



**Australian Government**

**Department of Health**

## Aged Care Services and Aged Care Quality Dementia Behaviour Assessment and Supports Grant Opportunity Guidelines

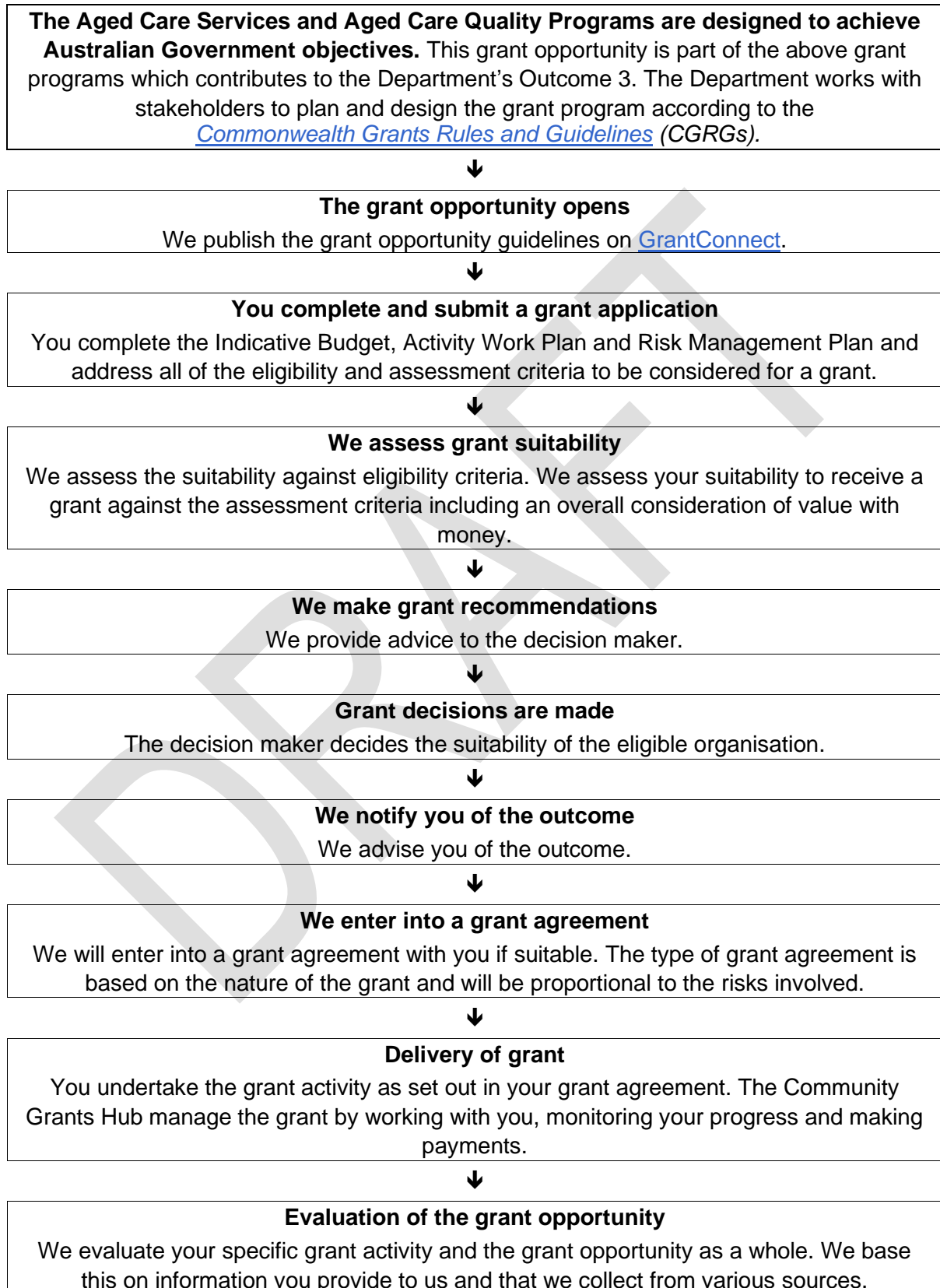
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<b>Enquiries:</b>	If you have any questions, contact the Department via email: <a href="mailto:Grant.ATM@health.gov.au">Grant.ATM@health.gov.au</a> . Questions should be sent no later than 5:00pm (Canberra time) on [dd mm yyyy]
<b>Type of grant opportunity:</b>	Closed Non-Competitive

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# 1 Aged Care Services and Aged Care Quality: Dementia Behaviour Assessment and Supports grant opportunity process



## 1.1 Introduction

These guidelines contain information for the grant opportunity Dementia Behaviour Assessment and Supports (the grant opportunity) to be funded from 1 January 2022 to 30 June 2025.

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 the grant application and suitability to receive a grant is considered
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated, and
- responsibilities and expectations in relation to the opportunity.

The establishment and management of the grant will be via the Community Grants Hub on behalf of the Department.

## 2 About the grant program

These Grant Opportunity Guidelines outline expansion of funding of the Dementia Behaviour Management Advisory Service (DBMAS) and Severe Behaviour Response Teams (SBRT) under the Aged Care Quality Program (Program 3.3) and continuation of funding for the Needs Based Assessment (NBA) under the Aged Care Services Program (Program 3.2).

**The Aged Care Quality Program (Program 3.3)** is an Australian Government program administered by the Department. Program 3.3. Aged Care Quality focuses on supporting the provision of safe and quality care for senior Australians in their choice of care through regulatory activities, collaboration with the aged care sector and consumers, as well as capacity building and awareness raising activities.

DBMAS and SBRT are existing programs that contribute to Program 3.3: Aged Care Quality by further reducing the use of restraints and supporting the aged care sector, their carers and families to deliver quality care to people living with dementia.

Within Program 3.3, DBMAS funding is specifically through the Dementia and Aged Care Services (DACS) Fund.

The Dementia and Aged Care Services (DACS) Fund is designed to better support activities that respond to existing and emerging challenges including dementia care, better support services targeting people from diverse social and cultural backgrounds and support special measures for Aboriginal and Torres Strait Islander people. The DACS Fund can also be used to support activities that assist the Commonwealth in informing itself about aged care.

DACS aims to support older Australians who are sick or living with medical conditions to access appropriate care provided through the Commonwealth-funded aged care system.

DACS priorities include:

- Older Australians with dementia and people at risk of dementia
- Older Australians with diverse social and cultural care needs who are sick or experiencing or living with medical conditions

- Special measures targeted to Aboriginal and Torres Strait Islander people, and
- Activities for the purposes of the Commonwealth informing itself about aged care.

The Department makes provision under the DACS Fund for a range of targeted activities that meet DACS Fund aims, objectives and priorities. In alignment with the DACS Fund objective of providing these target groups and activities include to people with dementia. Further information on the DACS Fund is available on the Department's [website](#).

**The Aged Care Services Program (Program 3.2)** is an Australian Government program administered by the Department. Program 3.2 Aged Care Services provides choice through a range of flexible options to support senior Australians who need assistance.

The NBA service is a component of the Specialist Dementia Care Program (SDCP) which contributes to Program 3.2: Aged Care Services by managing the referrals and eligibility assessments for people in residential aged care, and people with different care needs (including people experiencing severe behavioural and psychological symptoms of dementia (BPSD)) for entry into the program.

We administer the program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

## 2.1 About the grant opportunity

These Grant Opportunity Guidelines contain information about the Government's three-tiered approach to support carers and the aged care sector in managing BPSD that are affecting a person's care or quality of life. The Government's initiatives administered by the Department deliver nationally consistent dementia behaviour assessment and support services:

- Tier 1: DBMAS provides specialist clinical support and advice to carers and organisations caring for people living with mild to moderate symptoms of BPSD who require a short-term engagement. Eligible carers and organisations include all Commonwealth funded aged care providers (residential care, flexible care, Home Care Packages and the Commonwealth Home Support Program), acute care services<sup>1</sup> and individual carers in their own home caring for people with dementia.
- Tier 2: SBRT provides specialist clinical support and advice to organisations and aged care staff caring for people living with severe or very severe BPSD, with more intensive support over longer periods of time. Organisations eligible to receive SBRT service/s include all Commonwealth funded residential and flexible aged care facilities.
- Tier 3: The SDCP provides transitional residential care for those with very severe BPSD. These guidelines cover the continuation of the NBA service component of the SDCP. Through the NBA, the SBRT manages the referrals and eligibility assessments for the program. The NBA provides a nationally consistent referral pathway and eligibility assessment for the SDCP.

The national DBMAS and SBRT are operational from 9:00am to 5:00pm, Monday to Friday, with after-hours support provided through a 24-hour helpline.

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<sup>1</sup> See Glossary

The purpose of this grant opportunity is to fund the Eligible organisation for a four-year period to expand the delivery of DBMAS and SBRT services and continue the existing NBA service for the SDCP.

The intended objectives of the grant opportunity are:

**DBMAS, SBRT and support services**

- undertake behaviour assessments to identify the underlying causes and triggers of the dementia-related behaviours being exhibited by the person living with dementia. This includes consideration of environmental and social issues and medical history where applicable
- undertake care planning for the person living with dementia, or assist carers in developing care plans, including short- and long-term case management and case conferences
- work actively with aged care service providers and staff, general practitioners, other health professionals and families / carers to establish collaborative arrangements to obtain best possible care and long-term outcomes for the person living with dementia
- assist and mentor carers and care staff to manage behaviours, providing continued support to the service and client until the situation is resolved, and provide follow-up assistance or referral as required
- provide guidance and brokerage in the form of equipment or purchased services to assist interventions based on needs identified in the care plans
- assist aged care services to transition people living with dementia returning from acute care settings
- support the capacity and knowledge-building of care providers by reviewing capabilities and providing hands-on upskilling of carers and care staff. This can include modelling appropriate interventions to manage BPSD and the provision of relevant resources and tools including referral to appropriate training such as the Dementia Training Program
- develop and update BPSD reference materials for aged care providers, linking current research, literature and evidence-based practice guidelines
- tailor interventions to be appropriate for people from diverse backgrounds, which includes Aboriginal and Torres Strait Islander people; people from culturally and linguistically diverse backgrounds; those who identify as lesbian, gay, bisexual, trans, queer or intersex; veterans; care leavers; people who have experienced homelessness or who are at risk of homelessness; people with an affiliation to a religion of some kind; people with a disability and/or living with multiple chronic diseases; people living in regional, rural or remote communities; and people experiencing social disadvantage
- provide national access points for dementia behaviour support services:
  - national-focused website for the DBMAS, SBRT and the NBA programs
  - national telephone assistance line available 7 days a week, 24 hours a day, staffed by behavioural consultant, and
  - a specialist advice line to provide clinicians with advice on complex BPSD treatment decisions

- refer between DBMAS, SBRT and the NBA in line with specific referral guidelines and refer to appropriate emergency services where there is an acute risk of harm to self or others, and
- employ and develop suitably qualified case management teams and case managers so that teams are appropriately staffed for the nature of the issues being addressed.

### **The NBA**

- deliver an efficient, effective and reliable needs-based assessment service to assess people's eligibility for specialist dementia care under the SDCP on a national level
- maintain the assessment tool based on the seven-tier model of management of BPSD as part of the assessment methodology and framework for the SDCP, and
- provide relevant training to ensure the SBRT workforce has the capability, skills and expertise to assess people's eligibility for specialist dementia care under the SDCP on a national level.

The intended outcomes of the grant opportunity are:

- nationally consistent delivery of DBMAS, SBRT and the NBA services, aimed at enhancing the dementia care capability of the aged care sector
- provision of relevant information and advice from DBMAS, including resources or referral, to the consumer to assist them with caring for the person living with dementia within one day of referral
- for DBMAS and SBRT, provision of a report containing recommendations and interventions aligned to presenting issues and special needs (if relevant) to the consumer or residential aged care facility within agreed timeframes of initial consultations
- survey outcomes to a high degree demonstrate:
  - increased confidence among carers about managing future behaviour issues following DBMAS interventions
  - agreement from residential aged care facilities that SBRT strategies have assisted in managing the resident's behaviour
- goals of the DBMAS and SBRT referral are met, which may include:
  - presenting behaviour of the person living with dementia is modified or managed and/or strategies implemented
  - results of an appropriate pre- and post- neuropsychiatric inventory tool demonstrates an improvement in the presenting behaviour
  - appropriate alternative referrals or strategies are implemented including referral between DBMAS, SBRT and the NBA services or external services including acute mental health facilities and palliative care for ongoing management
- the NBA provides:
  - eligibility assessments for people with very severe BPSD seeking to access specialist dementia care under the SDCP, ensuring that only people that are suitable for the model of care are recommended for SDCP providers for placement



- an assessment process that is well-integrated with state, territory and local health networks and that builds stakeholder and provider confidence
- management of the referral process for the SDCP and subsequent waitlist for those found eligible for the program.

The Performance Indicators (PIs) for this program will be developed with the organisation and detailed projected outcomes and measurable targets will form the basis of reporting on progress. The PIs and new targets will include the measures from the 2021 Budget to enhance dementia care capability across the aged care sector. Over the timeframe of this grant opportunity, the PIs and measurable targets are subject to change in response to emerging needs of the sector.

The below table outlines indicative Performance Indicators that may be included in the grant agreement.

**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, KPI reports, Activity Work Plans and budgets.
Activities are completed according to the scope, timeframes and budget defined in the Activity Work Plan.	The Department and your organisation agree that the requirements outlined in the Activity Work Plan have been completed as specified.
The provider maintains open communication with the Department.	The service provider meets regularly or as needed with the Department and is responsive (as is practical) to queries outside meeting times.

## 2.2 COVID-19

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

For this grant opportunity up to \$169.923 million (GST Excl) is available over 4 years. This includes funding of \$58.424 million (GST Excl) in the 2021-22 Budget to expand DBMAS and SBRT to improve the dementia care capability of the aged care sector, including further support for carers in the community managing BPSD, development of guidance materials and the establishment of a specialist advice line for clinicians. The funding components are outlined in Table 2 below.

The grant opportunity will run from 2021-22 to 2024-25.

There is no maximum grant amount but grants cannot exceed the amount of available funds.

Upon successful negotiation of a new grant agreement any remaining funds from the current agreements for DBMAS, SBRT and the NBA will be transferred to a new grant agreement. Termination of the existing agreements for DBMAS, SBRT and the NBA with the Eligible organisation will occur concurrently with establishment of a new consolidated grant agreement covering all three programs.

Table 2: Grant Opportunity Funding Available

Summary Table (GST exclusive)	2021-22 (\$m)	2022-23 (\$m)	2023-24 (\$m)	2024-25 (\$m)	Total (\$m)
<b>Total Funding available through this Grant Opportunity</b>	<b>25.162</b>	<b>45.622</b>	<b>48.041</b>	<b>51.098</b>	<b>169.923</b>
<b>DBMAS</b>					
- Existing funding*	6.979	14.153	14.351	14.537	50.020
- Expanded DBMAS	6.838	9.086	10.498	12.045	38.467
- Support for carers in the community	1.000	1.012	1.026	1.041	4.079
<b>SBRT</b>					
- Existing funding*	7.815	15.839	16.059	16.267	55.980
- Expanded SBRT	1.726	2.729	3.766	4.910	13.131
- Specialist advice line for clinicians	0.425	0.430	0.436	0.442	1.733
- DSA Guidance materials	0.380	0.273	0.205	0.156	1.014
<b>NBA</b>					
- Existing funding*	0.000	2.100	1.700	1.700	5.500**
<p>*2021/22 Unspent existing baseline program funding outlined in current grant agreements with the Eligible organisation will be reflected in a new grant agreement.</p> <p>**Funding for the NBA is up to a total of \$5.50m for 2022-23 to 2024-25, based on the number of units established under the Specialist Dementia Care Program.</p> <p>Note: All amounts are GST Exclusive, and indexation has been incorporated in the above figures but may be adjusted at a later date. Funding allocations between elements may also be adjusted with the agreement of both parties but will not exceed the total funding available.</p>					

## 3.2 Grant period

The maximum grant period is 4 years.

You must complete your grant by 30 June 2025.

## 4 Eligibility criteria

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

### 4.1 Who is eligible to apply for a grant?

To be eligible you must be the listed organisation:

Table 3: Eligible Organisation

Legal Name of Organisation	ABN
HammondCare	48 000 026 219

Rationale for eligibility:

The organisation listed above has been assessed to have:

- demonstrated capability to deliver the project activities nationally
- existing infrastructure and relationships to support the project activities, and
- experience, knowledge and capability to deliver to the project objectives and outcomes.

The Department has current grant agreements in place with HammondCare, as Dementia Support Australia (DSA), as the sole national provider to deliver DBMAS, SBRT and the NBA until 30 June 2022. DSA has been the national provider of DBMAS and SBRT since 2016 and the NBA since 2019. The continued delivery of DBMAS, SBRT and the NBA allows DSA to build upon its existing support services, highly qualified dementia consultants and staff, brand awareness and publicity to support the rollout of the existing and expanded 2021 Budget measures.

A single national provider for DBMAS, SBRT and the NBA and the expanded measures is considered important to ensure continuity and consistency in service provision. Continuity of these services with the same provider through to 2025 will support aged care providers adjust to Government reform priorities and new regulatory requirements as quickly as possible whilst avoiding the time required for a new provider to establish themselves.

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

You are not eligible to apply if you are:

- any organisation not included in Section 4.1, and/or
- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website<sup>2</sup> on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

## **4.3 What qualifications, skills or checks are required?**

All relevant personnel working on the grant activity must maintain the following:

- Working with Vulnerable People registration (or equivalent depending on the relevant state or territory).

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

## **5.1 Eligible grant activities**

Eligible grant activities must directly align with the project outcomes and objectives as outlined in Section 2 of these guidelines.

## **5.2 Eligible locations**

Services provided under the grant opportunity must be delivered in all Australian states and territories, including Norfolk Island.

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<sup>2</sup> National Redress Scheme Website: <http://www.nationalredress.gov.au>

### 5.3 Eligible expenditure

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

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.

Eligible expenditure items include:

- salaries and training for staff, consultants and contractors undertaking behavioural assessments, needs based assessments to determine eligibility for SDCP, case management, client mentoring/ advice/ training, preparation of care plans; transition of clients between settings; and refining the Needs Based Assessment tool
- work with key stakeholders contributing to the project outcomes
- Electronic communications including IT costs, tele-health/video conferencing and a national telephone assistance line, available 7 days per week, 24 hours per day, and staffed by a behavioural consultant
- Client Support and Service Brokerage resources as agreed with the Department
- Development and maintenance of a centralised, national focussed website for the DBMAS, SBRT, and the NBA programs
- Administration, insurance, accounting and audit
- Advertising and promotion of activities under this grant opportunity
- building rent and maintenance
- travel and accommodation allowances for staff undertaking activities under this grant opportunity, and
- motor vehicle expenses (including insurance, repairs and maintenance).

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.

### 5.4 What the grant money cannot be used for

You cannot use the grant for the following costs:

- purchase of land
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies/programs have primary responsibility, and
- wages not directly related to the delivery of DBMAS, SBRT and the NBA.

## 6 The assessment criteria

The following assessment criteria will be used to assess your suitability to receive a grant. You must address all of the following assessment criteria. All criteria have equal weighting.

### **Criterion 1 – Alignment with grant opportunity objectives and outcomes**

You must demonstrate this by outlining the key tasks your organisation will undertake to meet the objectives of the grant opportunity in an updated Activity Work Plan (on the template provided on [GrantConnect](#)). In this case the objectives and outcomes of the grant are as outlined in section 2.1. The Department must be satisfied that this addresses each of the aims and objectives of the grant opportunity to a high level.

### **Criterion 2 - Efficient and Economical use of Grant Funds**

You must demonstrate this by providing an updated Indicative Budget (on the template provided on GrantConnect).

### **Criterion 3 – Effective Risk Management Strategies**

You must demonstrate this by providing an updated Risk Management Plan (on the template provided on GrantConnect).

In addition, the Department will consider the performance of your organisation over previously funded years, past value for money, compliance with the grant agreement, progress towards meeting grant activity milestones, including a history of unspent funds or under delivery, complaints, quality and any performance concerns.

## 7 How to apply

The eligible organisation's submission of an Activity Work Plan, Indicative Budget and Risk Management Plan, detailing existing and expanded Budget measures, will be considered as an application for this grant opportunity and will be used in the determination of value with relevant money (on the template provided on GrantConnect). Suitability to receive grant funding will be assessed as per Section 6.

The eligible organisation must read and understand these guidelines and the grant agreement. These documents can be found at GrantConnect. Any alterations and addenda<sup>3</sup> will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the updated Activity Work Plan, Indicative budget and Risk Management Plan on GrantConnect
- provide all the information requested
- include all necessary attachments, and
- submit your application to [grant.atm@health.gov.au](mailto:grant.atm@health.gov.au) with the email subject line "GOXXXX Application" followed by your organisation name, by the closing date and time as specified on the front cover of these guidelines.

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<sup>3</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

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

If you find an error in your application after submitting it, you should contact us immediately on [grant.atm@health.gov.au](mailto:grant.atm@health.gov.au) or call (02) 6289 5600. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

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

You should keep a copy of your application and any supporting documents. We will acknowledge that we have received your application within two working days. If you need further guidance around the application process or if you are unable to submit an application via email, please contact us at [grant.atm@health.gov.au](mailto:grant.atm@health.gov.au) or by calling (02) 6289 5600.

## 7.1 Timing of grant opportunity processes

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

We expect you will be able to commence the grant activities around December 2021.

Table 4: Expected timing of this grant opportunity

Activity	Expected Timeframe
Advertised on GrantConnect	2 weeks
Assessment of suitability	2 weeks
Approval of outcomes of selection process	2 weeks
Negotiations and award of grant agreements	3 weeks
Earliest start date of grant activity	1 December 2021
End date of grant activity or agreement	30 June 2025

## 7.2 Questions during the application process

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

# 8 The grant selection process

## 8.1 Assessment of grant applications

We first review your eligibility to receive a grant against the eligibility criteria in Section 4. Only the eligible organisation will move to the next stage. We consider eligibility and suitability to review a grant through a non-application based closed non-competitive grant process.



The Department will then assess the eligible organisation's documentation (which includes an updated Activity Work Plan, an updated budget and a risk management plan) against the assessment criteria (see Section 6) and any additional information provided. We also review existing Activity Work Plans, budgets and/or financial acquittals, performance/progress reports and/or risk management plans.

We will then assess your suitability to receive a grant against the assessment criteria (see Section 6). We consider your suitability, based on:

- how well your performance meets the criteria, and
- whether your past performance continues to provide value with relevant money.

We will use the Descriptive Classification Rating Scale.

**Table 5: Descriptive Classification Rating Scale**

Rating (for individual criterion)	Rank
Good quality – evidence against the criterion shows the criterion is met to a higher than average standard.	Suitable
Poor quality – poor evidence against this criterion, or evidence shows criterion partially or not met.	Not Suitable

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

- the relative value of the grant sought
- the accessibility of the proposed service offer in terms of geographic reach beyond metropolitan centres and for specific target groups
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives, and
- how the grant activities will target groups or individuals.

## **8.2 Who will assess applications?**

An assessment committee will assess your suitability to receive a grant by reviewing the information and documents listed in Section 6. The assessment committee will be made up of staff within the Dementia, Diversity and Design Branch of the Department.

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

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

The assessment committee recommends to the Decision Maker if the eligible organisation is suitable to receive a grant.

### 8.3 Who will approve grants?

The First Assistant Secretary, Market and Workforce Division (the Decision Maker) decides which grant(s) to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant opportunity.

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

- the approval of the grant
- the grant funding amount to be awarded, and
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

## 9 Notification of application outcomes

We will advise you of the outcome 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 four weeks of being notified of the outcome by emailing [dementia@health.gov.au](mailto:dementia@health.gov.au). We will respond to your request for feedback in writing within 21 days.

## 10 Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the standard [grant agreement](#) in this program.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the Department of Finance's [website](#). We will use a schedule to outline the specific grant requirements.

HammondCare as DSA has current grant agreements with the Australian Government to deliver the DBMAS, SBRT and the NBA. All three agreements will be terminated and a new consolidated agreement will be established. All remaining unpaid funding across the current agreements will be transferred to the new agreement, which will also include the expanded funding activities in this grant opportunity.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk. You must not start any grant activities until a grant agreement is executed.

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

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



## Standard Grant Agreement

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.

## 10.2 Specific legislation, policies and industry standards

All grant recipients must comply with all Commonwealth legislation, including:

- *The Aged Care Act 1997* and associated *Grant Principles 2014*
- *The Privacy Act 1998* and its associated *Australian Privacy Principles*
- *The Aged Discrimination Act 2004*
- *The Sex Discrimination Act 1984*
- *The Racial Discrimination Act 1975*, and
- *The Disability Discrimination Act 1992*.

### 10.2.1 The Multicultural Access and Equity Policy

The Multicultural Access and Equity Policy obliges Australian Government agencies to ensure that cultural and linguistic diversity is not a barrier for people engaging with government and accessing services to which they are entitled. For example, providing access to language services where appropriate. To find out more about the Multicultural Access and Equity Policy, visit the [Department of Home Affairs website](https://www.homeaffairs.gov.au/about-us/our-portfolios/multicultural-affairs/about-multicultural-affairs/access-and-equity)<sup>4</sup>.

### 10.2.2 National Redress Scheme

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

All grant recipients must also comply with all relevant state and territory legislation including satisfying relevant requirements for working with vulnerable persons.

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.

## 10.3 How we pay the grant

The grant agreement will state the maximum grant amount to be paid.

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

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<sup>4</sup> Multicultural Access and Equity Policy - <https://www.homeaffairs.gov.au/about-us/our-portfolios/multicultural-affairs/about-multicultural-affairs/access-and-equity>

We will make an initial payment on execution of the grant agreement. We will make subsequent 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 Inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

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

## **11 Announcement of grants**

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

## **12 How we monitor your grant activity**

### **12.1 Keeping us informed**

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

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

You must also inform us of any changes to your:

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

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

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

### **12.2 Reporting**

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

- progress against agreed project milestones outlined in the Activity Work Plan, and
- expenditure of grant funds.

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 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
- include measurements against the agreed KPIs (KPIs are subject to change in response to emerging needs of the sector)
- show the total eligible expenditure incurred to date
- include evidence of expenditure, and
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

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:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within 90 days of completion, and
- be in the format provided in the grant agreement.

## **12.3 Independent Audited financial acquittal report**

We will ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement. The financial acquittal report template is attached to the sample grant agreement.

## **12.4 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. Contact your Funding Arrangement Manager (FAM) listed on the grant agreement for further information.

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 Evaluation**

We will evaluate the DBMAS, SBRT and the NBA to measure how well the outcomes and objectives have been achieved. We may use the information you have provided to the Department in 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 also appoint an independent evaluator. We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

Monitoring and evaluation of the programs will require a mix of routine clinical and organisation data, as well as evaluation strategies such as interviews, surveys, and observations to address outcomes for consumers, aged care providers and the broader aged care system. Specific data collection requirements will be agreed as part of grant agreement negotiations.

## **12.6 Acknowledgement**

If you make a public statement about any of the programs listed under this grant opportunity we require you to acknowledge the grant by using one or more of the following where relevant:

“The Dementia Behaviour Management Advisory Service receives grant funding from the Australian Government.”

“The Severe Behaviour Response Teams receives grant funding from the Australian Government.”

“The Needs Based Assessment service receives 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 changed from time-to-time by the Department. When this happens, the revised guidelines will be published on GrantConnect.

### **13.1 Enquiries and feedback**

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

Any questions you have about grant decisions for this grant opportunity should be sent to [grant.atm@health.gov.au](mailto:grant.atm@health.gov.au).

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [Commonwealth Ombudsman](#)

## 13.2 Conflicts of interest

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

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

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

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

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

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

## 13.3 Privacy

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

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

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

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

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

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the

activity. Accordingly, you must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

### **13.4 Confidential Information**

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

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

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

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

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

- 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](mailto:foi@health.gov.au)

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## 14 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
acute care services	Care in which the intent is to perform surgery, diagnostic or therapeutic procedures in the treatment of illness or injury.
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
approved provider	A person or company or organisation who has been given approval by the Commonwealth government (under Part 2.1 of the <i>Aged Care Act 1997</i> ) to provide care which will be eligible for funding by the Australian Government.
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.
BPSPD	Behavioural and Psychological Symptoms of Dementia
commencement date	the expected start date for the grant activity
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
DACS Fund	Dementia and Aged Care Services Fund



Term	Definition
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.
DBMAS	Dementia Behaviour Management Advisory Service. The Australian Government funds this service.
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.
grant	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: <ul style="list-style-type: none"> <li>a. under which relevant money<sup>5</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>6</sup> is to be paid to a grantee other than the Commonwealth, and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.

<sup>5</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

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

Term	Definition
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
PBS Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
SBRT	Severe Behaviour Response Teams
SDCP	The Specialist Dementia Care Program.
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"> <li>• the quality of the project proposal and activities</li> <li>• fitness for purpose of the proposal in contributing to government objectives</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved, and</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>