



**Australian Government**

**Department of Health  
and Aged Care**

# Health Workforce Program Puggy Hunter Transition Funding Frequently Asked Questions (FAQs) GO6606

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**Commonwealth policy entity:** Department of Health and Aged Care (department)

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**Enquiries:** If you have any questions, contact the department via email: [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au)  
**Questions should be sent no later than 5:00pm (Canberra time) 5 business days before the close date.**

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**Version:** Version 2

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# 1. Program Questions

## 1.1 What is the Puggy Hunter Memorial Scholarship Scheme?

The PHMSS was established in 2002 to recognise Dr Arnold ('Puggy') Hunter's significant contribution to First Nations' health and his role as Chair of the National Aboriginal Community Controlled Health Organisation.

The main focus of the PHMSS is to provide financial assistance to First Nations students studying health related disciplines as well as to play a role in increasing First Nations participation in the health workforce.

Scholarships are provided to eligible students for full time (\$15,000) and part time (\$7500) per year over the duration of their studies. From 2024-25, 100 scholarships are available annually to First Nations students in the following health disciplines:

- First Nations primary health care
- Dentistry/oral health (excluding dental assistants)
- Nursing (RN & EN)
- Midwifery
- Medicine
- Allied health
- Mental Health – There is a short-term additional mentorship component to the current program for Mental Health student scholarships that runs from 2022-2025 only.

Support is limited to entry level studies that lead or are a direct pathway to registration or practice as a health professional. Research courses and post graduate study is not supported.

The Australian College of Nursing (ACN) have administered the Puggy Hunter Memorial Scholarship Scheme since 2002. The Department of Health and Aged Care will continue discussion and consultation with the ACN to ensure a smooth transition of program administration to a First Nations led organisation. This also includes discussion to ensure current scholars remain well supported during the transition.

Further information on the Puggy Hunter Memorial Scholarship Scheme currently administered by ACN can be found using the link: [First Nations health scholarships – Australian College of Nursing \(acn.edu.au\)](https://www.acn.edu.au/first-nations-health-scholarships).

## 1.2 Why is the Puggy Hunter Memorial Scholarship Scheme being offered in this way?

The Australian Government is committed to working in genuine partnership with First Nations peoples to overcome inequality and achieve life outcomes equal to all Australians. This includes a commitment to embed the priority reforms of the National Agreement on Closing the Gap in its First Nations programs.

In line with the Priority Reforms under the National Agreement on Closing the Gap, the 2023-24 Federal Budget committed \$1 million to support the transition of the PHMSS to a First Nations led organisation. This transition will mean the scheme is administered by First Nations people who have a deep understanding of the needs, aspirations and cultural considerations of First Nations students.

### **1.3 What should the successful organisation be expected to do in the first 3 months?**

The Department of Health and Aged Care will continue discussion and consultations with the ACN to ensure a smooth transition of program administration to a First Nations led organisation.

The administration of the PHMSS will be the domain of the new manager. Systems and arrangements should be set up in early-mid 2024 with scholarships offered during late 2024 for students commencing study in 2025. This also includes ensuring current scholars remain well supported during the transition and from July 2024.

A progress report on the development of these systems and other work towards transitioning the PHMSS will be required in July 24. The Department of Health and Aged Care will meet with the new manager regularly during the first six months of the agreement to ensure smooth transition between program managers.

### **1.4 What is the successful organisation expected to do in managing the program?**

The PHMSS manager is to at least:

- Establish a scholarship management database utilising excel data provided by the ACN (through the Department) within the first quarter of the agreement.
- Develop program guidelines for scholarship applicants and management of the program to ensure transparency (guidelines to be agreed with the Department of Health and Aged Care).
- Promote the PHMSS and garner increased numbers of high-quality applications for each academic year including development of an awareness and communication strategy for each academic year, targeting Aboriginal and Torres Strait Islander people who are completing their secondary school education, or considering mature-age entry to universities and other educational institutions; or current students at universities and other educational institutions.
- Provide appropriate support to current and future awardees.
- Using Scholarship Funds, pay each full-time scholarship holder up to \$15,000 per year for the normal duration of the course, and pay each part-time scholarship holder a maximum of \$7,500 per year. Payment should be made in fortnightly instalments.
- Establish processes to ensure compliance of new and ongoing scholarship awardees (e.g. proof of full or part-time enrolment in a recognised course at an Australian University or approved Training Institution) before scholarship funds are made

available in each semester. Ensure also that processes and information is recorded appropriately (including within the scholarship database).

- When will scholarships be expected to be offered?

The PHMSS opens the scholarship application round each year at about the same time to align with the application round of academic courses. In 2023 for example, the PHMSS round was:

- Opening: 30 August 2023
- Closed: 10 October 2023
- Recipients announced: late November

As highlighted in 1.3 above, similar timing should be considered during 2024.

## 1.6 What do you mean by First Nations led Organisation?

For the purposes of this Grant, the definition of First Nations led organisation aligns with Chapter 12 in the National Agreement, that outlines what Aboriginal and Torres Strait Islander organisations (other than an Aboriginal and Torres Strait Islander community-controlled organisation) are:

- *a business, charity, not-for-profit organisation, incorporated under Commonwealth, state or territory legislation, that has at least 51% Aboriginal and/or Torres Strait Islander ownership and/or directorship and is operated for the benefit of Aboriginal and Torres Strait Islander communities.*

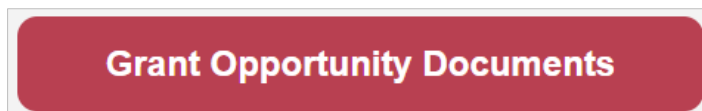
Clause 44 of the National Agreement also states:

- *Aboriginal and Torres Strait Islander community control is an act of self-determination. Under this Agreement, an Aboriginal and/or Torres Strait Islander Community-Controlled Organisation delivers services, including land and resource management, that builds the strength and empowerment of Aboriginal and Torres Strait Islander communities and people and is:*
  - a. *incorporated under relevant legislation and not-for-profit*
  - b. *controlled and operated by Aboriginal and/or Torres Strait Islander people*
  - c. *connected to the community, or communities, in which they deliver the services*
  - d. *governed by a majority Aboriginal and/or Torres Strait Islander governing body*

## 2. General Questions

### 2.1 How do I access the documents for this grant opportunity?

In order to access the grant opportunity documents, you will need to register on [GrantConnect](#), if you have not already done so. Please use the red **Grant Opportunity Documents** button (on the left-hand side of the page) to access grant opportunity documents.



Where you have registered for GrantConnect and you still cannot access the system, please contact the GrantConnect Help Desk:

- Phone: 1300 484 145
- Email: [GrantConnect@finance.gov.au](mailto:GrantConnect@finance.gov.au)

### 2.2 What type of process is this grant opportunity?

This grant opportunity is an open competitive selection process. This means that the grant opportunity is open to all organisations who meet the eligibility criteria outlined in Section 4.1 of the Grant Opportunity Guidelines.

The grant opportunity will be administered in accordance with the [Commonwealth Grant Rules and Guidelines 2017 \(CGRGs\)](#).

### 2.3 How do I submit an application for this grant opportunity?

Please refer to Section 7: *How to Apply* in the Grant Opportunity Guidelines. Detailed information on the application process is available on [GrantConnect](#). This includes specific instructions on how to submit your application for this grant opportunity and upload attachments. The Grant Opportunity Guidelines also detail any additional requirements to be attached to the application form. Submit your application form by the closing date and time as specified on GrantConnect.

A maximum of five (5) separate files can be submitted at one time. If you have more than five (5) separate files, they can be 'zipped' together. The department will not provide instruction to applicants on how to do this.

For technical assistance when submitting your application form and any attachments through GrantConnect please contact the GrantConnect Helpdesk:

- Phone: 1300 484 145
- Email: [GrantConnect@finance.gov.au](mailto:GrantConnect@finance.gov.au)

### 2.4 Will late applications be accepted?

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control

- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

Applicants seeking to submit a late application will be required to submit a late application request via email to [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) with “Late Application Request – GO6606” in the subject line.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

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

## **2.5 How can I withdraw an application I have already submitted?**

Please send an email to [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) and include the following information:

- Brief reason for the withdrawal
- Name of your organisation
- Receipt number (located on your confirmation of submission email received from GrantConnect)
- Name of the grant opportunity and GO ID (e.g. GO1234).

Please ensure the email is sent from the authorised contact listed on the application form.



## 3. Funding Questions

### 3.1 How much can I apply for?

Please refer to Section 3 of the Grant Opportunity Guidelines as this outlines the amount available for this grant opportunity.

### 3.2 What if I don't spend all the funding?

The department identifies the reason for under-expenditure of grant funds before determining how it is managed. Under-expenditure is managed under the terms of the grant agreement and options include varying the agreement, reducing or withholding payments or recovering the underspend as a debt.

### 3.3 What can the grant funding be used for?

Please refer to the Grant Opportunity Guidelines, as listed on [GrantConnect](#), specifically Section 5: *What the grant money can be used for*.

### 3.4 What can't I use the grant funding for?

Please refer to the Grant Opportunity Guidelines, as listed on [GrantConnect](#), specifically Section 5.4: *What grant money cannot be used for*.

### 3.5 If successful, when will I receive a grant payment?

Before payments are made a grant agreement must be signed by the grant recipient and the departmental delegate. Payments will then be made in line with the payment schedule in your grant agreement.

### 3.6 Are there any GST or income tax-related issues involved in receiving funding?

Please refer to the Grant Opportunity Guidelines, as listed on GrantConnect, specifically Section 10.4: *Grants Payments and GST*.

The department is unable to provide taxation advice to you or your organisation.

## 4. Application Questions

### 4.1 Where can I find my organisation ID?

If you are an existing grant recipient, your organisation's ID can be found on your current Grant Agreement with the department. The organisation ID is located in the top right-hand corner on the grant details page of your Grant Agreement (usually page 4, see screen shot below). The organisation ID is in the format of a combination of numbers, hyphens and letters, e.g. 1-AAAAAAA (where "1" represents a number and "A" represents a letter or a number).

<b>Grant Details</b>	
Organisation ID:	1-AAAAAAA
Agreement ID:	1-BBBBBBBB
Schedule ID:	1-CCCCCCC
<b>A. Purpose of the Grant</b>	

If you do not have access to the Grant Agreement, your Organisation ID can be found on any Recipient Created Tax Invoice (RCTI) provided to you by the department. For example, it will list a vendor number as FO1-1J3-29. When inputting the organisation ID to your application, please remove the FO reference, just use the ID, e.g. 1-1J3-29.

### 4.2 Can I get assistance in completing my application?

No, for consistency, fairness and probity reasons the department cannot assist, comment or give additional guidance to a potential applicant on how to complete an application form (including advice on whether you meet the eligibility criteria). Applicants must refer to the Grant Opportunity Guidelines (addendums and/or additional frequently asked questions) for relevant information on how to complete their application.

## 5. Assessment Process

### 5.1 What is the assessment considering?

Please refer to the Grant Opportunity Guidelines, as listed on GrantConnect, specifically Section 6: *The assessment criteria*, Section 7: *How to apply* and Section 8: *The grant selection process*.

### 5.2 How will organisations be advised of the final outcome?

The department will advise the outcome of the grant opportunity, via email, to the primary contact listed in the application form. Please refer to Section 7.3: *Timing of grant opportunity processes* in the Grant Opportunity Guidelines for timeframes of announcements.

Successful applicant's grants will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the CGRGs.

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 outcome email. We will respond to your request for feedback in writing within 20 days.

## 6. Eligibility Questions

### 6.1 Who is eligible to apply?

Refer to Section 4 of the Grant Opportunity Guidelines for further details regarding eligibility.

For consistency, fairness and probity reasons the department cannot give additional guidance to a potential applicant or advise if they are eligible to apply for grant funding. Applicants must refer to the Grant Opportunity Guidelines and other published information for this grant (e.g. addendums, additional frequently asked questions) and determine whether you or your organisation satisfies the eligibility criteria.

All applications undergo a compliance and eligibility check. If your application does not meet the eligibility criteria it will not progress to the next stage of assessment for grant funding.

If you believe you should be eligible, but you do not meet the eligibility criteria please email [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) and provide an explanation as to why you believe you should be eligible for this grant opportunity.

### 6.2 When should I aim to submit my application after I have answered all the required questions?

To avoid any submission issues, we recommend that you submit your application at the latest 3 hours **before** the closing date and time. This should allow sufficient time to address any errors that you may notice in your application after submission.

Submitting early will allow you to resolve any technical issues that you may experience during the submission of your application (any internet outages, system/submission error notifications) and you will be able to contact [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) with time to receive assistance to ensure your application is submitted on time.

### 6.3 I can't see all the words in my text box, will it save?

This issue may be due to copying and pasting text from a document into the application form. If this happens, please check that you are within the character limit of the text box and remove all text formatting (do this by copying and pasting the text into Microsoft Notepad first and then into the application form).

### 6.4 What happens if I am unable to continue to the next tab/page/submit the form?

If you are unable to continue to the next page/submit your application the form will take you to a red error message at the top of the page and ask you to resolve the following issue/s before proceeding. The form will not allow you to submit where validation errors exist. If you click on the error message it will take you directly to the question with the issue.

If you have addressed all the validation errors and you are still unable to submit the form, please provide a screen shot of the error(s) and send to [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au).

### 6.5 I cannot return to my draft application form, what can I do?

If you have not submitted your application form and can no longer access the information, the grant opportunity has either closed or there may have been issues with your internet connection. The department has no record of your draft application and cannot retrieve any of your draft information.

Your application form will be accessible for 60 days from the last date accessed or the close date/time of the round, whichever date is earliest. After the 60-day time period has passed the form shuts down and is no longer available for amendments or submission (data cannot be retrieved once this time period has lapsed). You will need to submit a new application if the grant opportunity is still open.

We strongly encourage that you save a copy of all your draft answers outside of the application form (e.g. in a word doc) so that in the event there is a technical issue, system outage or you lose the information that you have drafted, you can access your previously prepared answers.

## **6.6 What amount should I enter in the ‘financials’ tab in the application form for the question “Provide a breakdown of the requested grant funding for the previously selected service area/s”?**

The Grant Opportunity Guidelines specify the full amount of funding available in this grant opportunity.

Refer to the Grant Opportunity Guidelines on GrantConnect, specifically Section 3: *Grant amount and grant period*.

## **6.7 What can I do if I have submitted my application but not received any email confirmation?**

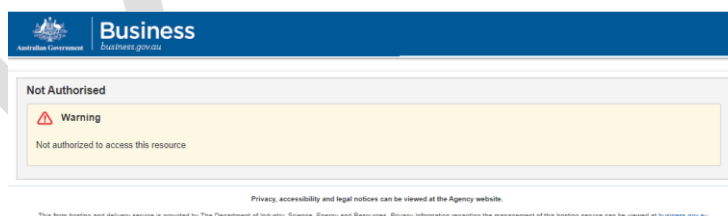
After submission, the Form Receipt email can take up to 30 minutes to arrive in the nominated inbox. If you have not received a Form Receipt email after 24 hours, please email [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) and the department will investigate the issue.

If your application was not received prior to the close date and time you may request to submit a late application based on experiencing exceptional circumstances that prevented the submission of the application. The assessment committee Chair or their appointed representative will then determine whether an extension will be granted.

## **6.8 Can I change my application after I have submitted?**

### **6.8.1 Before close date and time**

After you have submitted your application, you are not able to re-access your form to make further edits. If you try and open your form using the Form Opened email you receive each time you re-access it (prior to submission) you will receive the below error message.



If you wish to make any changes to the form after you have submitted it, you will have to complete a new form (additional information cannot be provided via email). You must also contact [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) immediately to withdraw the previous application that you have identified as incomplete or requiring updating.

### **6.8.2 After close date and time**

Please refer to the Grant Opportunity Guidelines on GrantConnect, specifically Section 7: *How to Apply*.

*'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).*

*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 required, the department will contact you directly to clarify or ask for additional information to assess the application in accordance with the Grant Opportunity Guidelines.

### **6.9 How do I upload multiple documents where there is a one file limit for the question?**

You can only upload one attachment to each attachment question within the form. If applicable, applicants should combine multiple documents into one document before attaching to the application form. This may require you to scan multiple documents into one PDF version. Information in attachments should be relevant and concise as possible.

### **6.10 I am trying to upload an attachment however I am receiving an error message. How to I resolve the issue?**

The file you are attempting to load may contain either unacceptable special characters or an invalid file extension. Acceptable characters are all alpha and numeric characters, full stops, single hyphen and spaces. Please re-name the file and try again.

There may also be a document attached in the application with the same file name. You cannot upload two documents within the form with the same file name. Please rename the file and try again.

### **6.11 Is there a file size limit for attachments?**

Yes, the size limit is 2MB or under per attachment.

If your attachment file sizes exceed 2MB, we recommend not to copy and paste data into spreadsheets as this may include unseen characters and add size to the file. We suggest you monitor the attachment size as you are entering the data, to ensure the file size does not exceed 2MB. If you are unable to limit the size of your documents, please contact [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) for further advice and assistance.

## 7. Technical Submission Questions

### 7.1 When should I aim to submit my application after I have answered all the required questions?

To avoid any submission issues, we recommend that you submit your application at the latest 3 hours **before** the closing date and time. This should allow sufficient time to address any errors that you may notice in your application after submission.

Submitting early will allow you to resolve any technical issues that you may experience during the submission of your application (any internet outages, system/submission error notifications) and you will be able to contact [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) with time to receive assistance to ensure your application is submitted on time.

### 7.2 What can I do if I have submitted my application but not received any email confirmation?

After submission, the confirmation of submission email from GrantConnect can take up to 30 minutes to arrive in the nominated inbox. If you have not received a confirmation of submission email after 24 hours, please contact the GrantConnect helpdesk:

- Phone: 1300 484 145
- Email: [GrantConnect@finance.gov.au](mailto:GrantConnect@finance.gov.au)

If your application was not received prior to the close date and time you may request to submit a late application based on experiencing exceptional circumstances that prevented the submission of the application. The assessment committee Chair or their appointed representative will then determine whether an extension will be granted.

### 7.3 Can I change my application after I have submitted?

#### 7.3.1 Before close date and time

After you have submitted your application, you are not able to re-access your submission to make further edits.

If you wish to make any changes to the application after you have submitted it, you will have to resubmit (additional information cannot be provided via email). You must also contact [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) immediately to withdraw the previous application that you have identified as incomplete or requiring updating.

#### 7.3.2 After close date and time

Please refer to the Grant Opportunity Guidelines on GrantConnect, specifically Section 7: *How to Apply*:

*'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).*

*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 required, the department will contact you directly to clarify or ask for additional information to assess the application in accordance with the Grant Opportunity Guidelines.

#### **7.4 I am trying to upload an attachment however I am receiving an error message. How to I resolve the issue?**

The file you are attempting to load may contain either unacceptable special characters or an invalid file extension. Acceptable characters are all alpha and numeric characters, full stops, single hyphen and spaces. Please re-name the file and try again.

You cannot upload two documents to GrantConnect with the same file name. Please rename the file and try again.

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