



Australian Government

Department of Health and Aged Care

Mental Health Program Addressing Critical Psychology Shortages – Postgraduate Psychology Incentive Program – Round 1 Grant Opportunity Guidelines GOXXXX

Opening date:	[dd mmmm yyyy]
Closing date and time:	2:00pm (Canberra time) on [dd mmmm yyyy]
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) 5 business days before the close date.</p>
Type of grant opportunity:	Demand Driven (eligibility based)

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1. Mental Health Program: Addressing Critical Psychology Shortages – Postgraduate Psychology Incentive Program grant opportunity processes

The Mental Health 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 1. 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 criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria, including an overall consideration of value with money.



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 enter into a grant agreement

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



Delivery of grant

You undertake the grant activity as set out in your letter of 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 Addressing Critical Psychology Shortages – Postgraduate Psychology Incentive Program – Round 1 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 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

The Mental Health Program (the program) contributes to the achievement of the Department of Health and Aged Care's Portfolio Budget Statement (PBS) Outcome 1 – Health Policy, Access and Support.

Better equip Australia to meet current and future health needs of all Australians through the delivery of evidence-based health policies; improved access to comprehensive and coordinated health care; ensuring sustainable funding for health services, research and technologies; and protecting the health and safety of the Australian community.

Under Program 1.2: Mental Health, the Australian Government is committed to improving the mental health and wellbeing of all Australians, including a focus on suicide prevention. This is supported by activities implementing the [National Mental Health and Suicide Prevention Agreement](#) (National Agreement) and associated commitments, including the [National Mental Health Workforce Strategy](#) (Strategy).

The program objectives include:

- improving the mental health and wellbeing of all Australians, including a focus on suicide prevention.

The intended outcomes of the program are:

- working with states and territories to implement the National Agreement and associated bilateral schedules and build and strengthen the mental health workforce through the Strategy.

The grant program aligns with the National Agreement by delivering initiatives to attract and upskill workforce and to support the expansion of clinical placements for mental health and suicide prevention professions with identified shortages, specifically psychology.

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

2.1 About the grant opportunity

The Australian Government recognises the current bottlenecks in the psychology training pipeline and the impacts on workforce availability and service delivery. Strategies are needed to reduce attrition between the number of students commencing undergraduate psychology studies and those going on to practice, in particular responding to the unique challenges facing postgraduate psychology.

The Addressing Critical Psychology Shortages - Postgraduate Psychology Incentive Program aims to support higher education providers who have created 500 additional postgraduate psychology places over four years in courses which lead to general registration¹ and can lead to relevant areas of practice endorsement².

The grant opportunity will be available over four separate grant rounds (with one opening each financial year) and will provide up to \$55,825,725 (GST exclusive) over four years (2023-24 to 2026-27).

Round 1 (this grant opportunity) will provide up to \$11,900,725 (GST exclusive) in 2023-24 to higher education providers to support additional postgraduate psychology places in courses which lead to general registration and relevant areas of practice endorsement.

The purpose of this grant opportunity is to create a scalable, sustainable measure to build capacity within higher education providers to grow the postgraduate qualified psychology workforce to alleviate pressure in the system.

The grant will address the known funding shortfall for postgraduate psychology places by partially subsidising the cost of all commencing postgraduate psychology places at higher education providers demonstrating real growth in their relevant student intakes. This will support high-quality placements and sustainable increases to course sizes, including by increasing the number of [Commonwealth Supported Places](#) (CSPs) offered by Higher Education Providers.

To be eligible, higher education providers must meet an 8.7% yearly minimum growth rate in student enrolments across eligible postgraduate psychology courses (compared with the previous year's data for the same courses, as provided to the Department of Education). Higher education providers will be required to increase their student intake based on their respective 2023 cohort and include the creation of at least one new CSP each year. The capacity of prospective grantees' to deliver increased places will not be compared against other eligible higher education providers.

This grant provides funding for postgraduate psychology courses which fall under (CGS) [Funding Cluster 2](#) (2024 Commonwealth contribution of \$14,915).

In addition to the CGS contribution, separate funding of \$9,500 per student is available under Round 1 of this program.

The department is aware that potential grantees will also be receiving funding from other Commonwealth sources to fund student places, including through the CGS. Applying for this grant opportunity is separate to and does not interfere with or affect other Commonwealth funding related to CSPs provided through the Education portfolio.

The objectives of the grant opportunity are to:

- support higher education providers creating additional postgraduate places in relevant psychology courses;
- allow more students to study postgraduate psychology; and
- boost the psychology training pipeline by training more students that can go on to work in the mental health sector upon graduation.

The intended outcomes of the grant opportunity are:

¹ See Glossary for the definition of 'general registration'.

² See Glossary for the definition of 'relevant areas of practice endorsement'.

- to increase the availability of postgraduate places in relevant courses to support provisional psychologists to obtain general registration; and
- provide interim actions to immediately address some of the known bottlenecks in the postgraduate psychology training pathway.

The Activity will be measured against the below Performance Indicator.

Table 1: Performance Indicator

Performance Indicator	Measure
Number of postgraduate psychology places offered and filled	Funding led to increased postgraduate psychology student intakes demonstrated by a minimum growth rate of 8.7% in enrolment numbers from 2023 to 2024.

3. Grant amount and grant period

3.1 Grants available

The Australian Government announced a total of \$55.8 million (GST exclusive) over four years for the Addressing Critical Psychology Shortages – Postgraduate Psychology Incentive Program. Funding under the program will be available over 4 grant rounds, with one round opening each financial year. Eligible organisations will be required to apply for each individual round as they become available on GrantConnect.

In this grant opportunity (Round 1), up to \$11,900,725 (GST exclusive) is available in 2023-24 (Table 2).

The maximum grant period is 6 months. Funding under this grant opportunity must be used to support students in the 2024 academic year, and all activities must be completed by 31 December 2024.

Grants are available for higher education providers offering postgraduate psychology courses which lead to general registration through the [Psychology Board of Australia](#) and can lead to relevant areas of practice endorsement.

In Round 1, grants will be:

- allocated to higher education providers demonstrating a growth rate of at least 8.7% across eligible postgraduate psychology courses when comparing student intake across 2023 and 2024 (including creating at least one new CSP);
- funded for each eligible course at a rate of \$9,500 (GST exclusive) per student; and
- provided for the lowest number of student places contributing to the 8.7% growth rate.

Please refer to the Frequently Asked Questions document for specific examples of how to calculate the required growth rate and determine how many student places would be eligible to receive funding under this measure.

The total amount for all grants allocated in Round 1 cannot exceed the total funding available for the 2023-24 financial year.

Table 2: Round 1 Grant Opportunity Funding Available (GST exclusive)

Grant Round	Financial Year	Higher Education Academic Year	Total
Round 1	2023-24	2024	\$11,900,725

Future grant opportunities under the program will be available as per funding outlined in Table 3.

Table 3: Future Rounds under the Program (GST exclusive)

Future Rounds under the program	Financial Year	Higher Education Academic Year	Indicative Available Funding *
Round 2	2024-25	2025	\$13,205,000
Round 3	2025-26	2026	\$14,593,000
Round 4	2026-27	2027	\$16,127,000

* Funding available under future grant rounds may be subject to change and are based on government decisions. Future funding per round will be confirmed through updated Grant Opportunity Guidelines (under new GO ID numbers) as they become available on GrantConnect.

4. Eligibility criteria

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

The eligibility criteria may be amended by the Decision Maker (Assistant Secretary, Mental Health Access Branch) in circumstances where the grant opportunity is revised due to its demand driven nature. Where this occurs, requirements of Section 13.14 of the CGRGs will be followed, and decisions to approve grants will be consistent with the policy authority for the grant opportunity and/or the applicable published objectives.

The department is aware that potential grantees will also be receiving funding from other Commonwealth sources to fund student places through the CGS. Applying for this grant opportunity does not interfere with or affect other Commonwealth funding provided through the Education portfolio.

4.1 Who is eligible to apply for a grant?

To apply for funding under this grant opportunity you must:

- have an Australian Business Number (ABN);
- be registered for the purposes of GST;
- have an account with an Australian financial institution;
- be an [Australian higher education provider](#) approved to:
 - offer Commonwealth Supported Places; **and**
 - offer postgraduate psychology courses which lead to general registration and can lead to the following areas of practice endorsement (as outlined on the [Psychology Board of Australia](#) website):
 - clinical neuropsychology;
 - clinical psychology;
 - community psychology;
 - counselling psychology; or
 - health psychology; and
- be one of the following entity types:
 - an Aboriginal and/or Torres Strait Islander Corporation (*registered under the [Corporations \(Aboriginal and/or Torres Strait Islander\) Act 2006](#)*);
 - company;
 - 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 government;
- cooperative;
- incorporated association;
- other incorporated entity;
- statutory entity;
- partnership; or
- unincorporated association.

The above listed areas of endorsed practice have been identified for this grant opportunity as they are relevant to the delivery of mental health care in mental health settings.

You must also provide the completed Data Summary Template available on GrantConnect signed by an authorised officer which demonstrates and provides confirmation of:

- the enrolled number of postgraduate psychology places by course in 2023 and 2024;
- the number of enrolled postgraduate psychology places in your 2024 cohort meets the 8.7% growth rate as compared to 2023; and
- at least one of the new postgraduate psychology places in 2024 is a CSP.

All applications must be accompanied by a separate letter of endorsement from the Vice Chancellor of your organisation.

Applications can only be accepted from organisations that meet all the above criteria.

Higher education providers who do not apply or are ineligible for Round 1 can and are encouraged to apply for future rounds of funding and will be assessed against the eligibility criteria at that time.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an overseas organisation;
- an organisation that does not meet all the criteria included in Section 4.1; and/or
- 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'.

4.3 What qualifications, skills or checks are required?

If you are successful, your organisation must maintain the following registration:

- registration with [Tertiary Education Quality and Standards Agency](#) (TEQSA).

The department recognises the Australian Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse, and the [Commonwealth Child Safe Framework](#). As such, the department expects that all grant recipients comply with all Australian law relating to employing or engaging people who work or volunteer with children. This includes working with children checks and mandatory reporting; and the department may request an annual statement of compliance with this requirement. If successful, these details will be outlined in the grant agreement.

5. What the grant money can be used for

5.1 Eligible grant activities

Eligible activities must directly relate to the grant opportunity and may include:

- facilitating supervised placements for postgraduate provisional psychologists;

- working with mental health care providers in primary and private settings to support placements; and
- other activities directly supporting the increased number of enrolled students in postgraduate psychology courses in 2024 (e.g., courses which lead to general registration and can lead to the areas of practice endorsement), including activities that facilitate study requirements and/or increase organisational capacity.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred for eligible grant activities. Eligible expenditure items include:

- staffing (e.g., wages of staff directly involved in the teaching and/or supervision of graduates and/or wages of staff coordinating placement matching);
- communication costs (e.g., connecting with placement providers);
- administration costs (e.g., related to coordination of placement matching);
- project costs for placement matching service including software, domestic travel, and meetings; and
- other expenditure incurred which directly supports the increased number of enrolled students in relevant postgraduate psychology courses in 2024.

In receiving the grant, you are being supported to offer additional places, including CSPs, in relevant postgraduate psychology courses in 2024. Funding can be used to undertake activities to promote growth in postgraduate psychology places, including CSPs, in line with eligible grant activities and expenditure under Section 5. Grant funds may also be used on eligible activities to subsidise the cost and support high-quality placements.

You must incur the expenditure as per the scope of your letter of agreement.

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.

5.3 What the grant money cannot be used for

You cannot use the grant for any activities not mentioned in Section 5.1.

Ineligible grant activities and costs are those which are not directly related to increasing the number of enrolled students in postgraduate psychology courses in 2024.

You cannot use the grant for:

- purchase of land;
- paying ransom for ransomware, cyber-attack or any other type of cybercrime;
- major capital expenditure, major construction/capital works;
- costs incurred in the preparation of a grant application or related documentation;
- general ongoing administration of an organisation such as electricity, phone, and rent; and
- activities that are already funded on an ongoing basis by other Australian, state or territory, or local government programs (excluding funding from the Australian Government Department of Education to Higher Education Providers as part of the CGS, which subsidises course fees for eligible higher education students).

6. How to apply

Before applying, you must read and understand all documents and information relating to this grant opportunity found on [GrantConnect](#). Any alterations and addenda³ will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information, however the department takes no responsibility if a registered user fails to become aware of any addendum notices or of other published material. Registered users are encouraged to regularly check GrantConnect for updates.

You can only submit one application for Round 1 of this grant opportunity. If more than one application is submitted, the application submitted latest, and within closing time and date, will progress to the next stage.

To apply you must:

- read all available documentation about the grant opportunity provided on GrantConnect;
- complete the application form on GrantConnect;
- provide all the information requested;
- address all eligibility criteria;
- include all necessary attachments; and
- submit your application by the closing date and time using the red **Submit Application** button on GrantConnect.

We will not provide application forms or accept application submissions for this grant opportunity by email.

If you need assistance with the application process or find an error in your application after submission but before the closing date and time, you should contact us via email Grant.ATM@health.gov.au. For technical assistance when submitting your application through GrantConnect please contact the GrantConnect Helpdesk:

- phone: 1300 484 145; and
- email: GrantConnect@finance.gov.au

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

The department does not have to accept any additional information, or requests from you to correct your application after the closing time. If you find an error in your application after submitting it, you should contact us immediately at 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.

You should keep a copy of your application and any supporting documents. You will receive an automated email notification acknowledging the receipt of your application. If you do not

³ Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

receive a confirmation email within 48 hours, contact the department at Grant.ATM@health.gov.au.

6.1 Attachments to the application

All of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. The below information is required at minimum to meet the eligibility requirements of this grant opportunity. Templates are provided on GrantConnect with the grant opportunity documents where applicable.

We require the following documents with your application:

- proof of entity type;
- completed Data Summary Template available on GrantConnect signed by an authorised officer which demonstrates and provides confirmation of:
 - the enrolled number of postgraduate psychology places by course in 2023 and 2024;
 - the number of enrolled postgraduate psychology places in your 2024 cohort meets the 8.7% growth rate as compared to 2023; **and**
 - at least one of the new postgraduate psychology places in 2024 is a CSP.
- a letter of endorsement of your application written/signed by the Vice Chancellor of your organisation.

Note: Documentation confirming enrolled places should be de-identified and sensitive information removed.

For applications made on behalf of a Trust, the application must be made in the name of the Trustee as listed in the Trust Deed. The applicant must be prepared to provide a copy of the Trust Deed as in force at the time the application is made if requested, and other information (including financial information) for both the Trust and the corporate Trustee.

As outlined above, you must use the Data Summary Template on GrantConnect to document student intake by course type across consecutive years, subsequent growth rates and CSPs. If you do not include the requested evidence, your application may not progress further in the process.

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

6.2 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates for this grant opportunity. This can be done at any time during the opening and closing dates, as grant applications will be assessed on a rolling basis.

If you are successful, we expect you will be able to commence your grant activity around 12 weeks after the submission of your application.

Table 4: Expected timing for this grant opportunity.

Activity	Expected Timeframe
Open on GrantConnect	3 weeks
Assessment of applications	2 weeks from submission
Approval of outcomes	3 weeks from submission
Negotiations and award of grant agreements	8 weeks from submission
Notification to unsuccessful applicants	12 weeks from submission
Earliest start date of grant activity	12 weeks from submission
End date of grant activity or agreement	31 December 2024

Note: the above timeframes are indicative only and will depend on the number and quality of applications throughout the submission period. Missing/incorrect information within applications may cause delays during the assessment process.

6.2.1 Late applications

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; and/or
- 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 Decision Maker 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.

Please note, the department will be working to tight time frames for this grant opportunity and therefore it is not anticipated that late applications will be accepted.

6.3 Questions during the application process

If you have questions relating to the grant, technical issues or process during the application period, please contact Grant.ATM@health.gov.au. The department will respond to emailed questions within five working days.

Questions close at 5.00pm (Canberra time) five business days before the application period closes. This allows a reasonable period for the department to respond with information that applicants can consider for their application. The department will continue to assist with technical related enquiries regarding the submission of applications beyond the question close deadline.

Requests for clarification may form the basis of a response that will be posted on the [GrantConnect](#) website in the Frequently Asked Questions document relating to this grant opportunity. All 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 determine eligibility or complete your application.

7. The grant selection process

The department will establish a team of assessors to review applications.

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

Only eligible applications will move to the next stage. We consider eligible applications through a demand driven grant process. Your application will not be assessed or compared against other applications. Staff from the Mental Health Access Branch of the department and the Department of Education will assess the eligibility of the application/s and recommend to the Decision Maker the appropriate funding amount based on supporting documents provided in your application.

We consider your application based on how well it meets the eligibility criteria.

We may seek additional information about you or your application. We may do this from within the Commonwealth, even if the sources are not nominated by you as referees. We may also consider information about you that is available through the normal course of business.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

Eligible applications will be successful provided sufficient grant funding is available.

7.1 Who will approve grants?

The Assistant Secretary, Mental Health Access Branch (the Decision Maker) decides which grant(s) to approve, taking into account the recommendations from the assessment teams and 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; and
- the grant funding amount to be awarded.

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

8. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

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 responding to the outcome email. We will respond to your request for feedback in writing within 28 days.

You can and are encouraged to submit a new application for each individual grant round of this grant opportunity. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9. Successful grant applications

9.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the whole-of-government grant agreement templates in this program. We will use the letter of agreement for this grant opportunity.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the [Department of Finance's website](#).

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

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.

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

9.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you are requested to demonstrate compliance with the following legislation/policies/industry standards:

- [Higher Education Standards Framework \(Threshold Standards\) 2021](#) (for all TEQSA registered higher education providers).

To be eligible for a grant, you must declare in your application that you comply with these requirements. You may need to declare you can meet these requirements in your grant agreement with the Commonwealth.

9.2.1 The Multicultural Access and Equity Policy

The Australian Government's [Multicultural Access and Equity Policy](#) obliges Australian Government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

9.2.2 Commonwealth Child Safe Framework

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 will be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children; and/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 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.

9.2.3 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.

9.3 How we pay the grant

The letter of agreement will state the:

- maximum grant amount to be paid.

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

We will make payments according to the letter of agreement.

9.4 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 taxation circumstances.

10. 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](#).

11. How we monitor your grant activity

11.1 Keeping us informed

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

You must also inform us of any changes to your:

- name;
- addresses;

- nominated contact details; and
- bank account details.

11.2 Reporting

You may be asked to submit reports in line with the grant agreement. We may provide sample templates for these reports as appendices in the grant agreement.

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

11.3 Financial reporting

You must submit financial reports in line with the grant agreement.

We will ask you to report on the expenditure of the grant using a financial declaration at the completion of the grant activity and in line with the grant agreement.

11.4 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.

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

12. Probity

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

These guidelines may be amended periodically by the department. When this happens, the revised guidelines will be published on GrantConnect.

12.1 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: [Home - Commonwealth Ombudsman](#)

12.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

There may be a conflict of interest, or perceived conflict of interest, if the department'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; and/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](#).

12.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect;
- why we collect your personal information; 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* (the Act) 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.

12.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without 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/or
- a House or a Committee of the Australian Parliament.

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

12.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to 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

13. 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
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. For the purpose of this grant opportunity the Decision Maker is the Assistant Secretary of the Mental Health Access Branch.
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
general registration	is granted by the Psychology Board of Australia to allow psychologists to work in any area of psychology within their scope of practice, the requirements of general registration are set out in the general registration standard

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> under which relevant money⁴ or other Consolidated Revenue Fund (CRF) money⁵ is to be paid to a grantee other than the Commonwealth; and 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 / grant recipient	the individual/organisation which has been selected to receive a grant
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.

⁴ Relevant money is defined in the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), chapter 1, section 8 Dictionary.

⁵ Other CRF money is defined in the PGPA Act. See section 105 Rules in relation to other CRF money.

Term	Definition
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 areas of practice endorsement	<p>is a mechanism provided for by section 98 of the National Law through which additional qualifications and advanced supervised practice recognised by a Board (including the Psychology Board of Australia) can be identified to the public, employers and other users of the online register of practitioners</p> <p>practitioners with an area of practice endorsement have that area of practice notated on the public register and can use the title associated with that area of practice</p> <p>relevant areas of practice endorsement refer to:</p> <ul style="list-style-type: none"> • clinical neuropsychology • clinical psychology • community psychology • counselling psychology • health psychology <p>these areas of endorsed practice have been identified for this grant opportunity as they are relevant to the delivery of mental health care in mental health settings.</p>
relevant money	<p>a. money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity; or</p> <p>b. money that is held by the Commonwealth of a corporate Commonwealth entity.</p>
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 with money	<p>value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources, and determined from a variety of considerations.</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.