



Australian Government

**Department of Health
and Aged Care**

Improving respite care for people with dementia
and their carers
Grant Opportunity Guidelines
GOXXXX

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Commonwealth policy entity:	Department of Health and Aged Care (department)
Administering entity:	Community Grants Hub
Enquiries:	<p>If you have any questions, contact the department via email: grant.atm@health.gov.au.</p> <p>Questions should be sent no later than 5:00pm (Canberra time) on 14 December 2022.</p>
Type of grant opportunity:	Open Competitive

Contents

1	Improving respite care for people with dementia and their carers	4
1.1	Introduction	5
2	About the grant program.....	5
2.1	Stream 1: Dementia Carer Respite and Wellbeing Program	7
2.2	Stream 2: Innovative approaches to delivering respite care programs and respite care planning for people with dementia and their carers	8
2.3	Stream 3: Dementia Respite Care Training	10
3	Grant amount and grant period	11
3.1	Grants available	11
3.2	Grant period	12
4	Eligibility criteria	12
4.1	Who is eligible to apply for a grant?.....	12
4.1.1	Additional eligibility requirements.....	12
4.2	Who is not eligible to apply for a grant?.....	13
4.3	What qualifications, skills or checks are required?	13
5	What the grant money can be used for	14
5.1	Eligible grant activities	14
5.2	Eligible locations	16
5.3	Eligible expenditure.....	16
5.4	What the grant money cannot be used for.....	17
6	The assessment criteria	17
7	How to apply	19
7.1	Attachments to the application	20
7.2	Joint (consortium) applications	21
7.3	Timing of grant opportunity processes.....	21
7.4	Questions during the application process.....	22
8	The grant selection process	22
8.1	Assessment of grant applications	22
8.2	Who will assess applications?	23
8.3	Who will approve grants?	24
9	Notification of application outcomes.....	24
9.1	Further grant opportunities	24
10	Successful grant applications	24
10.1	The grant agreement	24
10.2	Specific legislation, policies and industry standards.....	25
10.2.1	The Multicultural Access and Equity Policy	26
10.2.2	National Redress Scheme	26
10.3	How we pay the grant	26

10.4	Grants Payments and GST	26
11	Announcement of grants	26
12	How we monitor your grant activity	27
12.1	Grant activity Performance Indicators.....	27
12.2	Keeping us informed	29
12.2.1	COVID-19.....	30
12.3	Reporting	30
12.4	Financial declaration / Audited financial acquittal report	30
12.5	Grant agreement variations	30
12.6	Compliance visits	30
12.7	Record keeping.....	31
12.8	Evaluation	31
12.9	Acknowledgement.....	31
13	Probity.....	31
13.1	Enquiries and feedback	31
13.2	Conflicts of interest	31
13.3	Privacy	32
13.4	Confidential Information.....	33
13.5	Freedom of information.....	33
14	Glossary.....	35

1 Improving respite care for people with dementia and their carers

The Improving respite care for people with dementia and their carers grant program is designed to achieve Australian Government objectives. This grant opportunity is part of the above grant program which contributes to the Department of Health and Aged Care's Outcome 3: Ageing and Aged Care, Program 3.3 Aged Care Quality. The Department of Health and Aged Care works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).



The grant opportunity opens

We publish the grant opportunity guidelines on [GrantConnect](#).



You complete and submit a grant application

You complete the Application Form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria. We assess your eligible application against the assessment criteria including an overall consideration of value for money and compare it to other applications



We make grant recommendations

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



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the grant opportunity

We evaluate your specific grant activity and the grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Improving respite care for people with dementia and their carers grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity;
- the eligibility and assessment criteria;
- how grant applications are considered and selected;
- how grantees are notified and receive grant payments;
- how grantees will be monitored and evaluated; and
- responsibilities and expectations in relation to the opportunity.

2 About the grant program

This grant program is for Improving respite care for people with dementia and their carers measure. The grant program provides funding for a range of activities (in the context of aged care) to increase support to informal carers and families caring for a person living with dementia, through access to dementia-specific respite support services. The activities will have a particular focus on innovative approaches to improving the quality and experience of respite care for people with dementia, carer education and wellbeing, improving respite care planning for people with dementia, and building the capability of aged care providers to deliver quality respite care to people with dementia.

The grant program forms part of the Government's response to the Royal Commission into Aged Care Quality and Safety and is intended to increase support to informal and family carers of older Australians, particularly for those caring for a person living with dementia.

The objectives and intended outcomes of the program are described here. Specific objectives and intended outcomes for each grant opportunity are described in Sections 2.1 to 2.3.

The objectives of the grant program are to:

- improve both quality of life and quality of care for the person living with dementia and their carer;
- reduce levels of carer burden and improve carer wellbeing;
- improve the respite care experience for the person with dementia and their carer;
- improve care planning for people with dementia and their carer and improve transitions between their home and place of respite;
- build aged care sector capability to deliver quality respite care specific to the needs of people living with dementia;
- support the aged sector to develop and implement respite care plans that meet the individual needs of people living with dementia and their carer;

- embed respite care plans as a core part of respite service offerings for people with dementia;
- increase the regular use of respite care;
- delay entry to permanent residential care for people with dementia;
- learnings and evidence are shared and disseminated with other aged care services or training providers; and
- build the evidence-base for dementia-specific respite care and supports for informal carers.

The intended outcomes of the grant program are:

- the wellbeing of carers of people with dementia is maintained or improved, including by maintaining or reducing levels of carer burden;
- improvements in quality of life for the person with dementia and their carer;
- carers have greater knowledge, skills and capability to care for a person living with dementia at home;
- people living with dementia stay at home for longer, delaying entry to permanent residential aged care;
- the experience of and quality of respite care for people living with dementia and their carers is improved;
- respite stays for people with dementia are successful, increasing the confidence of people with dementia and their carers in utilising respite care and increasing likelihood of repeat stays;
- people living with dementia and their carers, in collaboration with respite care providers, plan for the regular and repeated use of respite care stays; and
- aged care sector capability to deliver high quality dementia respite care and service offerings including respite care plans is improved and embedded as core business.

This grant program has a total combined budget of \$61.63 million (GST exclusive) over four years from 2022-23 to 2025-26. Under this grant opportunity, there are three streams of activities:

- **Stream 1:** Delivery of combined respite care for both the carer and person with dementia, applying the principles of HammondCare's Staying at Home program.
- **Stream 2:** Delivery of innovative programs or models of respite care and respite care planning for people with dementia and their carers (i.e. includes opportunities to trial new approaches including one-off pilots proposed by aged care providers through their grant application).
- **Stream 3:** Dementia respite care training: deliver education and training to improve aged care provider capability to deliver quality respite care for people living with dementia, including successful transitions in and out of their respite services.

Applicants may apply for funding under one or multiple streams. Each stream requires a separate application and will be assessed independently of other streams. For further details see Section 7 – How to Apply.

Activities under each stream are expected to complement and build upon existing Commonwealth dementia support programs, or address gaps, and not duplicate or expand the provision of existing aged care respite or dementia services.

Applicants should consider and address whether and how the proposed services respond to the different needs of First Nations people, people from Culturally and Linguistically Diverse (CALD) backgrounds, or people who are lesbian, gay, bisexual, transgender or intersex, and people with younger onset dementia.

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

2.1 Stream 1: Dementia Carer Respite and Wellbeing Program

This stream of funding builds upon the first stage of the Dementia Carer Respite and Wellbeing Program, which is being delivered by HammondCare. Under this stream, aged care providers can apply to deliver a similar model of respite care, based on the principles and elements of the 'Staying at Home' program developed by HammondCare.

The focus of this stream is to improve the wellbeing of carers of people living with dementia in the community, while providing carers with opportunistic education and peer support. This will be achieved through combined models of respite care, delivered by aged care providers, where the person with dementia and their carer stay in the respite care location together.

This stream of funding is aimed at expanding the number of locations that this model of care is delivered, with the goal of delivery in all states and territories by 2023-24, and with delivery to diverse client groups.

It is anticipated multiple organisations may be successful in receiving funding under Stream 1, with distribution of funding determined based on location, scale and scalability of the activities proposed.

The objectives of Stream 1 under this grant opportunity are to:

- provide access to combined respite care and carer wellbeing activities, applying the principles of the 'Staying at Home' model, in different geographic locations and to diverse client groups.
- support the specific needs of carers who care for a person living with dementia at home, enabling people living with dementia to stay at home and in the community for longer.
- build carers' knowledge, skills and capability to support them in their role as a carer for someone living with dementia.
- improve carers' physical, psychosocial and psychological health and wellbeing.
- improve the quality of life for people living with dementia and their carers.
- contribute to improving the experience of and quality of respite care for people living with dementia and their carers
- increase the skills, knowledge and capability of aged care service providers to offer combined respite care to people living with dementia and their carer.
- contribute to the evidence base for the efficacy of combined dementia carer respite and wellbeing models for improving carer physical and psychological wellbeing and delaying entry to permanent residential aged care.

The intended outcomes of Stream 1 of this grant opportunity are:

- the wellbeing of carers of people living with dementia is maintained or improved, including that levels of carer burden are maintained or reduced.
- the quality of life of people living with dementia and their carers is improved.
- the experience of and quality of respite care for people living with dementia and their carers is improved.
- carers are enabled to continue caring for someone living with dementia at home for longer and thereby delay entry to permanent residential aged care.
- increased numbers of aged care providers have the appropriate skills, knowledge and capability to deliver respite care programs to people living with dementia and their carers.
- the aged care sector's capability to deliver respite care to people living with dementia is improved.

2.2 Stream 2: Innovative approaches to delivering respite care programs and respite care planning for people with dementia and their carers

The focus of this stream is to support the delivery of innovative programs or models of respite care and respite care planning, particularly for overnight respite stays, for people with dementia and their carers. This includes opportunities to trial new approaches including one-off pilots proposed by aged care providers. Programs or models should be innovative, scalable and represent value-for money.

Respite care programs may consist of either day programs (one or more consecutive days) or overnight (one or multiple nights) stays. Activities should incorporate respite care planning to support a holistic respite stay and regular respite use.

Funding is not intended to duplicate other respite services that are already available and funded under other Commonwealth funded aged care services, but to focus on new and innovative models of dementia respite care and planning that meet the unique needs of people living with dementia and their carers.

These will include some or all of the following elements (or others identified by the applicant consistent with the objectives and outcomes of Stream 2):

- respite care planning, particularly for overnight respite care stays, which involves consideration of the person's life history, culture, individual preferences and requirements for activities of daily living, medication and nutritional requirements, known triggers, environmental requirements, social engagements and activities and personal belongings that will assist in the episode of respite care;
- planning and preparation for successful transitions between the home and respite care setting for the person with dementia and their carer;
- innovative approaches to supporting the individual needs of carers of people with dementia with a focus on carer wellbeing, such as information, education and peer support, as part of the respite care offering; and
- new models of respite care which are more attractive and practical for people living with dementia and their carers and support a proactive approach to the regular use of respite.

For the purpose of this grant opportunity, respite care planning means the process to assess respite care needs, which is undertaken by the service provider in conjunction with the person living with dementia and their carer. The care planning process will identify the services and actions required by the service provider to enable successful transitions between care settings (i.e. home to care setting and back again) and to deliver a holistic respite stay.

It is anticipated that multiple organisations may be successful in receiving funding under Stream 2, with distribution of funding determined based on location, scale and scalability of the activities proposed.

The objectives of Stream 2 under this grant opportunity are:

- deliver innovative models of respite care and planning for people with dementia in a range of geographical locations and to diverse client groups to ensure equitable access to respite care;
- incorporate respite care planning into dementia respite care service offerings to support successful and meaningful transitions between the respite care setting and home;
- develop respite care plans that put the needs and wellbeing of the person living with dementia and those of their carer at the centre of the respite stay;
- support the specific needs of carers who care for a person living with dementia at home, enabling people with dementia to continue being cared for in their home and community for longer;
- build carers' knowledge, skills and capability to support them in their role as a carer for someone living with dementia;
- support and improve carers' physical and psychological health and wellbeing;
- improve quality of life for people living with dementia and their carers through planned, successful and positive respite care stays;
- support respite care providers to embed the development of and utilisation of respite care plans (undertaken in collaboration with the informal carer of people living with dementia) into their service offering;
- contribute to community and aged care sector awareness and knowledge of dementia respite care service offerings; and
- establish and contribute to the evidence base for the efficacy of respite care planning, particularly for overnight respite care, and different models of respite care, for example, to support continual service improvement or share learnings with other providers.

The intended outcomes of Stream 2 under this grant opportunity are:

- overnight dementia respite care stays and transitions in and out of settings are successful, leading to improved quality of life for people living with dementia and their carer and enabling the person living with dementia to be cared for at home for longer.
- the wellbeing of carers of people living with dementia is maintained or improved, and levels of carer burden are maintained or reduced
- the experience and quality of respite care for people living with dementia and their carers is improved.

- overnight dementia respite care is offered in a planned and considered way and puts both the person living with dementia and their carer's preferences, needs and requirements at the centre of the respite stay.
- people living with dementia and their carers, in collaboration with respite care providers, plan for the regular and repeated use of respite care stays.
- carers are supported and enabled to continue caring for someone living with dementia at home for longer and delay entry to permanent residential care.
- overnight respite care plans for people living with dementia are developed and implemented by aged care providers to enable a holistic respite care experience
- successful, holistic and person-centred respite care planning is embedded as a core element of providing respite care for people with dementia, beyond the life of grant agreements under this stream.

2.3 Stream 3: Dementia Respite Care Training

The aim of this stream is to build the capability of respite care providers to deliver quality care for people living with dementia, and to enable informal carers to take a much-needed break, through the delivery of evidence-based dementia respite care training.

Training will be provided to the dementia respite care workforce to improve their understanding of the specific care needs of a person living with dementia accessing respite.

The scope of training will include supporting successful transitions between respite care service settings and home for people living with dementia and their carers, and strategies to help to minimise the risk of distress for individuals accessing respite services. Training resources should consider the range of aged care respite care services that support older people living with dementia. Training is expected to be available in both online and face to face formats and freely accessible to the dementia respite care workforce.

Applicants should have established training experience with demonstrated expertise in dementia care and the aged care sector and with capacity to deliver training in every state and territory across Australia.

The total funding for the organisation will not exceed the amount available for this activity (see Table 1).

The objectives for Stream 3 under this grant opportunity are to:

- provide training and education resources to improve the capability of the respite care workforce to meet the care needs of people living with dementia who access respite;
- effectively collaborate across the sector to inform resource development and delivery of training; and
- contribute to the knowledge base including through a targeted evaluation, with the aim of sharing information and learnings with the aged care sector more broadly.

The intended outcomes of Stream 3 under this grant opportunity are:

- improved sector capability to deliver holistic dementia respite service offerings;
- provision of respite care that minimises distress and reduces the risk that clients will experience cognitive or physical decline;

- people living with dementia are supported to remain in their home and community through access to quality respite care; and
- build the knowledge base of effective training and supports for the aged care respite workforce to provide quality dementia respite care.

3 Grant amount and grant period

3.1 Grants available

For this grant opportunity up to \$61.63 million (GST exclusive) is available over four years from 2022-23 to 2025-26.

Funding is provisionally allocated across three streams of activities as detailed in Table 1 below. Information on eligible activities for each stream is at Section 2.

The grant opportunity will run from April 2023 to 30 June 2026.

There is no maximum grant amount, but the total for all grants cannot exceed the total amount of available funds as outlined in Table 1.

Where multiple organisations are selected for funding for one activity, distribution of funding will be determined based on the scale, or scalability, of the activities. The Decision Maker may approve grants in total above the nominal amount for a stream, only if the total sum of grants across the activities do not exceed the total amount of available funds as outlined in Table 1.

Organisations are able to apply for more than one activity. If you do so, you must submit a separate Application Form for each activity as per Section 7 of these guidelines.

Table 1: Grant Opportunity Funding Available

Activity	2022-23 \$ M (GST exclusive)	2023-24 \$ M (GST exclusive)	2024-25 \$ M (GST exclusive)	2025-26 \$ M (GST exclusive)	Total \$ M (GST exclusive)
Stream 1: Dementia Carer Respite and Wellbeing Program	3.4	6.0	6.0	10.0	25.4
Stream 2: Innovative approaches to delivering respite care and respite care planning*	3.53	7.0	7.0	7.0	24.53
Stream 3: Dementia Respite Care Training	2.25	3.15	3.15	3.15	11.7
Total	9.18	16.15	16.15	20.15	61.63

Note: figures are base funding excluding indexation and GST

** Funding for care planning element is not ongoing: terminates in 2025-26*

3.2 Grant period

The maximum grant period is up to 39 months (a little over three years).

Grant periods may differ depending on the stream and proposed activity. You must complete your activities by 30 June 2026.

4 Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

4.1 Who is eligible to apply for a grant?

To be eligible you must be one of the following entity types:

- Indigenous Corporation
- Company¹
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government²
- Cooperative
- Incorporated Association
- Statutory Entity
- Partnership³
- Unincorporated Association

If you are applying as a Trustee on behalf of a Trust⁴, the Trustee must have an eligible entity type as listed above.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above. Eligible organisations can form a consortia with ineligible organisations.

4.1.1 Additional eligibility requirements

We can only accept applications for each stream of funding if you satisfy the below additional eligibility requirements;

¹ Company is a company incorporated under the *Corporations Act 2001* (Cth).

² Includes New South Wales local governments created as body politics.

³ Partnership – the individual partners will enter into the agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested.

⁴ Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form. Trustees must be an eligible entity type as stated in section 4.1. Both the Trust's and Trustee's details will be collected in the application form.

- Stream 1 applicants must be:
 - Approved Providers of residential care, home care or flexible care, approved under the [Aged Care Act 1997](#); or
 - Organisations providing respite care through the Commonwealth Home Support Programme.
- Stream 2 applicants must be:
 - Approved Providers of residential care, home care or flexible care, approved under the [Aged Care Act 1997](#); or
 - Organisations providing respite care through the Commonwealth Home Support Programme; or
 - a suitably qualified organisation/s with demonstrated experience in providing dementia-specific support services and with the aged care sector to undertake the activity.
- Stream 3 applicants must be a suitably qualified training provider with demonstrated experience and connections with the aged care sector to undertake the activity and can be:
 - a Registered Training Organisation (RTO), or
 - higher education (university) provider.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.
- International Entity
- Sole Trader
- Person⁵
- any organisation not included in section 4.1.

4.3 What qualifications, skills or checks are required?

If you are successful, all relevant personnel working on the grant activity may be required to acquire and maintain the following accreditation/registration:

- Working with Vulnerable People registration (or equivalent depending on the relevant state or territory).

Successful applicants under Streams 1 and 2 must maintain the following:

- Approved Provider status under the [Aged Care Act 1997](#) or be funded to deliver aged care services under the Commonwealth Home Support Program.

For successful applicant/s under Stream 3:

- RTOs must have current registration with the Australian Skills Quality Authority (ASQA)

- higher education providers must be currently registered with the Tertiary Education Quality and Standards Agency (TEQSA).

The above will be a requirement of the successful applicant's agreement with the department

5 What the grant money can be used for

5.1 Eligible grant activities

Eligible grant activities are dependent on the stream of funding you are applying for. There are three streams funding available under this grant opportunity.

Stream 1: Dementia Carer Respite and Wellbeing Program (refer Section 2.1)

Eligible activities include, but are not limited to:

- program development, planning and project management.
- operational, management, administrative and communication activities involved in establishing and delivering combined respite care for people living with dementia and their carers living in the community that will:
 - provide a meaningful and successful respite experience and activities for people living with dementia; and
 - improve knowledge, coping skills and capacity of carers such that their wellbeing, and ongoing care relationship with the person living with dementia, is maintained or improved.
- delivery of a combined model of respite care (based on the Staying at Home model) that:
 - provides psychosocial support, including opportunities for social connectedness and peer support;
 - provides education and information to carers about the dementia journey and its progression to support their wellbeing and improve coping skills, problem solving and behavioural management techniques;
 - supports network development and connections to personal, family, community and professional resources and support services; and
 - plans for the future, including proactive and planned approach to future use of respite, future use of other supports, coping with emergencies, legal and financial planning.
- provision of accommodation and meals in dementia friendly environments.
- recruitment of staff with appropriate / relevant expertise and skills in dementia care
- staff training and capability development, and sector collaboration and information sharing
- program monitoring, data collection, reporting and project evaluation.
- participation in communities of practice or to otherwise share learnings with other aged care providers and sector more broadly.

Stream 2: Innovative approaches to delivering respite care programs and respite care planning for people with dementia and their carers (refer Section 2.2); and

Eligible activities include, but are not limited to:

- program development, planning and project management.
- operational, management, administrative and communication activities involved in establishing and delivering combined respite care for people living with dementia and their carers living in the community that will:
 - provide a meaningful and successful respite experience and activities for people living with dementia and their carer; and
 - improve knowledge, coping skills and capacity of carers such that their wellbeing, and ongoing care relationship with the person living with dementia, is maintained or improved.
- delivery of a combined model of respite care that:
 - provides psychosocial support, including opportunities for social connectedness and peer support;
 - provides education and information to carers about the dementia journey and its progression to support their wellbeing and improve coping skills, problem solving and behavioural management techniques;
 - supports network development and connections to personal, family, community and professional resources and support services; and
 - plans for the future, including proactive and planned approach to future use of respite, future use of other supports, coping with emergencies, legal and financial planning.
- provision of accommodation and meals in dementia friendly environments.
- recruitment of staff with appropriate / relevant expertise and skills in dementia care
- staff training and capability development, and sector collaboration and information sharing
- program monitoring, data collection, reporting and project evaluation.
- establishing respite care plans, in consultation with people with dementia and their families and carers, and in consultation with aged care respite provider/s.
- program monitoring, data collection, reporting and project evaluation.
- participation in communities of practice or to otherwise share learnings with other aged care providers and the aged care sector more broadly.

Stream 3: planning, development and delivery of Dementia Respite Care Training (refer Section 2.3).

Eligible activities include but are not limited to:

- undertake an analysis of dementia respite care training needs and priorities to inform training and support offerings;
- undertake an assessment of gaps in available training to support the aged care respite workforce to deliver a successful respite experience inclusive of various respite care services;
- develop an implementation schedule to rollout training and supports which considers access to training across geographical locations in all states and territories, applicability of training to types of respite services;

- provide training that enables the delivery of quality respite care that considers the holistic needs of individuals living with dementia including successful transitions into and out of the respite service;
- identify and engage with relevant respite stakeholders across the aged care sector to inform the development and delivery of resources and training to educate and support the respite dementia care workforce;
- consult and/or partner with relevant stakeholders in the provision of quality dementia respite care that meets the needs of diverse groups of care recipients. This may include formal partnerships and/or collaborations, for example through a Memorandum of Understanding.
 - Diverse groups include people who live in rural and remote areas, are Aboriginal and Torres Strait Islander, from culturally and linguistically diverse (CALD) backgrounds or people who are lesbian, gay, bisexual, transgender and intersex, and the care providers who support them.
- provide training that reflects best practice and emerging evidence in quality dementia respite care, including successful findings from activities funded in Stream 2
- training that complements or links to related workforce development opportunities where appropriate
- training demonstrates awareness of existing administrative requirements for respite including but not limited to care planning
- provide and deliver training and development activities through online or face to face training, or a combination of both, across Australia
- program monitoring, data collection, reporting and project evaluation
- participation in communities of practice or similar activities to share learnings amongst aged care providers and the sector more broadly.

Activities funded under Stream 3 must not duplicate other Commonwealth funded activity such as training currently provided under the Dementia Training Program but will reflect an understanding of available resources and complement existing offerings and supports.

5.2 Eligible locations

Streams 1 and 2: your grant can include activities at different locations, as long as they are all in Australia. Applications must specify the proposed delivery location/s.

Stream 3: Dementia respite care training is intended to have a broad reach across Australia through a combination of online and face to face activities. Applications should demonstrate capacity to deliver eligible activities nationally.

5.3 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred that is directly associated with eligible grant activities.

Eligible expenditure items include:

- salary and on-costs for staff, consultants and contractors directly involved in the establishment, delivery and management of grant activities, including appropriate domestic travel directly associated with grant activities;

- operational, running and maintenance costs directly associated with the grant activity, including but not limited to service delivery (such as provision of accommodation and meals to participants in Streams 1 and 2 only);
- administration and management costs directly associated with grant activity, including but not limited to program management, coordination of services and preparation of progress reports and other materials;
- work with key stakeholders contributing to the activity outcomes;
- ICT solutions directly associated with grant activity;
- communication and promotion activities;
- development of program materials and resources;
- data collection, program monitoring and evaluation; and
- other expenditure deemed appropriate by the Decision Maker to deliver the activity.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

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

You must incur the expenditure on your grant activities between the start date and end or completion date of your grant activity for it to be eligible.

5.4 What the grant money cannot be used for

You cannot use the grant for the any activities not mentioned in Section 2 or 5.3.

You cannot use the grant for the following costs:

- purchase of land;
- wages/salaries of personnel not directly involved in the delivery or administering of grant activities;
- major capital expenditure,
- major construction/capital works;
- the covering of retrospective costs;
- costs incurred in the preparation of a grant application or related documentation;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- overseas travel; and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6 The assessment criteria

The following assessment criteria will be used to assess your suitability to receive a grant.

You must address the assessment criteria in the application.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The Application Form includes word limits. Each criterion states the respective word limit. Attachments are not included in the word limit for each criterion.

All five criteria apply to each of the three streams. All criteria have equal weighting.

Criterion 1: Alignment with grant opportunity Objectives and Outcomes (limit: 1,000 words)

Describe how the grant activity contributes to the objectives and outcomes of the grant opportunity as described at Section 2. You should consider how the grant activity contributes to the objectives and outcomes of the specific stream you are applying for, as well as how it may support the overall program objectives and outcomes.

You must demonstrate this by identifying:

- how the activity(ies) proposed in your organisation's application aligns with the grant opportunity's objectives and outcomes;
- the reach of the activity(ies), such as location, target number of clients/recipients, whether the activities will provide access to clients/recipients from diverse groups;
- how the activity(ies) respond to a particular need or gap in respite care services for people with dementia and their carers;
- how your organisation will identify, engage and collaborate with relevant stakeholders to ensure the effective delivery of the grant objectives and outcomes; and
- how the activity(ies) complement existing respite care services, dementia and carer supports and will avoid duplication of activities already funded by state and territory governments or under other Australian Government programs.

Your organisation must complete the Activity Work Plan template on [GrantConnect](#) that includes:

- the key tasks your organisation will undertake to meet the objectives of the stream of funding within the timeframe; and
- the proposed outputs for the activities;
- the performance measures for the activity; and
- timelines for the milestones of the activity.

Criterion 2: Organisational capacity and capability to deliver the grant activities (limit: 750 words)

Describe your organisation's capacity and capability to deliver the grant activities, and how your proposal addresses the risks involved in undertaking the grant activity. A strong response will include a detailed description of the proposed activities, the delivery methodology (including existing infrastructure, respite care or dementia services, and relationships that will support the project activities), and the key outputs.

Criterion 3: Organisational experience and expertise (limit: 750 words)

Describe relevant experience and expertise that demonstrates your organisation's ability to successfully deliver activity(ies) for this grant opportunity.

You must demonstrate this through identifying:

- relevant examples of experience in delivering similar activity(ies) successfully; and
- your organisation's capability and expertise in delivery of the type of activity(ies) you are proposing to undertake.

Criterion 4: Efficient and Economical use of Grant Funds (limit: 500 words)

Describe how you will ensure the efficient and economical use of grant funds when delivering your project/activities. A strong response will identify how the project/activities will achieve high quality outcomes in a cost-effective way.

You must demonstrate in a short response which identifies:

- all costs associated with the activity;
- all sub-activity costs associated with your activity; and
- clear costings for essential budget items outlined (including the source / basis of estimates).

Your organisation must complete the Indicative Activity Budget template on [GrantConnect](#) outlining how funding will be allocated to each proposed activity.

Criterion 5: Effective Risk Management Strategies (limit: 500 words)

Demonstrate your organisation's approach to risk management, including information about your organisation's governance, risk management plan and how risks are reported.

Your organisation must complete the Risk Management Plan template on [GrantConnect](#) in relation to the grant activity. The Risk Management Plan must include:

- all identified risks, including risks particular to the delivery of services due to the COVID-19 pandemic;
- the likelihood of any identified risk occurring;
- the impact on activity should any identified risk occur; and
- the mitigation strategies to respond to all risks.

7 How to apply

Before applying, you must read and understand these guidelines and the Application Form.

These documents are found on [GrantConnect](#). Any alterations and addenda⁶ will be published on [GrantConnect](#) and by registering on this website, you will be automatically notified on any changes. [GrantConnect](#) is the authoritative source for grants information.

To apply you must:

- complete the Application Form (to be completed separately for each stream) on [GrantConnect](#);
- provide all the information requested;
- address all eligibility criteria and assessment criteria;
- include all necessary attachments;
- submit your application to GrantConnect and attach the application form via the “Submit Application” button on the left-hand side; and
- If you do not receive an email (including auto reply) within 48 hours, please contact the department on (02) 6289 5600.

If you are applying for more than one stream, you are required to complete a separate Application Form and relevant attachments for each Stream.

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 you find an error in your application after submitting it, you should contact us immediately on grant.atm@health.gov.au or call (02) 6289 5600. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

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

You should keep a copy of your application and any supporting documents. We will acknowledge that we have received your application within two working days. If you need further guidance around the application process or if you are unable to submit an application via email, please contact us at grant.atm@health.gov.au or by calling (02) 6289 5600.

7.1 Attachments to the application

We require the following documents with your application as described in Section 6:

- an Activity Work Plan;
- an Indicative Activity Budget; and
- a Risk Management Plan;
- evidence of support from your organisation’s board, CEO or equivalent.

⁶ 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.

If you do not attach the requested documents, your application may not progress further in the process.

You must attach supporting documentation to the Application Form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2 Joint (consortium) applications

We recognise that some organisations may want to join as a group to deliver a grant activity. In these circumstances, you must appoint a 'lead organisation'.

Only the lead organisation will enter into a grant agreement with the department and will be responsible for submitting an application on behalf of the Consortium, the lead organisation must have the authority to do so on behalf of the consortium members.

The application must identify all other members of the proposed group and a formal agreement must be in place between all consortium members and provided to the department in the form of a letter of support, prior to the execution of the grant agreement.

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 complete the [grant activity or project/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); and
- details of a nominated management level contact officer.

It is the responsibility of the lead organisation to ensure that all parties and subcontractors comply with the relevant aspects of the written agreement.

Lead Organisations must also identify all members of the party that are included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

Late applications will not be accepted.

If you are successful, we expect you will be able to commence your grant activity around April 2023.

Table 2: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	5 weeks
Assessment of applications	4 weeks (excluding Christmas break)
Approval of outcomes of selection process	4 weeks

Activity	Expected Timeframe
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	April 2023
End date of grant activity or agreement	30/06/2026

7.4 Questions during the application process

If you have questions relating to clarification of information of the available grant, technical issues or process during the application period, please contact grant.atm@health.gov.au. The department will respond to emailed questions within three working days.

Questions close five full days before the end of the application period. This allows the department to disseminate information to applicants with sufficient time for the applicant to consider the impact of the response on their application.

Requests for clarification may form the basis of a response that will be posted on the [GrantConnect](#) website in Frequently Asked Questions document relating to this grant opportunity. Any questions will be de-identified. Registered applicants will be notified of updates to the documents via email from the [GrantConnect](#) website.

The department cannot assist you to address assessment criteria, determine eligibility or complete your application.

8 The grant selection process

8.1 Assessment of grant applications

We first review your application against the eligibility criteria in Section 4.

Only eligible applications that meet specified requirements, including compliance will move to the next stage. We consider eligible applications through an open competitive grant process.

We will then assess your application against the assessment criteria (see Section 6). We consider your application on its merits and against other applications, based on:

- how well it meets the criteria;
- how it compares to other applications; and
- whether it provides value with relevant money.⁷

We will rate your application using the Assessment Criteria Scoring Matrix.

Table 3: Assessment Criteria Scoring Matrix

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria, exceeds expectations.	5

⁷ See Glossary for the definition of 'relevant money'.

Good – response to this criterion addresses all or most sub-criteria to a higher than average standard.	4
Average – response against this criterion meets most sub-criteria to an average but acceptable level.	3
Poor – poor claims against this criterion, but may meet some sub-criteria.	2
Does not meet criterion at all – response to this criterion does not meet expectations or insufficient or no information to assess this criterion.	1

A score out of 5 will be applied to each of the five assessment criteria. A total of 25 is the highest score any application can receive.

Only applications that score Average or above against each of the five assessment criteria will be considered for funding, in the first instance.

When assessing the extent to which the application represents value for money⁸, we will have regard to:

- the overall objective/s to be achieved in providing the grant;
- how an application compares to other applications;
- the relative value of the grant sought;
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives;
- how the grant activities will target groups or individuals.
- the likelihood that the proposal can be delivered on time and to budget (as identified in supporting documents);
- the proposal being appropriately costed (level and detail should be commensurate with the value of the proposal); and
- the level of risk associated with the application and its implementation and management is acceptable.

8.2 Who will assess applications?

The department will establish an Assessment Team(s) to assess eligible and compliant applications.

The Assessment Team(s) will be comprised of staff within the Dementia, Diversity and Design Branch of the department and may include representatives from other areas of the department, as appropriate. The Chairperson/s of the Assessment Team/s will be a Director/s from the Dementia, Diversity and Design Branch.

The Assessment Team(s) may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you that is available through the normal course of business.

⁸ See Glossary for the definition of 'value for money'.

The Assessment Team(s) recommends to the Decision Maker which applications to approve for a grant.

8.3 Who will approve grants?

The First Assistant Secretary of the Market and Workforce Division (the Decision Maker) within the department decides which grant(s) to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant opportunity.

The Decision Maker's decision is final in all matters, including:

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

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

9 Notification of application outcomes

We will advise you of the outcome of your application in writing (via email). 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 be made to the department within 14 days of being notified of the outcome by emailing dementia@health.gov.au. We will respond to your request for feedback in writing within 21 days.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, we will consider subsequent grant opportunities.

10 Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the whole of government [grant agreement](#) template in this program.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the [Department of Finance's website](#). We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk. You must not start your grant activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Decision Maker. We will identify these in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

You will have 20 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Decision Maker.

10.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you may be requested to demonstrate compliance with the following legislation/policies/industry standards, depending on the focus of your grant.

- Working with Vulnerable People registration (or equivalent depending on the relevant state or territory),

Successful applicants under Streams 1 and 2 must maintain the following:

- Approved Provider status under the [Aged Care Act 1997](#) or be funded to deliver aged care services under the Commonwealth Home Support Program (if applicable).

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- * services directly to children; or
- * activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement.

Irrespective of the child safety obligations in the grant agreement, you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

The Australian Government has commissioned the Australian Human Rights Commission to develop a series of tools and resources to assist organisations to implement the National Principles for Child Safe Organisations.

If relevant, you will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

10.2.1 The Multicultural Access and Equity Policy

The [Multicultural Access and Equity Policy](#) obliges Australian Government agencies to ensure that cultural and linguistic diversity is not a barrier for people engaging with government and accessing services to which they are entitled. For example, providing access to language services where appropriate.

10.2.2 National Redress Scheme

The [National Redress Scheme](#) for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse that do not join the Scheme, ineligible for future Australian Government grant funding. The [National Redress Scheme](#) Grant Connected Policy came into effect on 1 January 2021.

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid;
- grant activity deliverables
- schedule of payments; and
- specific reporting requirements and acquittal procedures (if required).

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

10.4 Grants Payments and GST

Payments will be GST Exclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

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](#). We do not provide advice on your particular taxation circumstances.

11 Announcement of grants

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

12 How we monitor your grant activity

12.1 Grant activity Performance Indicators

Grant activities will be measured against the below Performance Indicators (PIs). Performance Indicators and Measures for specific activities and outcomes under a grant agreement will be developed and refined with the successful applicants.

Table 4: Stream 1 Performance Indicator/s (PIs)

Performance indicator	Measure(s)
Models of care are delivered which improve the experience and quality of respite for people with dementia and their carers, improve carer wellbeing, and delay entry to permanent residential care.	<p>Services delivered meet the target number of dyads, and reflect identified scope, geographical location and target cohorts for the grant program.</p> <p>Carer wellbeing is maintained or improved, including by maintaining or reducing levels of carer burden, measured using established assessment tools and metrics.</p> <p>Quality of life for both the person with dementia and their carer is improved, measured using established assessment tools and metrics.</p> <p>People with dementia stay at home longer and entry to permanent residential care is delayed – measured by time between program participation and entry to residential care, compared with baseline, existing data and previous studies.</p>
Evidence base for the efficacy of the model/s of care and interventions is developed.	Data collection, surveys and participant evaluation of the program including personnel / staff and aged care providers

Table 5: Stream 2 Performance Indicator/s (PIs)

Performance indicator	Measure
Models of care are delivered which improve the experience and quality of respite for people with dementia and their carers, improve carer wellbeing, and delay entry to permanent residential care.	<p>Services delivered meet the target number of dyads, and reflect identified scope, geographical location and target cohorts for the grant program.</p> <p>Carer wellbeing is maintained or improved, including by maintaining or reducing levels of carer burden, measured using established assessment tools and metrics.</p> <p>Quality of life for both the person with dementia and their carer is improved, measured using established assessment tools and metrics.</p> <p>Occasions of respite use for people living with dementia are increased and repeated.</p> <p>Emergency respite use is reduced.</p> <p>People with dementia stay at home longer and entry to permanent residential care is delayed – measured by time between program participation and entry to residential care, compared with baseline, existing data and previous studies.</p>
Respite care planning contributes to improvements in quality and use of respite care for people with dementia and carers	<p>Services delivered meet the target number of dyads, and reflect identified scope, geographical location and target cohorts for the grant program.</p> <p>Respite care stay and approach to transition between home and care setting reflects the respite care plan.</p> <p>Person with dementia and the carer reports that the experience of respite care has been improved and reflects the individual needs of the person, and is more likely to plan for and use respite care.</p>

Performance indicator	Measure
Evidence base for the efficacy of the model/s of care and interventions is developed.	Data collection, surveys and participant evaluation of the program including personnel / staff and aged care providers

Table 6: Stream 3 Performance Indicator/s (PIs)

Performance indicator	Measure
Needs-based dementia respite care training implementation schedule developed, inclusive of equity issues of access, location and meeting the needs of diverse groups	Implementation of training in response to needs analysis.
Occasions of dementia respite care training delivered	Number of training offerings delivered and the number accessed by workforce type, respite type, location of workforce, mode of training and diversity of training recipients. Number of individuals accessing training
Deliver person-centred dementia respite care training	Training provided to a minimum of 5,200 respite care workers Training supports and resources are delivered in formats appropriate to the target workforce to optimise engagement
Education and training resources developed	Development and number of resource materials for distribution and uptake
Contribute to the evidence base for the efficacy of the program and support continuous improvement	Data collection, surveys and evaluation of the program

12.2 Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation.

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

You must also inform us of any changes to your:

- name;
- addresses;
- nominated contact details; and
- bank account details.

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

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2.1 COVID-19

As a result of COVID-19, service providers may need to identify alternative methods of service delivery. The department will support flexibility in the delivery of planned services to enable contracted organisations to adapt to the changing environment. The department will consider its approach to reporting over this time and be flexible in reporting requirements under the terms of the Schedule.

12.3 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices to the grant agreement. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes; and
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

We may ask you for ad hoc reports on your grant. This may be to provide an update on progress or on any significant delays or difficulties in completing the grant activity.

12.4 Financial declaration / Audited financial acquittal report

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement. The financial acquittal report template is attached to the sample grant agreement.

12.5 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Agreement Manager.

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

12.6 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.7 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.8 Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We 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 asked to provide additional information to us for this purpose.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

12.9 Acknowledgement

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

'This Improving respite care for people with dementia and their carers project received grant funding from the Australian Government.'

13 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 amended periodically by the department. When this happens, the revised guidelines will be published on [GrantConnect](#).

13.1 Enquiries and feedback

The department's [Complaint Handling Process](#) applies 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 grant.atm@health.gov.au.

If you do not agree with the way the department 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: [Commonwealth Ombudsman](#)

13.2 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's staff, any member of a committee, an 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 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 [Australian Public Service Commission's website](#).

13.3 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; and
- who we give your personal information to.

Your personal information can only be disclosed to someone else 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 would breach an Australian Privacy Principle as defined in the Act.

13.4 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 our 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, your employees, agents or subcontractors to give a written undertaking relating to non-disclosure 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 of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential;
2. the information is commercially sensitive; and
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:

- the committee and other 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; and
- 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.

13.5 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 documents held by Australian Government entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. Access may be refused if a document contains “exempt” material, such as commercially valuable information or the personal or business information of a third party.

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

By mail: Freedom of Information Coordinator
 FOI Unit

Department of Health and Aged Care
GPO Box 9848
CANBERRA ACT 2601

By email: foi@health.gov.au

DRAFT

14 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
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
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
commencement date	the expected start date for the grant activity
Commonwealth Child Safe Framework	in response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the Commonwealth Child Safe Framework , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities
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
<i>Commonwealth Grants Rules and Guidelines 2017 (CGRGs)</i>	establish the Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. The CGRGs contain the key legislative and policy requirements and explain the better practice 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

Term	Definition
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
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> <ul style="list-style-type: none"> a. under which relevant money⁹ or other Consolidated Revenue Fund (CRF) money¹⁰ 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 Portfolio Budget Statement Program
grantee	the individual/organisation which has been selected to receive a grant

⁹ Relevant money is defined in the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), chapter 1, section 8 Dictionary.

¹⁰ Other CRF money is defined in the PGPA Act. See section 105 Rules in relation to other CRF money.

Term	Definition
National Redress Scheme	the National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.
PBS Program	described within the entity's Portfolio Budget Statement , 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.
<i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)	the PGPA Act establishes a system of governance and accountability for public resources with an emphasis on planning, performance and reporting. It applies to all Commonwealth entities and Commonwealth companies.
relevant money	<ul style="list-style-type: none"> a. money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity; or b. money that is held by the Commonwealth of a corporate Commonwealth entity.
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.

Term	Definition
value for money	<p>value for 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.</p> <p>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.