



Australian Government

Department of Health

**DRAFT - Aged Care Quality
Aged Care Registered Nurses' Payment to
reward clinical skills and leadership
Grant Opportunity Guidelines
GOXXXX**

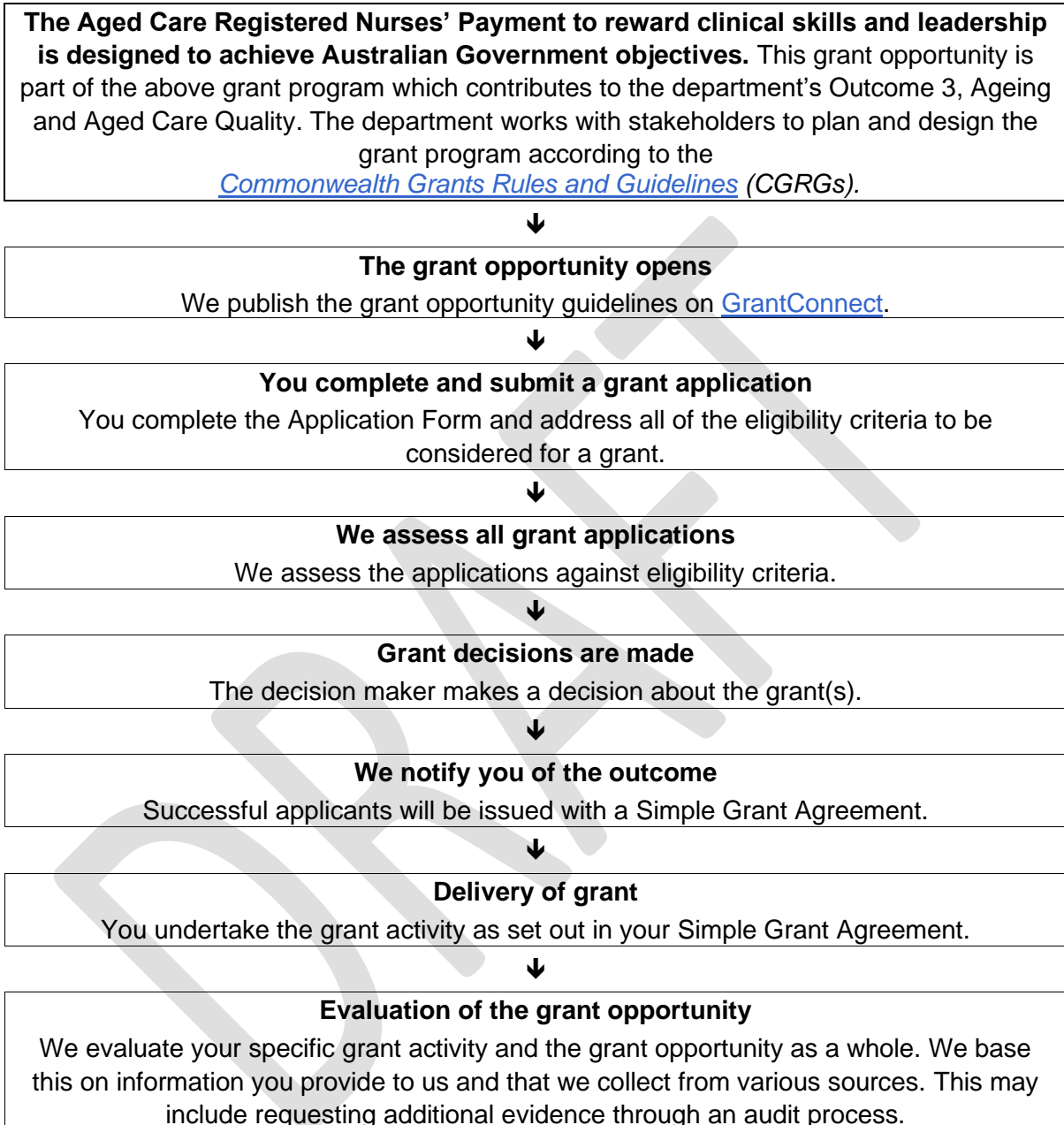
Opening date:	Round 1: 1 November 2022 Round 2: 1 November 2023
Closing date and time:	Round 1: 2:00pm AEDT (Canberra time) on 15 December 2022 Round 2: 2:00pm AEDT (Canberra time) on 14 December 2023
Commonwealth policy entity:	Department of Health (department)
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact the department via email: grant.atm@health.gov.au . Questions should be sent no later than 5:00pm AEDT on 5 December 2023
Type of grant opportunity:	Demand Driven

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1. Aged Care Quality: Aged Care Registered Nurses' Payment to reward clinical skills and leadership grant opportunity processes



1.1 Introduction

These guidelines contain information for the *Aged Care Registered Nurses' Payment to reward clinical skills and leadership* grant opportunity.

You must read these guidelines before filling out an application and entering into the Simple Grant Agreement.

This document sets out:

- the purpose of the grant program/grant opportunity;
- the eligibility and assessment criteria;
- how grant applications are considered and selected;
- how grantees are notified and receive grant payments;
- how grantees will be monitored and evaluated; and
- responsibilities and expectations in relation to the opportunity.

2. About the grant program

\$148.7 million was made available through the 2021-22 Budget and 2021-22 Mid-Year Economic and Fiscal Outlook (MYEFO) to support Registered Nurses (see Glossary) working for an eligible aged care provider (see Section 3.1 for further information about eligible providers) for the six or 12-month eligibility periods.

The program will run over 2 years from 2022-23 to 2023-24 and is intended to increase the number of Registered Nurses working in aged care, ensuring that Australians can access high quality aged care services where and when they need them. Two payments worth up to \$6,000 in total will be available each year per Registered Nurse to encourage Registered Nurses to:

- Work in the aged care sector;
- Work in rural towns and communities and in remote and very remote communities;
- Complete formal post-graduate qualifications; and
- Take on additional training responsibilities.

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

2.1 About the grant opportunity

The objective of the *Aged Care Registered Nurses' Payment to reward clinical skills and leadership* (the program) is to assist in the attraction and retention of Registered Nurses in the aged care sector.

Each year, employers will apply on behalf of eligible employees for core payments of up to \$3,700 for full-time employees (with up to half this amount available for those who meet the six-month eligibility period). Employers will then be responsible for passing payments on to eligible Registered Nurses. Registered Nurses may also access an additional payment of up to \$2,300 for full-time employees on top of the core payment if they work in rural and remote areas, hold eligible post-graduate qualifications or take on additional training responsibilities (see Section 3.3 for further information on eligibility for payments).

There will be two grant application opening periods to coincide with the two 12-month eligibility periods. Applications for payment under the 6-month period are to be lodged at the same time as the 12-month payments. Nurses will need to be employed for the duration of a period to be eligible to receive a payment.

- The first 12-month eligibility period is 1 November 2021 – 31 October 2022. The first grant application period will be from 1 November 2022 and close at 2pm on 15 December 2022.
- The first six-month eligibility period is 1 May 2022 – 31 October 2022. The first grant application period will be from 1 November 2022 and close at 2pm on 15 December 2022.
- The second 12-month eligibility period is 1 November 2022 – 31 October 2023. The second grant application period will be from 1 November 2023 and close at 2pm on 14 December 2023.
- The second six-month eligibility period is 1 May 2023 – 31 October 2023. The second six-month grant application period will be from 1 November 2023 and close at 2pm on 4 December 2023.

Eligible applicants may apply during the opening periods to receive grant funding for eligible Registered Nurses. By making the application, the applicant is offering to enter into a Simple Grant Agreement and acknowledging their agreement to pass the Registered Nurses' payment to the eligible Registered Nurses they employ.

Eligible applicants can seek to make a late application by contacting ACRNPayment@health.gov.au acceptance of late applications will be at the discretion of the department.

Once the application has been received and processed, a Simple Grant Agreement will be sent to successful applicants.

It is in the interests of applicants, and their employees, that clear and complete applications are lodged as early as possible as this is a demand driven grant and applications will be processed in the order they are received.

Decisions as to successful applicants and the grant amounts payable are at the absolute discretion of the Commonwealth. As the payment is to assist aged care providers to meet their workforce needs, employers must pass the full payment amount to the eligible Registered Nurses within a period no later than 8 weeks after receipt of the grant payment (see Table 1: Performance Indicator/s, Section 2.1 for further information).

Note, employers will receive an amount equivalent to five per cent of each Registered Nurses' payment to cover the administrative costs associated with applying for the grant. This is on top of, the Aged Care Registered Nurses' payment to be passed on to employees.

For the avoidance of doubt, distribution according to electorate or State/Territory jurisdiction plays no part in the process.

Applicants (employers) must submit their grant application (including the Staffing Profile Spreadsheet available on [GrantConnect](#)) using the online application form on <https://www.grants.gov.au>.

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

Table 1: Performance Indicator/s (PIs)

Performance indicator	Measure
Registered Nurses are paid in a timely manner.	100% of nurses paid within 8 week period.

2.2 Payments available

Core payment

There will be two six-month and two 12-month eligibility periods, with employers able to apply on behalf of eligible staff in both 2023 and 2024. Registered Nurses must be employed by the same eligible applicant for the duration of an eligibility period to receive a payment. The eligibility periods are:

Six Month eligibility periods:

- 1 May 2022 – 31 October 2022
- 1 May 2023 – 31 October 2023

12 Month eligibility periods:

- 1 November 2021 – 31 October 2022
- 1 November 2022 – 31 October 2023

Core payments of up to **\$3700** are available to Registered Nurses **working in aged care**.

Applicants will need to indicate the Full-Time (FTE) status for each Registered Nurse. Part-time and casual Registered Nurses can receive this payment on a pro rata basis i.e., a Registered Nurse who works on average 17.5 hours a week (0.5 FTE) for 12 months would be entitled to \$1,850 or 50 per cent of the grant. A Registered Nurse who works 17.5 hours a week during the six-month eligibility period would be entitled to \$925.

Part-time and casual Registered Nurses can receive this payment on a pro rata basis:

12 month - 1 November to 31 October

Hours per week	Full Time Equivalent	Payment (\$3,700)
35.00	1.00	\$ 3,700.00
26.25	0.75	\$ 2,775.00
17.50	0.50	\$ 1,850.00
8.75	0.25	\$ 925.00
7.00	0.20	\$ 740.00

6 month - 1 May to 31 October

Hours per week	Full Time Equivalent	Payment (\$1,850)
35.00	1.00	\$ 1,850.00
26.25	0.75	\$ 1,387.50
17.50	0.50	\$ 925.00
8.75	0.25	\$ 462.50
7.00	0.20	\$ 370.00

Applicants will need to outline how much time Registered Nurses spend delivering aged care, which includes delivery of Community Home Support Program, Home Care Packages and Residential Aged Care. This is particularly important for providers who also provide other care types such as disability or veterans' care. Payments to Registered Nurses in this instance are to be calculated in the same manner as outlined in the tables above with Registered Nurses only eligible for payments for the time they spend delivering eligible aged care services.

Additional Payment

On top of the core payment, Registered Nurses may be eligible for one additional payment per year, up to **\$2,300** for full-time Registered Nurses.

Part-time and casual Registered Nurses can receive a payment on a pro rata basis. To receive an additional payment, a Registered Nurse must be eligible to receive a core payment and meet ONE of the additional eligibility criteria outlined in Section 3.3.1.

Part-time and casual Registered Nurses can receive this payment on a pro rata basis:

12 month - 1 November to 31 October

Hours per week	Full Time Equivalent	Additional Payment (\$2,300)
35.00	1.00	\$ 2,300.00
26.25	0.75	\$ 1,725.00
17.50	0.50	\$ 1,150.00
8.75	0.25	\$ 575.00
7.00	0.20	\$ 460.00

6 month - 1 May to 31 October

Hours per week	Full Time Equivalent	Additional Payment (\$1,150)
35.00	1.00	\$ 1,150.00
26.25	0.75	\$ 862.50
17.50	0.50	\$ 575.00
8.75	0.25	\$ 287.50
7.00	0.20	\$ 230.00

As with the Core Payment, pro-rata payments will be made based on the FTE status of a Registered nurse, i.e., someone who averages 7 hours of work a week for 12 months would be eligible to receive \$460, or the equivalent of 0.2 FTE. A Registered Nurse who works 7 hours a week during the six-month eligibility period would be entitled to \$230.

The data obtained in the application process is intended to identify the number of eligible Registered Nurses and the total amount of grant payment to be paid to a successful applicant in respect of those Registered Nurses. Applications may be subject to one or more audits (see Section 8.5). The Staffing Profile Spreadsheet, which must be attached to your application, will indicate how much each Registered Nurse is entitled to receive based on their hours worked in aged care and other eligibility criteria.

NB - The department may disclose information provided as part of the Payment to the Australian Taxation Office for compliance purposes and other Commonwealth entities for other purposes, including government administration, research or service delivery.

Data will not be used for any compliance activity outside of the abovementioned scope.

2.3 Grants available

Up to \$148.7 million is available over 2 years from 2022-23 to 2023-24 for this grant opportunity.

The applicant will receive an amount equivalent to five per cent of each Registered Nurse's payment to cover the administrative costs associated with applying for the grant. This is on top of, the Aged Care Registered Nurses' payment to be passed onto employees.

Table 2: Grant Opportunity Funding Available

2022-23 FY \$ M (GST exclusive)	2023-24 FY \$ M (GST exclusive)	Total \$ M (GST exclusive)
72.952	75.772	148.724

3. Eligibility criteria

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

3.1 Who is eligible to apply for a grant?

We can only accept applications from:

- Australian Government funded
 - Approved Residential Aged Care Providers
 - Home Care Providers
 - Home Care Packages
 - Commonwealth Home Support Program
 - National Aboriginal and Torres Strait Islander Flexible Aged Care Program
 - Transition
- Multipurpose Service Providers that offer aged care services
- Providers that offer aged care services under the Commonwealth National Aboriginal and Torres Strait Islander Flexible Aged Care Program.
- Agencies/Brokers employing aged care Registered Nurses to work in one of the above organisation types (Agencies/Brokers will be required to identify the applicable aged care providers with whom they are contracted to provide aged care workers).
- Self-employed Nurse-Practitioners.

To avoid doubt, eligible aged care providers may apply in respect of eligible Registered Nurses they employ; but they are not eligible to apply and to receive grant funding in

respect of eligible Registered Nurses working for them that are employed by Agencies/Brokers as the agency will apply for them.

Registered Nurses working for Agencies/Brokers are only eligible for payments if they are working at the same eligible aged care provider/s for the entire eligibility period as outlined in section 2.2.

3.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- any organisation not included in section 3.1; or
- if your staff do not meet the eligibility requirements outlined in Section 3.3.
- an organisation, or if 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).

3.3 What qualifications, skills or checks are required?

Registered Nurses will be able to receive core payments in both years if they meet the eligibility requirements. To be eligible, Registered Nurses (including Nurse Practitioners) must be:

- Currently registered with the Nursing and Midwifery Board of Australia as a Registered Nurse (including Nurse Practitioner).
- Employed by an entity listed in section 3.1 (Who is eligible to apply for a grant?)
- Working in aged care (i.e., not disability or veterans' care), including management, training or administration roles. Where an eligible registered nurse also provides other care types (i.e., disability or veterans' care), payments will be calculated based on time devoted to aged care (see Section 2.2 for indicative amounts available under the payments).
- Employed by the same employer (entity) during the entire 12-month eligibility period, i.e., employed between 1 November and 31 October or the 6-month period, i.e., employed between 1 May and 31 October to qualify for a payment (see eligibility periods outlined in Section 2.2 for further information).

Registered Nurses on extended periods of paid or unpaid leave (i.e. parental leave and long service leave) are still entitled to the payment based on average hours of worked per week for the three months prior to or after returning from leave.

- The payment is open to be paid to fulltime, as well as part time and casual Registered Nurses as pro rata payments available (see Section 2.2 for indicative amounts available under the payments).

Other aged care workers including personal care workers, enrolled nurses, allied health professionals, cooks, and cleaners are not eligible for the payment.

3.3.1 Eligibility for the Additional Payment

A Registered Nurse who satisfies the criteria for the core payment may be eligible for an additional payment if they meet at least ONE of the following criteria (NB – each Registered Nurse is only eligible to receive one additional payment each year):

- Work in a rural town or community or in a remote or very remote community ([Modified Monash Model](#) 3-7);
- Hold a relevant formal postgraduate qualification (Graduate Certificate or higher) in:
 - nursing or gerontology
 - business, leadership or management
 - other health discipline; or
- Take on the following training responsibilities within their paid work time:
 - infection prevention and control (IPC) lead
 - workplace/clinical supervision of undergraduate nurses
 - clinical supervision/mentoring/educating or facilitating in an Aged Care Transition to Practice Program.
 - an Aboriginal and/or Torres Strait Islander person who takes the lead on cultural safety training in their organisation.

NB - Registered Nurses who are eligible for a six-month payment will receive half the payment of a nurse eligible for a 12-month payment. For example, a fulltime Registered Nurse who met the 12-month eligibility requirements would be eligible to receive \$2300. A fulltime registered nurse who met the six-month eligibility requirements would be entitled to \$1150. Pro rata payments are also available for part time and casual staff.

4. What the grant money can be used for

4.1 Eligible grant activities

Grant funds will be provided to successful applicants to:

- On pay the full amount due to eligible aged care Registered Nurses through the payroll system which is subject to personal income tax.
- On pay the full amount due to eligible aged care Nurse Practitioners who have an ABN and contract services to aged care providers. Nurse Practitioners would be required to submit an invoice for the payment amount to each aged care provider for the Aged Care Registered Nurses' Payment Grant Period. Normal tax implications for the contracted services would apply.
- Retain to cover the administrative costs of applying for the grant. This amount will be equivalent of 5% of each Registered Nurses' payment. This payment is on top of the Registered Nurses' payment.

4.2 Eligible expenditure

Payment must be made in full to all eligible Registered Nurses as soon as practical, or within a period no later than 8 weeks after receipt of the grant payment. Payment must include Registered Nurses who were employed for the duration of an eligibility period but are on leave without pay, parental leave or who are no longer with the organisation. An

employer's taxation obligations must be met according to law, including in respect of the PAYG taxation system nominations in place for each Registered Nurse. You must submit with your application a Staffing Profile Spreadsheet.

For the avoidance of doubt, the Simple Grant Agreement is made between the Commonwealth and the eligible Registered Nurses' employer (applicant), not between the Commonwealth and Registered Nurses. It is entirely the employer's responsibility to inform the department honestly and accurately about the eligible Registered Nurse's eligibility.

4.3 What the grant money cannot be used for

You cannot use the grant for any activities not mentioned in Section 4.2.

5. How to apply

The eligible organisation must read and understand these guidelines and the Simple Grant Agreement. These documents may be found at [GrantConnect](#). Any alterations and addenda¹ 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 online Application Form on GrantConnect by the nominated closing date and time;
- provide all the information requested; and
- attach your Staffing Profile Spreadsheet.

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.

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 will receive a copy of your application after submission and should keep a copy of it and the Staffing Profile Spreadsheet. You should also keep any supporting evidence in the event of future auditing. If you need further guidance around the application process please contact us at grant.atm@health.gov.au or by calling (02) 6289 5600.

Successful applicants will be provided with a Simple Grant Agreement

¹ 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

5.1 Attachments to the application

You must complete and submit with your application:

- Your Staffing Profile Spreadsheet.

If you do not provide a correctly completed Staffing Profile Spreadsheet, your application may be delayed or determined to be ineligible.

5.2 Timing of grant opportunity processes

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

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

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period
- mishandling that results in eligible staff not receiving payment

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

Applicants seeking to submit a late application will be required to submit a late application request via email to ACRNPayment@health.gov.au with "*Late Application Request GO/IDXXXX*" in the subject line. The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The assessment committee Chair or their appointed representative will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

Late applications will not be accepted after 1 March of each calendar year. This is to allow time to enter into grant agreements and make payments before the close of the Financial Year.

Table 3: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	6 weeks
Processing of applications	4 weeks
Issuing of Simple Grant Agreement	2 weeks
Earliest payment of grant funding	7 March 2023 (year one); or 7 March 2024 (year two).
End date of grant activity or agreement	Agreements will expire at the end of each Financial year, i.e. 30 June 2023 (year one) and 30 June 2024 (year two).

NB – timelines are indicative only. Timeframes may be subject to delays, due to demand, the impact of public holidays or the provision of incomplete or incorrect applications.

5.3 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.

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

The department cannot assist you to determine eligibility or complete your application but will provide advice related to qualifications or additional responsibilities and feedback on completing the Staffing Profile Spreadsheet if required. Queries related to these matters should be directed to ACRNPayment@health.gov.au.

6. The grant selection process

Applicants should note that this grant opportunity is demand driven which will result in a queue for processing as applications are lodged. To ensure your employees receive their payments as soon as possible, it is in the interests of applicants that clear, accurate and complete applications are lodged as early as possible.

We will check your application to ensure it meets the eligibility criteria.

For the avoidance of doubt, distribution according to electorate or State/Territory jurisdiction plays no part in this process.

6.1 Who will assess applications?

An assessment team will review the application and your Staffing Profile Spreadsheet for completeness and confirming eligibility. The assessment team may consist of representatives from the Community Grants Hub, the Market and Workforce Division of the Department of Health and contracted staff.

The assessment team advises the Decision Maker to approve or not approve a grant.

6.2 Who will approve grants?

The Decision Maker is responsible for approving grants taking into account advice of the assessment team and the availability of grant funds.

The Decision Maker will be First Assistant Secretary, Market and Workforce Division or his or her delegate.

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

- the approval of the grant;
- the grant funding amount; and
- the terms and conditions of the grant.

The Decision Maker will not approve funding if there is insufficient program funding available across relevant financial years for the program.

There is no specific appeal mechanism established for decisions to approve or not approve this grant. See section 11.1 in respect of complaint handling procedures.

7. Notification of application outcomes

We will advise you of the outcome of your application in writing. For successful applicants, this will include your Simple Grant Agreement. 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 21 days of being notified of the outcome by emailing ACRNpayment@health.gov.au. We will respond to your request for feedback in writing within 21 days.

8. Successful grant applications

8.1 The grant agreement

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

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

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

We will use a simple 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.

8.2 Specific legislation, policies and industry standards

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

- The Multicultural Access and Equity Policy
- The National Redress Scheme for Institutional Child Sexual Abuse

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

8.2.1 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.

8.2.2 9.2.2 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 came into effect on 1 January 2021.

8.3 How we pay the grant

The Simple Grant Agreement will state the amount of funding to be provided in relation to the application. Payment will be for the full amount of the successful application.

8.4 Grants Payments and GST

If you are registered for the [Goods and Services Tax \(GST\)](#), or are required to be registered for Goods and Services Tax, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#). The payments to the Registered Nurses (except for Nurse Practitioners with an ABN who contract services to aged care providers) will not attract GST and will be GST Exclusive. The 5 per cent administrative payment will attract GST.

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.

The payment is considered income and are subject to income tax when paid to eligible Registered Nurses. Income tax should be at the eligible Registered Nurses allocated tax rate.

8.5 Audit Capability

The department will undertake a combination of random and targeted audits throughout the grant process and you must give the Commonwealth, or any persons authorised in writing by the Commonwealth, material relating to the activity and access to premises where the activity is being performed and/or where material relating to the activity is kept within the time period specified by the Commonwealth. For the avoidance of doubt, this may include the provision of documents or access relating to the following:

- Employment records and supporting evidence concerning the employment and work hours for eligible Registered Nurses;
- Evidence of the payment of the Aged Care Registered Nurse Payment to the eligible Registered Nurses;
- Evidence of calculations regarding average working hours for eligible Registered Nurses;
- Evidence of funding between Agency and provider to prevent the Agency and the provider claiming for the same casual agency worker;
- Evidence that Registered Nurses are eligible for an additional payment, such as copies of post-graduate qualifications, evidence of remoteness etc.
- Details and evidence of agency staff engaged to provide services for a provider.

As a general rule, requests will be made in writing to the grant applicant with evidence required to be provided within 28 days of request.

If a provider is affected directly by COVID-19, they may contact the department and seek a deferral.

Among other things, audits may be conducted taking into account risk assessments and/or irregularities that are found. For example, in the data supplied or in complaints from Registered Nurses of incorrect payment.

9. 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](#).

10. How we monitor your grant activity

10.1 Keeping us informed

You should let us know if anything is likely to affect your payment 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:

- ownership;
- name;
- addresses;
- nominated contact details; and
- bank account details.

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

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

[insert any other requirements]

10.2 Financial declaration

We may 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.

10.3 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by emailing ACRNPayment@health.gov.au.

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.

10.4 Record keeping

You must keep records relating to the application and expenditure of the Grant and the conduct and management of the activity and provide copies of the records to the Commonwealth upon request. We may inspect the records you are required to keep as part of the program.

10.5 Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

10.6 Acknowledgement

If you make a public statement about the Aged Care Registered Nurses' Payment, we require you to acknowledge the grant by using the following:

The Aged Care Registered Nurses' Payment received grant funding from the Australian Government.'

11. Probity

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

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

11.1 Enquiries and feedback

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

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

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: [Commonwealth Ombudsman](#)

11.2 Conflicts of interest

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

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

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

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

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

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

11.3 Privacy

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

1. what personal information we collect;
2. why we collect your personal information; and
3. who we give your personal information to.

Employee personal information can only be disclosed to someone else for the primary purpose for which it was collected unless an exemption applies (specific details related to the collection of employee data is outlined in Appendix A).

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.

Where the department collects personal information about an individual, Australian Privacy Principle (**APP**) 5.1 in Schedule 1 of the *Privacy Act 1988* requires the department to take reasonable steps to either notify an individual of the matters set out in APP 5.2 or to otherwise ensure that an individual is aware of such matters. The individual must be notified at or before the time or, if that's not practicable, as soon as practicable after the department collects the personal information.

As such, providers will be required to confirm in the application form for the Grant that they will:

1. provide a copy of the privacy notice at Appendix A to each eligible Registered Nurse for whom they are claiming on behalf of;
2. keep a register of those Registered Nurses who have consented to their personal information being handled in accordance with that privacy notice.

11.4 Confidential Information

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

We may at any time require you to arrange for you, your employees, agents or subcontractors to give a written undertaking relating to 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:

4. you clearly identify the information as confidential and explain why we should treat it as confidential;
5. the information is commercially sensitive; and

6. 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:
7. the committee and other Commonwealth employees and contractors to help us manage the program effectively;
 8. employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities;
 9. employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
 10. other Commonwealth, State, Territory or local government agencies in program reports and consultations;
 11. the Auditor-General, Ombudsman or Privacy Commissioner;
 12. the responsible Minister or Parliamentary Secretary; and
 13. 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.

11.5 Freedom of information

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

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

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

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

By email: foi@health.gov.au

12. Consultation

The following organisations were consulted during the development of the Grant Opportunity Guidelines:

- Aged and Community Services Australia;
- Aged Care Workforce Industry Council
- Aged Care Workforce Remote Accord;
- Australian College of Nurse Practitioners
- Australian College of Nursing;
- Australian Nursing and Midwifery Federation;

Australian Primary Health Care Nurses Association;
Congress of Aboriginal and Torres Strait Islander Nurses and Midwives;
CRANaplus;
Leading Age Services Australia;
National Aboriginal Community Controlled Health Organisation;
National Advisory Group for Aboriginal and Torres Strait Islander Aged Care;
Palliative Care Nurses Australia;
University of Canberra; and
University of Wollongong.

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13. 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
Aged Care Transition to Practice Program	<p>The Aged Care Transition to Practice Program supports new aged care nurses with training and professional development.</p> <p>Nurses who take part in the program will receive:</p> <ul style="list-style-type: none"> • specialist training in aged care and gerontological nursing • mentorship from senior aged care nurses.
agencies	A body that employs and provides aged care personnel to one or more Approved Residential Aged Care Provider and/or Approved Home Care Providers. The agency must have a contractual agreement with a relevant provider for the supply of aged care personnel to work in the provider's facilities.
approved residential aged care provider	An entity that is approved to provide residential aged care services under the Aged Care Act 1997
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.
Commonwealth Child Safe Framework	In response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the Commonwealth Child Safe Framework , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act

Term	Definition
<i>Commonwealth Grants Rules and Guidelines (CGRGs)</i>	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.
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.
grant	<p>For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> ○ under which relevant money² or other Consolidated Revenue Fund (CRF) money³ 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

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
GrantConnect	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 process.
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
grantee	The individual/organisation which receives a grant
home care provider	An entity that provides Commonwealth funded Home Care Packages, Commonwealth Home Support Program, National Aboriginal and Torres Strait Islander Flexible Aged Care Program and transition services.
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 levels, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.

Term	Definition
Registered nurse	<p>A Registered Nurse (RN) is a regulated health professional responsible and accountable to the Nursing and Midwifery Board of Australia (NMBA). <i>Registered Nurses (RNs) may also be referred to as a Division 1 Nurse.</i></p> <p>RNs complete a 3-year Bachelor of Nursing through a university to meet the RN standards for practice. They have more responsibilities than an Enrolled Nurse (EN), and their scope of practice can include:</p> <ul style="list-style-type: none"> • assessing patients • developing a nursing care plan • administering medicine • providing specialised nursing care • working in multidisciplinary teams • supervising ENs and junior RNs • undertaking regular professional development • performing leadership roles such as nursing unit manager or team leader.
Simple Grant Agreement	<p>Simple Grant Agreement means the letter of agreement which will be issued to successful applicants, which sets out the relationship between the parties and which includes:</p> <ul style="list-style-type: none"> - the cover letter; - the Grant Details; - your application; - these Grant Opportunity Guidelines; and - any other attachments to those documents or documents incorporated by reference.
value with money	<p>Value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ol style="list-style-type: none"> 1.1 the quality of the project proposal and activities; 2.1 fitness for purpose of the proposal in contributing to government objectives; 3.1 that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and 4.1 the potential grantee's relevant experience and performance history.

Appendix A. Privacy Notice



Australian Government

Department of Health

Short-form Collection Notice

Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988* and the Australian Privacy Principles, and is being collected by the Australian Government Department of Health (the department), through your employer, for the primary purpose of verifying you are eligible for a payment under the Aged Care Registered Nurses' Payment Grant Program. The personal information that will be collected is your name and your Australian Health Practitioner Regulation Agency (AHPRA) registration number. This personal information will be used during the Aged Care Registered Nurses' Payment Grant assessment period to check if you are registered as a Registered Nurse on AHPRA's public 'Register of practitioners'.

Your information may be collected to be used by external auditors for the purpose of confirming your eligibility for the payment and that your employer has passed on your payment. In undertaking these audits, the department will only seek the minimum amount of personal information required such as length of employment, hours of work, location of work (e.g., Metropolitan, rural or remote area), evidence of formal post-graduate qualifications, evidence of additional training responsibilities and evidence of payment being made to you.

Under clause 13.2 of the Grant Opportunity Guidelines, the provider (your employer) is required to declare any conflicts of interest (for the provider or any of the provider's personnel) at the time of submitting their application for the Grant and any conflicts that might arise after they receive the Grant. This may involve providers disclosing personal information about potential conflicts of interest in respect of an eligible Registered Nurses. As such, the department may also collect personal information about eligible Registered Nurses included in any conflict of interest declarations required to be submitted.

If you do not allow for the department to use your information collected from your employer through the Grant application, Grant assessors may not be able to confirm your registration status as a Registered Nurse which may lead to a delay in confirming your eligibility, and you receiving the payment.

You can get more information about the way in which the Department of Health will manage your personal information, including our privacy policy, at [Privacy policy | Australian Government Department of Health](#)



Australian Government

Department of Health

Registered Nurses Payment - APP 5 Notice

Who is collecting your personal information?	Your personal information is being collected by your employer for use by the department to assess payment eligibility. Where the department collects personal information about an individual, Australian Privacy Principle (APP) 5.1 in Schedule 1 of the <i>Privacy Act 1988</i> requires the department to take reasonable steps to either notify an individual of the matters set out in APP 5.2 or to otherwise ensure that an individual is aware of such matters. The individual must be notified at or before the time or, if that's not practicable, as soon as practicable after the department collects the personal information.
Why does the department collect your personal information?	We collect personal information provided by your employer for the purpose of assessing your eligibility to receive payments under the Aged Care Registered Nurses' Payment Grant. Your personal information may also be used by external auditors for the purpose of confirming your employer's application was in line with eligibility requirements and that your employer has passed on your payment.
What would happen if the department did not collect your personal information?	If you do not allow for the department to use your information collected from your employer through the Grant application, Grant assessors may not be able to confirm your registration status as a Registered Nurse which may lead to a delay in confirming your eligibility, and you receiving the payment.

Who will the department disclose your personal information to?	<p>The department may disclose your personal information to external auditors contracted by the Department for the reasons stated above.</p> <p>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.</p> <p>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.</p>
Access to and correction of your personal information	The department's privacy policy contains information about how you may access and seek correction of personal information about you that is held by the department.
Privacy complaints	The department's privacy policy contains information about how you may complain about a breach of the Australian Privacy Principles or the <i>Australian Government Agencies Privacy Code</i> and how the department will deal with complaints.
Overseas disclosure of your personal information	We will not disclose your personal information to any overseas recipients.
Further information	You can read the department's privacy policy here . You can obtain a copy of the APP privacy policy by contacting the department using the contact details set out at the end of this notice.
Contact details	<p>If you wish to contact the department about a privacy-related matter, including questions about this notice, please contact the department's Privacy Officer by one of the following methods:</p> <ul style="list-style-type: none"> Post Privacy Officer Department of Health 23 Furzer Street WODEN ACT 2606 Email privacy@health.gov.au Telephone 02 6289 1555