



**Australian Government**

**Department of Health**

# Health Workforce Program Aged Care Nursing and Allied Health Dementia Scholarships Grant Opportunity Guidelines GOXXXX

<b>Opening date:</b>	[dd mmm 2021]
<b>Closing date and time:</b>	2:00pm AEDT (Canberra time) on [dd mmm 2021]
<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 (Canberra time) on [dd mmm 2021].
<b>Type of grant opportunity:</b>	Closed Non-competitive

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## 1. Health Workforce Program: Aged Care Nursing and Allied Health Dementia Scholarships grant opportunity process

**The Health Workforce 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 Policy, Access and Support, Program 1.4 Health Workforce. 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 your eligible application against the assessment criteria including an overall consideration of value with money



### **We make grant recommendations**

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



### **Grant decisions are made**

The decision maker decides which applications are successful.



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

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



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

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



### **Delivery of grant**

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



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

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

## 1.1 Introduction

These guidelines contain information for the Aged Care Nursing and Allied Health Dementia Scholarships 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 suitability to receive a grant is considered;
- how grantee is notified and receives grant payments;
- how grantee will be monitored and evaluated; and
- responsibilities and expectations in relation to the opportunity.

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

## 2. About the grant program

The Health Workforce Program is an Australian Government initiative administered by the Department of Health (the department) to deliver health workforce outcomes in order to maintain a flexible, sustainable and well-distributed health workforce. Key priorities include increasing training opportunities, assisting retention, providing support to doctors, nurses and allied health professionals and improving access to health services in rural, regional and remote areas of Australia.

The objectives of the program are:

- to increase the supply of health workers, taking into account the changing demographics and health needs of the Australian population, and to address current shortages;
- to address health workforce shortages in rural, regional and remote Australia through outreach programs, rural workforce programs and targeted workforce incentives;
- to ensure a capable and qualified workforce through registration, accreditation, training and development; and
- to support the Indigenous health workforce through activities that promote an increase in the capacity of the Aboriginal and Torres Strait Islander health workforce and the broader health workforce to address the needs of Aboriginal and Torres Strait Islander peoples.

The intended outcomes of the program are:

- to improve the capacity, quality, distribution and mix of the health workforce to better meet the needs of the Australian community; and
- to improve the health outcomes of people living in rural, regional and remote locations by encouraging health professionals to work in these areas and support the delivery of outreach health activities.

## 2.1 About the grant opportunity

This grant opportunity will expand the Aged Care Nursing Scholarship (ACNS) Program and introduce Allied Health Scholarships with a focus on Dementia Care.

The 2021-22 Budget Measure – *Growing a Skilled and High Quality Workforce to Care for Senior Australians*, announced \$26.154 million to invest in, retain and grow a skilled aged care workforce to provide high quality care that meets the needs of each consumer and future demands for aged care workforce supply.

- The Aged Care Nursing Scholarship component will allow up to 400 additional scholarships each year for three years (total of 1200 new places) for personal care workers and nurses to commence and complete formal qualifications in areas of need in the aged care sector. Of these, there will be a guaranteed minimum of 15 scholarships per year for Aboriginal and Torres Strait Islander people.
- The Allied Health Scholarship component will allow for up to 100 scholarships each year for three years (total of 300 new places) for allied health professionals focussing on Dementia related qualifications. Of these, there will be a guaranteed minimum of 5 scholarships per year for Aboriginal and Torres Strait Islander people.

The objectives of the grant opportunity are to:

- provide a minimum of 1200 aged care nursing scholarships over three years to attract and retain aged care nurses;
- provide a minimum of 300 new allied health scholarships over three years with a focus on dementia related studies to attract and retain allied health professionals;
- allocate a minimum number of scholarships per year (up to three years) to Aboriginal and Torres Strait Islander students;
- Provide a completion bonus to eligible scholars;
- enhance expertise in areas such as clinical leadership, palliative care, dementia care and infection prevention and control;
- develop career pathways, and improve the retention of nurses working in the aged care sector;
- provide high quality care that meets the needs of each consumer; and
- have positive impacts for families of consumers and for the wider community.

The intended outcomes of the grant opportunity are to:

- continue the development of a highly qualified Aged Care Sector workforce through the provision of education scholarships to encourage personal care workers and enrolled and registered nurses to pursue formal qualifications in leadership and clinical skills in the aged care sector, and enhance dementia care expertise within allied health professions;
- provide financial incentives to nursing and allied health professionals to complete additional qualifications and increase scholar retention rates;
- improve the capability of aged care providers to provide high quality care to recipients of aged care services;
- improve the capability of aged care providers to provide high quality care to dementia specific patients;
- assist with the attraction and retention of the Aged Care Sector workforce to meet industry and workforce requirements; and to enhance the leadership and clinical skills of nurses and allied health practitioners in aged care services.

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

Table 1: Performance Indicator/s (PIs) – indicative – (to be negotiated with the successful applicant)

Action	PI and Measure
Aged Care Nursing Scholarships	Minimum of 400 new scholarships are each year for three years (1200 in total).
Aged Care Nursing Scholarships – allocation to Aboriginal and Torres Strait Islander people	Minimum of 15 scholarships per year for Aboriginal and Torres Strait Islander people.
Allied Health (Dementia Care) Scholarships	Minimum of 100 new scholarships each year for three years (300 in total).
Allied Health (Dementia Care) Scholarships – allocation to Aboriginal and Torres Strait Islander people	Minimum of 5 scholarships per year for Aboriginal and Torres Strait Islander people.
Allocation and Distribution of Completion Bonuses	All bonuses are distributed correctly to eligible scholars.

## 2.2 COVID 19

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

## 3. Grant amount and grant period

### 3.1 Grants available

The Australian Government has announced total funding of up to \$26.154 million (GST exclusive) over three financial years.

The grant opportunity will run from 1 October 2021 to 30 September 2024.

Table 2: Grant Opportunity Funding Available

Activity	2021-22 FY \$ M (GST exclusive)	2022-23 FY \$ M (GST exclusive)	2023-24 FY \$ M (GST exclusive)	Total \$ M (GST exclusive)
Nursing Scholarships	6.974	6.974	6.974	20.922
Allied Health (Dementia Care) Scholarships	1.744	1.744	1.744	5.232
<b>Total</b>	<b>8.718</b>	<b>8.718</b>	<b>8.718</b>	<b>26.154</b>

### 3.2 Grant period

The maximum grant period is three years. After this period, you will be expected to provide reporting on remaining scholars until no further scholars remain on the program.

## 4. Eligibility criteria

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

To be eligible to apply you must be the organisation listed below and have received an invitation to apply from the department. Please note that an automated notification email from GrantConnect advising you of a new grant opportunity is not an invitation to apply for this grant opportunity.

### 4.1 Who is eligible for a grant?

To be eligible you must be the listed organisation:

Table 3: Eligible organisation

Legal name of organisation	ABN
Australian College of Nursing Ltd (ACN)	48 154 924 642

Rationale for Invitation:

The eligible organisation is invited to apply for this grant opportunity as they have been assessed to have:

- demonstrated capability to deliver the project activities in the project locations;
- existing infrastructure and relationships to support the project activities;
- appropriate cultural awareness;
- community linkages; and
- experience, knowledge and capability to deliver the project objectives and outcomes.

ACN were selected for this closed non-competitive process as they have proven themselves to provide excellent aged care nursing scholarships management. They already administer the Aged Care Nursing Scholarships (ACNS) for the department and it was logical to extend the program to continue funding for nurses and allied health professionals to specifically study dementia care - another aspect of aged care. Two rounds of Grant funding were awarded in early 2021 to boost scholarship numbers, capability and leadership within the aged care nursing workforce. While considering this new round of Aged Care Nursing Scholarships, several organisations were investigated and researched for evidence of the following requirements:

- connections through both the nursing and aged care sector to allow them to run the complementary dementia allied health scholarships
- capability to provide support for a substantial cohort each year (up to 500 recipients each year for three years, are necessary for this round of the ACNS)
- longevity, viability and financial stability of the organisation – not solely reliant on federal government funding for continuation of business activity
- the ability to continue supporting scholars for many years beyond initial funding periods (some part-time scholars continue in their study and require support for 6 – 8 years)
- the ability to manage high value scholarships like the ACNS and
- established online scholarship application and management systems.

Considered across many conditions ACN was the leading organisation and met all these requirements.



ACN are the national leader of the nursing profession in Australia and are uniquely placed to continue their significant role in the development and support of the nursing sector. ACN advocate for the nursing profession and are responsible for advancing the profession through nurturing leaders and providing leadership in nursing practice and standards.

ACN has developed significant expertise in the delivery of scholarships, currently administering three schemes on behalf of the Australian Government. ACN is the current administrator of the ACNS program and has been managing these scholarships since 2011. Other scholarship schemes include the Puggy Hunter Memorial Scholarship Scheme (PHMSS) and the Nursing and Allied Health Scholarships Support Scheme (NAHSSS).

Current programs that are managed by ACN demonstrate that they do have the knowledge and capacity to work within the nursing sector and are able to support scholars studying allied health qualifications.

ACN has developed and refined sophisticated processes and systems, including a bespoke database application, on-line scholarship application and assessment techniques, which incorporate on-line document submission, review and storage and will help the department deliver the project quickly and efficiently. ACN have demonstrated their capacity and expertise to deliver the objectives of the ACNS and provide an opportunity to further invest in the aged care sector.

ACN have strengthened their messaging to include a focus on clinical leadership and management courses in the marketing campaign for the additional scholarships and can reach an audience of just under 70,000 nurses, including both members and non-members of their organisation. Their established administrative arrangements and infrastructure will help the department deliver the program quickly and efficiently. This approach will provide the best value for money for the department.

## **4.2 Who is not eligible for a grant?**

You are not eligible to apply if you are:

- an organisation that is not listed in Section 4.1; or
- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#)<sup>1</sup> on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

## **5. What the grant money can be used for**

### **5.1 Eligible grant activities**

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

- provision of additional aged care nursing scholarships;
- provision of allied health – dementia care scholarships;
- provision of qualification completion payments;
- administrative support;
- consultation and inclusion of peak bodies relevant to nursing, allied health and indigenous communities;
- data collection for evaluation; and
- program management, monitoring and reporting.

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<sup>1</sup> National Redress Scheme Website: <http://www.nationalredress.gov.au>

## 5.2 Eligible locations

The scholarship program is a national program and must be available across all jurisdictions. Preference will be given to those applicants who are living and/or working in areas classified under the [Modified Monash Model 2019](#) (MMM) classification system as MM 3-7.

## 5.3 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred for eligible grant activities.

Eligible expenditure items include:

- management and payments of scholarships and qualification completion payments;
- associated administrative costs;
- wages/salaries directly related to the provision of the scholarship program;
- accounting and corporate costs;
- promotional and publicity material for the scholarship program and distribution to educational institutions and surveys to eligible participants on commencement and completion of scholarship;
- evaluation and ongoing reporting of the entire program;
- stakeholder consultation including chairing and/or secretariat support for any required committees relevant to this grant opportunity such as the assessment committees, and
- IT assets and software that are essential to delivery of the model (subject to departmental approval).

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 agreement 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;
- 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 form. All criterion have equal weighting. Only applications with all three criteria assessed as 'suitable' will be considered to receive grant funding.

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

Word limits apply to each criterion and responses will not be read beyond the prescribed word limits.

### **Criterion 1 – Alignment with Program Objectives and Outcomes**

Demonstrate how your grant activity aligns with the grant opportunity objectives and outcomes under Section 2.1. Your response should be no more than 500 words.

In addition you must provide an updated activity work plan which includes:

- how your organisation will support new Aged Care Nursing Scholars;
- how your organisation will support new Allied Health Scholars studying Dementia related qualifications; and
- how your organisation will support Aboriginal and Torres Strait Islander students undertaking these health-related studies.

### **Criterion 2 - Efficient, effective, economical and ethical use of grant funds**

Demonstrate how you will undertake the proposed activity, and how it is an efficient and economical use of grant funds. Your response should be no more than 500 words and should include:

- how the funds will be administered and managed throughout the grant period; and
- breakdown of key expenditure required to deliver the grant opportunity.

In addition you must provide an itemised activity budget that aligns with the requirements set out in Section 5.

### **Criterion 3 – Demonstrate effective risk management strategies**

Demonstrate how you will identify and manage risk in relation to your grant activity. Your response should be no more than 500 words.

In addition you must provide a risk management plan that includes:

- the organisation's capacity to identify, manage and mitigate the risks associated with the proposed activities;
- a detailed analysis of any risks or challenges in delivering the proposed activities; and
- providing strategies to address or mitigate the identified risks.

## **7. How to apply**

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

These documents may be 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.

To apply you must:

- complete the Application Form on GrantConnect;
- provide all the information requested;

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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

- address all eligibility criteria and assessment criteria;
- include all necessary attachments; and
- submit your application to [grant.atm@health.gov.au](mailto:grant.atm@health.gov.au) with the email subject line “GOXXXX Application” followed by your organisation name and do this by the closing date and time, as specified on the front cover of these guidelines.

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 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.

The eligible organisation is required to submit an activity work plan, indicative activity budget and risk management plan as an application for this grant opportunity. Suitability to receive grant funding will be assessed as per Section 6. The eligible organisation must read and understand these guidelines and the grant agreement.

## 7.1 Attachments to the application

We require the following documents with your application:

- an activity work plan (Criterion 1 of the application form);
- an indicative budget (Criterion 2 of the application form); and
- a detailed risk management plan, including risk related to COVID-19, and any supporting documentation, describing how you propose to monitor, manage and report identified risks including risks that may arise during your project (Criterion 3 of the application form).

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 continue your grant activity with additional funding around 1 October 2021.

### Table 4: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	1 week
Assessment of application	1 week
Approval of the outcome of selection process	2 weeks
Negotiation and awarding of the grant agreement	1-3 weeks
Earliest start date of grant activity	1 October 2021
End date of grant activity or agreement	30 September 2024

### 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.

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

This is a closed non-competitive grant process. We first review your application against the eligibility criteria in Section 4.

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

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

We will rate your application using the Descriptive Classification Rating Scale. Your application must be rated as 'Suitable' to be considered for funding.

Table 5: Descriptive Classification Rating Scale

Rating (for individual criterion)	Rank
High/good quality – response against this criterion meets all/most criteria to a higher than average/average standard. Evidence is available and provides support for claims against this criterion.	Suitable
Poor quality – poor claims against this criterion, meets some or none of the criteria. Evidence is unavailable, not relevant or lacking in detail.	Not Suitable

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

- the relative value of the grant sought;
- extent to which the geographic location of the application matches identified priorities;
- 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?

An assessment committee will assess your application on its merit. The assessment committee will be made up of staff within the Rural Access Branch of the department.

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

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

The assessment committee will make recommendations to the Decision Maker based on the assessment of your application.

## 8.3 Who will approve the grant?

The Assistant Secretary, Rural Access Branch, (the Decision Maker) decides which grant 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.



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 20 days of being notified of the outcome by responding to the email. We will respond to your request for feedback in writing within 20 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.

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

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 Specific legislation, policies and industry standards

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

- The Multicultural Access and Equity Policy
- Commonwealth Child Safety Framework and
- National Redress Scheme.

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

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

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

appropriate. To find out more about the Multicultural Access and Equity Policy, visit the [Department of Home Affairs website](#)<sup>3</sup>.

### 10.2.2 Commonwealth Child Safe Framework

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

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

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

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

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

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

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

### 10.2.3 National Redress Scheme

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

## 10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid; and
- any financial contributions you must make.

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.

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<sup>3</sup> Multicultural Access and Equity Policy - <https://www.homeaffairs.gov.au/about-us/our-portfolios/multicultural-affairs/about-multicultural-affairs/access-and-equity>



## 10.4 Grants Payments and GST

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

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

## 11. Announcement of grants

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

## 12. How we monitor your grant activity

### 12.1 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 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.

#### Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes;
- show the total eligible expenditure incurred to date, including an updated budget;

- 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.

### **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 90 days of completion in the format provided in the grant agreement.

## **12.3 Financial declaration**

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.

## **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 writing to the Assistant Secretary of the Rural Access Branch, Health Workforce Division, Department of Health.

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 Record keeping**

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

## **12.6 Evaluation**

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your organisation 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.

## **12.7 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:

‘Aged Care Nursing and Allied Health Dementia Scholarships - 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:

1. 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
2. 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
3. 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:

1. what personal information we collect;
2. why we collect your personal information; and
3. 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 the grant opportunity, 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 nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

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

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

1. the committee and other Commonwealth employees and contractors to help us manage the program effectively;
2. employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities;
3. employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;

4. other Commonwealth, State, Territory or local government agencies in program reports and consultations;
5. the Auditor-General, Ombudsman or Privacy Commissioner;
6. the responsible Minister or Parliamentary Secretary; and
7. a House or a Committee of the Australian Parliament.

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

### **13.5 Freedom of information**

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

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

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

By mail:           Freedom of Information Coordinator  
                      FOI Unit  
                      Department of Health  
                      GPO Box 9848  
                      CANBERRA ACT 2601

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

## 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 you 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 rankings.
Commonwealth Child Safe Framework	In response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the <a href="#">Commonwealth Child Safe Framework</a> , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities.
commencement date	the expected start date for the grant activity.
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.
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.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>under which relevant money<sup>4</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>5</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ol>
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.
<a href="#">Modified Monash Model 2019</a>	The Modified Monash Model is a geographical classification that categorises different areas in Australia into seven remoteness categories according to geographical remoteness, as defined by the Australian Bureau of Statistics (ABS) 2016 Census data, and town size.

<sup>4</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>5</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.



Term	Definition
<a href="#">National Redress Scheme</a>	The National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy will come into effect on 1 January 2021.
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.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve assessment 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> <ol style="list-style-type: none"> <li>1.1 the quality of the project proposal and activities;</li> <li>2.1 fitness for purpose of the proposal in contributing to government objectives;</li> <li>3.1 that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and</li> <li>4.1 the potential grantee's relevant experience and performance history.</li> </ol>