



**Australian Government**

**Department of Health**

## Health Peak and Advisory Bodies (HPAB) Program Grant Opportunity Guidelines GOXXXX

<b>Opening date:</b>	<b>TBA</b>
<b>Closing date and time:</b>	2:00pm (Canberra time) on <b>TBA</b>
<b>Commonwealth policy entity:</b>	Department of Health (department)
<b>Administering entity:</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact the department via email: <a href="mailto:grant.atm@health.gov.au">grant.atm@health.gov.au</a> . Questions should be sent no later than 5:00pm AEDT on <b>TBA</b> .
<b>Type of grant opportunity:</b>	Open Competitive

**These Grant Opportunity Guidelines are a draft ONLY. No further information is available at this time.**

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## 1. Health Peak and Advisory Bodies (HPAB) Program: grant opportunity processes

**The Health Peak and Advisory Bodies Program is designed to achieve Australian Government objectives.** This grant opportunity is part of the above grant program which contributes to the Department of Health's Outcome 1: Health System Policy, Design and Innovation. The Department of Health works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



### **The grant opportunity opens**

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



### **You complete and submit a grant application**

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



### **We assess all grant applications**

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



### **We make grant recommendations**

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



### **Grant decisions are made**

The decision maker decides which applications are successful.



### **We notify you of the outcome**

We advise you of the outcome of your application. Successful applicants will be notified first.



### **We enter into a grant agreement**

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



### **Delivery of grant**

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



### **Evaluation of the grant opportunity**

We evaluate your specific grant activity against the grant program 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 Health Peak and Advisory Bodies (HPAB) 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

The Australian Government continues its support for health peak and advisory bodies<sup>1</sup> across the health sector, and recognises the important role they play in informing and supporting the achievement of positive health outcomes. The aim of the HPAB program (the program) is to enable health peak and advisory bodies to contribute to the national agenda by providing expert, evidence-based and impartial advice to inform current health policy and program development whilst supporting communication and consultation activities. The [National Preventive Health Strategy](#) outlines key priority areas within the health agenda and peak bodies able to support these will be viewed favourably.

The program builds capacity in the health sector by improving linkages, networks and cooperation with their members, the health sector, the wider community and the Australian Government. The Australian Government values the role that peak bodies play in informing health policy by actively consulting with their members to ensure that the views of their sector are equally and fully represented to the Commonwealth.

The program aims to provide the Australian Government with access to high quality health sector information to improve the capacity, quality and safety of Australia's health care system.

The program guidelines define a "peak body" as a "non-government entity which is recognised as representing the interests of a specific part of the health sector at the national level, has a broad membership base comprised of non-government entities with common or related interests, and has effective processes in place to communicate with, and represent the views of, their members".

### 2.1 About the grant opportunity

The purpose of this grant opportunity is to provide support to health peak advisory bodies across the health sector. Only one organisation per health sector will be funded. For further detail see Section 4.

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<sup>1</sup> For definition see glossary

The objective of the grant opportunity is to enable health peak and advisory bodies to:

- Effectively consult and share information with their members, the wider health sector, the community and the Australian Government.
- Function as a repository and source of sector knowledge and expertise.
- Provide well-informed and impartial advice to the Commonwealth within their area of expertise.
- Provide education and training to health practitioners working in the relevant part of the health sector (including general practitioners, nurses and allied health professionals) to improve the quality of health services.

The intended outcome of the grant opportunity is to provide the Australian Government with access to high quality health sector information that will inform health policy, improve decision-making capacity and the quality and safety of Australia's health care system.

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

Table 1: Performance Indicator/s (PIs)

Action	PI & Measure
All of the requirements in the Grant Agreement have been met.	Information is provided to an acceptable standard in the performance reports, Activity Work Plans and budgets.
Provision to the Australian Government of high quality health sector information to improve decision-making capacity, quality and safety of Australia's health care system.	Evidence that the peak organisation has been a conduit for informing health sector of Australian Government health priorities and provision of feedback on current initiatives relative to priorities and policies. This would include but not be limited to a minimum of three years of public reports, involvement in roundtables, secretariat meetings and their reported outcomes, provision of newsletters, webinars, disseminated materials/publications.

Grant recipients will be required to report against a combination of quantitative and qualitative performance indicators, based on the activities that are reported against in the grantee's annual performance reports.

We administer the program according to the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

## 2.2 COVID-19

As a result of COVID-19, organisations may need to identify alternative methods of service delivery and engagement with their members. The department will support flexibility in the delivery of planned 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.

### 3. Grant amount and grant period

The Australian Government has announced a total of \$23.7m (GST exclusive) over three years to undertake an open, competitive grant funding process for the Program for the period 1 July 2022 to 30 June 2025.

#### 3.1 Grants available

Funding will be approved and awarded to successful applicants with funding levels of up to a maximum amount of \$1,000,000 per annum. The assessment of the grant amounts will take into consideration size and scope of the organisation, its members, geographical coverage and capacity to support those members and priority health issues. There will be no indexation applied to the per annum funding level.

Table 2 – Funding Levels

<b>Funding Levels</b>	<b>Per Annum</b>	<b>Over 3 Year Grant Funding Cycle*</b> <i>*Funding is fixed for 3 years</i>
<b>National – High</b> This applies to national coverage, peak, 'umbrella' organisations with large membership and/or many affiliate sub-organisations who can demonstrate the capacity to provide significant support to their members and engagement on priority health policy issues.	Up to \$1 million (GST exclusive)	Up to \$3 million (GST exclusive)
<b>National – Medium</b> This applies to peak organisations where coverage and membership are close to national coverage, and/or some affiliate sub-organisations who can demonstrate capacity to provide support to their members and engagement on priority health policy issues.	Up to \$0.5 million (GST exclusive)	Up to \$1.5 million (GST exclusive)
<b>National – Small</b> This applies to smaller, peak, 'umbrella' organisations, where national coverage may be limited, membership numbers	Up to \$0.25 million (GST exclusive)	Up to \$0.750 million (GST exclusive)

are smaller and/or there are few or no affiliate sub-organisations who can demonstrate capacity to provide support to their members and some engagement on priority health policy issues.		
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### 3.2 Grant period

The maximum grant period is three years, commencing 1 July 2022 to 30 June 2025. You must complete your grant by 30 June 2025.

## 4. Eligibility criteria

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

We are seeking applicants who will:

- contribute to the national agenda through provision of expert, evidence-based and impartial advice on health priorities with an emphasis on support for the priorities outlined in the National Preventive Health Strategy; and
- be a conduit for informing the health sector of Australian Government health priorities and provide feedback on current initiatives.

Funding will only be provided to one organisation per health sector. Organisations currently in receipt of funding by the Department of Health for similar activities are not eligible to apply for a grant.

We are seeking organisations that are national in scope, with a broad based membership and a capacity to advise on a wide range of health policy issues.

Applicants will be assessed against their average revenue for the last three financial years (as provided in the Australian Charities and Not-for-Profit Commission website at [www.acnc.gov.au](http://www.acnc.gov.au)). Consideration will be given to the level of funding as a percentage of the organisations total revenue, enabling support of sustainable peak advisory bodies and grants targeted to health priorities, and particularly preventive health priorities.

### 4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN);
- be registered for the purposes of GST;
- be a permanent resident of Australia;
- have an account with an Australian financial institution;

and be one of the following entity types:

- a company incorporated in Australia;
- a company incorporated by guarantee;



- an incorporated trustee on behalf of a trust (where you apply as a trustee on behalf of a trust, please apply using the trustee name, not the name of the trust);
- an incorporated association;
- a partnership;
- a registered charity or not-for-profit organisation;
- a publicly funded research organisation as defined in the Glossary ;
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [\*Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006\*](#).

## 4.2 Additional Eligibility Requirements

In addition to the above eligibility criteria, eligible applicants must be:

- a health and peak advisory body that is constituted for public purposes and represent national memberships.

## 4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- any organisation currently in receipt of funding by the Department of Health for similar activities;
- a Commonwealth, state, territory or local government agency or body (including government business enterprises);
- an individual;
- an unincorporated association;
- an overseas resident/organisation;
- any organisation not included in section 4.1;
- 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' ([www.nationalredress.gov.au](http://www.nationalredress.gov.au)).

# 5. What the grant money can be used for

## 5.1 Eligible grant activities

The following activities are eligible for funding:

- Consultation with members on health sector policy and/or program matters for the purposes of providing relevant, well-informed information and advice to the Commonwealth (Australian Government Department of Health);
- Activities that support the sharing of information about particular health matters, including Australian Government health policy and program information, the prevention, treatment and control of diseases, the availability of health services and other matters affecting public health. These activities may include:
  - Maintaining telephone and internet-based services for the purposes of disseminating accurate information;

- Preparation of relevant content and materials for dissemination; and
- Promoting and supporting best practice.
- Inquiries, investigations, and provision of impartial, well-informed information and advice to the Australian Government on matters affecting public health;
- National secretariat activities, which may include:
  - Participation in relevant Australian Government advisory/consultation forums;
  - Co-ordination of responses to Australian Government requests for information on health matters, such as discussion and position papers and consultations; and
  - Promoting networks, partnerships and co-operation within the health sector.
- Providing information for the education and training of health practitioners working in the relevant part of the health sector (including doctors, nurses and allied health professionals), where such education and training is directed at:
  - Improving the quality of medical services that are funded by the Commonwealth; and
  - Improving the quality of health services that are provided to persons in the event of sickness.

## **5.2 Eligible locations**

Your grant can include activities at different locations, as long as they are all in Australia.

## **5.3 Eligible expenditure**

You can only spend the grant on eligible expenditure you have incurred for eligible grant activities as defined in the Simple Grant Agreement, subsequent Activity Work Plan and Budget.

Eligible expenditure items include:

- Expenditure associated with consultation undertaken with members; ie domestic travel and accommodation
- Maintaining and updating website and telephone services
- Targeted member events, such as secretariat meetings, roundtables and associated costs
- Production of publication costs
- Provision of information for the purposes of education and training of health practitioners where this will result in improvements of quality of services
- Salaries associated with the project.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

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

Not all expenditure on your grant activity may be eligible for grant funding.

## 5.4 What the grant money cannot be used for

You cannot use the grant for the following costs:

- purchase of land;
- major constructions/capital expenditure;
- the covering of retrospective costs;
- activities which subsidise commercial activities;
- clinical trials;
- costs incurred in the preparation of a grant application or related documentation;
- subsidy of general ongoing administration of an organisation such as electricity, and rent;
- the purchase or repair of equipment or motor vehicles, excluding routine maintenance of office equipment, without the written consent of the department;
- overseas travel; and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

## 6. The assessment criteria

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

All criteria have equal weighting.

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

We will only award funding to applications that meet assessment criteria at a good and above level, see Table 4 Assessment criteria scoring matrix.

### Criterion 1

**Alignment with Grant Opportunity Objectives and Outcomes** - Describe how your organisation's objectives align with the objectives of the Grant Opportunity and the Australian Government's health agenda, in particular the preventive health priorities, for the part of the health sector you represent. You must demonstrate this through identifying (Word limit – up to 500 words.):

- How the activities proposed in your organisation's application align with the grant opportunity guideline objectives and outcomes noted in Section 2.1;
- How your organisation will identify, engage and collaborate with relevant stakeholders to ensure the effective delivery of the grant objectives and outcomes; and
- How your activities will align with the outcomes described in the HPAB Program Grant Opportunity Guidelines:
  1. to support national peak bodies to achieve their health missions and to contribute the Australian Government's national health agenda in

accordance with the priorities of the national preventive health strategy.

## Criterion 2

**Capacity** - Taking note of Section 2.1 about the Grant Opportunity outline your capacity to contribute to the objectives of the Grant Opportunity, including (Word limit – up to 500 words):

You must demonstrate this through identifying:

- the size and geographic distribution of your membership and your membership numbers;
- how you engage with and keep your members informed of Australian Government health matters;
- the scope and accuracy of advice that you can provide to the Australian Government on policy and program issues;
- the skills, knowledge and experience that make you suitable to provide advice to the Australian Government; and
- the mechanisms for discussion and distribution of information and opinion.

## Criterion 3

**Efficient, Effective, Economical and Ethical Use of Relevant Money and evidence of risk management planning** – Describe how you will ensure the efficient and economical use of grant funds when delivering your grant activities. (Word limit – up to 500 words)

A strong response will identify how the grant activity will achieve high quality outcomes in a cost effective way while demonstrating risk management processes and procedures are in place. In addition, you must complete:

- the indicative activity budget (see GrantConnect for a copy of the budget)– this will not be included in word limit).
- the Risk Management Plan (see GrantConnect for a copy of the Risk Management Plan template. The plan is not included in the word limit). At a minimum, your risk management plan must detail:
  - any key risks to your organisation and its ability to deliver activities under the Program;
  - mitigations and management strategies for each risk; and
  - succession planning for staff in critical roles.

## 7. How to apply

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

These documents are found at [GrantConnect](#). Any alterations and addenda<sup>2</sup> will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

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<sup>2</sup> 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

To apply you must:

- complete the HPAB Program Funding Application Form on GrantConnect;
- provide all the information requested;
- address all eligibility criteria and assessment criteria;
- include all necessary attachments;

Only one (1) application can be made per applicant organisation.

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

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

You cannot change your application after the closing date and time.

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

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

## **7.1 Attachments to the application**

We require the following documents with your application:

- Provision of the average of your organisations revenue for the last three financial years (as provided in the Australian Charities and Not-for-Profit Commission website at [www.acnc.gov.au](http://www.acnc.gov.au));
- an indicative budget;
- a risk management plan; and

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

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

## **7.2 Timing of grant opportunity processes**

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

If you are successful, we expect you will be able to commence your grant activity from 1 July 2022.

Table 3: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	4 weeks
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	01 July 2022
End date of grant activity or agreement	30 June 2025

### 7.3 Questions during the application process

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

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

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

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

## 8. The grant selection process

### 8.1 Assessment of grant applications

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

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

As part of the grants' assessment process, the Department will review all funds provided to organisations applying for the grant, to ensure no duplication of funding occurs. Funds provided for the same purpose, that is existing health peak body funding activities as described in this document, received by organisations from the Department will result in ineligibility for this program.

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:

- the objective/s to be achieved in providing the grant;

- the extent to which the evidence in the application, including attachments, demonstrates that it will contribute to meeting the grant opportunity outcomes/objectives;
- the relative value of the grant sought.

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

**Table 4: Assessment Criteria Scoring Matrix**

Rating (for individual criterion)	Score
<b>Excellent</b> – response to this criterion, including all sub-criteria, exceeds expectations.	5
<b>Good</b> – response to this criterion addresses all or most sub-criteria to a higher than average standard.	4
<b>Average</b> – response against this criterion meets most sub-criteria to an average but acceptable level.	3
<b>Poor</b> – poor claims against this criterion, but may meet some sub-criteria.	2
<b>Does not meet criterion at all</b> – 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 three assessment criteria. e.g. 15 is the highest score any application can receive.

Only applications that score Good or above against each of the three assessment criteria, (based on the Rating Scale at 8.1) will be considered for funding, in the first instance.

When assessing the extent to which the application represents value with relevant money, we will look at:

- the relative value of the grant being sought;
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives; and
- how the grant activities will target groups or individuals.

## **8.2 Who will assess applications?**

The department will establish assessment team(s) to assess eligible and compliant applications.

The assessment team may comprise of staff from across the department and 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 for money. The assessment committee will be made up of staff within the department and may include representatives from outside 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 recommends to the Decision Maker which applications to approve for a grant.

### **8.3 Who will approve grants?**

The Minister for Health (the Decision Maker) decides which grant(s) to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant opportunity.

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

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

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

## **9. Notification of application outcomes**

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

The Department will provide generic feedback on the department's website. The feedback will provide general information on what constituted a good answer for each criteria. You will be able to compare your own submission with this information to determine which areas you can strengthen for future grant rounds. No other feedback will be provided.

## **10. Successful grant applications**

### **10.1 The grant agreement**

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

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

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any HPAB Program activities until a grant agreement is executed.

The Commonwealth may recover grant funds if there is a breach of the grant agreement, or if grant funds are not fully expended during the three year grant period.



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).

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.

## **10.2 Specific legislation, policies and industry standards**

Whilst you are required to be compliant with all relevant laws and regulations, you will be requested to be aware of and comply with the following legislation/policies/industry standards:

- Each applicant will be required, as part of their application, to declare their ability to comply with the Privacy Act 1988, including the 13 Australian Privacy Principles, and impose the same privacy obligations on any subcontractors they engage to assist with the activity.
- The grant agreement will impose obligations on the grantee with respect to special categories of information collected, created, or held under the grant agreement. The grantee is required to seek the department's consent in writing before disclosing confidential information to other parties.
- All documents in possession of the department, including those in relation to the Health Peak and Advisory Bodies Program, 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 information held by the Australian Government and its agencies. Under the FOI Act, members of the public can seek access to documents held by the department. The right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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.

## **10.3 The Multicultural Access and Equity Policy**

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

## **10.4 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 Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

A child safety clause is to be included in a grant agreement where the Commonwealth considers the grant is for:

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

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

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

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

The Australian Government has commissioned the Australian Human Rights Commission to develop a series of tools and resources to assist organisations to implement the [National Principles](#).

## **10.5 How we pay the grant**

The grant agreement will state the:

- maximum grant amount to be paid;
- any other terms and conditions, if required.

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

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity. Payments will be made into the nominated bank account identified in the application form.

## **10.6 Grants Payments and GST**

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

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

# **11. Announcement of grants**

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

## 12. How we monitor your grant activity

### 12.1 Consultation

Funded organisations must consult with their membership base in the process of delivering their peak body responsibilities under the Health Peak and Advisory Bodies Program.

### 12.2 Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

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

### 12.3 Reporting

You must submit reports in line with the grant agreement. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes;
- contributions of participants directly related to the grant activity;
- expenditure of the grant; and
- adherence to the agreed activity work plan

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.

#### **Work plan**

Each year, a work plan for the year will be required and it is expected that activities are undertaken in line with this plan.

#### **Progress reports**

Progress reports are required twice each calendar year and must:

- include evidence of your progress towards completion of agreed activities and outcomes;

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

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any reporting delays with us as soon as you become aware of them and advise the Department of these delays with sufficient reasons as to their occurrence.

#### **Annual report**

Your organisation's Annual report and Financial Reporting for each financial year will be required.

#### **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.

#### **Final report**

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved;
- include the agreed evidence as specified in the grant agreement;
- identify the total eligible expenditure incurred; and
- be submitted within 60 days of completion in the format provided in the grant agreement.

### **12.4 Audited financial acquittal report**

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

### **12.5 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation to your grant agreement, including:

- changing milestones;
- extending the timeframe for completing the grant but within the maximum time period allowed in the grant opportunity guidelines; and
- changing activities.

The Program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing to the Department before the grant agreement end date.

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

## **12.6 Compliance visits**

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

## **12.7 Record keeping**

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

## **12.8 Evaluation**

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

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

## **12.9 Acknowledgement**

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

‘Health Peak and Advisory Bodies Program – an Australian Government initiative’.

# **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 changed from time-to-time 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](#) apply 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](mailto: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](mailto:ombudsman@ombudsman.gov.au) Website: [Commonwealth Ombudsman](#)

### 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department's staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer;
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Australian Public Service Commission's website](#).

### 13.3 Privacy

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

- what personal information we collect;
- why we collect your personal information; and
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.



As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

### **13.4 Confidential Information**

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or 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:

- you clearly identify the information as confidential and explain why we should treat it as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively;
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

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

### **13.5 Freedom of information**

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

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government.

This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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*  
                  *GPO Box 9848*  
                  *CANBERRA ACT 2601*

By email:       [foi@health.gov.au](mailto:foi@health.gov.au)

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## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
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.
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
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

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> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>3</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>4</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
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
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant

<sup>3</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>4</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
PBS Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , 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.
Publicly funded research company	Publicly funded research organisations that are subject to either the <i>Financial Management and Accountability Act 1997</i> or the Commonwealth Authorities and Companies Act 1997.
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"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>