



Australian Government

Department of Health and Aged Care

Health Workforce Program Puggy Hunter Memorial Scholarship Scheme - Transition Grant Opportunity Guidelines GO6606

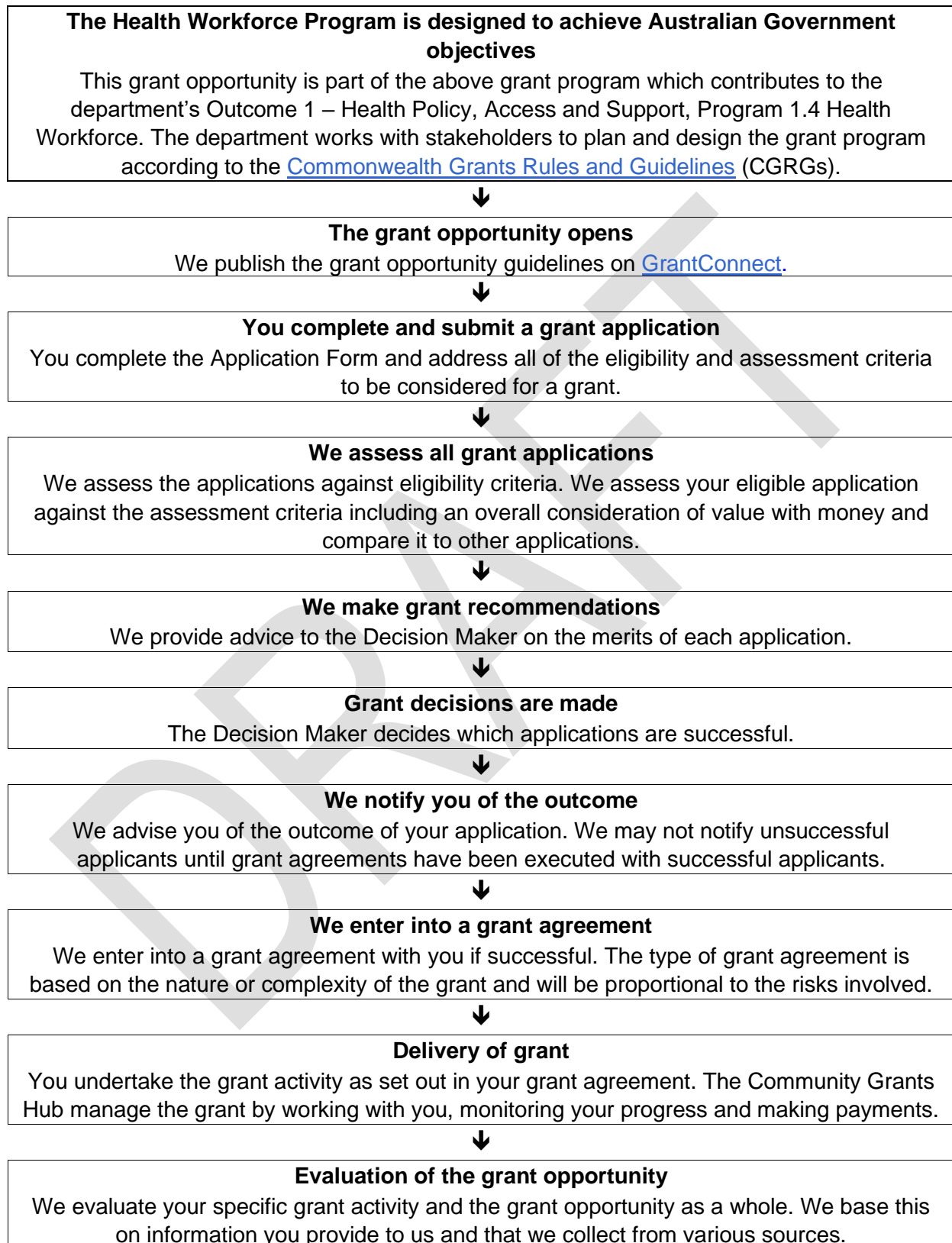
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Closing date and time:	2:00pm (Canberra time) on [dd mmmm yyyy]
Commonwealth policy entity:	Department of Health and Aged Care (department)
Administering entity:	Community Grants Hub
Enquiries:	<p>If you have any questions, contact the department via email: Grant.ATM@health.gov.au</p> <p>Questions should be sent no later than 5:00pm (Canberra time) 5 business days before the close date.</p>
Type of grant opportunity:	Open Competitive

Contents

1. Health Workforce Program: Puggy Hunter Memorial Scholarship Scheme - Transition grant opportunity processes	4
1.1 Introduction	5
2. About the grant program.....	5
2.1 About the grant opportunity	5
3. Grant amount and grant period	9
3.1 Grants available	9
3.2 Grant period	9
4. Eligibility criteria	10
4.1 Who is eligible to apply for a grant?	10
4.2 Who is not eligible to apply for a grant?	11
4.3 What qualifications, skills or checks are required?	11
5. What the grant money can be used for.....	12
5.1 Eligible grant activities	12
5.2 Eligible locations	12
5.3 Eligible expenditure.....	13
5.4 What the grant money cannot be used for.....	13
6. The assessment criteria	14
7. How to apply.....	16
7.1 Attachments to the application.....	18
7.2 Joint (consortium) applications	18
7.3 Timing of grant opportunity processes.....	19
7.3.1 Late applications	20
7.4 Questions during the application process	20
8. The grant selection process	20
8.1 Assessment of grant applications	21
8.2 Who will assess applications?	21
8.3 Who will approve grants?.....	22
9. Notification of application outcomes.....	23
9.1 Further grant opportunities.....	23
10. Successful grant applications	23
10.1 The grant agreement	23
10.2 Specific legislation, policies and industry standards.....	23
10.2.1 The Multicultural Access and Equity Policy	24
10.2.2 Commonwealth Child Safe Framework	24
10.2.3 National Redress Scheme	25
10.3 How we pay the grant	25
10.4 Grants Payments and GST	25
11. Announcement of grants	25

12. How we monitor your grant activity	26
12.1 Keeping us informed	26
12.2 Reporting	26
12.3 Financial reporting	27
12.4 Grant agreement variations	27
12.5 Record keeping	27
12.6 Evaluation	27
12.7 Acknowledgement.....	26
13. Probity	28
13.1 Enquiries and feedback	28
13.2 Conflicts of interest	28
13.3 Privacy	29
13.4 Confidential Information	29
13.5 Freedom of information.....	30
14. Consultation	309
15. Glossary.....	31

1. Health Workforce Program: Puggy Hunter Memorial Scholarship Scheme - Transition grant opportunity processes



1.1 Introduction

These guidelines contain information for the Puggy Hunter Memorial Scholarship Scheme 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

Health Workforce Programs are Australian Government initiatives administered by the Department of Health and Aged Care (the department) to deliver health workforce outcomes 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 – considering the changing demographics of the Australian population and changing health needs and address current shortages.
- address health workforce shortages in rural, regional, and remote Australia through outreach programs, rural workforce programs and targeted workforce incentives; and
- ensure a capable and qualified workforce through registration, accreditation, training, and development.

The intended outcomes of the programs are to:

- support the First Nations health workforce – through activities that promote an increase in the capacity of the First Nations health workforce and the broader health workforce to address the needs of First Nations' peoples; and
- improve the capacity, quality, distribution and mix of the health workforce to better meet the needs of the Australian community.

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

2.1 About the grant opportunity

The Puggy Hunter Memorial Scholarship Scheme (PHMSS) encourages and assists entry-level First Nation Aboriginal health students to complete their studies and join the health workforce.

The scheme provides financial assistance through approximately 100 annual scholarships to First Nations undergraduate students studying health related disciplines in a university, higher education provider, TAFE or Registered Training Organisation (RTO) and aims to increase First Nations peoples' participation in the health workforce.

Further information can be found at [The Puggy Hunter Memorial Scholarship Scheme | Australian Government Department of Health and Aged Care.](#)

National Agreement on Closing the Gap

For the first time, the [National Agreement on Closing the Gap](#) (the National Agreement)¹ has been developed in genuine partnership between Australian governments and the Coalition of Aboriginal and Torres Strait Islander peoples (the Coalition of Peaks). The objective of the National Agreement is to enable First Nations people and governments to work together to overcome the inequality experienced by First Nations people and achieve life outcomes equal to all Australians.

At the centre of the National Agreement are four Priority Reforms that focus on changing the way governments work with First Nation people.

The Priority Reforms will:

- strengthen and establish formal partnerships and shared decision-making;
- build the First Nations community-controlled sector;
- transform government organisations so they work better for First Nations people; and
- improve and share access to data and information to First Nation's communities to make informed decisions.

These reforms are central to the National Agreement and Implementation Plan and will change the way governments work with First Nations people and communities. This grant opportunity, and activities supported through it, must be consistent with the National Agreement.

In addition, this Grant Opportunity aligns with the targets identified in the [National Aboriginal and Torres Strait Islander Health Workforce Strategic Framework and Implementation Plan 2021 – 2031](#)² for First Nations people to be fully represented in the health workforce by 2031. It specifically aligns with Implementation Action 4.4 of the Plan, 'Expand and enhance existing scholarship and internship programs to prioritise emerging health roles and research based on health needs.'

Consistent with Priority Reform One - *Strengthen and establish formal partnerships and shared decision-making* - First Nations stakeholders have provided key input into the design of this grant opportunity, which in turn will support Priority Reform Two – *Build the First Nations community-controlled sector*. All future rounds of the PHMSS will be co-designed and co-decided in partnership with First Nations stakeholders.

The PHMSS grant opportunity will support the delivery of the National Agreement by strengthening the community-controlled sector. This will be achieved through an open competitive (grant) selection process with First Nations-led eligibility criteria for applicant organisations. This change is being guided by a department-led Advisory Group that includes two First Nations external representatives to advise on these guidelines and assessment of organisations. A Secretariat will support the Advisory Group.

¹ <https://www.closingthegap.gov.au/national-agreement>

² <https://www.health.gov.au/sites/default/files/documents/2022/03/national-aboriginal-and-torres-strait-islander-health-workforce-strategic-framework-and-implementation-plan-2021-2031.pdf>

There are two components to delivery against this Grant Opportunity.

1. **Component 1: Transition** to management of the PHMSS by a First Nations-led organisation from the current manager, the Australian College of Nursing (ACN) during 2023-24. \$1 million has been budgeted for a First Nations-led manager to create the capability and capacity required to enable transition of the PHMSS by 1 July 2024. What is needed to transition will be determined by the organisation seeking to manage the PHMSS and supported where necessary by engagement with the ACN and the Department. This transition will need to ensure that existing students in receipt of scholarships are not disrupted from their studies and transition is seamless from their perspective.
2. **Component 2: Managing the scholarship program** from 1 July 2024 through funding to the value of \$15.739 million (\$4.913 million annually over three years from 2024-25 for scholarships and administration) provided to the chosen organisation. Initial scholarships for the 2025 calendar year will need to be offered in August 2024.

The PHMSS is currently managed by the ACN. ACN currently supports First Nations undergraduate students studying a health-related discipline at university, a higher education provider, TAFE or at a RTO as an initiative to increase the First Nations' health workforce across Australia. Priority is given to applicants who are living within regional, rural and remote Australia, in particular those living and working in areas classified under the Modified Monash Model 2019 (MMM) classification system [Modified Monash Model | Australian Government Department of Health and Aged Care](#) as MM 3-7.

Health fields include:

- First Nations primary health care
- Dentistry/oral health (excluding dental assistants)
- Mental health studies
- Nursing (Registered and Enrolled)
- Midwifery
- Medicine
- Allied health (excluding pharmacy)

Through the 2023-24 Budget, in line with the Priority Reforms under the National Agreement on Closing the Gap, the Australian Government committed \$1 million to support a First Nations led organisation to prepare to take on management of the PHMSS (both new and existing scholars) from 1 July 2024.

Ideally, the First Nations led organisation will also have demonstrated experience managing programs within the health workforce sector. The objectives of this grant opportunity are:

- to support the First Nations health workforce – through activities that promote an increase in the capacity of the First Nations health workforce and the broader health workforce to address the needs of First Nations people; and
- increase the proportion of First Nations people in the health workforce.

The intended outcomes of this grant opportunity are to:

- increase First Nation peoples' participation in the health workforce through the provision of financial assistance to First Nation students studying health related disciplines in a university, or Registered Training Organisation (RTO);
- improve capacity, quality, and the mix of the First Nations health workforce to meet the requirements of the Australian health system; and

- improve the health outcomes of First Nations people living in regional, rural, and remote locations by encouraging health professionals to work in these areas and supporting the delivery of outreach health activities

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

Table 1: Performance Indicator/s

Performance Indicator	Measure
Identified transition activity leads to established systems, processes and policies to run the scholarship by 1 July 2024	Policies and procedures have been developed and implemented by 1 July 2024.
Develop and maintain a database of current and ongoing student scholarships information	Database information enables effective management of current and future students' scholarships and enables data analysis of fields and trends over time.
Effective and efficient management and administration of the Puggy Hunter Memorial Scholarships	Award a minimum of 100 scholarships each academic year.
An effective and efficient independent program evaluation provides an evidence base that also outlines additional benefits for supporting First Nations students in their endeavours.	An independent program evaluation is delivered within set timeframes (mid-cycle 2024-25, 2025-26) in the grant agreement. The evaluation report must highlight the appropriateness, effectiveness, and efficiency of the scholarship scheme and transition activity.

3 Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$16.739 million (GST exclusive) over four financial years for this grant opportunity.

Table 2: Grant Opportunity Funding Available (GST exclusive)

Component	2023-24 FY \$ M	2024-25 FY \$ M	2025-26 FY \$ M	2026-27 FY \$M	Total \$ M
Component 1: Transition	1.000	-	-	-	1.000
Component 2: Managing the scholarship program		4.913	4.913	4.913	14.739
Total:	1.000	4.913	4.913	4.913	15.739

3.2 Grant period

The maximum grant period is four years.

You must complete your grant/project by 30 June 2030, in order to ensure all scholars have completed their studies after grant funding ceases in the 2026-27 financial year.

4 Eligibility criteria

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

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

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- be an Aboriginal Community-Controlled Organisation (ACCO) or other appropriate First Nation organisation³; or
- be a non-Indigenous organisation that must have a formal partnership in place with either an ACCO or other appropriate First Nation organisation (the First Nation partner must have a significant role in the project - see section 7.2 for partnership guidance).
- have demonstrated experience managing programs within the health workforce sector across multiple stakeholder groups to demonstrate the capacity to deliver project activities.

In addition to the above eligibility criteria your organisation must also:

- have an Australian Business Number (ABN);
- 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;
- an incorporated association;
- a partnership;
- a registered charity or not-for-profit organisation;
- an Australian local government body; or
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#).

Applications from consortia are acceptable, providing there is a lead organisation that is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.

Eligible organisations can form a consortium with ineligible organisations, with the exception of those organisations deemed ineligible because they are included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

Note: For the purposes of this Grant Opportunity, the definition of First Nations led organisation aligns with Chapter 12 in the National Agreement, that outlines what Aboriginal

³ See Glossary for definition

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*

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- any organisation not included in section 4.1;
- a Commonwealth, state or territory government agency or body (including government business enterprises);
- an individual;
- an unincorporated association;
- an overseas resident/organisation; or
- a Primary Health Network [Primary Health Networks | Australian Government Department of Health and Aged Care](#)

4.3 What qualifications, skills or checks are required?

If you are successful, all personnel working on the grant activity must maintain the following:

- certificate demonstrating cultural awareness and safety training that is locally relevant and accredited;
- working with children check;
- working with Vulnerable People registration for the jurisdiction in which services are delivered; and
- compliance with child safety requirements consistent with the Commonwealth Child Safe Framework [Commonwealth Child Safe Framework](#) .

As part of the Commonwealth Child Safe Framework, all Commonwealth entities are required to establish measures to promote the protection of children in services and activities funded by the Australian Government. This means that, from 1 February 2020, organisations

funded by the department are required to comply with child safety requirements consistent with the Commonwealth Child Safe Framework.

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:

- Managing the day-to-day costs of transition activities (in 2023-24 only) and then up to 15% of budget for the administration of the scholarships from July 2024 for three years.
- Ongoing management of current scholarship places to ensure recipients continue to meet eligibility criteria along with provision of up to 100 scholarships to Aboriginal and Torres Strait Islander students undertaking health related study annually from 2024-25 for three years.
- Develop and maintain guidelines and policies relating to the Program, including Scholarship applicants' eligibility criteria. Any guidelines and policies for assessing and allocating scholarships are to be approved by the Department, to ensure ongoing oversight. Priority to be given to applicants who are living within regional, rural and remote Australia, in particular those living and working in areas classified under the Modified Monash Model 2019 (MMM) classification system [Modified Monash Model | Australian Government Department of Health and Aged Care](#) as MM 3-7.
- Providing an information service for the program, which include the following tasks:
 - Preparation, production, and distribution of promotional and publicity material for the scholarship scheme.
 - Receiving inquiries by telephone and email from interested parties.
 - Providing advice according to the Puggy Hunter Memorial Scholarship Program Guidelines.
 - Maintaining a free call assistance line, dedicated website and application portal.
- Culturally safe support and assessment of scholarship applications for entry level health related disciplines, including via the 1800 telephone number.
- Maintaining a suitable and complete data management system to support and monitor existing and new scholarship holders.
- Data collection for evaluation. It is expected that the recipient will pay for the evaluation though funding allocated in the grant agreement budget. The evaluation will be undertaken by an external entity, and the questions for evaluation will be agreed with the Department prior to commencing the evaluation.
- Convening a PHMSS Working Group with members from First Nations peaks and health stakeholders and covering related costs within the grant agreement including travel, accommodation, and secretariat to support community engagement, co-design, and consultation activities.
- Community collaboration and communication.
- Project management including governance and administrative activities (such as reporting) relating to the grant.

5.2 Eligible locations

The grant opportunity must be delivered nationally, across Australia.

5.3 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred for eligible grant activities outlined in section 5.1 of these guidelines.

Eligible expenditure items include:

- operating costs related to transition (in 2023-24 only).
- administration costs (up to 15% of the total annual budget from July 2024) and the provision of the scholarships (2024-25, 2025-26, 2026-27).
- salaries for staff directly involved in delivery of the project
- individual scholarships as per the breakdown in section 5.1.
- responding to queries relating to the Scholarship Schemes.
- production and distribution costs associated with publicity material.

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 of your grant agreement for it to be eligible.

5.4 What the grant money cannot be used for

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

You cannot use the grant for:

- purchase of land.
- paying ransom for ransomware, cyber-attack, or any other type of cybercrime.
- wages/salaries (other than those staff working on the PHMSS).
- major capital expenditure, major construction/capital works.
- 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.
- overseas travel.
- 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. All criteria have equal weighting.

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

The application form includes word limits. Responses will not be read beyond the prescribed word limits. Do not include any additional appendices, unless specified, as they will not be considered.

Strong proposals may use co-design approaches and/or show clear evidence of community engagement and support to align with the National Reforms, and the National Aboriginal and Torres Strait Islander Health Plan 2021-2031.

We will only consider awarding funding to applications that score 'good' against all assessment criteria, in the first instance.

Please note that you will be required to submit one Activity Work Plan and Risk Management Plan that is to cover both Assessment Criteria 1 and 2 together in these documents.

Assessment Criterion 1: Transition to a First Nations Led Organisation (*Word limit: 500 words*)

How will your organisation enable and action the program transition to ensure success in 2023-24?

You must demonstrate this through:

- describing your organisation's capacity and capability to engage with the ACN and take over management of existing students and the program in the first half of 2024
- describing how your organisation will undertake transition and address any risks involved in undertaking this activity.

A strong response will include a detailed description of the proposed activities, the delivery methodology (including existing infrastructure and relationships), and the key outputs.

Along with your response to these criterion you must complete the activity work plan and risk management plan (templates on GrantConnect).

The activity work plan does not count towards the word limit for this criterion and must include:

- the key tasks your organisation will undertake to transition the program within set the timeframe.
- the governance arrangements you will have in place to ensure effective oversight of program transition and future management.
- the proposed plan for engaging with the ACN to assist with the transition.
- the proposed outputs for the activity.
- the performance measures for the activity.
- clear milestones to ensure a smooth transition.
- how your organisation will approach advertising of the program transition and selection of new scholarships.

The risk management plan does not count towards the word limit for this criterion and must include:

- all identified risks for Assessment Criterion 1 and 2 (a strong response should identify a minimum 10 risks).

- the likelihood of the identified risk occurring.
- the impact on the activity should the identified risk occur.
- the mitigation strategies to respond to all risks.

Assessment Criterion 2: Managing the PHMSS grant opportunity from July 2024 (Word limit: 500 words)

How will your organisation manage the PHMSS grant opportunity in alignment with Program Objectives and Outcomes?

You must demonstrate this through:

- describing your organisation's capacity and capability will ensure delivery of grant activity from July 2024 to meet to the objectives and outcomes of the grant opportunity as described at Section 2.1.
- how your organisation will identify, engage, and collaborate with relevant stakeholders to ensure the effective delivery of the grant objectives and outcomes.
- how your organisation will ensure the transition for existing scholarship holders is seamless and uninterrupted, in a culturally safe environment.
- how your organisation will attract and support First Nations students to take-up health-related studies, in a culturally safe environment.
- how your organisation will ensure that priority is given to applicants who are living within regional, rural and remote Australia, in particular those living and working in areas classified under the Modified Monash Model 2019 (MMM) classification system [Modified Monash Model | Australian Government Department of Health and Aged Care](#) as MM 3-7.

Along with your response to these criterion you must complete the activity work plan and risk management plan (templates on GrantConnect).

The activity work plan does not count towards the word limit for this criterion and must include:

- the key tasks your organisation will undertake.
- the proposed outputs for the activity.
- clear milestones to ensure a smooth transition.
- the performance measures for the activity, including how you will ensure a minimum 80 per cent completion rate will be for scholarship holders.
- identify a clear work plan for each financial year and include capacity for 6 monthly reviews in the first two years and annually in the final year.

The risk management plan does not count towards the word limit for this criterion and must include:

- all identified risks. (A strong response will identify a minimum 10 risks).
- the likelihood of the identified risk occurring.
- the impact on the activity should the identified risk occur.
- the mitigation strategies to respond to all risks.
- identify a clear risk plan for each financial year and include capacity for 6 monthly reviews in first two years and annually in the final year.

Assessment Criterion 3: Efficient, effective, economical and ethical use of grant funds
(Word limit: 500 words)

- How will your organisation ensure the efficient and economical use of grant funds when delivering your activities?
- You must demonstrate this through identifying how the activities will achieve high quality outcomes in a cost-effective way.

Along with your response to this criterion you must complete the indicative budget plan (templates on GrantConnect).

The indicative budget plan does not count towards the word limit for this criterion and must include:

- how the funds will be administered and managed throughout the grant period.
- a breakdown of key expenditure required to deliver the grant opportunity, including an itemised activity budget that aligns with the requirements set out in Section 5.

7 How to apply

Before applying, you must read and understand all documents and information relating to this grant opportunity found on [GrantConnect](#). Any alterations and addenda⁴ will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information, however the department takes no responsibility if a registered user fails to become aware of any addendum notices or of other published material. Registered users are encouraged to regularly check GrantConnect for updates.

You can only submit one application for this grant opportunity. If more than one application is submitted, the application submitted latest, and within closing time and date, will progress to the next stage.

To apply you must:

- read all available documentation about the grant opportunity provided on GrantConnect;
- complete the application form on GrantConnect;
- provide the formal agreement as part of the application submission
- provide all the information requested;
- address all eligibility criteria and assessment criteria;
- include all necessary attachments, and
- submit your application by the closing date and time using the red **Submit Application** button on GrantConnect.

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

If you need assistance with the application process or find an error in your application after submission but before the closing date and time, you should contact us via email Grant.ATM@health.gov.au. For technical assistance when submitting your application through GrantConnect please contact the GrantConnect Helpdesk:

- Phone: 1300 484 145
- Email: GrantConnect@finance.gov.au

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

The department does not have to accept any additional information, or requests from you to correct your application after the closing time. If you find an error in your application after submitting it, you should contact us immediately at 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.

You should keep a copy of your application and any supporting documents. You will receive an automated email notification acknowledging the receipt of your application. If you do not

⁴ Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

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

7.1 Attachments to the application

All of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided on GrantConnect with the grant opportunity documents where applicable.

We require the following documents with your application:

- proof of entity type;
- activity work plan;
- indicative budget plan; and
- risk management plan, and any supporting documentation describing how you propose to monitor, manage and report identified risks including risks that may arise during your project.

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

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

7.2 Joint (consortium) 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 can submit the application and enter into a grant agreement with the department. The application must identify all other members of the proposed group. The lead organisation must have the authority to submit an application on behalf of the group. The grant agreement will outline the lead organisation's obligations with regard to the group members.

The lead organisation of the consortium must fulfil the eligibility requirements, but it is not a requirement of other members of the group. This is with the exception of those organisations deemed ineligible because they are included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

The consortium must have at least one Aboriginal and Torres Strait Islander owned and/or run organisation involved in the project as per section 4.1 of these guidelines.

The Aboriginal and Torres Strait Islander partner must have a significant role (at least 51%), in the project and a formal agreement that is consistent with the National Agreement on Closing the Gap (see section 2.1 and Term "Aboriginal and Torres Strait Islander organisation in the Glossary for further detail) must be provided as part of your application submission. If you do not already have a similar agreement in place, the expected parameters of any such agreement are that it will be signed by all parties, and outline:

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

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

If your application is successful, you must have a formal arrangement in place with all parties prior to execution of the agreement in the form of a letter of support. A formal agreement with other members is not required, however letters of support with members is to be provided.

The department will request copies of each letter of support prior to execution of the grant agreement.

Each letter of support should include:

- details of the partner organisation;
- an overview of how the partner organisation will work with the lead organisation, and any other partner organisations in the group to successfully complete the [grant activity or project/services];
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group;
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any);
- outline how partners will demonstrate to the lead organisation that they comply with all Australian law relating to employing or engaging people who work or volunteer with children, in line with the Commonwealth Child Safe Framework, and
- details of a nominated management level contact officer.

7.3 Timing of grant opportunity processes

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

If you are successful, we expect you will be able to commence your grant activity around January/February 2024.

Table 3: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	4 weeks
Assessment of applications	1 week
Approval of outcomes of selection process	1 week
Negotiations and award of grant agreements	2 weeks
Notification to unsuccessful applicants	1 week
Earliest start date of grant activity	1 st quarter 2024
End date of grant activity or agreement	30 June 20 30 ²⁷

Note: the above timeframes are indicative only and will depend on the number and quality of applications throughout the submission period. Missing/incorrect information within applications may cause delays during the assessment process.

7.3.1 Late applications

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

- reasonably unforeseeable;
- beyond the applicant's control, and/or
- unable to be managed or resolved within the application period.

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

Applicants seeking to submit a late application will be required to submit a late application request via email to Grant.ATM@health.gov.au with "Late Application Request - GOXXXX" in the subject line.

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

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

7.4 Questions during the application process

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

Questions close at 5.00pm (Canberra time) five business days before the application period closes. This allows a reasonable period for the department to respond with information that applicants can consider for their application. The department will continue to assist with technical related enquiries regarding the submission of applications beyond the question close deadline.

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

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

8 The grant selection process

8.1 Assessment of grant applications

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

Only eligible applications will move to the next stage. We 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;
- how it compares to other applications, and
- whether it provides value with relevant money.⁵

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 5 will be applied to each of the three assessment criteria. A total of 15 is the highest score any application can receive.

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

When assessing the extent to which the application represents value with money⁶, we will have regard to:

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

8.2 Who will assess applications?

The department has established an Advisory Group to assess eligible and compliant applications. The Advisory Group comprises staff from across the department and includes

⁵ See Glossary for the definition of 'relevant money'.

⁶ See Glossary for the definition of 'value with money'.

two independent First Nations representatives (external to the Department) to advise on cultural matters and will undertake training to ensure consistency in assessment.

After applications are assessed, they will be quality assured and referred to an assessment committee for further consideration, including value with money. The assessment committee will be members of the Advisory Group will be made up of staff within the Health Workforce Division and First Nations Division of the department and two independent First Nations advisors and may include representatives from other areas of the department and from outside of the department, as appropriate. The Advisory Group chair will be the Assistant Secretary, Workforce Incentives and Innovation Branch, Health Workforce Division.

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 Advisory Group 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 Advisory Group may also consider information about you that is available through the normal course of business.

The Advisory Group recommends to the Decision Maker which applications to approve for a grant.

8.3 Who will approve grants?

The First Assistant Secretary, Health Workforce Division (the Decision Maker) decides which grant(s) to approve taking into account the recommendations of the Advisory Group 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 outcome email. We will respond to your request for feedback in writing within 20 days.

9.1 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, we may review the guidelines and re-define the Eligibility Criteria.

10 Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the whole-of-government grant agreement templates in this program and will select the most appropriate depending on the size and complexity of your grant activities.

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

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:

If you are successful, all personnel working on the grant activity must maintain the following:

- certificate demonstrating cultural awareness and safety training that is locally relevant and accredited;
- working with children check;

- working with Vulnerable People registration for the jurisdiction in which services are delivered; and
- compliance with child safety requirements consistent with the Commonwealth Child Safe Framework [Commonwealth Child Safe Framework](#) .

As part of the Commonwealth Child Safe Framework, all Commonwealth entities are required to establish measures to promote the protection of children in services and activities funded by the Australian Government. This means that, from 1 February 2020, organisations funded by the department are required to comply with child safety requirements consistent with the Commonwealth Child Safe Framework.

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

10.2.1 The Multicultural Access and Equity Policy

The Australian Government's [Multicultural Access and Equity Policy](#) obliges Australian Government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

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 will be included in a grant agreement where the Commonwealth considers the grant is for:

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

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

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

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

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 came into effect on 1 January 2021.

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party

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.

10.4 Grants Payments and GST

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

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

11 Announcement of grants

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

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 may provide sample templates for these reports as appendices in the grant agreement.

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 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

You will be required to submit progress reports in line with your grant agreement.

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
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).
- any additional reporting required as outlined and agreed in the grant agreement.

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. These reports must be provided in a timely manner agreed with the Department.

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.
- be submitted within 90 days of completion in the format provided in the grant agreement.

12.3 Financial reporting

You must submit financial reports in line with the grant agreement.

We will ask you to report on the expenditure of the grant using a financial declaration and/or an income and expenditure statement and/or an audited income and expenditure statement.

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 Community Grants Hub, who will have responsibility for providing information and guidance on how to apply for government grants. [Homepage | Community Grants Hub](#). Following this, the variation will be considered by the Assistant Secretary, Workforce Incentives and Innovation Branch, Health Workforce Division, Department of Health and Aged Care.

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 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.

12.7 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:

'Puggy Hunter Memorial Scholarship Scheme – an Australian Government initiative'.

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

'This Puggy Hunter Memorial Scholarship Scheme received grant funding from the Australian Government.'

13 Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the CGRGs.

These guidelines may be amended periodically by the department. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

The department's [Complaint Handling Process](#) applies to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to Grant.ATM@health.gov.au.

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: [Home - Commonwealth Ombudsman](#)

13.2 Conflicts of interest

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

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

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

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

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

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

13.3 Privacy

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

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

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

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

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

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

13.4 Confidential Information

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

We may at any time require you to arrange for you, your employees, agents or subcontractors to give a written undertaking relating to non-disclosure of our confidential information in a form we consider acceptable.

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

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

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

- the committee and other Commonwealth employees and contractors to help us manage the program effectively;
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities;

- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary, and/or
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

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

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

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

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

By email: foi@health.gov.au

14 Consultation

Consultation has taken place with the department’s First Nations Division, First Nations Health Funding Transition Unit, as well as the Chief Nursing and Midwifery Officer Division. Also, consultation will occur within the PHMSS Advisory Group

The Department will continue to have regular consultation with the ACN to ensure transition arrangements for current scholars allows for a smooth transition to the new organisation.

The Department has also engaged with several First Nations representative organisations and will continue to be kept up to date throughout the transition process.

15 Glossary

Term	Definition
Aboriginal and/or Torres Strait Islander Community Controlled Organisation (ACCO)	<p>National Agreement on Closing the Gap, clause 44 outlines the definition of an ACCO:</p> <p><i>44. 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:</i></p> <ul style="list-style-type: none"> <i>a. incorporated under relevant legislation and not-for-profit</i> <i>b. controlled and operated by Aboriginal and/or Torres Strait Islander people</i> <i>c. connected to the community, or communities, in which they deliver the services</i> <i>d. governed by a majority Aboriginal and/or Torres Strait Islander governing body</i>
Aboriginal and Torres Strait Islander organisation (other than an Aboriginal and Torres Strait Islander community-controlled organisation)	As defined in the National Agreement on Closing the Gap Chapter 12 , 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.
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings
commencement date	the expected start date for the grant activity
Commonwealth Child Safe Framework	in response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the Commonwealth Child Safe Framework , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act

Term	Definition
<i>Commonwealth Grants Rules and Guidelines 2017 (CGRGs)</i>	establish the Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. The CGRGs contain the key legislative and policy requirements and explain the better practice principles of grants administration
completion date	the 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
Formal Partnership agreement	<p>as defined in the National Agreement on Closing the Gap, agreed arrangements (policy and place-based) between governments and Aboriginal and Torres Strait Islander people that set out who makes decisions, how decisions are made, and what decisions will be about.</p> <p>A formal partnership agreement in place with either an ACCO or other appropriate Aboriginal and Torres Strait Islander organisation must outline the roles of the Project partners noting that the Aboriginal and Torres Strait Islander partner must have a significant role in the project.</p>
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 money⁷ or other Consolidated Revenue Fund (CRF) money⁸ 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

⁷ Relevant money is defined in the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), chapter 1, section 8 Dictionary.

⁸ Other CRF money is defined in the PGPA Act. See section 105 Rules in relation to other CRF money.

Term	Definition
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 / grant recipient	the individual/organisation which has been selected to receive a grant
Health related discipline	Any undergraduate course that qualifies a person to practice in a health profession (including AHPRA-registered professions and non-registered professions). This includes, but is not limited to: <ul style="list-style-type: none"> • medicine • nursing and midwifery • dental science • allied health • Aboriginal and/or Torres Strait Islander health care
National Redress Scheme	the National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.
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.

Term	Definition
<i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)	the PGPA Act establishes a system of governance and accountability for public resources with an emphasis on planning, performance and reporting. It applies to all Commonwealth entities and Commonwealth companies.
relevant money	<p>a. money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity; or</p> <p>b. money that is held by the Commonwealth of a corporate Commonwealth entity.</p>
selection criteria	comprise eligibility criteria and assessment criteria
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources, and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and • the potential grantee’s relevant experience and performance history.