Health Workforce Program Primary Care Nursing and Midwifery Scholarship Program Grant Opportunity Frequently Asked Questions (FAQs)

GOXXXX

Commonwealth policy entity:	Department of Health and Aged Care (department)
Enquiries:	If you have any questions, contact the department via email: Grant.ATM@health.gov.au **Questions should be sent no later than 5:00pm (Canberra time) 3 business days before the close date.**
Version:	Version 1

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1. Program Questions

1.1 What is the Primary Care Nursing and Midwifery Scholarship Program Grant Opportunity?

The 2023-24 Budget Measure - Strengthening Medicare Initiative - Supporting the medical and health workforce, announced the establishment of a new program, to support registered nurses and midwives in postgraduate study to improve their skills. The Primary Care Nursing and Midwifery Scholarship Program (the program) will run over four years from 2023-24 to 2026-27. The purpose of this grant opportunity is to establish the program.

The objectives of the grant opportunity are to:

- To provide scholarships to allow registered nurses and midwives to undertake post-graduate study, including, but not limited to, supporting registered nurses to become nurse practitioners and midwives to become endorsed midwives and child and family health practitioners.
- Provide, within the first year of the scholarship program, 175 graduate certificate/graduate diploma scholarships valued at $15,000 per scholarship, and an additional 175 masters' scholarships, valued at $30,000 per scholarship - totalling 350 scholarships in the first year.
- Provide in the second and subsequent years, 250 of each scholarship type annually, totalling 500 every year.
- Develop career pathways and improve the retention of nurses and midwives working in or transitioning to primary health care settings.

The intended outcomes of the grant opportunity are to:

- Continue the development of a highly qualified nursing and midwifery workforce through the provision of education scholarships to encourage registered nurses and midwives to pursue formal graduate qualifications.
- Provide financial incentives to nurses and midwives to complete additional qualifications and increase scholar retention rates.
- Improve the capability of primary care service providers to provide high quality care to recipients of both primary health care and maternity services.
- Assist with the attraction and retention of nurses and midwives to meet industry and workforce requirements in primary care; and to enhance the leadership and clinical skills of nurses and midwives.
- Grow the proportion of First Nations nursing and midwifery health professionals and workers and build the capacity to provide culturally safe services to First Nations people.

The Program has aspects that differ to other scholarship programs. Scholarships are considered a contribution toward the cost of accessing the awarded course. The grant itself will be paid to grantee who will pass the funds onto the scholars. Scholars are then required to pay the money directly to the eligible tertiary institution. To ensure compliance, the scholars must provide evidence of successful unit completion and payment, no later than four weeks after their study period has ended (please refer to *section 21.1 Scholarship Payments* of the Program Guidelines – Attachment A).

Costs of courses vary and as a result, scholars may have remaining funds available from their scholarship. The program will permit the scholar to use these funds for clinical placement or course related expenses. Some of the expenses include, but are not limited to:
- Clinical placements hours.

- Accommodation and travel costs associated with a clinical placement.
- Clinical resources required for a clinical placement that are not provided by the placement's organisation.
- Ad-hoc clinical placement related expenses after consideration by the grantee.

The scholar must provide supporting evidence of clinical placement related expenses directly to the grantee for consideration. Clinical placement related expenses will be paid by the grantee directly to the scholar.

1.2   What is the grant amount available for the Primary Care Nursing and Midwifery Scholarship Program Grant Opportunity?

The Australian Government has announced a total of $49.363 million (GST exclusive) over 4 years for the Primary Care Nursing and Midwifery Scholarship Program.

The grant will be awarded to one grantee and will run from early 2024 to 31 December 2027. The grantee must continue to support and manage scholars for the duration of their study.

The maximum grant period is four years.

2023-24 FY $ M	2024-25F Y $ M	2025-26 FY $ M	2026-27 $M	Total $ M
9.056	13.210	13.434	13.663	49.363

1.3   What should the successful organisation be expected to do in the first 3 months?

It is expected that the grantee will undertake the following activities to administer the Primary Care Nursing and Midwifery Scholarship Program within the first 3 months of the grant agreement being executed.
- Establish relevant systems and processes to effectively implement and administer the Primary Care Nursing and Scholarship Program including a database to process and assess scholarship applications and data.
- Develop and implement an awareness and communication strategy for the scholarship program, to achieve key targets of awarding a total of 350 scholarships in the first year. Of these, a minimum of five percent of all scholarships, will be prioritised for First Nations people.
- Establish a Scholarship Advisory (SAG) group. This group will be formed by inviting relevant stakeholders to participate and consult with the grantee for the purpose of attracting sufficient suitable, quality applications to fill all scholarships places and ensure a robust application assessment process. Participating organisations may include, but will not be limited to, the following:
  - Australian Nursing and Midwifery Federation
  - Australian College of Nursing
  - Australian College of Nurse Practitioners
  - Australian College of Midwives
  - CRANA Plus (Council Remote Area Nurses Australia)
  - National Aboriginal Community Controlled Health Organisation (NACCHO)
  - Congress of Aboriginal and Torres Strait Islander Nurses and Midwives.
- Deliver the first round of scholarships to successful applicants and support any necessary administration requirements during 2023-24.

1.4 What is the successful organisation expected to do in managing the Primary Care Nursing and Midwifery Scholarship Program Grant Opportunity?

The Grantee will be expected to administer the Primary Care Nursing and Midwifery Scholarship Program (the Program) in accordance with direction from the Commonwealth:

- This will include the publication of final Program Guidelines, to be agreed by the department;
- Ensure each round of scholarships are established in a timely manner, successfully delivering the key performance indicators as per the grant agreement;
- Support scholars with any necessary administration requirements;
- Ensure that eligible Aboriginal and/or Torres Strait Islander scholars receive culturally sensitive and appropriate support; and
- Regularly review the scholarship holder's statuses, ensuring only active and eligible scholarship holders receive payments.

1.5 When will the grant be offered?

The Primary Care Nursing and Midwifery Scholarship Program Grant Opportunity is anticipated to open to the sector in late 2023 and close early 2024. It is anticipated that outcomes will be announced in February 2024.

2. General Questions

2.1 How do I access the documents for this grant opportunity?

In order to access the grant opportunity documents, you will need to register on GrantConnect, if you have not already done so. Please use the red **Grant Opportunity Documents** button (on the left-hand side of the page) to access grant opportunity documents.

Grant Opportunity Documents

Where you have registered for GrantConnect and you still cannot access the system, please contact the GrantConnect Help Desk:

- Phone: 1300 484 145
- Email: GrantConnect@finance.gov.au

2.2 What type of process is this grant opportunity?

This grant opportunity is an open competitive selection process. This means that the grant opportunity is open to all organisations who meet the eligibility criteria outlined in Section 4 of the Grant Opportunity Guidelines.

The grant opportunity will be administered in accordance with the Commonwealth Grant Rules and Guidelines 2017 (CGRGs).

2.3 How do I submit an application for this grant opportunity?

Please refer to Section 7: *How to Apply* in the Grant Opportunity Guidelines. Detailed information on the application process is available on GrantConnect. This includes specific instructions on how to submit your application for this grant opportunity and upload attachments. The Grant Opportunity Guidelines also detail any additional requirements to be

attached to the application form. Submit your application form by the closing date and time as specified on GrantConnect.

For technical assistance when submitting your application form and any attachments through GrantConnect please contact the GrantConnect Helpdesk:

- Phone: 1300 484 145
- Email: GrantConnect@finance.gov.au

2.4 Will late applications be accepted?

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

Applicants seeking to submit a late application will be required to submit a late application request via email to Grant.ATM@health.gov.au with "Late Application Request - GOXXXX" in the subject line.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The assessment committee Chair or their appointed representative will determine whether a late application will be accepted. Once the outcome is determined, the department will advise the applicant if their request is accepted or declined.

2.5 How can I withdraw an application I have already submitted?

Please send an email to Grant.ATM@health.gov.au and include the following information:

- Brief reason for the withdrawal
- Name of your organisation
- Receipt number (located on your confirmation of submission email received from GrantConnect)
- Name of the grant opportunity and GO ID (e.g. GO1234).

Please ensure the email is sent from the authorised contact listed on the application form.

3. Funding Questions

3.1 How much can I apply for?

Please refer to Section 3 of the Grant Opportunity Guidelines as this outlines the amount available for this grant opportunity.

The Australian Government has announced a total of $49.363 million (GST exclusive) over 4 years for the Primary Care Nursing and Midwifery Scholarship Program.

The grant opportunity will run from February 2024 to 30 September 2027.

Table 2: Grant Opportunity Funding Available (GST exclusive)

2023-24 FY $ M	2024-25F Y $ M	2025-26 FY $ M	2026-27 $M	Total $ M
9.056	13.210	13.434	13.663	**49.363**

The maximum grant period is four years.

You must complete your grant by 31 December 2027. After this period, you will be expected to provide reporting on remaining scholars until no further scholars remain on the program.

3.2 What if I don't spend all the funding?

The department identifies the reason for under-expenditure of grant funds before determining how it is managed. Under-expenditure is managed under the terms of the grant agreement and options include varying the agreement, reducing or withholding payments or recovering the underspend as a debt.

3.3 What can the grant funding be used for?

Please refer to the Grant Opportunity Guidelines, as listed on GrantConnect, specifically Section 5: *What the grant money can be used for*.

3.4 What can't I use the grant funding for?

Please refer to the Grant Opportunity Guidelines, as listed on GrantConnect, specifically Section 5.4: *What grant money cannot be used for*.

3.5 If successful, when will I receive a grant payment?

Before payments are made a grant agreement must be signed by the grant recipient and the departmental delegate. Payments will then be made in line with the payment schedule in your grant agreement.

3.6 Are there any GST or income tax-related issues involved in receiving funding?

Please refer to the Grant Opportunity Guidelines, as listed on GrantConnect, specifically Section 10.4: *Grants Payments and GST*.

The department is unable to provide taxation advice to you or your organisation.

4. Application Questions

4.1 Where can I find my organisation ID?

If you are an existing grant recipient, your organisation's ID can be found on your current Grant Agreement with the department. The organisation ID is located in the top right-hand corner on the grant details page of your Grant Agreement (usually page 4, see screen shot below). The organisation ID is in the format of a combination of numbers, hyphens and letters, e.g. 1-AAAAAAA (where "1" represents a number and "A" represents a letter or a number).

Grant Details		
	Organisation ID:	1-AAAAAAA
	Agreement ID:	1-BBBBBBB
	Schedule ID:	1-CCCCCCC
A. Purpose of the Grant		

If you do not have access to the Grant Agreement, your Organisation ID can be found on any Recipient Created Tax Invoice (RCTI) provided to you by the department. For example, it will list a vendor number as FO1-1J3-29. When inputting the organisation ID to your application, please remove the FO reference, just use the ID, e.g. 1-1J3-29.

4.2   Can I get assistance in completing my application?

No, for consistency, fairness and probity reasons the department cannot assist, comment or give additional guidance to a potential applicant on how to complete an application form (including advice on whether your meet the eligibility criteria). Applicants must refer to the Grant Opportunity Guidelines (addendums and/or additional frequently asked questions) for relevant information on how to complete their application.

5.   Assessment Process

5.1   What is the assessment considering?

Please refer to the Grant Opportunity Guidelines, as listed on GrantConnect, specifically Section 6: *The assessment criteria*, Section 7: *How to apply* and Section 8: *The grant selection process*.

5.2   How will organisations be advised of the final outcome?

The department will advise the outcome of the grant opportunity, via email, to the primary contact listed in the application form. Please refer to Section 7.3: *Timing of grant opportunity processes* in the Grant Opportunity Guidelines for timeframes of announcements.

Successful applicant's grants will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the CGRGs.

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.

If you are unsuccessful, we will give you an opportunity to receive feedback. A request for individual feedback should made to the department within 20 days of being notified of the outcome by responding to the outcome email. We will respond to your request for feedback in writing within 20 days.

6.   Eligibility Questions

Refer to Section 4 of the Grant Opportunity Guidelines for further details regarding eligibility.

For consistency, fairness and probity reasons the department cannot give additional guidance to a potential applicant or advise if they are eligible to apply for grant funding. Applicants must refer to the Grant Opportunity Guidelines and other published information for this grant (e.g. addendums, additional frequently asked questions) and determine whether you or your organisation satisfies the eligibility criteria.

All applications undergo a compliance and eligibility check. If your application does not meet the eligibility criteria it will not progress to the next stage of assessment for grant funding.

If you believe you should be eligible, but you do not meet the eligibility criteria please email Grant.ATM@health.gov.au and provide an explanation as to why you believe you should be eligible for this grant opportunity.

7. Technical Submission Questions

7.1 When should I aim to submit my application after I have answered all the required questions?

To avoid any submission issues, we recommend that you submit your application at the latest 3 hours **before** the closing date and time. This should allow sufficient time to address any errors that you may notice in your application after submission.

Submitting early will allow you to resolve any technical issues that you may experience during the submission of your application (any internet outages, system/submission error notifications) and you will be able to contact Grant.ATM@health.gov.au with time to receive assistance to ensure your application is submitted on time.

7.2 What can I do if I have submitted my application but not received any email confirmation?

After submission, the confirmation of submission email from GrantConnect can take up to 30 minutes to arrive in the nominated inbox. If you have not received a confirmation of submission email after 24 hours, please contact the GrantConnect helpdesk:

- Phone: 1300 484 145
- Email: GrantConnect@finance.gov.au

7.3 Can I change my application after I have submitted?

7.3.1 Before close date and time

After you have submitted your application, you are not able to re-access your submission to make further edits.

If you wish to make any changes to the application after you have submitted it, you will have to resubmit (additional information cannot be provided via email). You must also contact Grant.ATM@health.gov.au immediately to withdraw the previous application that you have identified as incomplete or requiring updating.

7.3.2 After close date and time

Please refer to the Grant Opportunity Guidelines on GrantConnect, specifically: *How to Apply*:

'If you find an error in your application after submitting it, you should contact us immediately on Grant.ATM@health.gov.au.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.'

If required, the department will contact you directly to clarify or ask for additional information to assess the application in accordance with the Grant Opportunity Guidelines.

7.4 I am trying to upload an attachment however I am receiving an error message. How to I resolve the issue?

The file you are attempting to load may contain either unacceptable special characters or an invalid file extension. Acceptable characters are all alpha and numeric characters, full stops, single hyphen and spaces. Please re-name the file and try again.

You cannot upload two documents to GrantConnect with the same file name. Please rename the file and try again.