



Australian Government

Department of Health

Younger People in Residential Aged Care (YPIRAC) System Coordinator Program Grant Opportunity Guidelines GOXXXX

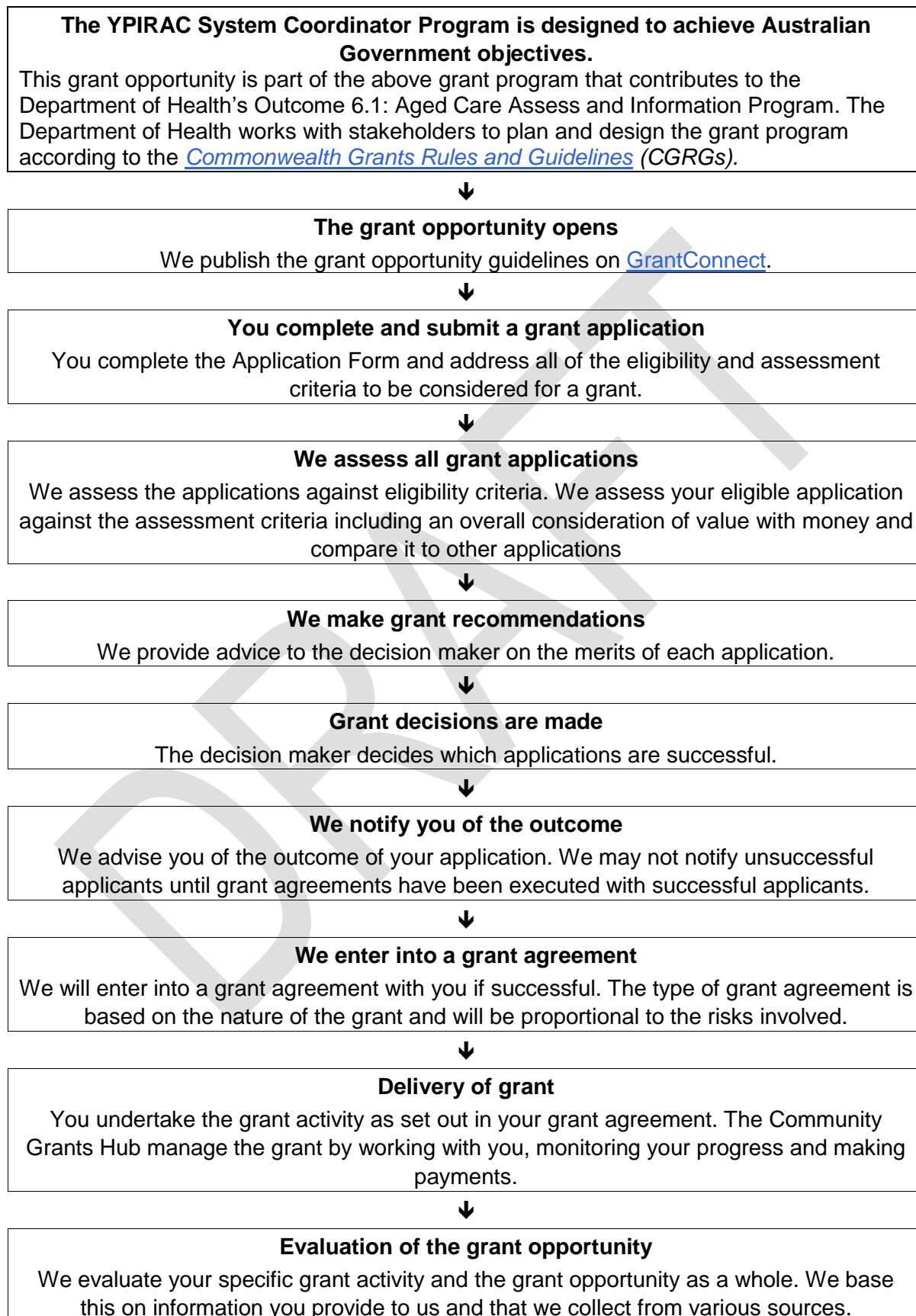
Opening date:	To be advised
Closing date and time:	2:00pm AEST (Canberra time) on to be advised
Commonwealth policy entity:	Department of Health (department)
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact the department via email: grant.atm@health.gov.au . Questions should be sent no later than 5:00pm AEST on to be advised .
Type of grant opportunity:	Open Competitive

Contents

1. YPIRAC System Coordinator Program: grant opportunity processes.....	4
1.1 Introduction	5
2. About the grant program.....	5
2.1 About the grant opportunity	5
2.2 About the YPIRAC Targets and Strategy	6
2.3 Performance Indicators.....	7
3. Grant amount and grant period	8
3.1 Grant available.....	8
3.2 YPIRAC System Coordinator period.....	9
4. Eligibility criteria	9
4.1 Who is eligible to apply for a grant?.....	9
4.2 Who is not eligible to apply for a grant?.....	10
4.3 What qualifications, skills or checks are required?	10
5. What the grant money can be used for	10
5.1 Eligible grant activities	10
5.2 Eligible locations	11
5.3 Eligible expenditure.....	11
5.4 What the grant money cannot be used for.....	11
6. The assessment criteria	12
7. How to apply.....	13
7.1 Attachments to the application.....	13
7.2 Joint (consortia) applications	14
7.3 Timing of grant opportunity processes.....	14
7.4 Questions during the application process.....	14
8. The grant selection process	15
8.1 Assessment of grant applications	15
8.2 Who will assess applications?	16
8.3 Who will approve grants?	16
9. Notification of application outcomes.....	16
10. Successful grant applications	16
10.1 The grant agreement	16
10.2 How we pay the grant	17
10.3 Grants Payments and GST.....	17
11. Announcement of grants	17
12. How we monitor your grant activity.....	17
12.1 Keeping us informed.....	17
12.2 Reporting	18
12.3 Audited financial acquittal report.....	19

12.4	Grant agreement variations	19
12.5	Compliance visits	19
12.6	Record keeping	19
12.7	Evaluation	20
12.8	Acknowledgement.....	20
13.	Probity.....	20
13.1	Enquiries and feedback	20
13.2	Conflicts of interest	20
13.3	Privacy	21
13.4	Confidential Information	21
13.5	Freedom of information.....	22
14.	Consultation	23
15.	Glossary.....	23

1. YPIRAC System Coordinator Program: grant opportunity processes



1.1 Introduction

These guidelines contain information for the Younger People in Residential Aged Care (YPIRAC) System Coordinator Program 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 YPIRAC System Coordinator Program is a new initiative, funded through the 2020-21 federal budget as part of the Ageing and Aged Care Package. The YPIRAC System Coordinator program will run over three financial years from 2020-21 to 2022-23. The objectives of the Program are to:

- engage with younger people under the age of 65 and their families to understand their goals for accommodation and support services, including by engaging with key stakeholders and developing networks to identify those at risk of entering residential aged care (RAC) as well as existing YPIRAC needing assistance;
- assist younger people and their families to navigate the existing federal and state/territory disability, health, housing and aged care systems to find and obtain the services they need;
- support younger people who wish to leave RAC, to achieve this goal; and
- report on the barriers to reducing the number of younger people living in or entering RAC, and how these barriers could be addressed across the disability, housing, health, and aged care systems.

The outcome of the Program is to reduce the number of younger people living in RAC, through providing System Coordinators to assist younger people access services available across the disability, health, housing and aged care sectors.

YPIRAC System Coordinators will not directly deliver care services but will work with individuals to facilitate access to and better use of existing and potential new or emerging services.

2.1 About the grant opportunity

This Program seeks to provide younger people and their families with targeted support to navigate the disability, housing, health and aged care systems to access age-appropriate accommodation and services that addresses their goals and best meets their needs.

Under this grant process, we are seeking one organisation, or a consortium of organisations, to implement the Program nationally. The Successful Organisation, or a consortium led by a single agency, will develop and implement the Program: recruiting, training and managing the implementation of System Coordinators as well as establishing

a framework for research that supports the collation of learnings from the System Coordinators to inform the research report.

The Successful Organisation will manage an YPIRAC System Coordinator workforce not exceeding 40 Full-Time-Equivalent positions, allowing flexible (part-time) working arrangements to facilitate effective delivery of services nationally.

The Successful Organisation may receive information from the Department of Health (the department) providing contact information for existing YPIRAC, supplied under a data release certificate. As this information is defined as protected information under the *Aged Care Act 1997 (Cwth)*, the applicant will need to demonstrate that they can comply with the conditions outlined in the certificate including having secure and access-controlled data management systems and protocols.

The Successful Organisation will also be proactive in seeking out younger people who need their services, including through engaging with YPIRAC peak organisations, state and territory health and disability services, Aged Care Assessment Teams, hospital discharge planners and aged care providers.

The Successful Organisation will also need to establish effective local networks in order to assist younger people at risk of entry to RAC, as well as constructive partnerships with aged care providers who currently care for younger residents.

Initially, YPIRAC System Coordinators will focus on engaging with younger people who are not National Disability Insurance Scheme (NDIS) participants to identify their goals and assist them to access services at the interface between health, housing, aged care, and disability services across Commonwealth and state/territory systems. YPIRAC System Coordinators can also support younger people to test their NDIS eligibility as well as responding to NDIS participants who request their assistance.

The Successful Organisation will also provide specialist training to their workers. Training should focus on engagement and negotiation skills, knowledge of housing, health, disability and aged care markets & providers, as well as care planning and coordination. System Coordinators will need to work across multiple government, community and mainstream service systems. This will include the initial training of staff as well as supporting their professional development through fostering a 'community of practice' network. This collaborative approach will build system wide knowledge and enhance national outcomes and solutions.

A research report will be prepared by the Successful Organisation and provided to the department. This will provide an evidenced based summary of the impact of the Program including data and analysis on the operation of and outcomes from the YPIRAC System Coordinator Program.

2.2 About the YPIRAC Targets and Strategy

The Australian Government is committed to ensuring no younger person (under the age of 65) lives in RAC unless there are exceptional circumstances. The aged care system is designed to support the needs of older people and is not designed for younger people.

Through the NDIS, along with concerted action across the Australian Government, we are seeing a downward trend in the number of younger people in RAC. The number of

younger people living in RAC has dropped from over 6,000 in 2017–18 to 4,588 as at September 2020.

While the majority of younger people with a disability requiring ongoing support are eligible for the NDIS, a small number are not eligible. The recent addendum to the [National Health Reform Agreement 2020-25: revised public hospital funding and health reform arrangements](#) noted at section F7(a) that:

‘States/territories are responsible for ‘policy, funding and regulation of relevant disability supports and services for people aged under 65 years (and Aboriginal and Torres Strait Islander people aged under 50 years) with a disability who are not eligible for the NDIS.’

On 25 November 2019, in response to [the Royal Commission into Aged Care Quality and Safety interim report, Neglect](#), the Australian Government announced strengthened Younger People in Residential Aged Care (YPIRAC) targets and an intention to develop a strategy to meet those targets.

The [YPIRAC Strategy 2020-25](#) (the Strategy) was released on 30 September 2020. The Strategy covers all younger people under the age of 65 living in, or at risk of entering, RAC, including providing choice to Aboriginal and/or Torres Strait Islander people between 50 and 64 years of age who are eligible for the aged care system.

Administration of Program

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

As a result of COVID-19, service providers may need to identify alternative methods of service delivery. The department will support flexibility in the delivery of planned services to enable service providers 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.

2.3 Performance Indicators

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

The performance of the Successful Organisation will be measured through:

- successful recruitment and training of YPIRAC System Coordinators;
- identification of and engagement with YPIRAC by YPIRAC System Coordinators;
- identification of and engagement with younger people at risk of entering aged care by YPIRAC System Coordinators; and
- provision of reports and sharing of knowledge on the issues facing YPIRAC and strategies to address these issues.

A more detailed description of Performance Indicators is provided below.

Table 1: Performance Indicator/s (PIs)

Action	PI & Measure
The Successful Organisation will recruit at least 25 and no more than 40 Full-Time Equivalent (FTE) YPIRAC System Coordinator positions.	<p>Updates and data on recruitment should be provided in Progress Reports including:</p> <ul style="list-style-type: none"> • Number of acceptance of employment; and • Number, timing of commencement and location.
The Successful Organisation will train and support all people engaged as System Coordinators.	<p>Updates on training should be provided in Progress Reports including:</p> <ul style="list-style-type: none"> • Number of people who successfully completed training; and • Details on ongoing support to YPIRAC System Coordinators including establishment of a 'community of practice' network.
<p>YPIRAC System Coordinators will engage with:</p> <ul style="list-style-type: none"> • As a priority, at least 80 per cent of YPIRAC who are ineligible for the NDIS; • Younger people (either at risk or living in RAC) including NDIS participants, who are referred by aged care or disability assessment or service delivery organisations; and • Younger people (either at risk or living in RAC) including NDIS participants, who are referred by YPIRAC peak bodies. 	<p>Updates on engagement with younger people should be included in Progress Reports including:</p> <ul style="list-style-type: none"> • Identification of younger people; • With at least three attempts to contact; • Engagement with RAC providers who care for YPIRAC; and • Engagement with YPIRAC peak bodies.
The Successful Organisation will research and report on the outcomes of their engagement with younger people, specifically to identify factors, which reduce the risk of entry or are barriers to exit.	The Successful Organisation will submit a separate research report.

3. Grant amount and grant period

3.1 Grant available

The Australian Government has allocated a total of \$9.556 million over three years (2020-21 to 2022-23) for YPIRAC System Coordinator Program.

The maximum grant amount is \$9.556 million (GST exclusive).

Table 2: Grant Opportunity Funding Available

2020-21 FY \$ M (GST exclusive)	2021-22 FY \$ M (GST exclusive)	2022-23 FY \$ M (GST exclusive)	Total \$ M (GST exclusive)
0.600	5.906	3.050	9.556

3.2 YPIRAC System Coordinator period

The maximum grant period is from **to be advised** until 30 December 2022.

You must complete your grant activity by 19 December 2022.

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 or largely similar purpose.

To be eligible to apply you must be an organisation as listed in Section 4.1.

Priority will be given to organisations that can demonstrate the following:

- existing knowledge of and engagement with the YPIRAC cohort; and/or
- existing knowledge of or experience with facilitating access to Commonwealth and state/territory service systems and community and provider services delivered at the interface between health, disability, housing and aged care sectors, such as access to complex health care in the community, or access to specialised disability services; and/or
- demonstrated capacity to deliver consistent System Coordinator services nationally, including through consortia arrangements (see also section 7.2); and/or
- demonstrated capacity to comply with the data release certificate including having secure and access-controlled data management systems and protocols.

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 joint (consortia) application with a lead organisation;

- a registered charity or not-for-profit organisation;
- an individual;
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#).

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- a Commonwealth, state, territory or local government agency or body (including government business enterprises);
- an unincorporated association;
- any organisation not included in section 4.1; or
- 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' (www.nationalredress.gov.au).

4.3 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the YPIRAC System Coordinator Program must maintain the following checks:

- Police (criminal record) check (or equivalent depending on the relevant state or territory); and
- Working with Vulnerable People registration (or equivalent depending on the relevant state or territory).

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activity must:

- recruit, engage, train and manage staff to fill at least 25 and up to a maximum 40 FTE YPIRAC System Coordinator positions;
- promote the availability of the YPIRAC System Coordinator to younger people at risk or living in RAC;
- deliver YPIRAC System Coordinator services throughout Australia; and
- prepare and submit a Research Report, to be submitted in the week 3--7 October 2022, which should be evidenced based and include (but not be limited to):
 - a summary of the experiences of YPIRAC System Coordinators assisting younger people and their families. This could include:
 - details of the interventions made by YPIRAC System Coordinators and their outcomes including estimates of the time and resources committed to each individual;
 - examples of successes and failures experienced by YPIRAC System Coordinators in their delivery of support to younger people and their families including identification of missing or duplicated services or supports;

- insights into the drivers for admission of younger people to residential aged care;
- insights into systemic barriers restricting exit from aged care by young people who wish to leave;
- insights into successful models of support for younger people who have left residential aged care; and
- insights into delivery of services across the health, disability, housing and aged care interface.

5.2 Eligible locations

YPIRAC System Coordinators will deliver services in every state and territory in Australia. The Successful Organisation must make every effort to ensure that they can engage directly with younger people, and their families using communication methods that are acceptable to the younger person, and/or their families. It is expected that YPIRAC System Coordinators will prioritise face-to-face engagement (subject to local COVID 19 restrictions) with younger people at risk or living in RAC.

5.3 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities or agreed project activities.

Eligible expenditure items include:

- YPIRAC System Coordinator and management staff wages benefits, recruitment and contract negotiations;
- training, domestic travel and professional development for YPIRAC System Coordinators;
- work to prepare a report on the outcomes of the Program including findings about YPIRAC including barriers to leaving RAC and successful models of support; and
- managing and monitoring the grant activity.

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

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

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

5.4 What the grant money cannot be used for

You cannot use the grant for the following costs:

- purchase of land;
- major capital expenditure;
- the covering of retrospective costs;
- costs incurred in the preparation of a grant application or related documentation;

- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- major construction/capital works;
- 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 response to each criterion, and each criterion is evenly weighted.

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

Only applications that score three (3) against each of the three (3) assessment criteria will be shortlisted for consideration to be funded (refer to Table 4 Assessment Criteria Scoring Matrix in Section 8.1).

Criterion 1: Alignment with grant opportunity Objectives and Outcomes (word limits described in table A2)

Demonstrate how the activities included in your organisation's application will align with the grant opportunity objectives, and outcomes (refer to Section 2.1 of the Grant Opportunity Guidelines).

Your response should be provided in the Activity Work Plan (table A2 in the application form) and address the points below:

- Describe how the activities included in your organisation's application will achieve the grant opportunity objectives, and outcomes (refer to Section 2.1 of the Grant Opportunity Guidelines).
- Provide an outline of the key activities you will undertake to deliver the project which describes each of the topics below:
 - a) a YPIRAC System Coordinator **Recruitment Outline** describing the key tasks your organisation will undertake (in line with the requirements specified in Section 5.1) to select and recruit at least 25 and up to 40 FTE YPIRAC System Coordinator positions by January 2022, including specifications for existing skills and qualifications, and use of part time engagement, if required to facilitate access or increase capacity;
 - b) A YPIRAC System Coordinator **Training Outline** describing the key tasks your organisation will undertake including; development of training program, delivery of training including certification, and professional development activities for YPIRAC System Coordinators;
 - c) A YPIRAC System Coordinator **Deployment Outline** describing how staff will be deployed and supported to provide services nationally;
 - d) A YPIRAC System Coordinator **Engagement and Communication Outline** describing how the Successful Organisation will engage with and communicate to YPIRAC and stakeholders;

- e) a YPIRAC **Research Outline** describing the approach to undertaking the research on outcomes of the Program including data on YPIRAC System Coordinator activity, and the barriers and opportunities identified through the YPIRAC System Coordinator Program;
- f) Advice on the proposed activities to be undertaken by YPIRAC System Coordinators including relevant data on their engagement, action and outcomes; and
- g) Advice that the organisation can comply with the conditions outlined in the certificate including having secure and access-controlled data management systems and protocols.

Criterion 2: Efficient, Economical and Effective use of Grant Funds (up to 250 words)

Demonstrate how you will ensure the efficient, economical and effective use of grant funds by describing how you will deliver the project activities on time and within budget.

Complete the indicative budget template at Table A1 of the Application Form, identifying how funds will be used over 2020-21 to 2022-23.

Criterion 3: Appropriate risk identification and management (up to 250 words)

Describe the key risks and issues that your organisation may encounter while undertaking the program. Identify strategies and/or measures you may use to mitigate the effect of the risks associated with the delivery of the Program. You should also provide an overall up-to-date risk management plan (section 3 table A3 of the application form).

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 addenda¹ 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.

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

If you need further guidance around the application process or if you are unable to submit an application via email, please contact us at grant.atm@health.gov.au or by calling (02) 6289 5600.

7.1 Attachments to the application

We should receive the following documents with your application:

- an indicative budget (Table A1 in application form);

¹ 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

- an activity work plan (Table A2 in application form); and
- a risk management plan (Table A3 in application form).

If you do not attach the requested documents, we may not assess your application and it will not progress further in the process.

7.2 Joint (consortia) applications

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

Only the lead organisation may submit the Application Form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group.

Only the lead organisation will enter into a grant agreement with the department, but the lead organisation must have the authority to do so on behalf of the consortium members.

A formal agreement must be in place between all consortium members and provided to the department if requested, prior to the execution of the grant agreement.

7.3 Timing of grant opportunity processes

Late applications will only be accepted if it is a direct mishandling by the Department.

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 no later than **to be advised** 2021.

Table 3: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	4 weeks
Assessment of applications	1 weeks
Approval of outcomes of selection process	1 weeks
Negotiations and award of grant agreements	1 weeks
Notification to unsuccessful applicants	1 weeks
Earliest start date of grant activity	To be advised 2021
End date of grant activity or agreement	30 December 2022

7.4 Questions during the application process

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

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

Requests for clarification may form the basis of a response that will be posted on the [GrantConnect](#) website in Frequently Asked Questions document relating to this grant

opportunity. Any questions will be de-identified. Registered applicants will be notified of updates to the documents via email from the [GrantConnect](#) website.

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

8. The grant selection process

The *Public Governance, Performance and Accountability Act 2013* (PGPA) and the CGRGs require all commitments of public resources to be efficient, effective, economical and ethical. For a grant, this includes assessing the merits of the application relative to the grant guidelines and the prime consideration of achieving value with relevant money.

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 consider eligible applications through an open competitive grant process.

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

- how well it meets the criteria; and
- whether it provides value with relevant money.

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

Table 4: 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 five (5) will be applied to each of the three assessment criteria. A score of 15 is the highest score any application can receive.

Only applications that score **three (3) (average)** against each of the three (3) 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 have regard to:

- the overall objectives to be achieved in providing the grant;
- the relative value of the grant sought; and
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.

8.2 Who will assess applications?

The department will establish assessment team(s) to assess eligible and compliant applications. The assessment team will comprise of staff from within the In-Home Aged Care Division and a departmental representative from outside the Division.

The assessment team may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required 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 Decision Maker for the purposes of this Grant Opportunity is the Assistant Secretary of the Younger People in Aged Care Taskforce Branch in the In-Home Aged Care Division.

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

- the approval of the grant;
- the grant funding amount to be awarded; and
- [If applicable] the terms and conditions of the 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.

If you are unsuccessful, we will give you an opportunity to receive feedback. A request for individual feedback should be made to the department within 14 days of being notified of the outcome by emailing grant.atm@health.gov.au. We will respond to your request for feedback in writing within 14 days.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the standard [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. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk. You must not start any grant activities until a grant agreement is executed.

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

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

Standard Grant Agreement

We will use a standard 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 How we pay the grant

The grant agreement will state the grant amount paid.

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

10.3 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 Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

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

12.2 Reporting

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

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

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

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

Activity Work Plan

An Activity Work Plan will be required for each financial year. Further details on this will be provided in the grant agreement.

Progress reports

Progress reports must:

- advise 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).

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.

We will expect submission of three progress reports, due:

- in week 25 - 29 October 2021;
- in week 31 January - 4 February 2022; and
- in week 6 - 10 June 2022.

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 20 days of completion in the format provided in the grant agreement.

12.3 Audited financial acquittal report

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money. The financial acquittal report template is attached to the sample grant agreement.

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) and any variation must be detailed in writing and signed by both parties.

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.

This could include records on:

- recruitment of staff inclusion verification of required police and working with vulnerable people checks;
- development of the YPIRAC System Coordinator training program;
- delivery of the YPIRAC System Coordinator training program, including refresher sessions;
- support for the development of a “community of practice” network; and
- data on a client’s use of support from a YPIRAC System Coordinator and the outcome of that support e.g. successful exit from RAC to age-appropriate accommodation.

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 the grant activity funded under the Program, we require you to acknowledge the grant by using the following:

'The YPIRAC System Coordinator Program 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.

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.

If you do not agree with the way the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant Commonwealth entity.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: [Commonwealth Ombudsman](#)

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or Program. There may be a conflict of interest, or perceived conflict of interest, if the department's staff, any member of a committee 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

14. Consultation

A Forecast Opportunity was published on 5 November 2020 in order to alert organisations to this grant opportunity.

15. Glossary

FTE	Full-Time-Equivalent position of employment
Protected Information	<p>'Protected Information' is defined under s86-3 of the Aged Care Act 1997</p> <p>86-1 Meaning of protected information In this Part, protected information is information that: (a) was acquired under or for the purposes of this Act or the Aged Care (Transitional Provisions) Act 1997; and (b) either: (i) is *personal information; or (ii) relates to the affairs of an approved provider; or (iv) relates to the affairs of an applicant for a grant under Chapter 5.</p> <p>Personal information is defined in the Aged Care Act 1997 as having the same meaning as in the Privacy Act 1988.</p> <p>The Privacy Act 1988 defines personal information as meaning information or an opinion about an identified individual, or an individual who is reasonably identifiable: (a) whether the information or opinion is true or not; and (b) whether the information or opinion is recorded in a material form or not.</p>
RAC	Residential Aged Care facilities
YPIRAC	Younger People (living) In Residential Aged Care

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

Term	Definition
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
<u>Commonwealth Grants Rules and Guidelines (CGRGs)</u>	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"> a. under which relevant money² or other Consolidated Revenue Fund (CRF) money³ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
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.