to the availability of funding for commercial passenger services:

- preference will be given to new eligible routes that commenced on or after 1 July 2014;

- preference will then be given to existing services that provide a link from a regional location to its nearest regional centre and/or that State's or Territory's capital city;
- preference will then be given to existing services that provide linkages to inter-state capital cities or other centres.

Consideration may be given to varying this preference according to local circumstances but only with justification provided concerning access to health care, other professional services or business facilitation.

4.2 AEROMEDICAL SERVICES

4.2.1 Application Process and Funding Agreement

An airline will be required to apply on the Application Form to be designated as an eligible aeromedical provider under the Scheme before any claims for assistance can be made. Applications can be lodged at any time.

Once an airline is designated as an eligible aeromedical provider under the Scheme, a funding agreement will be entered into between the Commonwealth, represented by the Department, and the airline. The funding agreement will provide the framework for the provision of assistance and the mechanism for submitting claims.

4.2.2 Service Eligibility

Meeting the following criteria will lead to an airline being designated as an aeromedical provider and eligible to claim 100 per cent reimbursement of enroute charges incurred in the delivery of regional aeromedical flights.

An airline is eligible under this category where:

- The airline can demonstrate its engagement as a contracted aeromedical provider;
- The airline has an AOC that authorises these services;
- The aeromedical services are conducted using aircraft authorised for this purpose;
- the aircraft used has a MTOW of 15,000Kg or less; AND
- services operated by the airline are anticipated to include services to/from a Regional or Remote location, as defined by the Australian Standard Geographical Classification (ASGC).

5. What the grant money can be used for

5.1 Eligible grant activities

Claims may be lodged in arrears for the relevant enroute charges for eligible flights, in accordance with the terms of the funding agreement.

6. How to apply

Before applying, you must read and understand these guidelines.

These documents may be found at [GrantConnect](#). Any alterations and addenda³ will be published on GrantConnect and by registering on this website you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the attached application form

³ 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

- applications must be submitted to the Department on the official Enroute Charges Payment Scheme application form.
- application forms are available through the Department’s website at [Airservices Australia Enroute Charges Payment Scheme | Department of Infrastructure, Transport, Regional Development, Communications and the Arts](#)
- provide all the information requested
- meet all eligibility criteria
- include all necessary attachments
- submit your application/s:

By Mail to

Enroute Charges Payment Scheme
 Aviation Programs Branch
 Department of Infrastructure, Transport, Regional Development, Communications and the Arts
 GPO Box 594
 Canberra ACT 2601

Or via email to

enroute@infrastructure.gov.au

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](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

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.

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

We will acknowledge that we have received your application.

If you need further guidance around the application process, contact us by email at enroute@infrastructure.gov.au.

6.1 Attachments to the application

The following document must be included with your application:

- Air Operator’s Certificate

6.2 Joint (consortia) applications

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

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. 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
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully deliver the services.
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group

- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer

You must have a formal arrangement in place with all parties.

6.3 Timing of grant opportunity

You can submit an application at any time over the duration of the grant opportunity.

Grant agreements would typically be entered into for the financial year or relevant part thereof, however this can be negotiated.

6.4 Questions during the application process

If you have any questions during the application period, please contact us by email at enroute@infrastructure.gov.au.

The Department will respond to emailed questions within three working days.

7. The grant selection process

7.1 Assessment process

Based on the information provided, the Department will assess whether an airline is eligible for funding and that eligibility requirements have been satisfied.

7.2 Assessment criteria

Applications will be assessed by the Department to ensure compliance against the eligibility criteria in Section 4.

7.3 Who will approve grants?

The Decision Maker is the Senior Executive within the Department with responsibility for administering the Scheme, who will agree or not agree to designate a route or aeromedical operator under the Scheme according to an application's compliance with the relevant eligibility criteria in Section 4.

The Minister for Infrastructure, Transport, Regional Development and Local Government (the Minister) has the discretion to change the percentage of reimbursement of enroute charges for the different categories of eligible services and for individual designated routes. This includes the requirement to manage the Scheme within available funding. Airlines will be notified should this occur.

The Minister has the discretion to approve funding assistance against the Scheme's objectives in special circumstances, reflecting local economic and social conditions in a regional or remote area.

8. 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.

9. Successful grant applications

Applicants will be advised by letter or email of the outcome of their application.

9.1 The grant agreement

The funding agreement will specify procedures that **must** be followed in relation to acknowledging the financial support received from the Australian Government and in relation to promotional materials. The funding agreement will also set out the procedures that **must** be followed if a successful funding recipient intends to hold a major event (refer definition of Event at Appendix A) in relation to the funded project.

Organisations considering applying for funding under the program are advised to read the sample *Small Business Advisory Services Funding Agreement* in order to understand the obligations they will be required to meet.

An airline whose application:

- to have a route designated as eligible under the Scheme, and/or
- to be designated as an eligible aeromedical provider under the Scheme

has been agreed to will then be required to enter into a Funding Agreement with the Australian Government to facilitate payments. The Department will forward a draft Funding Agreement to the airline for consideration. The Funding Agreement will outline the roles and responsibilities of both the Department and the airline and provide details of the process for making individual claims for payment. Applicants are advised to be aware of their obligations and requirements. If an applicant has any queries regarding the funding agreement they are advised to seek independent legal advice.

A template of the funding agreement is available with the application form.

It is envisaged that only one funding agreement will be required for each airline, encompassing all designated routes.

9.2 How we pay the grant

Payments under the Scheme will be made in arrears. Charges are to be paid to Airservices Australia prior to lodging a claim relating to those charges under the Scheme. Details on making a claim will be contained in the Funding Agreement and are summarised here.

Before any payment can be made, funding recipients will be required to provide:

- A short summary of service(s) delivered and for which reimbursement is made;
- A listing of eligible flights and corresponding enroute charges;
- A tax invoice for the amount of the eligible payment, supported by evidence as to the amount. This will typically consist of a detailed invoice from Airservices Australia together with evidence ASA has been paid; and
- Evidence of the compliance of the service for which reimbursement is claimed against the eligibility criteria. This will typically consist of a declaration against regulatory requirements.

The frequency of claims can be negotiated to be considered monthly in arrears or less frequently.

Payments made to Airservices Australia under a Light Aircraft Option can be claimed under the Scheme on a quarterly, pro-rata basis unless otherwise agreed.

When eligible operators renew their Light Aircraft Option contracts with Airservices Australia, the operator must advise the Department of any change to charges incurred by the airline and the anticipated impact of this on claims over the following 12 months.

The Department may confirm charging arrangements with Airservices Australia.

The Department reserves the right to request additional information to verify that all amounts in each claim are for eligible services. Airlines will be required to provide the additional information requested. Without sufficient evidence, a claim cannot be finalised and will be returned to the airline with an explanation of its non-compliance with the eligibility criteria. Any such claim may be re-submitted.

If the airline receives assistance under the Scheme for which it is not eligible, the airline will be asked to repay the monies. An airline must notify the Department as soon as possible if it believes it has been wrongly paid.

Where there is any contradiction between the information in these guidelines and in the funding agreement, the information in the funding agreement will prevail.

9.3 Payment for special circumstances

The Minister has the discretion under these Guidelines to, on the advice of the Department, approve payments to an air operator or air operators to reflect special circumstances. Such circumstances may include, but are not limited to, particular need in relation to eligible services not otherwise satisfying the eligibility criteria, or circumstances applying to any or all eligible flights.

9.4 Grant Payments and GST

GST is not payable under the Scheme.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).⁴ We do not provide advice on your particular taxation circumstances.

10. Announcement of grants

If successful, your grant will be listed on the [GrantConnect](#) website within 21 days after the date of effect⁵ as required by section 5.3 of the [CGRGs](#).

Where public reporting of a grant is contrary to the Privacy Act 1998, there is an obligation to publish as much information as legally possible.

11. How we monitor your grant activity

11.1 Evaluation

An evaluation by the Department will be undertaken to determine how the funding contributed to the objectives of the programme. Funding recipients will be required to provide information to assist in this evaluation for a period of time, as stipulated in the funding agreement.

11.2 Acknowledgement

The Department will report on its website all successful applications, no later than fourteen days after a funding agreement is signed by both parties. Where public reporting of a grant is contrary to the Privacy Act 1998, there is an obligation to publish as much information as legally possible.

A list of all routes designated as eligible to receive assistance under the Scheme will be published on the Department's website as well as a list of all designated aeromedical providers.

⁴ <https://www.ato.gov.au/>

⁵ See glossary

Designated routes and a list of recipient airlines may also be used in publicity material produced in relation to the *Scheme*.

12. Probity

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

These guidelines may be changed from time-to-time. When this happens the revised guidelines will be published on GrantConnect.

12.1 Enquiries and feedback

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts Client Service Charter and complaints procedures apply to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to clientservice@infrastructure.gov.au.

If you do not agree with the way the Department of Infrastructure, Transport, Regional Development, Communications and the Arts has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant Commonwealth entity.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

Feedback on the program can be provided through scheduled grant meetings or by email to enroute@infrastructure.gov.au.

12.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Department of Infrastructure, Transport, Regional Development, Communications and the Arts staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer,
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives 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 interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Department of Infrastructure, Transport, Regional Development, Communications and the Arts in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13 \(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the Department of Infrastructure, Transport, Regional Development, Communications and the Arts website.

12.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [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 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](#) and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts would breach an Australian Privacy Principle as defined in the Act.

12.4 Confidential Information

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

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

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

We will not be in breach of any confidentiality agreement if the information is disclosed to:

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

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

12.5 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](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by 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: Freedom of Information Coordinator
Department of Infrastructure, Transport, Regional Development, Communications and the Arts
GPO Box 594
CANBERRA ACT 2601

By email: foi@infrastructure.gov.au

13. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
aeromedical	Air transport operation for medical transport operations, including air ambulance.

Term	Definition
AOC	refers to an Air Operators Certificate as issued by the Australian Government Civil Aviation Safety Authority.
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.
CASA	refers to the Australian Government Civil Aviation Safety Authority.
commencement date	the expected start date for the grant activity
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
<u>Commonwealth Grants Rules and Guidelines</u>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
the Department	The Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
existing service	is a scheduled air transport operations service that was operating immediately prior to 1 July 2014 and continues to be operated; or one operated by an airline at any point in the 12 months prior to application under the Scheme.
Flight	All references to flights and/or sectors in these guidelines refer to those operated as scheduled air transport operations or aeromedical air transport operations in accordance with Australia's civil aviation legislation and associated regulations.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money⁶ or other <u>Consolidated Revenue Fund (CRF) money</u>⁷ 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/activities	refers to the project /tasks /services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
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 CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
Minister	refers to the Minister for Infrastructure, Transport, Regional Development and Local Government
PBS Program	described within the entity's <u>Portfolio Budget Statement</u> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.

⁶ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁷ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Regional location	must be classified as Inner Regional or Outer Regional using the Accessibility /Remoteness Index of Australia (ARIA). This index is incorporated in the remoteness structure component of the Australian Standard Geographical Classification (ASGC) as used by the Australian Bureau of Statistics (ABS).
Regular Public Transport (RPT)	former term for a regular scheduled air service under the aviation safety framework administered by CASA. Now referred to as scheduled air transport operation.
Remote location	must be classified as Remote or Very Remote using the Accessibility /Remoteness Index of Australia (ARIA). This index is incorporated in the remoteness structure component of the Australian Standard Geographical Classification (ASGC) as used by the Australian Bureau of Statistics (ABS).
Scheduled air transport operation service	Refers to a former RPT service, a regular scheduled air service under the aviation safety framework administered by CASA.
Scheme	refers to the Australian Government Airservices Australia Enroute Charges Payment Scheme
selection criteria	comprise eligibility criteria and assessment criteria
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria
value with money	<p>value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations. When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • 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.