Home Care Packages Program COVID-19 Vaccination Support

Frequently Asked Questions (FAQs)

V1.1

GOXXXX

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\* Question numbers are accurate at the relevant version of the document

## General Questions

### What is this Grant Opportunity?

The Home Care Packages Program COVID-19 Vaccination Support Grant (Grant) will provide additional support to Home Care Package (HCP) providers to increase COVID-19 vaccinations in the home care workforce and to provide accurate reports on the vaccination status of the workforce to the Government.

### What is mandatory vaccination reporting?

Since 27 July 2021, HCP providers are required to report weekly **at an outlet level**through the [My Aged Care provider portal](https://www.health.gov.au/resources/apps-and-tools/my-aged-care-service-provider-portal) on:

* the total number of workers at each aged care service, and of those
* the number of workers at each service who have received a single dose only of a COVID-19 vaccine, and
* the number of workers at each service who have received all required doses of a COVID-19 vaccine.

For more information on mandatory reporting requirements, see the Department of Health website: [Mandatory COVID-19 vaccination reporting](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/information-for-aged-care-providers-workers-and-residents-about-covid-19-vaccines/mandatory-covid-19-vaccination-reporting)

### Why is this Grant Opportunity only for Home Care Package Providers?

This grant is only for HCP providers as there are other grant opportunities for providers funded through other programs or for other COVID-related issues. See below for current grant opportunities to support the aged care sector through COVID-19. You can also use advanced search on [GrantConnect](https://www.grants.gov.au/) to find all aged care grant opportunities.

**The Residential Aged Care Employee Vaccination Support Grant (GO4908)**

The Residential Aged Care Employee Vaccination Support Grant ([GO4908](https://www.grants.gov.au/Go/Show?GoUuid=df941169-b2ab-43d6-8b3f-58e61545f60a&keyword=go4908)) seeks to support the Residential Aged Care Sector in ensuring that all staff within a residential aged care facility are able to receive the COVID-19 vaccine whilst minimising the financial impact on the residential aged care provider and the individual employee. The program will contribute towards costs incurred by eligible residential aged care providers supplying or facilitating COVID-19 vaccinations for staff.

**Commonwealth Home Support Programme (CHSP) – Emergency support for COVID‑19 (GO3877)**

Commonwealth Home Support Programme (CHSP) – Emergency support for COVID-19 ([GO3877](https://www.grants.gov.au/Go/Show?GoUuid=6c903322-0521-8405-245c-dd56c93b7960&keyword=go3877)) has been extended to 2021-22 and to cover vaccination-related activities. The objective of this grant is to provide assistance through limited financial support to existing CHSP service providers to enable them to respond to unforeseen and exceptional circumstances that directly impact on existing service delivery arrangements that are beyond the control of the grant recipient.

**Support for Aged Care Workers in COVID-19 (GO4215)**

The Support for Aged Care Workers in COVID-19 (SACWIC) grant opportunity ([GO4215](https://www.grants.gov.au/Go/Show?GoUuid=00b5399b-056f-8a5a-3699-bb7a96bf6b03&keyword=go4215)) is designed to assist approved Residential Aged Care providers, approved National Aboriginal and Torres Strait Islander Flexible Aged Care Program (NATSIFACP) providers and approved Home Care providers to minimise the risk of infection to aged care workers, residents and other consumers of aged care service.

**COVID-19 Aged Care Support Program Extension (GO4863)**

The COVID-19 Aged Care Support Program Extension ([GO4863](https://www.grants.gov.au/Go/Show?GoUuid=410cfd78-dacf-4668-a14c-d4f25d4a410d&keyword=GO4863)) will reimburse eligible aged care providers for eligible expenditure incurred on managing direct impacts of COVID‑19. The Program will run over 1 year in 2021-22. The Program will assist Residential Aged Care, National Aboriginal and Torres Strait Islander Flexible Aged Care Program and Home Care Package providers that are subject to direct COVID-19 impacts, to deliver continuity of safe quality care for consumers.

### I have received funding through another COVID-19 grant, can I apply for this one?

This is dependent on the nature of the activity you are being funded for. You may receive funding from multiple COVID-19 support grants; however, you cannot receive funding for the same activity. For example, if you receive the Residential Aged Care Employee Vaccination Support Grant (GO4908) you cannot apply for this Grant to cover the same employees to get vaccinated, but you could apply for this Grant to cover the costs of vaccinating your HCP employees and to cover costs incurred relating to reporting the vaccination status of your HCP workforce to the Government.

### Why can’t I access the documents for this Grant Opportunity?

In order to access the grant opportunity documents, you will need to register on [GrantConnect](https://www.grants.gov.au/), if you have not already done so. Please use the red “GO Documents” button (on the left-hand side of the page) to access grant opportunity documents.

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

**Phone**:1300 484 145 (between 9am and 5pm ACT Local Time, Monday to Friday, excluding ACT and national public holidays)

**Email**: grantconnect@finance.gov.au

### Where can I find my Organisation ID?

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



### How can I update my organisation’s contact details?

Please contact your Funding Arrangement Manager (FAM) and they will be able to assist you. Please refer to your grant agreement for this information.

### I can’t determine whether I’m eligible, can the Department assist me?

No, the Department of Health is unable to provide information on whether an applicant is eligible to apply for funding. You should consider whether you or your organisation satisfies the eligibility criteria contained in the Grant Opportunity Guidelines (Section 4) and other published information for this grant (e.g. addendums, additional frequently asked questions).

### How much can I apply for?

Please refer to the Grant Opportunity Guidelines, as listed on [GrantConnect](http://www.grants.gov.au), specifically *Section 3.1:* *Grants available.*

### Who do I contact if I require more information?

We would encourage you to read the suite of documents available. If you have any further questions or need more information about this grant opportunity, please contact the Department of Health by emailinggrant.atm@health.gov.au

## Eligibility Questions

### Who is eligible to apply?

Please refer to the Grant Opportunity Guidelines, as listed on [GrantConnect](http://www.grants.gov.au), specifically *Section 4.1: Who is eligible to apply for a grant?*

### Who is not eligible to apply?

Please refer to the Grant Opportunity Guidelines, as listed on [GrantConnect](http://www.grants.gov.au), specifically *Section 4.2: Who is not eligible to apply for a grant?*

## Funding Questions

### What level of funding is available?

Please refer to the Grant Opportunity Guidelines, as listed on [GrantConnect](http://www.grants.gov.au), specifically *Section 3.1:* *Grants available.*

### What if I don’t spend all the grant funding?

Recipients of this Grant are not allowed to retain unspent funds. All grant recipients must submit financial declarations and acquit any unspent funds. The Department of Health will provide grantees with simple templates to acquit grant funding.

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

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

If you are unsure if the activity you would like to fund using the grant is eligible, you can contact the Department of Health by emailinggrant.atm@health.gov.au. However, please note that the Grant aims to support providers to increase the uptake of the COVID-19 vaccine and report the vaccination status of their workforce to the Government. The Department of Health is generally supportive of activities that allow for those objectives to be achieved in line with the Grant Opportunity Guidelines.

### What can’t I use the grant funding for?

Please refer to the Grant Opportunity Guidelines, as listed on [GrantConnect](http://www.grants.gov.au), specifically *Section 5.3: What the grant money cannot be used for*.

### Can I use the grant funding retrospectively?

Yes. While grants will not be awarded until late 2021, grant funding can be used to cover all eligible activities between 1 July 2021 and 30 June 2022.

### When can we expect the grant funding?

The Grant will be open for 12 weeks from 5 November 2021. Applications will be approved in batches. Payment will be made on execution of the letter of agreement.

All approved applications received by 2PM AEDT Thursday 18 November 2021 will receive a letter of agreement by the end of November 2021. Please note, that if you do not return your signed letter of agreement before 5PM AEDT Friday 10 December 2021 you may not receive payment until January 2022.

All approved applications received by 2PM AEDT Thursday 6 January 2022 will receive a letter of agreement in January 2022.

All approved applications received by the closing date will receive a letter of agreement in mid-February 2022.

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

Please refer to the Grant Opportunity Guidelines, as listed on [GrantConnect](http://www.grants.gov.au), specifically *Section 9.4: Grants Payments and GST*.

## Application Questions

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

No, for consistency, fairness and probity reasons the Department of Health cannot assist, comment or give additional guidance to a potential applicant on how to complete an application form. Applicants must refer to the Grant Opportunity Guidelines (addendums and/or additional frequently asked questions) for relevant information on how to complete their application.

However, if you are experiencing technical issues (e.g. unable to access the online application form) please send an email to grant.atm@health.gov.au

### Can I get a PDF/MS Word version of the application form?

No, the Department of Health does not provide an application template as part of our suite of documents. The only way to view the application is by logging an online application and work your way through the application form. You can enter “dummy” answers to proceed through the form. You can save your application (without submitting) and change your answer later (prior to the closing date and time of the grant opportunity).

### I provided the wrong answer to the criteria, can I change my answer?

If you have not submitted your application, you can change your answer.

If you have submitted your application, you cannot change your answer but you can submit another application as per Question 4.4.

### I submitted my application and notice an error, can I make changes?

No, once the form is submitted you cannot make any further changes. However, we recommend you complete a new application form and send an email to grant.atm@health.gov.au to withdraw the application with the wrong answer. Please refer to Question 4.5 for the process to withdraw an application.

### I want to withdraw my application, how can I do this?

Please send an email to grant.atm@health.gov.au and include the following information:

* Brief reason for the withdrawal
* Submission reference number (that is located at the top right-hand corner of the page)
* Name of the Grant Opportunity
* GO ID

### What should my short title be for this Project/Activity?

Please enter the title as “HCP COVID19 Vaccine [your provider name]”

So, for example, if your provider name was Home Care Provider in Australia, you enter:

HCP COVID19 Vaccine Home Care Provider in Australia

### What should I write in the brief description of the project?

In the application form, it will ask you to “Provide a brief description of your project or the services to be delivered and how it will contribute to the objectives outlined in the Grant Opportunity Guidelines”.

The response this section is limited to 150 words. The Department of Health does not expect you to go into detail in this section, as you will select the eligible activities in the next section using a checkbox.

In this section, feel free to include any specific activities you expect to use the funding for and do not feel you need to use all the available space. If you list an activity here and you do not end up using the funding for that purpose, that is acceptable only if the funding is used for an eligible activity.

### My organisation operates across states, how do I fill in the application form?

If a provider operates across states, you can proportion the amount of grant you apply for across those states. Preferably, you would proportion the funding based on where you anticipate it will be used, but you can also split it 50/50 if you are unsure.

For example, if you are eligible for $30,000 and you operate in NSW and Victoria, you can apply for $15,000 for NSW and $15,000 in Victoria.

## Assessment Process

### What is a demand-driven grant opportunity?

In a demand-driven grant round, applications that satisfy stated eligibility criteria receive funding, up to the limit of available funding. Demand-driven grant rounds are subject to revision, suspension or abolition of the grant opportunity.

As such, there is no assessment process. Your application is judged on whether you meet the eligibility criteria (which is found at *Section 4: Eligibility Criteria* of the Grant Opportunity Guidelines).

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

Providers will receive a letter of agreement from the Department of Health.

Applications will be approved in batches.

All approved applications received by 2PM AEDT Thursday 18 November 2021 will receive a letter of agreement by the end of November 2021. Please note, that if you do not return your signed letter of agreement before 5PM AEDT Friday 10 December 2021 you may not receive payment until January 2022.

All approved applications received by 2PM AEDT Thursday 6 January 2022 will receive a letter of agreement in January 2022.

All approved applications received by the closing date will receive a letter of agreement in mid-February 2022.

If you are successful, we will advise you of any specific conditions attached to the grant. Once your organisation’s grant agreement has been established it will be listed on the GrantConnect website 21 calendar days after the date of effect (as defined in the glossary of the Grant Opportunity Guidelines on GrantConnect), as required by Section 5.3 of the *Commonwealth Grants Rules and Guidelines* (CGRGs).