



**Australian Government**

---

**Department of Broadband,  
Communications and the Digital Economy**

## **REQUEST FOR EXPRESSIONS OF INTEREST**

### **NATIONAL E-SECURITY AWARENESS WEEK 2008 6–13 June 2008**

#### **ACTIVITIES AND EVENTS**

##### **A. OVERVIEW**

The objective of National E-Security<sup>1</sup> Awareness Week (NEAW) is to highlight the importance of improving online security to Australian home users and small to medium-sized enterprises (SMEs).

The Department of Broadband, Communications and the Digital Economy aims to extend the reach of NEAW 2008 by continuing to engage rural and regional areas on the issue of online security. The indicative themes for NEAW 2008 could include:

- generic ‘secure your computer’ installing and updating security software;
- emerging issues – social networking and wireless security; and
- keeping families safe online including internet behaviours.

Two grants of up to \$20,000 [GST exclusive] may be available to successful applicants under this one-off special purpose funding arrangement.

##### **B. PURPOSE OF THIS EXPRESION OF INTEREST (EOI)**

This EOI aims to inform community-based organisations and groups of the opportunity to receive funding up to \$20,000 [GST exclusive] to assist them to hold activities during NEAW 2008. The total funding available for this program is \$40,000 [GST exclusive], and two amounts of up to \$20,000 each is available to two separate not-for-profit community organisations for a minimum of 2 events each in regional or rural areas.

This document details selection criteria that will be applied by the Department in order to select which community organisations and groups will funded to hold an agreed activity during NEAW 2008.

The venues for the proposed activities/events will be dependant on the responses to this EOI received from applicant. The events would follow the NEAW 2008 themes, and provide the Government with an opportunity to display its commitment to regional and rural Australia.

---

<sup>1</sup> Electronic or online security

## **C. ELIGIBILITY**

### ***i. Who is eligible to apply for funding?***

The following entities are eligible to submit an application for funding, in response to this EOI:

- Community-based, not for profit organisations that have the capacity to promote the e-security message as part of day to day online activity and engage with home users and small to medium sized enterprises (SMEs).
- Community-based, not for profit organisations which are able to network and deliver further information, opportunities and networks that would strengthen e-security awareness in regional and rural Australia.
- Community-based, not for profit organisations that have a demonstrated ability to deliver projects and activities on a timely basis in partnership with communities (target or broader in a regional and rural context).
- Community-based, not for profit organisations which demonstrate an understanding of the messages for NEAW 2008.

### ***ii. Which type of activities are eligible?***

The Department will give consideration to activities aimed at raising home users and SME's awareness of online security, for example:

- a half-day seminar with keynote speakers addressing issues relating to the message for NEAW;
- workshops with communities and individuals to increase their capacity to ensure they are safe and secure online;
- innovative strategies to support communities and SMEs to increase their awareness of specific e-security risks; and
- development of localised information campaigns relevant to key at-risk target groups; and
- that a minimum of 2 events per community organisation are held for NEAW.

The following activities will **not** be eligible for consideration for funding under this program:

- indirect fund-raising activities, such as school or community fetes, golf days or charity dinners, religious organisations for religious activities, or political organisations or charities with political policies and/or objectives;
- ordinary running costs, e.g. Electricity, lease, rent, telephone, salaries, etc; or
- funding contributing (in whole or part) towards the purchase, maintenance and/or repair of any asset or funding towards human resources expenses (such as personnel/staff costs).

### ***iii. The location of the activities***

Funded activities are to take place in rural and regional areas. Two \$20,000 grants will be made to organisations which can provide access to a wide variety of individuals and small businesses in a regional and rural area.

The locations where events are to be held will be determined and depend on responses to funding requests received from organisations in regional areas.

#### ***iv. Non-financial resources that may be provided by the Department***

The Department will provide successful respondents with generic promotional materials including pamphlets and posters which carry key messages of NEAW 2008, to assist with their activities. The successful applicants will be required to disseminate this promotional material, as part of their funded activity.

The Department may be able to assist successful respondents in the arrangement of keynote speakers for relevant events on a case-by-case basis.

#### ***v. Information to be supplied by the successful applicants***

Respondents to this EOI must provide the following information to the Department in their application (see pro-forma attached):

- Synopsis of the organisation including name, mission and focus;
- Location of the organisation;
- Contact officer;
- Details of the suggested theme(s) for the event(s) to be conducted, in alignment with the NEAW 2008 themes as provided by the Department;
- Suggested location and timing of event(s) to be conducted;
- Details of the proposed promotional activities the organisation will undertake before and during NEAW 2008 to promote the event;
- Full explanation as to how the proposed event(s) will contribute to the success of the NEAW 2008, including key success indicators and likely regional media coverage;
- If applicable, details of any proposed follow-up activities the organisation will undertake to maximise the promotional opportunities undertaken;
- Identification of relevant community stakeholders;
- Which specific target communities the proposed event will target;
- Details of the level of community support for the proposed event;
- Details of how the applicant would spend the grant if successful (a budget); and
- If applicable, details of any financial and non-financial contributions the applicant will make towards the proposed event.

#### **E. ASSESMENT CRITERIA**

The assessment criteria will be based on the extent to which respondents meet the following mandatory criteria:

- The respondent is a not for profit community based organisation;
- Demonstrated ability of respondent to work effectively in a community setting;
- Experience in the delivery of community events as a means of improving awareness;
- The likelihood of the proposed event being implemented successfully;

- A statement of compliance in respect of entering into a funding agreement, as required;
- The extent to which the proposed event/activity fulfils the key messages for NEAW 2008;
- The extent to which the proposed activity/event is supported by the applicant's local community;
- The extent to which the proposed event/activity meets the government's e-security objectives in an effective and efficient way.

All of the above criteria must be established in order for the response to this EOI to be considered by the Department. The Department reserves the right to attach weightings and apply other criteria.

## **F. OTHER IMPORTANT CONSIDERATIONS**

The Department reserves the right not to provide any funding under this program and to vary, amend or terminate this funding process at any time.

Respondents bear their own costs and expenses associated with the process and the preparation and negotiation of a funding agreement or any other required documentation in respect of funding.

Nothing in this document is to be taken to be an offer by the Department to contract. No action or inaction in relation this EOI creates any contract, or a binding undertaking of any kind by the Department, including without limitation, quasi-contractual rights, promissory estoppel or rights with a similar legal basis.

## **LEGAL AGREEMENT FUNDING CONDITION**

A condition of funding under the proposals is the execution of a legally binding funding agreement between the Australian Government and each successful applicant which includes, but is not limited to, the following terms:

1. The funding recipient will use the whole of the funding exclusively for the purpose of delivering the agreed event/activity during NEAW 2008.
2. The funding recipient promptly advising the Department of any material change which may affect the recipient's ability to undertake or complete its obligations under the funding agreement.
3. Details of the term of the funding (e.g. It must be acquitted by a particular date to meet the department's end of year accounting).
4. Conditions under which the funding may be spent.
5. Obligations of the funding recipient (provision of ABN, tax invoice, etc.).
6. Conditions of the funding offer (execution of agreement by the entity, completion of a statutory declaration and acquittal of the funding no later than a specified date).
7. Acquittal of funding obligations and liability to repay unspent funds to the Department within 30 days of any notice of advice of repayment.
8. An acknowledgement that the funding recipient is not a legal employee, partner or agent of the Commonwealth.
9. Appropriate insurance and limitation of liability requirements.

## **G. TIME FOR SUBMISSION AND CONTACTS**

### **Closing date**

The closing date for responses to this request for Expressions of Interest is:

**5:00pm AEST  
27 March 2008.**

### **How to lodge an application**

Submissions are to be lodged electronically (preferably in Word or RTF format) by emailing: [anne.garzoli@dbcde.gov.au](mailto:anne.garzoli@dbcde.gov.au).

The content of the applications:

- Include a completed copy of the funding attached document
- Any documentation in support of the claims and application.

If you would like to ask any questions regarding the process for responding to this EOI, please contact:

Anne Garzoli  
Department of Broadband, Communications and the Digital Economy  
GPO Box 2154  
Canberra ACT 2601  
Ph: (02) 6271 7110  
Fax: (02) 6271 1827  
Email: [anne.garzoli@dbcde.gov.au](mailto:anne.garzoli@dbcde.gov.au)

### **Late responses**

Responses submitted after the above closing time will not be accepted. All applicants will be advised in writing of the outcome of the assessment.

## **H. PRIVACY AND CONFIDENTIALITY**

Personal information, including documents containing personal information, will be handled and protected in accordance with the provisions of the *Privacy Act 1988* which sets standards for the collection, storage, use and disclosure of personal information. Personal information will be disclosed only with the permission of the individual to whom it relates, or where the act allows.

The Australian Government will own applications. Applicants should provide details in respect of any information that they would require the Department to treat as confidential. Examples of confidential information to be protected may include:

- Commercial secrets;
- Proprietary information, for example information about how a particular technical or business solution is to be provided;
- An applicant's internal costing information or information about its profit margins;
- Pricing structures; and
- Intellectual property matters where these relate to an applicant's competitive position.