



Australian Government

Department of Health

DRAFT ONLY: PLEASE DO NOT APPLY.
Awareness, prevention and testing of BBV and
STI in Aboriginal and Torres Strait Islander
Communities
Grant Opportunity Guidelines
[GOXXX]

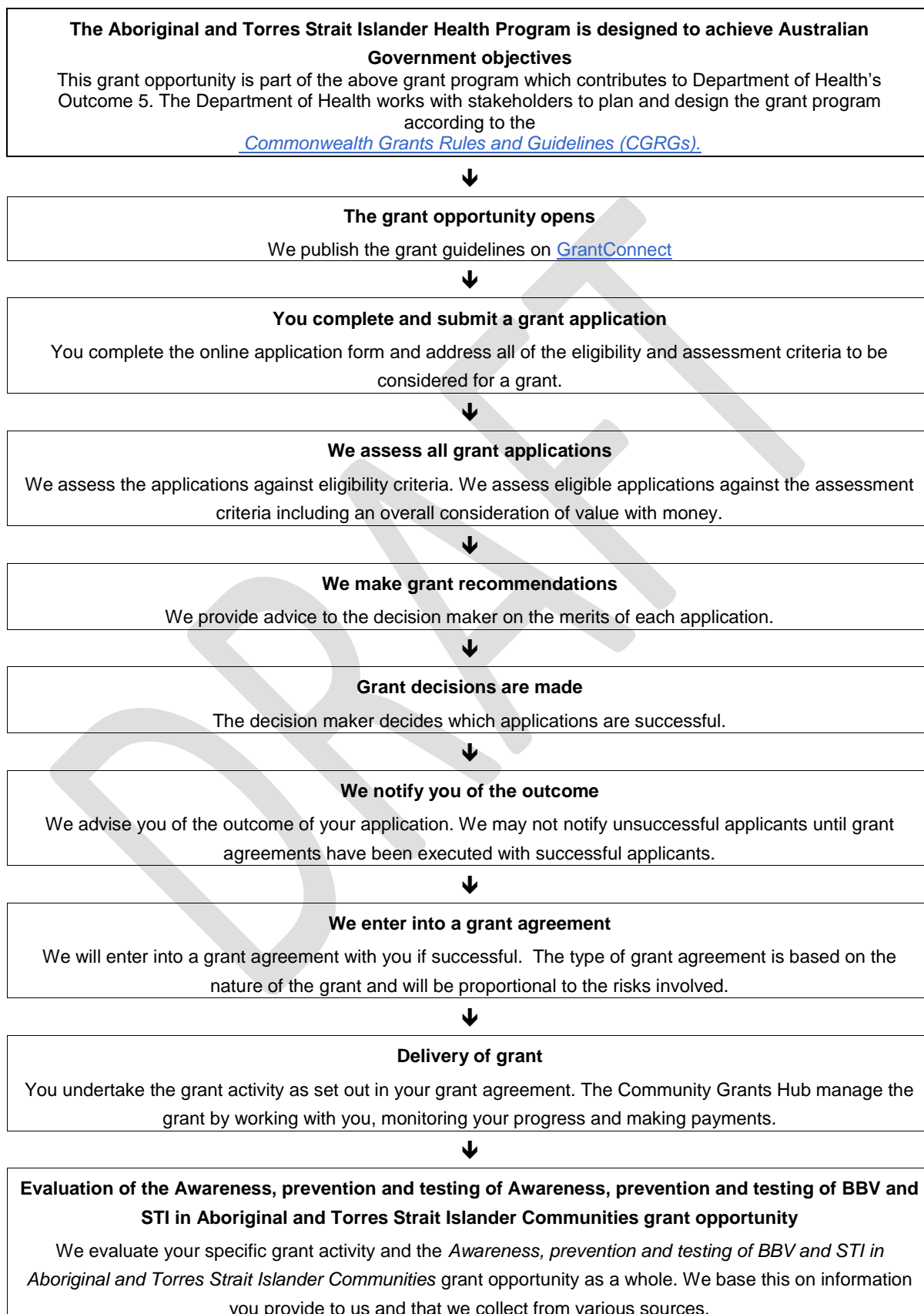
Opening date:	[dd mmmm yyyy]
Closing date and time:	2.00pm Canberra local time on [dd mmmm yyyy]
Commonwealth policy entity:	Department of Health
Administering entity:	Community Grants Hub
Enquiries:	<p>If you have any questions, contact the department via email at: grant.atm@health.gov.au</p> <p>Questions should be sent no later than 5pm Canberra local time on [dd mmmm yyyy]</p>
Date guidelines released:	[dd mmmm yyyy]
Type of grant opportunity:	Targeted Competitive

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1. Aboriginal and Torres Strait Islander Health Program: Awareness, prevention and testing of BBV and STI in Aboriginal and Torres Strait Islander Communities



1.1 Introduction

These guidelines contain information about the Aboriginal and Torres Strait Islander Health Program: *Awareness, prevention and testing of BBV and STI in Aboriginal and Torres Strait Islander Communities* 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.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Health.

2. About the grant program

This grant opportunity forms part of the Australian Government's Health Protection and Emergency Response Program (HPERP), (Program 5.2), which aims to protect the health and safety of the Australian community through the provision of support for:

- effective national leadership and coordination; and
- initiatives that strengthen the nation's capacity and capability to detect, prevent and respond to threats to public health and safety arising from communicable diseases, natural disasters, acts of terrorism, and other incidents that may lead to mass casualties.

The objectives of the Program are to fund activities that help strengthen the nation's capacity and capability in relation to health emergencies and communicable diseases including:

- **Prevention** – to prevent, eliminate or reduce the occurrence or severity of communicable disease outbreaks, environmental and chemical threats, and acts of terrorism; and/or minimise the health impacts on the Australian community.

This includes:

- communicable disease surveillance data collection, analysis and reporting to inform public health response and to support evidence-based preventive health policy development;
- supporting activities that promote awareness and prevention, and also appropriate management of communicable diseases, in particular blood borne viruses and sexually transmissible infections (BBV and STI);
- **Preparedness** – to build and strengthen Australia's preparedness to prevent and minimise the impact from events such as communicable disease outbreaks, natural disasters, environmental and chemical threats and acts of terrorism; and
- **Response** – to develop and maintain response systems to ensure an effective, coordinated and timely response to health emergencies.

Program 5.2 includes the implementation of the new *National Strategies for Blood Borne Viruses (BBV) and sexually transmissible infections (STI) 2018-2022*, which includes the [Fifth National Aboriginal and Torres Strait Islander BBV and STI Strategy 2018-2022](#).

The Fifth National Aboriginal and Torres Strait Islander BBV and STI Strategy acts as a guide to the Australian Government's response to the disproportionate impact of BBVs and STIs in Aboriginal and Torres Strait Islander communities.

The Department of Health administers the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

2.1 About the Awareness, prevention and testing of BBV and STI in Aboriginal and Torres Strait Islander Communities grant opportunity

The Fifth National Aboriginal and Torres Strait Islander BBV and STI Strategy recognises that BBV and STI disproportionately impact Aboriginal and Torres Strait Islander peoples across settings, communities and sub-populations and identifies the various factors, barriers and challenges that contribute to this increase.

This grant opportunity allows eligible organisations to apply for funding to implement innovative, pilot projects that aim to promote prevention, treatment and/or surveillance strategies for BBVs and STIs in Aboriginal and Torres Strait Islander populations across Australia. The introduction of more effective prevention methods, testing and treatment, provides an opportunity to close the gap between Aboriginal and Torres Strait Islander peoples and non-Indigenous Australians in relation to BBV and STI; reduce associated morbidity and mortality; and greatly improve health outcomes.

This grant opportunity will provide funding to up to 10 eligible organisations (between \$0.250M and \$0.500M each) to implement innovative, pilot projects that aim to promote prevention, treatment and/or surveillance strategies for BBVs and STIs in Aboriginal and Torres Strait Islander populations across Australia.

The objectives of the grant opportunity are to address the following goals, as outlined in the [Fifth National Aboriginal and Torres Strait Islander BBV and STI Strategy 2018-2022](#):

- Significantly reduce the transmission of BBV and STI among Aboriginal and Torres Strait Islander people;
- Minimise the personal and social impact of BBV and STI; and
- Minimise the negative impact of stigma, racism, discrimination, and legal and human rights issues on Aboriginal and Torres Strait Islander people's health.

The intended outcomes of the grant opportunity are to:

- Fund a number of small scale, pilot projects that are able to be implemented nationally;
- Provide for new and innovative ways to promote BBV/STI testing for Aboriginal and Torres Strait Islander individuals;
- Increase BBV/STI testing Aboriginal and Torres Strait Islander individuals; and
- Improve and increase awareness in 15-19 year old individuals in Aboriginal and Torres Strait Islander communities about BBVs/STIs.

The Activity will be measured against the below Performance Indicators (PIs).

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

Table 1: Performance Indicators (PIs)

Action	PI & Measure
All of the requirements in the Grant Agreement have been met	Information is provided to an acceptable standard in the performance reports, Activity Work Plans and budgets.
Progress reports provided as per detailed in the Grant Agreement	The information provided details the measures implemented to date, as well as any identified barriers and opportunities.
Provision of a final evaluation report	Information provided is to an acceptable standard, details the success of the grant activity, details the links and contributions to achieving the Fifth National Aboriginal and Torres Strait Islander BBV and STI Strategy, evidence to detail how existing stakeholder relationships/programs were utilised in the grant activity and recommendations on how to implement the grant activity on a national level.
Increased testing numbers of BBV and STI	At the conclusion of the grant, you should be able to demonstrate increased numbers of individuals seeking BBV and/or STI testing and increased access and/or referrals to linked support services.
Increased awareness of BBV and STI	At the conclusion of the grant, you should be able to demonstrate an increase in the numbers of individuals attending and accessing resources, increased participation in focus groups or a minimum set number of responses received in completing surveys (if undertaking surveillance activities).
Increased treatment rates for BBV and STI	At the conclusion of the grant, you should be able to demonstrate increased treatment rates for individuals diagnosed with BBV and/or STI.

2.2 Consultation

The Department consulted with the Blood Borne Viruses and Sexually Transmissible Infections Standing Committee (BBVSS), of the Australian Health Ministers Advisory Council (AHMAC), and other key stakeholders with the aim of identifying priorities, suitable approaches and possible activities for implementing the Strategy. Based on these consultations, the Minister for Health approved a multi-faceted implementation approach which supports services that are culturally safe and respond to the needs of Aboriginal and Torres Strait Islander peoples.

2.3 COVID-19

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

considered in its approach to reporting over this time and be flexible in reporting requirements under the terms of the Schedule.

3. Grant amount and grant period

3.1 Grants available

The 2019-20 Federal Budget included \$45.4 million (GST exclusive) over four years, to fund the implementation of five National BBV and STI Strategies 2018-2022. Of this, approximately \$20.2 million was set aside for the implementation of the Fifth National Aboriginal and Torres Strait Islander BBV and STI Strategy.

Following extensive consultations, the Department of Health (the Department) recommended a multi-faceted implementation approach, which supports services that are culturally safe and respond to the needs of Aboriginal and Torres Strait Islander peoples.

For this grant opportunity, funding up to \$2.5M (GST exclusive) is available over two years.

The grant opportunity will run from 2020-21 to 2021-22. It is anticipated that grants will be between \$0.250M - \$0.500M, depending on the scope of the grant activity and its complexity.

Table 1. Grant Funding Breakdown

2020-2021 FY	2021-2022 FY	Total
\$ M	\$ M	
(GST exclusive)	(GST exclusive)	
\$0.850	\$1.650	\$2.5

3.2 Grant period

The maximum grant period is two financial years.

You must complete your grant by 30 June 2022. Following the grant period, an evaluation period of three months will commence, which will determine the grant opportunity's success in achieving the outcomes identified in [section 2.1](#)

4. Eligibility criteria

- You must be an Aboriginal community controlled and/or owned health organisation (that is at least 50% owned by an Indigenous operation); or an organisation (such as a school, tertiary education facility, primary health network or a general practice) that is partnered and working in collaboration with an Aboriginal community controlled health organisation.
- Your project must address one or more of the priorities from the targets of the [National Aboriginal and Torres Strait Islander Blood Borne Viruses and Sexually Transmissible Infections Strategy 2018-2022](#).
- Your project must be integrated/linked (or the ability to be) with other testing/prevention strategies such as Point of Care Testing, surveillance, media advocacy or education.
- Your project must be able to be implemented nationally at the conclusion of the pilot.
- You must be able to demonstrate innovation.
- Your project must be targeted to a location that has high rates of BBVs/STIs.

- You must be able to demonstrate capability/your ability to deliver against set milestones in previously awarded grant opportunities.

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

Please note an automated notification email from GrantConnect advising you of a new Grant Opportunity is not an invitation to apply for this Grant Opportunity.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

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

and be one of the following entity types:

- a company incorporated in Australia;
- an incorporated association;
- a partnership;
- a joint (consortia) application with a lead organisation²;
- a registered charity or not-for-profit organisation;
- a publicly funded research organisation; or
- an Australian local government body.
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you:

- are a Commonwealth, state, territory or local government agency or body (including government business enterprises);
- are an individual or sole trader;
- are an unincorporated association;
- are an overseas resident/organisation;
- have been operational for less than 12 months; and/or
- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)

² The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint Applications'

4.3 What qualifications, skills or checks are required?

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

- Working with Vulnerable People registration;
- Working with Children check (if applicable);
- Comply with child safety requirements consistent with the Commonwealth Child Safe Framework (if applicable); and
- Aboriginal and Torres Strait Islander safety check (if applicable).

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 will be 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

The application for funding should demonstrate alignment with the objectives and outcomes of the [*Fifth National Aboriginal and Torres Strait Islander BBV and STI Strategy 2018-2022*](#).

The following activities are eligible to receive funding:

- Communication and information materials, programs or campaigns, including social media and marketing;
- Education and training packages;
- Research functions such as market research - surveys, focus groups to inform development, interventions and barriers to uptake;
- BBV/STI clinical testing;
- Data collection;
- Evaluation of research;
- Evaluation on the efficacy of interventions/health promotion program(s); and/or
- Payments by the funding organisation to project partners for undertaking activities related to the pilot.

5.2 Eligible locations

Your grant activities must be delivered in remote and/or regional areas.

The Modified Monash Model (the Model) provides a definition of whether a location is remote or regional. The Model measures remoteness and population size on a scale of Modified Monash (MM) category MM 1 (major city) to MM 7 (very remote). You can search for the MM category of a particular address or location, by using Health Workforce Locator website at <https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator>.

For further information on the Model, please refer to <https://www.health.gov.au/health-workforce/health-workforce-classifications/modified-monash-model>.

5.3 Eligible expenditure

If your application is successful, we may ask you to verify project costs through the provision of quotes or additional information, that you provided in your application.

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

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

The administration costs of your grant activity must not exceed 17.5% of the total funding, including any academic support fees. Administration costs include expenses that are not directly related to the delivery of the relevant service, but are necessary for the program's operations.

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land;
- wages of staff not directly engaged on the full time delivery of grant funded activities;
- major capital expenditure;
- 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;
- the salaries or training and development of staff not involved in the delivery of grant funded activities;
- activities for which you are already receiving government funding;
- major construction/capital works;
- lobbying and activities undertaken by political organisations;
- activities which subsidise commercial activities;
- clinical trials;
- overseas travel; and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The assessment criteria

You must address all of the following assessment criteria in the application.

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

We will only award funding to applications that score 'good' or 'excellent' against all assessment criteria. (Please see Table 3 in Section 8 for a description of the rating scale).

Criterion 1: Alignment with the *National Aboriginal and Torres Strait Islander Blood Borne Viruses and Sexually Transmissible Infections Strategy 2018-2022* (350 word limit)

In addressing this criterion, strong responses will demonstrate:

- What target/goal the proposal will achieve within the Strategy;

- How the proposal will achieve the target/goal identified;
- How your organisation will evaluate all funded activities to provide evidence based recommendations for future policy decisions and funding directions; and
- Provide a completed concept plan on the template provided on GrantConnect.

Criterion 2: Stakeholder engagement and collaboration with key stakeholders (350 word limit)

You must demonstrate this through identifying:

- how your organisation will identify and involve relevant stakeholders to ensure the effective delivery of the outcomes of the grant opportunity;
- how your organisation will work collaboratively with other organisations to maximise the effectiveness of all activities in supporting the requirements of the Fifth National Aboriginal and Torres Strait Islander BBV and STI Strategy objectives; and
- any partnerships, network or collaborations that your organisation currently has that will maximise outcomes.

Criterion 3: Organisational Governance and Risk Management (350 word limit)

You must demonstrate this through identifying:

- the organisation's governance structure, including experience and role of staff, and the organisation's prior experience in delivering grants; and
- Provide a completed risk management plan on the template provided on GrantConnect.

Criterion 4: Value for money (350 word limit)

You must demonstrate this through identifying:

- the objectives to be achieved in providing the grant;
- how the grant will deliver the intended outcomes of the grant opportunity;
- the priority areas, factors that will increase the value of this activity to the Commonwealth;
- the risks associated with the grant sought;
- the relative value of the grant sought; and
- how the proposed activities are an efficient use of grant funds in achieving the outcomes of this Grant Opportunity.
- Provide a completed budget on the template provided provided on GrantConnect.

7. How to apply

Before applying, you must read and understand these guidelines and the online application form.

These documents can be found at [GrantConnect](#). Any alterations and addenda³ will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. Where they are inconsistencies, GrantConnect is the authoritative source.

To apply you must:

³ 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

- complete the online application form on [GrantConnect](#);
- provide all the information requested;
- address all eligibility criteria and assessment criteria;
- include all necessary attachments; and
- submit your application as outlined in the application form by [dd mmmm yyyy]

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

If you find an error in your application after submitting it, you should contact us immediately on grant.atm@health.gov.au or call (02) 6289 5600 and quote the submission reference ID.

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.

You should keep a copy of your application and any supporting documents.

If you need further guidance around the application process please contact us at grant.atm@health.gov.au or call (02) 6289 5600.

7.1 Attachments to the application

You must **complete** and submit your application online.

We require PDF or excel copies of the following documents to be submitted online with your application:

- Concept plan and expected outcomes;
- Budget; and
- Risk management plan.

You must attach the supporting documentation to the online application form in line with the instructions provided. You should only attach requested documents. We will not consider information in attachments that we do not request. We will not assess applications that do not provide *all* of the requested attachments.

7.1 Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver the *Awareness, prevention and testing of BBV and STI in Aboriginal and Torres Strait Islander Communities* grant opportunity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

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;
- 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); and

- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.2 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We will not accept late applications, unless it is the direct result of mishandling by the department.

If you are successful, we expect you will be able to commence your grant activity in early 2021.

Table 2. Expected timing for this grant opportunity

Activity	Timeframe
Open on Grant Connect	4 weeks
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	Early 2021
End date of grant activity or agreement	30 June 2022

7.3 Questions during the application process

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

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

Requests for clarification may form the basis of a response that will be posted on the GrantConnect website in frequently asked Questions section relating to this grant opportunity. Any questions will be de-identified. Registered applicants will be notified of updates to the documents via email from 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

The Department will review your application against the eligibility criteria as outlined in Section 4 of these guidelines. The Department will then assess compliant and eligible applications against the assessment criteria (Section 6) using a 5-Point numerical scoring scale (Table 3 below).

The Department considers your application on its merits and comparatively against other applications, based on:

- how well your application meets the criteria;
- how it compares to other applications;

- whether your application provides value with relevant money; and
- how it meets the outcomes and objectives of the program.

Table 3: 5 Point numerical scoring scale

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

Using the assessment criteria and overall assessment of value with relevant money will be undertaken and may include such considerations as:

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

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

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

8.2 Who will assess applications?

The Department may establish multiple Assessment Teams to assess eligible and compliant applications. Assessment Teams will comprise staff from across the Department and may include contractors who will undertake training to ensure consistency in assessment.

Following assessment against the criterion, an assessment committee will review applications assessed as good or above on its merits before recommending which grant applications should be awarded a grant. The assessment committee will be made up of representatives of the Department.

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

The Assessment Committee recommends to the decision maker which applications to approve for a grant.

8.3 Who will approve grants?

For the purposes of this grant opportunity, the Decision Maker is the Assistant Secretary of Immunisation and Communicable Diseases Branch, Department of Health. The Decision Maker decides which grants to approve, taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

The Decision Makers 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 discuss the outcome.

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within one month of being advised of the outcome. We will give written feedback within one month of your request.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the standard grant agreement for this program.

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

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.

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

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

Standard Grant Agreement

We will use a standard grant agreement.

You will have 30 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 Department of Health.

10.2 Specific legislation, policies and industry standards

While you are required to be compliant with all relevant laws and regulations, you will also be requested to demonstrate compliance with the following policy:

- Commonwealth Child Safe Framework

As mentioned, the Commonwealth is required to implement the [Commonwealth Child Safe Framework](#) from February 2020. As it is anticipated this grant will be in place during this time, the Department has seen fit to embed this requirement now.

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

The grant agreement will include a clause on child safety which binds your organisation to implement the National Principles for Child Safe Organisations and other actions for the safety of children. More information is available at: <https://www.pmc.gov.au/sites/default/files/files/faqs-grants-and-procurement.pdf>

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid;
- schedule of payments linked to reporting requirements;
- activity components; and
- reporting requirements.

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

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

10.4 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](#).⁴ We do not provide advice on your particular taxation circumstances.

⁴ <https://www.ato.gov.au/>

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

You must submit reports in line with the grant agreement. The Department will remind you of your reporting obligations before a report is due. The Department will expect you to report on:

- progress against agreed milestones;
- contributions of participants directly related to the grant activity; and
- expenditure of grant funds.

12.1 Keeping us informed

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

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

You must also inform us of any changes to your:

- Name;
- Addresses;
- nominated contact details; and
- bank account details.

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

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

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

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

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

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

Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date

- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

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

You must discuss any reporting delays with us as soon as you become aware of them.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

Final report

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

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within 30 days of completion in the format provided in the grant agreement.

12.3 Financial declaration

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

12.4 Grant agreement variations

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

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

12.5 Compliance visits

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

12.6 Record keeping

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

12.7 Evaluation

We will evaluate the grant program 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.

12.8 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:

Awareness, prevention and testing of BBV and STI in Aboriginal and Torres Strait Islander Communities – an Australian Government initiative’.

13. Probity

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

These guidelines may be changed from time-to-time by the Department of Health. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

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

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

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

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

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

The Conflict of Interest policy is available on the [Australian Public Service Commission's website](#).

13.3 Privacy

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

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

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

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

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

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

13.4 Confidential Information

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

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

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

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
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
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

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

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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

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

By email: foi@health.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> under which relevant money⁵ or other Consolidated Revenue Fund (CRF) money⁶ is to be paid to a grantee other than the Commonwealth; and which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁶ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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.