



Australian Government

Department of Health and Aged Care

Drug and Alcohol Program Alcohol and Other Drug Treatment Services for the regions of Ceduna (SA), Bundaberg-Hervey Bay (QLD), East Kimberley and the Goldfields (WA) 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: | Targeted Competitive |

Contents

| | |
|--|-----------|
| 1. Drug and Alcohol Program: Alcohol and Other Drug Treatment Services for the regions of Ceduna (SA), Bundaberg-Hervey Bay (QLD), East Kimberley (WA) and the Goldfields WA grant opportunity guidelines | 4 |
| 1.1 Introduction | 7 |
| 2. About the grant program | 7 |
| 2.1 About the grant opportunity | 7 |
| 2.2 About the two-staged approach | 8 |
| 3. Grant amount and grant period | 11 |
| 3.1 Grants available | 11 |
| 3.2 Grant period | 11 |
| 3.3 Role of the Brokerage Organisations | 11 |
| 4. Eligibility criteria | 12 |
| 4.1 Who is eligible to apply for a grant? | 12 |
| Additional eligibility requirements | 13 |
| 4.2 Who is not eligible to apply for a grant? | 14 |
| 4.3 What qualifications, skills or checks are required? | 14 |
| Additional requirements for Infrastructure Projects | 15 |
| 5. What the grant money can be used for | 15 |
| 5.1 Eligible grant activities | 15 |
| 5.2 Eligible locations | 15 |
| 5.3 Eligible expenditure | 16 |
| 5.4 What the grant money cannot be used for | 16 |
| 6. The assessment criteria | 17 |
| 7. How to apply | 19 |
| 7.1 Attachments to the application | 19 |
| 7.2 Joint (consortium) applications | 21 |
| 7.3 Timing of grant opportunity processes | 22 |
| Late applications | 23 |
| 7.4 Questions during the application process | 23 |
| 8. The grant selection process | 24 |
| 8.1 Assessment of grant applications | 24 |
| 8.2 Who will assess applications? | 25 |
| 8.3 Who will approve grants? | 25 |
| 9. Notification of application outcomes | 26 |
| 9.1 Further grant opportunities | 26 |
| 10. Successful grant applications | 26 |
| 10.1 The grant agreement | 26 |
| 10.2 Specific legislation, policies and industry standards | 27 |

| | |
|--|-----------|
| The Multicultural Access and Equity Policy | 27 |
| Commonwealth Child Safe Framework | 27 |
| National Redress Scheme | 28 |
| 10.3 How we pay the grant | 28 |
| 10.4 Grants Payments and GST | 28 |
| 11. Announcement of grants | 28 |
| 12. How we monitor your grant activity | 28 |
| 12.1 Keeping us informed | 28 |
| COVID-19 and Environmental Considerations | 29 |
| 12.2 Reporting..... | 29 |
| Progress/performance reports | 30 |
| Ad-hoc reports..... | 30 |
| 12.3 Financial reporting | 30 |
| 12.4 Grant agreement variations | 30 |
| 12.5 Compliance visits | 30 |
| 12.6 Record keeping | 30 |
| 12.7 Evaluation | 31 |
| 12.8 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 | 32 |
| 13.5 Freedom of information..... | 33 |
| 14. Consultation | 34 |
| 14.1 General Consultation Findings..... | 34 |
| 15. Glossary | 36 |
| Appendix A: Stage One – Brokerage Organisations – Guidance Material | 40 |
| Community Design Plan – Guidance Material | 40 |
| Community Design Plan requirements and process..... | 41 |
| Assessment Criteria | 42 |
| Appendix B: Stage Two – Implementation of Community Design Plan | 43 |
| Grant amount and grant period | 43 |
| Eligible grant activities | 43 |
| What the grant money cannot be used for | 45 |
| Assessment criteria – guidance | 45 |
| Appendix C: Applicant Guidance and Service Delivery Timeframes..... | 48 |
| Appendix D: Other Australian Government Funding Programs related to AOD treatment services..... | 49 |

1. Drug and Alcohol Program: Alcohol and Other Drug Treatment Services for the regions of Ceduna (SA), Bundaberg-Hervey Bay (QLD), East Kimberley (WA) and the Goldfields WA grant opportunity guidelines

The Drug and Alcohol Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the department's Outcome 1: Health Policy, Access and Support, Program 1.5: Preventive Health and Chronic Disease Support. The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).



Stage One – Brokerage Organisation Selection and Community Design Plan

The grant opportunity opens (6 weeks)

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



We invite potential applicants to a briefing session to explain the grant opportunity.

The department will hold a series of briefings (one per region) to enable interested stakeholders to learn more about the grant opportunity. This briefing will be held online and allow stakeholders to seek further information on the process for applying for funding and the expectations of the department for delivery of the project.



You complete a submit a grant application and required attachments.

You complete the Application Form available on GrantConnect to apply for funding as a Brokerage Organisation for your local region. You must address all the eligibility and assessment criteria for Brokerage Organisations to be considered suitable for this role. In your application, you will also present a high-level overview of proposed AOD treatment activities you want to develop in your region with an estimate of associated costs. Applicants can seek further information on eligibility and assessment criteria for Stage One at **Appendix A**



We assess all grant applications

We determine eligibility of applications against eligibility criteria. We assess all eligible applications against the assessment criteria including an overall consideration of value with money and comparison with 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

If successful, we will enter into a grant agreement with you as a Brokerage Organisation. There will be one Brokerage Organisation selected for each of the four eligible regions which include: Ceduna (SA), Bundaberg – Hervey Bay (QLD), East Kimberley (WA) and the Goldfields (WA). Each Brokerage Organisation will be provided funding to support costs associated with the Brokerage role. An initial start-up amount of up to \$500,000 (GST exclusive) may be accessed by successful Brokerage Organisations per region. Ongoing funding to meet expenses associated with the Brokerage role, will be capped at 10% of the total regional budget in support of AOD treatment activities in each region. Successful Stage One applicants will be invited to progress to the next stage of the grant process.



We notify unsuccessful applicants

We will notify unsuccessful Stage One applicants of the assessment outcome once grant agreements have been executed with the successful Stage One applicants (Brokerage Organisations).



Brokerage Organisations develop a community designed implementation plan of activities in response to AOD treatment needs (Community Design Plan) in partnership with relevant stakeholders

You will invite and partner with local organisations to develop a plan that will detail proposed activities to address AOD treatment related needs in the region (this may include unsuccessful applicants from Stage One). This must be developed in partnership with key AOD treatment related organisations and other relevant community stakeholders including First Nations communities in your region. Your plan will also include a detailed budget that will accommodate expenses associated with engaging resource personnel (such as a grants liaison officer and/or infrastructure project manager).

See **Appendix A** for further details.



You submit your region's Community Design Plan to the department for approval

We assess the Community Design Plan from each region against key criteria and seek further information as required to reach agreement on the final plan. Attached to the Community Design Plan submission will be the relevant grant application guidance materials the Brokerage Organisations will make available to community organisations wishing to apply for funding at Stage Two.



We assess the Community Design Plan

We approve or negotiate amendments to the plan where necessary. On final approval, the department will enter a Deed of Variation with each regional Brokerage Organisation to adjust funding allocations to align accordingly with the approved budgets associated with implementation of the Community Design Plan.

Stage Two – Implementation

Approved Brokerage Organisations will engage and fund an independent Community Grants Liaison Officer

The Grants Liaison Officer provides support where needed to interested organisations in the community to develop detailed project plans, budgets and applications for funding using the templates provided. These projects must align with the approved Community Design Plan.

Details of the process undertaken by the Brokerage Organisations at Stage Two will be further detailed during departmental briefings. Further information is provided at

Appendix B.



You, as the Brokerage Organisation, complete an assessment of the community applications against the approved Community Design Plan

You must ensure all eligibility and assessment criteria are addressed in line with program objectives. You may request further information from the community organisation.

Brokerage Organisations will assess each application against agreed eligibility and assessment criteria to ensure each project will support implementation of the approved Community Design Plan in their respective region.



Grant decisions are made and endorsed by the department

The Brokerage Organisation recommends suitable applications to the department for approval and endorsement by the departmental Decision Maker.

The departmental Decision Maker ensures the process has been undertaken in accordance with the CGRGs; reviews and endorses the recommendations of the Brokerage Organisations and/or, requests further information if required.



Distribution of brokerage funds in each region

As a Brokerage Organisation you receive and distribute Commonwealth funding to the approved organisations in your region by establishing a grant agreement with each grantee. You manage the grant agreement with the local organisations as referenced in the Community Design Plan. All grant agreements between the Brokerage Organisations and the local organisations must be managed in accordance with the CGRGs. Guidance will be provided by the department and other government agencies as required.

The Community Grants Hub, the AOD Delivery Lead and associated Funding Agreement Managers (FAMs) manage each of the Commonwealth grant agreements with each of the four Brokerage Organisations. The Community Grants Hub monitors progress, assesses performance and makes payments to you to provide to the service delivery organisations.



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 Alcohol and Other Drug (AOD) Treatment Services for the regions of Ceduna (SA), Bundaberg-Hervey Bay (QLD), East Kimberley (WA) and the Goldfields (WA) 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 opportunity is available under the Drug and Alcohol Program (the program) which supports the Australian Government's continued commitment to building safe and healthy communities by reducing the impact of AOD use on individuals, families and communities. The program contributes to the department's Outcome 1: Health Policy, Access and Support, Program 1.5: Preventive Health and Chronic Disease Support.

The objectives of the program are to:

- support AOD treatment services across Australia to reduce the impact of substance use on individuals, families, carers and communities;
- support prevention and early intervention activities and promotion of evidence-based information about drugs and alcohol through education;
- support the development of drug and alcohol data to support evidence-based treatment, national policy and service delivery; and
- support service linkages between AOD treatment services and mental health services, as well as with social, educational, and vocational long-term support services.

The intended outcomes of the program are:

- improved health and social outcomes for individuals, families, and communities at risk of, or currently affected by substance use in Australia.

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

2.1 About the grant opportunity

The objectives of the grant opportunity are to address gaps in AOD treatment services in the four regions of Ceduna (SA), Bundaberg-Hervey Bay (QLD), East Kimberley (WA) and the Goldfields (WA), by increasing:

- access to evidence based, culturally safe and appropriate AOD treatment and support services;

- the workforce and resource capacity of non-government AOD treatment and support services with a focus on employment, education and training and retention of local First Nations staff; and
- awareness of AOD related harms in the four regions, to encourage treatment seeking behaviours and reduce stigma associated with seeking AOD treatment services.

The intended outcomes of the grant opportunity are:

- improved access to needs based, community led, holistic and culturally safe AOD treatment and related programs and services in the four regions;
- reduced harms associated with AOD use in the four regions;
- access to safe and accessible AOD treatment services through fit-for-purpose health infrastructure; and
- recruitment and retention of health professionals.

These outcomes will be met by providing funding for an initial period of two years, with an option to extend for an additional two years at the discretion of the Commonwealth to support each community to implement community designed activities in response to AOD treatment needs.

In response to consultation findings and aligned with the Government's commitments to the National Agreement on Closing the Gap,¹ the grant opportunity will be undertaken in two stages.

2.2 About the two-staged approach

This two-staged approach will identify and commission four Brokerage Organisations (one in each of the four regions) to support community-led design of AOD treatment related activities and subsequent management of grant activities with successful applicants. Brokerage Organisations are not eligible to apply for funding as AOD service delivery organisations but will receive funds to support expenses related to their role as a Brokerage Organisation.

As part of their role, the Brokerage Organisations will be responsible for the receipt and assessment of funding applications from organisations their region for delivery of AOD treatment activities. Projects recommended for funding based on the Brokerage Organisation assessment, will be sent to the departmental delegate (decision-maker) for final approval and trigger the release of funding for the project by the Brokerage Organisations. Brokerage Organisations will be responsible for managing a grant agreement with each of the successful applicants in accordance with the CGRGs.

The Community Grants Hub and the department will manage the department's grant agreement with each of the Brokerage Organisations.

An outline of each stage and its objectives is provided below:

| Stage | Objective | Activity |
|--|--|---|
| Stage One A targeted competitive grant | To identify and commission one Brokerage Organisation in each of the four regions to facilitate the development of community-led | Eligible organisations must submit applications to the department for assessment as a Brokerage Organisation. |

¹ July 2020 National Agreement on Closing the Gap (accessed online at <https://www.closingthegap.gov.au/national-agreement/national-agreement-closing-the-gap>) 16/10/23

| | | |
|--|--|---|
| round (purpose of these GOGs) | design of AOD treatment activities and implementation of grant agreements with providers. | Only Brokerage Organisations assessed as suitable at Stage One, will be invited to progress to Stage Two of this grant opportunity. |
| | To engage with relevant community stakeholders to develop a Community Design Plan for AOD treatment services in partnership with relevant stakeholders that responds to community need, aligns with the Program objectives and government priorities under Closing the Gap. | Brokerage Organisations who have been invited by the department will lead a community design planning activity to address AOD treatment needs in partnership with key local stakeholders. During the Community Design Plan activity of the grant process, Brokerage Organisations in collaboration with community stakeholders and the department, will set key performance indicators for each activity to be used to measure progress against identified outcomes. Brokerage Organisations will develop budgets that include an allocation of funds to support the appointment of an independent grants liaison officer and other resource personnel as required to manage implementation. |
| Stage Two A Targeted competitive grant round is carried out by the Brokerage Organisation (implementation) | To implement activities identified in the Community Design Plan in line with Program objectives. All applications for funding will be received by the Brokerage Organisations for assessment and prioritisation. The Brokerage Organisations will provide a shortlist of recommendations to the department for approval and endorsement, prior to the release of funds by the Brokerage Organisation. | Brokerage organisations fund an independent grants liaison officer in each region to assist organisations to apply for funding in line with the Community Design Plan. Brokerage Organisations will coordinate submissions and approvals of Community Organisations who meet all eligibility criteria in accordance with Section 4 of this grant opportunity. |

The Activity will be measured against the below Performance Indicator/s.

Table 1: Performance Indicators (Examples only)

| Performance Indicators | Measure |
|---|---|
| Improved cultural safety | <p>Client and staff feedback is positive.</p> <p>Local community and users are involved in and approve design of new facility.</p> <p>Opportunities are created for local community members to be employed in delivery of the new facility.</p> <p>New project is recognised and its purpose understood by local community members</p> |
| Improved effectiveness and linkages | <p>Evaluation data demonstrates positive change in AOD related harms.</p> <p>AOD stakeholders collaborate to deliver more effective AOD treatment service delivery within the region.</p> <p>A Community Design Plan to address AOD treatment needs is delivered.</p> <p>Organisation has capacity to engage an independent grants liaison officer to assist community organisations to apply for funding.</p> <p>Signage and posted information is presented in a manner that is accessible to local community members</p> <p>Can engage additional staff to build organisational capacity and meet gaps in resources (e.g. project management for infrastructure grants).</p> |
| Demonstrated established Financial Management system and Governance Structure | <p>Has an organisational structure that will oversee and monitor delivery of projects.</p> <p>Can demonstrate financial solvency, accurate record keeping and financial management systems.</p> <p>Delivery of audited financial reports as required by the department.</p> <p>Projects are delivered to a high standard and in accordance with their assigned budget</p> |
| A fit for purpose AOD treatment service is delivered. | <p>Delivered within agreed timeframes and budget.</p> <p>All legislative requirements for infrastructure are adhered to.</p> <p>Building meets all national and local building codes and standards.</p> <p>Client and staff feedback is positive.</p> |

3. Grant amount and grant period

3.1 Grants available

Funding of up to \$49 million (GST exclusive) is available for this grant opportunity.

The funding will be distributed across the identified four regions (Ceduna (SA), Bundaberg Hervey-Bay (QLD), East Kimberley (WA) and the Goldfields (WA)) as agreed between the department and the Brokerage Organisations. While it is anticipated that each region will receive similar amounts of funding, the total funding allocation will be determined in accordance with the approved Community Design Plans submitted at Stage One of the grant program.

For Community AOD related projects, there is no maximum individual grant amount available, however the total amount of approved funds cannot exceed the amount allocated to your region.

Table 2: Grant Opportunity Funding Available (GST exclusive)

| 2024-25 FY \$ M | 2025-26 FY \$ M | 2026-27 FY \$ M | 2027-28 \$ M | Total \$ M |
|--------------------|--------------------|--------------------|-----------------|---------------|
| xx | xx | xx | xx | 49.13 |

3.2 Grant period

The grant funding will be available over an initial period of two years, with the option to extend the grant for a further two years at the discretion of the Commonwealth. The grant activity will commence from approximately June 2024, subject to approval processes and a confirmed end date to be determined by the department's delegate. An evaluation may be undertaken through the life of the grant opportunity and grant agreements will require regular reporting.

There are two stages to delivery of this grant opportunity. The approximate timeframe for submissions successful applicants at each Stage is as follows:

- **Stage One** – Six week application period, for an initial two years of Brokerage Organisation support funding.
- **Stage Two** – Six week application period for an initial funding period of two years, with the possibility of extension for a further two years at the Commonwealth's discretion.

Please refer to **Appendix C** for further guidance on grant application timeframes and expectations for the two staged approach.

3.3 Role of the Brokerage Organisations

Brokerage Organisations will receive initial funding of up to \$500,000 (GST exclusive) to support costs associated with their role, including undertaking a Community Design Activity, and engaging an independent grants liaison officer who will support organisations in the region with their funding applications to implement the community design.

Applicants at Stage Two will have six weeks to submit their projects for assessment and approval by the Brokerage Organisation in their respective region.

Approved projects will be sent to the department for approval and final endorsement before grant agreements are executed between the Brokerage Organisation and the successful applicant. All processes are to comply with the Commonwealth Grant Rules and Guidelines, and the department will assist the Brokerage Organisations to ensure compliance.

Associated funding is available for an initial period of two years, with the option to extend for a further two years at the discretion of Commonwealth.

4. Eligibility criteria

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

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

4.1 Who is eligible to apply for a grant?

To be eligible you must 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;
- a company incorporated in Australia;
- a company limited by guarantee;
- an incorporated trustee on behalf of a trust;
- an incorporated association;
- a partnership;
- a registered charity or not-for-profit organisation;
- an unincorporated sole trader, who is a permanent resident or citizen of Australia;
- an Australian local government body; or
- a joint (consortium) application with a lead organisation²

In addition to the above eligibility criteria organisations must also:

- Have an Australian Business Number (ABN).
- Be registered for the purposes of GST.
- Have an account, in your name and which you control, with an Australian financial institution.
- Have evidence of the organisation's commitment to building its cultural capability and delivering culturally safe services.
- Be located in, and servicing either:
 - Ceduna region, South Australia (also known as Far West Coast Region of South Australia),

² Consortia are acceptable, providing there is a lead organisation that is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity. Only the lead organisation can submit the application form.

Eligible organisations can form a consortium with ineligible organisations, with the exception of organisations deemed ineligible because they 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'.

- Bundaberg-Hervey Bay region, Queensland
- East Kimberley region, Western Australia (Shire of Halls Creek and Shire of Kununurra), or
- The Goldfields region, Western Australia.

Additional eligibility criteria for applicants at each Stage of this grant opportunity is outlined below:

| Stage One | Stage Two |
|---|--|
| <p>you are:</p> <ul style="list-style-type: none"> • a current brokerage organisation located and funding community led grant activities in one of the four target regions. <p>or,</p> <ul style="list-style-type: none"> • an Aboriginal Community-Controlled Organisation based in one of the relevant regions <p>or</p> <ul style="list-style-type: none"> • a non-Indigenous organisation with evidence of a formal partnership³ with either a local Aboriginal Community Controlled Organisation or other appropriate local Aboriginal and Torres Strait Islander organisation with a significant role in the delivery of the organisations' programs | <p>you must be:</p> <ul style="list-style-type: none"> • one of the entity types listed at section 4.1 • be located in and servicing either: <ul style="list-style-type: none"> ▪ Ceduna region, South Australia (also known as Far West Coast Region of South Australia), ▪ Bundaberg-Hervey Bay region, Queensland ▪ East Kimberley region, Western Australia (Shire of Halls Creek and Shire of Kununurra), or ▪ The Goldfields region, Western Australia. |

Applications from consortia are acceptable, providing there is a lead organisation that is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above.

Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.

Eligible organisations can form a consortium with ineligible organisations, with the exception of those organisations deemed ineligible because they 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'.

Additional eligibility requirements

Any non-Aboriginal Community Controlled Organisations who wish to apply, will need to provide evidence of a formal partnership with an Aboriginal Community Controlled Organisation and details of their organisation's commitment and capacity to deliver culturally safe, holistic and trauma informed services with and for First Nations peoples.

³ see section 7.2 for partnership guidance.

The department requires that all Commonwealth funded AOD treatment service providers are compliant with the National Quality Framework for Drug and Alcohol Treatment Services (NQF). Services that are not yet compliant with the NQF are still eligible to apply, however they must provide evidence of progress towards compliance with the NQF, or justification as to how the requirements of the NQF are otherwise being met.

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'
- an non-corporate Commonwealth entity;
- an Australian state or territory government body;
- an individual or partnership, unaffiliated with a business;
- an unincorporated association;
- an overseas resident/organisation;
- declared bankrupt or subject to insolvency proceedings - as relevant to the entity type; and/or
- named as currently non-compliant under the Workplace Gender Equality Act 2012.

The department will not accept your application unless you:

- have rectified any issues of previous non-compliance with existing Commonwealth agreements to the satisfaction of the Commonwealth, or be in the process of rectifying any issues of non-compliance with existing Commonwealth agreements to the satisfaction of the Commonwealth; and
- are financially viable to the department's satisfaction. The application form has questions about financial viability. The department may undertake its own enquiries in relation to the applicant's financial viability.

4.3 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the grant activity must maintain the following registration/checks:

- Working with Vulnerable People registration for the jurisdiction in which services are delivered.
- Working with Children check for the jurisdiction in which services are delivered.
- Compliance with child safety requirements consistent with the Commonwealth Child Safe Framework.

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.

Additional requirements for Infrastructure Projects

For infrastructure projects to be funded through this grant opportunity, you must comply with all relevant laws and regulations. The department may request that applicants demonstrate compliance with the following legislation/policies/industry standards, including the Australian Building Code, National Construction Code, Medical Standards for Ventilation in Specialist Health Care Context (AS/NZS 1668.2 -2112 Part 5).

Brokerage Organisations must ensure that the infrastructure projects are carried out, where appropriate, and is undertaken by licensed or properly qualified persons.

You must also ensure that works carried out are fit for purpose and comply with the regulatory requirements of the relevant state and territory and local governments.

5. What the grant money can be used for

5.1 Eligible grant activities

The funding for this project will support the objectives and outcomes of the Drug and Alcohol Program (Program). You must use the grant funds to deliver approved projects that meet the objectives and intended outcomes of the Program.

For Stage One of the Grant Opportunity (Brokerage Organisations) the grant funds will support costs for activities aligned with the Brokerage Role.

This will include activities in support of community design plans, and support for additional resources to work with organisations on development of applications at Stage Two of the grant process.

To be eligible, your Stage One grant activities must deliver:

- community engagement, community design and consultation activities;
- evidence of need – including data collection and analysis;
- research and design activities;
- community collaboration and communication;
- project management including governance and administrative activities relating to the management of grant delivery to the region; and
- specific workforce development, training strategies to assist with your role.

See section 5.3 for additional details on eligible expenditure, and further guidance in **Appendices A – C** for each stage of this grant delivery.

5.2 Eligible locations

Your grant activities must be based in and service (at least) one of the following locations and surrounding areas as determined by the Brokerage Organisation in consultation with the Decision Maker.

- Ceduna region, South Australia (Far West Coast Region of South Australia);
- Bundaberg-Hervey Bay region, Queensland;
- East Kimberley region, Western Australia (Shire of Halls Creek and Shire of Kununurra);
or
- Goldfields region, Western Australia.

Brokerage Organisations from each region will have a role in recommending which activities should be considered in scope based on their location. This will ensure the Decision Maker is informed by local knowledge in each region.

5.3 Eligible expenditure

You must only spend the grant on eligible expenditure you have incurred in association with your specific role within the delivery of this grant program.

The funding allocated for your role as a Brokerage Organisation for your region is to assist with costs associated with implementing the Community Design Plan as listed at Section 5.1. and detailed in the Appendix.

The allocated amount will be determined based on the overall budget of grant activities to be delivered in the region and is to be used to meet expenditure specifically associated with your brokerage role.

For the Brokerage Organisation role, eligible expenses may include but are not limited to:

- regional travel/accommodation costs;
- administrative costs – communication costs, internet and phone expenses;
- costs for promotional material;
- local language translation costs if required; Assisting with grant application form completion and submission; Meeting room hire and/or office space rental;
- community workshop related costs;
- engagement of an independent Community Grants Liaison officer (noting that this person cannot be involved in the assessment of community grant applications);
- training for paid and unpaid staff involved in the delivery of funded activities objectives of the project (, Community Grants Liaison officer);
- engagement of a Capital Works Advisor and/or Project Manager
- costs associated with evaluation of the funded projects (capped at 10% of the total project funds) and/or to identify priority AOD needs in your community; and
- other expenditure as negotiated with the Decision Maker.

If your application is successfully shortlisted, we may ask you to verify project costs that you provided in your application. You may need to provide additional evidence such as quotes for major costs. Not all expenditure on your grant activities may be eligible for grant funding.

The department's Decision Maker makes the final decision to approve eligible expenditure of your project 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 the grant agreement for it to be eligible.

5.4 What the grant money cannot be used for

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

You cannot use the grant for:

- purchase of land
- paying ransom for ransomware, cyber-attack or any other type of cybercrime
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation

- overseas travel; and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The assessment criteria

Stage One applicants who wish to be considered as a Brokerage Organisation, will be assessed against the following criteria. Further requirements for Stage One applicants are detailed at **Appendix A**.

You must address all of the following assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

In addition, you must present:

1. a high-level overview of what you want to see delivered in your region, with an estimate of costs;
2. an overview of how you intend to assess the suitability of funding applications submitted by organisations in your community.

The amount of detail and supporting evidence you provide should be relative to the size, complexity and grant amount requested. You should aim to limit your response to each criterion to approximately **800** words per criteria. Additional information can be provided in an attached project plan, but the response to assessment criteria must provide a summary and reference the page number where it is found in the project plan. Attachments (including the project plan) are not included in word limits.

Only applications that are scored a minimum of Average or above against each of the five assessment criteria will be considered for funding.

Assessment Criterion 1: Locally based organisation with demonstrated knowledge and experience of the region, strong engagement with community AOD services, understanding of AOD treatment needs, and capacity to co-design an approach to address community needs.

You must demonstrate:

- your understanding of local population needs and AOD sector related priorities, and ability to partner with organisations to address regional priorities (as listed in Section 2.2);
- your understanding of existing state, territory and Commonwealth government services,
- an assessment of your capacity to leverage this investment and providing/accessing complementary services, and
- your experience and knowledge of the co-design (Community Design) process.

Assessment Criterion 2: Demonstrated Cultural competency

Demonstrate your organisation's capacity to administer allocated funds for organisations to deliver culturally safe AOD treatment services within the local community.

You must demonstrate this by:

- providing a detailed description of your organisation's linkages with AOD treatment service delivery with and for First Nations peoples and other priority populations in your region; and
- providing evidence of how your organisation demonstrates cultural safety, diversity, and trauma-informed approaches as an organisation.

Assessment Criterion 3: Organisation capability and collaboration

You must demonstrate this by:

- explaining your organisation's capability to support the implementation of the grant opportunity and meet the intended outcomes of the Program (refer section 2.1);
- providing an overview of the proposed activities, the delivery methodology (including existing infrastructure and relationships that will support project activities), and the key outputs. This should include:
 - your organisation's history of building partnerships and collaborated with key stakeholders, including other providers, employers, state /territory / local governments in the region, to deliver outcomes;
 - demonstration of your organisation's approach to risk management, including information about your organisation's governance framework, risk management plan and how risks are reported;
 - the risk management plan for the grant activity and how you will monitor, measure and manage performance and risks of your region's activities (including infrastructure projects);
 - your current/past history of delivering grant activities funded by Commonwealth, state, territory or local government bodies;
 - your commitment to building the capacity of First Nations organisations, such as Aboriginal Community Controlled Organisations.

Infrastructure related projects

To demonstrate your organisational capability for assessing suitability of and managing applications for **infrastructure projects**, you will need to demonstrate:

- Your organisation's experience/expertise in assessing health infrastructure projects.
- How you will provide suitable governance and oversight of a successful health infrastructure project.

7. 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 addenda⁴ 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. To apply you must:

- read all available documentation about the grant opportunity provided on GrantConnect⁵
 - complete the application form on GrantConnect
 - provide all the information requested by the department
 - address all eligibility criteria and assessment criteria
 - include all necessary attachments (see section 7.1), and
 - submit your application by the closing date and time printed on the front page of these guidelines using the Online Application Form document on GrantConnect.
- OR
- submit your manual application by the closing date and time using the red “Submit Application” button on GrantConnect.

7.1 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. Templates are provided on GrantConnect with the grant opportunity documents where applicable.

We require the following documents with your application:

- **An indicative budget**
- **Entity Type**
 - proof of entity type
 - bank verification⁶ (acceptable forms of verification include a recent bank statement, issued in the last 6 months, in a non-editable format. The bank account must be in the name of the organisation applying for funding. The transaction details and balances can be hidden but the BSB, Account Number and Account Name must be visible)
- **Evidence of Formal Partnership arrangements**
 - Any non-Indigenous organisation applying for funding **must** submit evidence that a formal partnership has been established with a local Aboriginal Community Controlled Organisations or other appropriate local Aboriginal and

⁴ 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.

⁵ [GrantConnect Help and Information \(grants.gov.au\)](#)

⁶ You may be contacted by the Community Grants Hub seeking additional information to support the verification of your bank account details.

Torres Strait Islander organisation. Acceptable documents include any of the following:

- A signed Memorandum of Understanding (MOU),
- A signed letter of support, or
- A fully executed Partnership Agreement or similar contractual agreement.
- Any non-Indigenous organisation applying for funding must submit documentation outlining the roles of the project partners as well as what the contribution of the local Aboriginal Community Controlled Organisation or other appropriate local Aboriginal and Torres Strait Islander organisation will be to the project regarding funding, staff, and any other contributions.
- It is acceptable for this information to be included in the submitted Partnership Agreement or similar contractual agreement, letter of Support, or MOU or for this information to be outlined in a separate, standalone document.
- Any Aboriginal Community Controlled Organisations or other appropriate Aboriginal and Torres Strait Islander organisations undertaking a project together should also establish a formal partnership and submit evidence of that partnership with their application. Acceptable documents include any of the following:
 - A signed Memorandum of Understanding (MOU),
 - A signed letter of support, or
 - A fully executed Partnership Agreement or similar contractual agreement.
- **Risk Management Plan**
 - All applicants must submit a risk management plan on the template provided on GrantConnect for your project.
 - The plan should include the identification of any policies relevant to your project to manage compliance with accreditations, qualifications, industry standards, insurance, working with vulnerable people and child safe framework.
- **Recent Bank Statement**
 - All applicants should provide a recent bank statement to confirm bank details. This is not a mandatory requirement, however errors in bank account details have caused significant delays in the past.
 - 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.

Please note: There is a 2MB limit for each attachment.

If you do not attach the requested documents, 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.

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

If you need assistance with the application process, submitting an application, have any technical difficulties 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 manual applications, 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
- 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.

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

7.2 Joint (consortium) applications

We recognise that some organisations may want to join as a group to deliver a grant activity, to encourage the capacity building of local organisations, or the sharing of resources.

To be eligible for funding under this grant opportunity, all consortium applicants will need to partner with a local Aboriginal Community Controlled Organisations (Aboriginal Community Controlled Organisations) or other appropriate local Aboriginal and Torres Strait Islander organisation.

The consortium partner must have a significant role in the project and evidence of a formal Partnership Agreement that is consistent with the National Agreement on Closing the Gap must be provided as part of your application submission. If you do not already have a similar agreement in place, it is expected you demonstrate progress towards establishing such an agreement.

The Partnership Agreement will need to be signed by all parties, and outline:

- who the parties are, including full legal names and ABNs;
- what their roles on the project are;
- what the purpose and objectives of the partnership are;
- what is in scope of shared decision-making;
- what the reporting arrangements and timeframes are;
- the monitoring, review and dispute mechanisms; and

- be structured in a way that allows Aboriginal and Torres Strait Islander parties to agree the agenda for discussions that lead to any decisions.

If you are applying as partnership agreement, you **must** appoint a 'lead organisation'. The lead organisation must be one of the eligible organisation types at Section 4.1.

The application **must identify** all other members of the proposed group. While only the lead organisation will enter into a grant agreement with the department, it must have the authority to do so on behalf of the partnership members.

Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.

7.3 Timing of grant opportunity processes

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

If you are successfully shortlisted as a Brokerage Organisation, you must submit your Community Design Plan proposals to the department and further details specified will be in your Letter of Offer.

Expected timing for this grant opportunity

| Activity | Expected Timeframe |
|---|--------------------|
| Stage One – Brokerage Organisations | |
| Grant opportunity open to applicants (anticipated early 2024) | TBA |
| Assessment of eligible applications | TBA |
| Approval of outcomes of selection process | TBA |
| Negotiations and award of grant agreements to commence Community Design Plan | TBA |
| Notification to unsuccessful applicants | TBA |
| Development of Community Design Plan | TBA |
| Assessment & Approval of Community Design Plan by the department. | TBA |
| Variation to funding agreements with Brokerage Organisations to enable funding to be granted to community organisations in line with the approved Community Design Plan | TBA |
| Stage Two – Implementation | |
| Community organisations submit funding applications to the Brokerage Organisations for assessment. | TBA |
| Brokerage recommends suitable projects to the department for final approval and endorsement of Brokerage decisions. | TBA |

| | |
|---|-----|
| Implementation of the Community Design Plan and management of funding agreements with community organisations by the Brokerage Organisations. | TBA |
|---|-----|

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.

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

7.4 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 three 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 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 will move to the next stage.

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

The department will carefully assess each proposal to prevent any possibility of grantees accessing funding from multiple government sources for the same activity. The department may consider other sources of funding that may be available.

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 |
| 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 3 assessment criteria. A total of 15 is the highest score any application can receive.

Only applications that score Average or above against each of the assessment criteria (based on the above rating scale) will be considered for funding, in the first instance.

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

- the overall objective/s to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives

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

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

- the relative value of the grant sought
- the extent to which the geographic location of the application matches identified priorities, and
- how the grant activities will target groups or individuals.

8.2 Who will assess applications?

The department will establish an assessment team(s) to assess eligible and compliant applications. The assessment team may comprise of staff from across the department including representatives from the Population Health Division and First Nations Health Division, and may include representatives from other areas of the department or from outside of the department, as appropriate.

This could include contractors/consultants who will undertake training to ensure consistency in assessment.

After applications are assessed, they will be quality assured and referred to an assessment committee for further consideration, including value with money. The assessment committee will be made up of staff within the Alcohol and Other Drugs Branch of the department and may include representatives from other areas of the department and from outside of the department, as appropriate.

We may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The assessment committee 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.

The assessment committee will provide the panel's recommendations to the Decision Maker for final decision to approve a grant.

Decisions on suitability will be informed by relevant sources in addition to assessment against the required criteria. The department may also seek advice from other government departments with connections to the regions, to advise on suitability of the grant applicants.

8.3 Who will approve grants?

The appropriate Decision Maker for the grant will be the Assistant Secretary, Alcohol, and Other Drugs Branch, of the Department of Health and Aged Care.

The Decision Maker's decision will make the final decision in all matters, including:

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

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

For Stage Two, please see [Appendix B](#) for details of the Community Design Plan process and assessment.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing, following a decision by the decision maker. 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 within 30 days of advice of an unsuccessful outcome. We will respond to your request for feedback in writing within 30 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 may decide to administer further grant opportunities at a later date.

Alternatively, an open competitive grant opportunity round for the affected location/s will be considered to identify potential providers to work with communities to design and implement AOD and related services aligned to community needs.

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](#) templates in this program and will select the most appropriate depending on the size and complexity of your grant activities.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the [Department of Finance 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.

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

For Infrastructure grants, please refer to Section 4.3.

To be eligible for a grant, you must declare in your application that you comply with these requirements.

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

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.

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.

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 agreements will be executed between the Department of Health and Aged Care and eligible Brokerage Organisations for each four regions.

Brokerage Organisations will be primarily responsible for executing grant agreements, carefully administering the funds and managing funding delivery to successful AOD service grantees in their region.

An amount of the funds will be provided to the Brokerage Organisation each financial year to cover the costs of administering to support community service delivery of the grant activities.

If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement.

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 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](#).

The following details will be published on GrantConnect:

- Organisation name
- Value awarded
- Grant term

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity, project/services 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.

COVID-19 and Environmental Considerations

As a result of COVID-19, unforeseen events or impacts of seasonality have an effect on plans, some organisations may need to identify alternative methods of grant activities/service delivery. The department will support flexibility in the delivery of planned activities/services to enable contracted organisations to adapt to the changing environment. The department will be considered in its approach to reporting over this time and be flexible in reporting requirements under the terms of the Schedule.

12.2 Reporting

You will be required to periodically report on the overall progress and performance of your activity, and against the key performance indicators established in your grant agreement.

An initial milestone for organisations to reach in the grant agreement will be the development of a monitoring and evaluation plan using a program logic; and a capacity-building plan outlining how you will build the capacity of First Nations and other AOD treatment service delivery organisations. Successful organisations will be provided with further detail about the requirements for these initial milestones. It is expected that costs for collecting and retaining data to implement the monitoring and evaluation plan and the capacity building plan will be included as in-scope activities under the grant agreement.

The frequency and content of reporting requirements will depend on the funded activity and will be contained in the grant agreement. The department will also source a range of data and information to inform its assessment of performance. In completing performance reports, you are encouraged to be open about the status of the activity, any service delivery risks and issues, and to provide evidence to support any claims made. This instils confidence in your management reporting systems and allows the department to better work with you to improve performance, if necessary.

The Brokerage Organisation could use an 'on-the-ground' strategy to monitor AOD treatment services grantees and activities. This can involve site visits, discussions with community members and service recipients, discussions with regional First Nations community/ies or groups and other key stakeholders, and ongoing contact with the grantees. A priority for the Brokerage Organisation is active engagement to assist with early identification and treatment of activity delivery risks and other issues as they arise.

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

Progress/performance reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes;
- show the total eligible expenditure incurred to date; and
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities)

You must discuss any reporting delays with us as soon as you become aware of them.

Ad-hoc reports

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

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.

12.3 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 and/or an income and expenditure statement and/or an audited income and expenditure statement.

12.4 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 Arrangement Manager (FAM) listed on your grant agreement. 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.

12.5 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.

12.6 Record keeping

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

12.7 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.

12.8 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 [name of grant activity] 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: [Home - 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, and
- 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* (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.

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/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.

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

14. Consultation

The department has commissioned two consultations to inform the approach to funding in the four regions. The first by Fifty-five 5 and Cultural and Indigenous Research Centre Australia (CIRCA) to identify service gaps in 2021-22, and a second consultation in 2022-23 by CIRCA to inform parameters of these grant opportunity guidelines.

The consultation included interviews with representatives from across the First Nations health and AOD sectors, local service providers, jurisdictional health departments and community representatives. Throughout the consultation process, 25 interviews occurred with key representatives from Commonwealth and state drug and alcohol funding bodies and sector experts. There were 47 in-community interviews with community level stakeholders, First Nations community leaders, and health and drug and alcohol treatment services, including Aboriginal Community Controlled Health Organisations.

In December 2022, CIRCA was commissioned by the department to undertake further consultation to seek input on draft parameters of these grant opportunity guidelines. This consultation process took place in a staged approach from the national level to the local community level from April – June 2023 and built on the previous community consultation, to ensure the guidelines would be fit for purpose. In line with community expectations, the funding is to build on and complement existing AOD treatment services and maximise efficiency and effectiveness of service delivery.

In addition to consulting with Commonwealth agencies (the National Indigenous Australians Agency, Department of Social Services) and the National Aboriginal Community Controlled Health Organisation, the department has engaged with AOD peak bodies, AOD experts, state health departments, Primary Health Networks, Aboriginal Community Controlled Health Services, AOD services and local First Nations community representatives to develop and gauge acceptability and appropriateness of these grant opportunity guidelines in responding to community needs at the local level.

14.1 General Consultation Findings

Key findings of a series of stakeholder consultations conducted between 2021 and 2023 identified AOD treatment service gaps across each CDC location predominantly related to four main areas:

- Limited access to general AOD treatment services – such as inpatient rehabilitation, and a need for outreach services in all areas.
- Lack of targeted AOD treatment services – to support the needs of specific groups, such as First Nations peoples, youth and women.
- Workforce shortages - notably a lack of First Nations staff and difficulty attracting and retaining qualified staff
- Infrastructure and social support – a high demand for employment and housing across all areas creating challenges for services to tackle AOD specific issues when basic needs are unmet.⁹

⁹ Department of Health (2022) Consultation to Inform Funding for Alcohol and Other Drug Treatment Services to Support CDC Trial Participants. Accessed online 09/01/23 at <https://www.health.gov.au/resources/publications/consultation-to-inform-funding-for-alcohol-and-other-drug-treatment-services-to-support-cdc-trial-participants?language=en>

There were many consistencies in the social and health issues identified across the four regions. Some specific AOD needs however were particular to each of the locations. Drug use was considered more problematic in some areas, while broader health and social issues were more prominent concerns in others.

The Final Report of consultations undertaken in 2021-22, 'Consultation to Inform Funding for Alcohol and Other Drug Treatment Services to Support Cashless Debit Card Trial Participants', is available on the Department's website at:

<https://www.health.gov.au/resources/publications/consultation-to-inform-funding-for-alcohol-and-other-drug-treatment-services-to-support-cdc-trial-participants?language=en>

DRAFT

15. 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 |
| Aboriginal Community Controlled Health Services (ACCHS) | an ACCHS that delivers primary health care initiated and operated by the local Aboriginal community. The service is to deliver holistic, comprehensive, and culturally appropriate health care to the community, managed by the community through a locally elected Board of Management. |
| Aboriginal Community Controlled Organisation (ACCO) | an ACCO delivers services, including land and resource management, that builds the strength and empowerment of Aboriginal and Torres Strait Islander communities and people and is: <ul style="list-style-type: none"> a. incorporated under relevant legislation and not-for-profit b. controlled and operated by Aboriginal and/or Torres Strait Islander people. c. connected to the community, or communities, in which they deliver the services. d. governed by a majority Aboriginal and/or Torres Strait Islander governing body |
| AOD | Alcohol and other drugs |
| Brokerage Organisation | an organisation selected in each region to work in partnership with the department to facilitate the planning of AOD treatment services and management of the funding round. The Brokerage Organisations will assess submitted funding proposals from community stakeholders in their region and recommend suitable projects to the department for approval and endorsement. Brokerage Organisations will not be able to expend funding for their own services but will be supported by the department to fulfil their role as a partner in the assessment of projects, and management of grant funding to approved stakeholders. |
| CDC | Cashless Debit Card |

| Term | Definition |
|--|---|
| Community Design | Community Design (formerly ‘co-design’) is an approach to design that actively involves all stakeholders in the design process to help ensure the result meets their needs and is successful. It involves the users of the services, First Nations communities, to have an active role in the development of the activities that impact them. |
| commencement date | the expected start date for the grant activity |
| Commonwealth Child Safe Framework | The Commonwealth Child Safe Framework is 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 date by which the grant activity must be completed, and the grant monies spent. |
| 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 |
| double-dipping | occurs where a grantee is able to obtain funding for the same grant activity from more than one source. Consideration should be given to the possibility of ‘double-dipping’ by a grantee. |
| 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 |

| 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> <p>a. under which relevant money¹⁰ or other Consolidated Revenue Fund (CRF) money¹¹ is to be paid to a grantee other than the Commonwealth; and</p> <p>which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives</p> |
| 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 |
| major capital expenditure | Money spent by an organisation on alterations, repairs, replacements and/or improvements to fixed assets such as buildings, vehicles, equipments or land. This may be with respect to all or any portion of the Property. |
| major capital works | consist of the purchase or construction of new clinics and/or clinical staff housing, the demolition (whether or not followed by the replacement) of the majority of existing premises, and extensive renovation projects, and works that extend beyond the existing footprint of the current premises. |
| minor capital works | consist of minor/general repair, maintenance and/or upgrade projects that contribute to improving clinic and clinical staff facilities, and/or emergency works that will assist with the safety and accessibility of the primary health care clinic. These works must not change the footprint of current premises. P |
| 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. |

¹⁰ Relevant money is defined in the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), chapter 1, section 8 Dictionary.

¹¹ Other CRF money is defined in the PGPA Act. See section 105 Rules in relation to other CRF money.

| Term | Definition |
|--------------------|--|
| 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. |
| 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. |

Appendix A: Stage One – Brokerage Organisations – Guidance Material

Stage One will be a targeted competitive grant opportunity to identify and fund a Brokerage Organisation in each of the four regions to facilitate the grant opportunity.

Support costs associated with the Brokerage role may include, but are not limited to:

- meeting room hire and expenses for development of a community design plan (e.g. transport costs, administrative and communication expenses);
- costs to engage an independent grants liaison officer to assist organisations with Stage Three funding applications.
- costs to engage a contract manager for approved infrastructure projects.
- costs associated with application assessments submitted to the Brokerage Organisations;

An initial start-up amount of up to \$500,000 (GST exclusive) may be accessed by successful Brokerage Organisations per region. Ongoing funding to meet expenses associated with the Brokerage role, will be capped at 10% of the total regional budget in support of AOD treatment activities in each region.

Guidance for your application

Your high-level proposal of activities should outline the rationale for your request, (for example, an evidence base, data or findings from local sources) and reference to how you will build upon or leverage existing AOD treatment activities (for example existing Local Services Plans¹² developed for your region).

You cannot use the grant for any activities that are not mentioned in section 5.1.

For Stage One – Assessment Criteria, refer to section 6 of Assessment Criteria.

Community Design Plan – Guidance Material

The department will arrange a briefing with Brokerage Organisations to explain the process and underlying principles of the Community Design prior to commencement. Briefing sessions may be in person or online. Dates and times for sessions will be confirmed after successful applicants are shortlisted and notified of their outcome in Stage One.

The grant agreement established at Stage One will include funding to assist you to develop a Community AOD Treatment Services Design Activity (Community Design Plan) in consultation with First Nations and other key AOD stakeholders in the region where activities will be delivered. This will be developed over a period of four months.

At completion, the Community Design Plan submission must be sent to the department for assessment in accordance with the due date within the Grant Agreement.

¹² As part of the abolition of the Cashless Debit Card (CDC), the Department of Social Services Minister was required to develop Local Services Plans (LSPs) for each of the former CDC locations – Ceduna, East Kimberley, Goldfields and Bundaberg and Hervey Bay.

Community Design Plan requirements and process

The following principles should underpin the Community Design Plan process:

- a shared understanding of the purpose and desired outcomes of the Community Design Plan;
- involve the right people - map, analyse, and validate stakeholders;
- community-led, community based;
- build a partnership and operate transparently to build knowledge, trust and meaningful participation;
- provide adequate time and information, and remain flexible; and
- commit to inclusivity; recognise and respect various forms of expertise and lived experience, differing interests and local histories.

The submission should describe the:

- regional specific AOD treatment service needs;
- an evidence base for your findings (e.g. local community stories from service recipients or aspirant participants); and
- barriers to the realisation of these needs.

Your submission must include:

- proposed solutions that leverage local opportunities and maximise the unique strengths of the local community and industry; and
- detailed description of how your proposed activities could support/build upon/enhance community services; and
- any evidence or information to show proposed activities are not duplicating any existing services funded by Commonwealth and state or territory services.

This process will help to demonstrate your organisational strengths, project management capability, as well as evidence of the community support for the solutions proposed.

Brokerage Organisations will prepare the Community Design Plan

Assessment Criteria

Criterion 1: for Assessment of the Community Design Plan

A strong Community Design Plan will align with the objectives of the Drug and Alcohol Program, and the recommendations as identified at Appendix A. This will include a detailed description of each proposed activity, the delivery methodology (including existing infrastructure and relationships that will support project activities), and the intended outputs.

Project proposals should include:

- a description of who has been involved in the project planning, and who will implement the project, including other providers, employers, state /territory / local governments in the region;
- a description of how the project will meet the needs of particular priority groups;
- a demonstration of your organisation's approach to risk management, including information about your organisation's governance framework, how you will monitor, measure and manage performance and risks of your region's activities (including infrastructure projects) and how risks are reported;
- in addition, ensure you complete the risk management plan in relation to the grant activities included in your plan.

Criterion 2: Efficient, effective, economical, and ethical use of relevant money

In no more than 800 words, describe how you will ensure the budget you have proposed for the implementation of the Community Design Plan reflects the efficient and economical use of grant funds.

A strong response will identify costs associated with each of the activities within the Community Design Plan, and how the project/activities will achieve high quality outcomes in accordance with the Drug and Alcohol Program in a cost-effective way.

You must also complete the indicative budget template. This will not count towards the word limit.

Appendix B: Stage Two – Implementation of Community Design Plan

The department will provide guidance materials to Brokerage Organisations to inform the applicants of the application process, the eligibility criteria and assessment criteria used to determine which applications are suitable for funding. These guidelines will align with requirements of the Community Grants Rules and Guidelines (CGRGs)¹³.

The Stage Two grant opportunity will prioritise and support evidence-based projects that correspond to the community-designed (otherwise known as co-designed) implementation plan developed at Stage One with evidence of community engagement and support that target improved health outcomes. A definition of community-design is included in Section 14: Glossary.

The grant opportunity will not fund ongoing AOD treatment services activities. The department encourages applicants to consider how their projects will be sustained in the long term when submitting their proposals for funding.

The grant opportunity will open from XX date, closing on XX date. If you require extra time for your application to do community consultations to inform your project or to form partnerships, please send an enquiry and your request will be considered.

Each application will be assessed against the same criteria and must demonstrate:

- how well the applicant has considered the regional priorities;
- how the projects will meet the Drug and Alcohol program objectives, priorities for the department and whole of Australian Government.

Government departments delivering related programs may be consulted during the assessment process to ensure alignment with government priorities and ensure funding is not duplicative.

Grant amount and grant period

The amount of funding awarded in these grants will vary based on an assessment of need, as demonstrated by applicants. Funding awarded may only be used for the activities outlined in the approved Community Design Plan delivered at Stage One.

Eligible grant activities

Funds the grant can be used for at least one of the following treatment streams:

- early intervention via assessment, screening and/or brief intervention;
- withdrawal management;
- residential rehabilitation (including pre-and post-residential support);
- counselling (including out-patient rehabilitation);
- case management, care co-ordination and support;

¹³ The CGRGs apply to grants administration performed by ministers, accountable authorities, officials and third parties who undertake grants administration on behalf of the Commonwealth. Accessed online on 14/12/23 at: [Commonwealth Grants Rules and Guidelines | Department of Finance](#)

- workforce development, recruitment, retention, capability and capacity building (particularly of the Aboriginal and/or Torres Strait Islander workforce);
- outreach;
- pharmacotherapy;
- harm reduction activities such as opioid substitute programs; and
- health promotion, information and education relating to AOD issues, to facilitate prevention.

Applications with a focus on the following priority areas are encouraged:

- culturally safe service delivery by staff with relevant qualifications and experience including completion of and commitment to ongoing cultural competency training;
- prioritising and formalising ways to ensure First Nations staff members' voices are heard and reflected in service and treatment design and implementation;
- holistic approaches to treatment that are culturally safe, competent and respectful (including, but not limited to, on-Country activities, bush camps, cultural yarning, traditional healing, etc);
- co-design of treatment streams with local community;
- models of care that are person-centred and consider social and emotional wellbeing, engaging family and friends as appropriate;
- resourcing to specifically address unmet needs of the identified local community demographic cohorts (e.g. directing resources to the demographic cohorts that have unmet needs in the community);
- local workforce development* (particularly the Aboriginal and/or Torres Strait Islander workforce), for example via the creation of peer-to-peer and mentoring relationships. (*Note this priority area is not to be the identified focus for applications that seek only to address Workforce development and capacity building as the selected AOD treatment stream);
- strengthening the Aboriginal Community Controlled Health Service (ACCHS) sector through improved infrastructure (e.g. delivering new and renovated services, and associated housing for health professionals);
- partnerships with the local community and surrounding areas; and
- partnerships between AOD treatment services and multi-disciplinary teams of other local health service providers, such as family and domestic violence services or homelessness services, other ACCHOs, and mental health services.

Infrastructure activities

If you are funded for infrastructure project/s under this grant opportunity, you are required to be compliant with all relevant laws and regulations and may be requested to demonstrate compliance with the following legislation/policies/industry standards, including the Australian Building Code, National Construction Code, Medical Standards for Ventilation in Specialist Health Care Context (AS/NZS 1668.2 -2112 Part 5).

You must ensure that the work carried out, where appropriate, is undertaken by licensed or properly qualified persons. You must also ensure that works carried out are fit for purpose

and comply with the regulatory requirements of the relevant state and territory and local governments.

What the grant money cannot be used for

You cannot use the grant for:

- paying ransom for ransomware, cyber-attack or any other type of cybercrime;
- commitment of any ongoing costs that extend beyond the grant term (e.g. ongoing salaries/staffing costs);
- the covering of retrospective costs (e.g. before the grant agreement was executed).
- overseas travel;
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility;
- funding for premises owned or operated by a state, territory or local government agency or body (including government business enterprises)¹⁴;
- retrospective funding or reimbursement of items or activities, including an infrastructure project that has been contracted, commenced or completed prior to the execution of a funding agreement;
- projects that do not support essential AOD treatment services or meet the outcomes and objectives of this grant opportunity;
- infrastructure that primarily supports programs or services for which other Commonwealth, state, territory or local government bodies or programs have primary responsibility (examples include, but are not limited to: Alcohol and other drugs (AOD) services/centres, residential rehabilitation centres);¹⁵ and

This is not an exhaustive list of ineligible activities. At the discretion of the department's Decision Maker may choose not to fund other activities.

Assessment criteria – guidance

Brokerage Organisations will be required to develop guidelines which will inform the applicants of the application process.

The eligibility criteria and assessment criteria will be used to determine which applications are suitable for funding to implement the Community Design Plan. These guidelines must align with the Community Grants Rules and Guidelines and may include (but are not limited to):

1. Project Purpose: detailed description of your project and how it aligns with the objectives of the program.

In responding to this criterion, a strong application will detail:

¹⁴ Unless applicant is co-contributing funds for these purposes from either self-generated income or funding from state government or philanthropic institutions

¹⁵ Unless applicant is co-contributing funds for these purposes from either self-generated income or funding from state government or philanthropic institutions

- the project description;
- explain how your project aims to contribute to improved, sustainable service delivery beyond the program end date; and
- explain how your project aligns to the objectives at section 2.1 and 4 of the Grant opportunity and outline any evidence or data to support your project.

2. Project Need: Demonstrate a need for the project/s and provide any evidence to support need in your community?

In responding to this criterion, a strong application will detail:

- information on gaps and services for AOD health in the location/demographic/community for your project;
- outline how you will target the AOD health services, with specific consideration given to First Nations individuals/communities; and
- other organisations that are providing the same, similar, or complementary services in your community. Please outline how your project will complement existing projects and services by organisations and how your organisation is working with them to ensure you are not duplicating existing services.

3. Applicant Capacity: Tell us about your organisation and why your organisation is best placed to deliver this project?

In responding to this criterion, a strong application will describe:

- why your organisation is best placed to deliver this project in a culturally appropriate and culturally safe way;
- your organisation's understanding of the local community and its needs
- your organisation's capacity to undertake the proposed project/s noting that your response will need to clearly outline all staffing involved in the project, including their roles and number of staff involved in the project;
- your partnership with First Nations communities involved in the project;
- the current links/engagement/role your organisation has with the community;
- any letters of support for your organisation submitted with your application,

If this project involves a formal partnership, your response must:

- outline your project partner(s) and what their roles and responsibilities will be.

4. Proposed Approach: Demonstrate how your organisation undertake the proposed project/s and performance measures

In responding to this criterion, a strong application will outline:

- how the project will be implemented and managed within the grant period;
- rationale on expenditure items included in the budget e.g., if a travel budget is requested then an outline of what travel will be undertaken must be included either here or in the attached indicative budget; and

- identify outcomes to be achieved and how you will measure your performance in achieving these.

5. Alignment to Closing the Gap Priority Reforms: Describe how your project will contribute to the Priority Reforms of the National Agreement on Closing the Gap

In responding to this criterion, a strong application will describe:

- how shared decision-making in partnership with governments will be facilitated to accelerate policy and place-based progress on Closing the Gap;
- how the project will contribute to a strong and sustainable Aboriginal and Torres Strait Islander community-controlled sector delivering high quality services to meet the needs of Aboriginal and Torres Strait Islander people in the region;
- how the project will be delivered in a culturally safe way and respond to the needs of Aboriginal and Torres Strait Islander people;

and/or

- how the project will enable Aboriginal and Torres Strait Islander people to access and use locally-relevant data and information to monitor the implementation of efforts to progress Closing the Gap priorities and drive their own development.

Appendix C: Applicant Guidance and Service Delivery Timeframes

There are two stages to this grant opportunity and the approximate timeframes for each stage is as follows:

| Stage | Eligible Applicants | Timeframe |
|-----------|-------------------------|---|
| Stage One | Brokerage Organisations | It is anticipated that organisations will have up to six weeks to apply for the Brokerage Role in accordance with the application form available on Grant Connect. During this period, an online briefing opportunity will be organised by the department to enable potential applicants to learn more about the grant opportunity. Brokerage Organisations assessed as suitable, will enter into a grant agreement with the department for delivery of a Community Design Plan. |
| | | Invited Brokerage Organisations will be provided with time to develop a Community Design Plan in partnership with relevant local community organisations. The plan will be submitted to the department for assessment and approval by the agreed due date . |
| Stage Two | Community Organisations | It is anticipated that Community organisations will have up to six weeks to develop detailed funding applications to implement the Community Design Plan and meet the program objectives and intended outcomes. These applications are sent to the Brokerage Organisations for assessment in the first instance. The Brokerage Organisation will then send its recommendations through to the department for approval and final endorsement from the departmental decision maker. Funds must only be used for the purpose specified in the approved Community Design Plan for the region. |

Appendix D: Other Australian Government Funding Programs related to AOD treatment services

The National Indigenous Australians Agency (NIAA) and the Commonwealth Department of Social Services (DSS) also have funding programs in place to support AOD treatment. The department is working closely with these agencies to avoid duplication and complement activities, while prioritising health specific needs. Separate to this grant opportunity, NIAA are providing \$66 million (to 2024-25) for the Strengthening First Nations Alcohol and Other Drugs Treatment Services initiative to improve outcomes for First Nations people and communities directly and indirectly impacted by harmful substance use. These funds are in addition to the approximately \$70 million Indigenous Advancement Strategy funding per year to support around 75 culturally safe AOD treatment and support services in Australia.

In 2023-24, as part of the CDC abolition, DSS are implementing a \$20 million Community-led Support Fund (CLSF). The purpose of the CLSF grant opportunity is to: provide short-term funding that meets the immediate needs for each of the former CDC locations – Ceduna, East Kimberley, Goldfields and Bundaberg and Hervey Bay identified in Local Services Plans; and support the implementation or expansion of support services aligned with community needs. These LSPs outline the current support services available and include service gaps, social issues and priority needs that have been identified by the community in each of the former CDC locations.