



**Australian Government**

**Department of Health**

## Home Care Packages Program COVID-19 Vaccination Support Grant Opportunity Guidelines GOXXXX

<b>Opening date:</b>	5 November 2021
<b>Closing date and time:</b>	2:00pm AEDT (Canberra time) on 28 January 2022
<b>Commonwealth policy entity:</b>	Department of Health (department)
<b>Administering entity:</b>	Community Grants Hub
<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 AEDT on 21 January 2021.
<b>Type of grant opportunity:</b>	Demand Driven

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## 1. Home Care Packages Program COVID-19 Vaccination Support grant opportunity processes

**The COVID-19 Aged Care Support Program is designed to achieve Australian Government objectives.** This grant opportunity is part of the above program which contributes to the Department of Health's Outcome 3.2 Aged Care Services. The Department of Health works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).



### **The grant opportunity opens**

We publish the grant opportunity guidelines on [GrantConnect](#).



### **You complete and submit a grant application**

You complete the Application Form and address all of the eligibility criteria to be considered for a grant.



### **We assess all grant applications**

We assess the applications against eligibility criteria.



### **Grant decisions are made**

The decision maker makes a decision about the grant(s), which are awarded, and entered into by the Commonwealth represented by the Secretary of the Department of Health, under section 83-1 of the *Aged Care Act 1997* (Cth).



### **We notify you of the outcome**



### **We enter into a grant agreement**

If you are successful, we will enter into a grant agreement with you. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



### **Delivery of grant**

You undertake the grant activity as set out in your grant agreement. The Community Grants Hub manage the grant by working with you, monitoring your progress and making payments.



### **Evaluation of the grant opportunity**

We evaluate your specific grant activity and the grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1 Introduction

These guidelines contain information for the Home Care Packages Program COVID-19 Vaccination Support grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

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

## 2. About the grant program

This grant opportunity was announced as part of the COVID-19 Aged Care Support Program. The COVID-19 Aged Care Support Program (Program) initially ran over two years from 2019-20 to 2020-21 but has been extended to 2021-22 to support the aged care sector through the pandemic. The Program was announced as part of the Australian Government's Aged Care COVID-19 preparedness measure under Outcome 3.2 Aged Care Services.

Other grant opportunities that have been made available under the COVID-19 Aged Care Support Program include:

- Aged Care Support Program ([Grant Opportunity 3844](#)),
- Support for Aged Care Workers in COVID-19 (SACWIC) ([Grant Opportunity 4215](#)),
- Aged Care Workforce Retention Payment ([Grant Opportunity 4068](#)),
- Commonwealth Home Support Programme (CHSP) – Emergency Support for COVID-19 ([Grant Opportunity 3877](#))
- Residential Aged Care COVID-19 Employee Vaccination Support ([Grant Opportunity 4908](#))
- COVID-19 Aged Care Support Program Extension ([Grant Opportunity 4863](#))

For more information about these grant opportunities, please refer to Grant Opportunity Guidelines available at [GrantConnect](#).

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

### 2.1 About the grant opportunity

The purpose of the Home Care Packages Program COVID-19 Vaccination Support Grant (Grant) is to 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.

The HCP Program helps senior Australians with more complex needs to access a range of clinical care, personal care and support services to assist with day-to-day activities while living at home.

Since 27 July 2021, HCP providers are required to report weekly **at an outlet level** through the [My Aged Care 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](#)

The Grant was announced as part of the Australian Government's response to COVID-19 across the aged care sector.

The objectives of the grant opportunity are to:

- support HCP providers to increase the COVID-19 vaccination uptake of their in-home aged care workforce, and
- support complete and accurate reporting of the COVID-19 vaccination status of the in-home aged care workforce.

The intended outcomes of the grant opportunity are to:

- minimise the risk of COVID-19 infection occurring in the in-home aged care setting;
- ensure decisions based on COVID-19 vaccination data are based on reliable data; and
- prevent administration costs arising from vaccination and vaccination reporting requirements from being passed on to care recipients through additional or increased fees.

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

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

**Table 1: Performance Indicator/s (PIs)**

Performance indicator	Measure
Number of home care workers who are fully vaccinated against COVID-19	Increased workforce COVID-19 vaccination rates across the grant period. Measured through weekly mandatory reporting.
Number of home care providers reporting weekly COVID-19 vaccination numbers	Providers who are not yet reporting begin to report within 1 calendar month of the commencement of the grant. Increase percentage of providers reporting weekly.

### 3. Grant amount and grant period

#### 3.1 Grants available

The Australian Government has announced a total of \$20,000,000 in 2021-22 for this grant opportunity under the COVID-19 Aged Care Support Program.

The grant opportunity will be open for 12 weeks from 5 November 2021 to 28 January 2022.

The minimum grant amount is \$5,000. The maximum grant amount is \$48,000.

Funding will be capped based on the total number of care recipients in care (see Table 2 below) as at 5 November 2021. Grants cannot exceed the amount of available funds.

Table 2: Available Grant Funding

Number of Care Recipients	Maximum Grant Amount
1-4 care recipients	\$5,000
5-25 care recipients	\$20,000
26-100 care recipients	\$27,000
101-300 care recipients	\$30,000
301-500 care recipients	\$35,000
500-1000 care recipients	\$42,500
Over 1000 care recipients	\$48,000

### 4. Eligibility criteria

Approved providers may only receive funding for an activity from one COVID-19 vaccine support grant for the same activity. If providers operate across Residential Aged Care, HCP and/or Commonwealth Home Support Programme (CHSP) they cannot claim for the same activity (e.g. the same administrative process or to facilitate vaccines for the same staff) through different grants.

The other vaccine support grants that may cover the same activity are:

- The Residential Aged Care Employee Support Grant ([GO4908](#)), and
- The CHSP – Emergency support for COVID-19 ([GO3877](#)).

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

To be eligible you must:

- be a corporation, and
- be an approved HCP provider under Part 7A Division 2 of the *Aged Care Quality and Safety Commission Act 2018*<sup>1</sup>; and
- have at least one care recipient in your care as at 5 November 2022; and
- commit to reporting staff vaccinations weekly through the My Aged Care portal. If a provider is not already reporting weekly on the vaccination status of staff at all outlets, they will have one month from receiving the grant to be compliant.

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

You are not eligible to apply if you are an organisation not included in section 4.1, including:

- an approved Residential Aged Care provider<sup>2</sup> only;
- a CHSP service provider only;
- an approved HCP provider that does not have care recipients as at 5 November 2022;
- States, Territories and local governments taken to be approved providers under Part 7A Division 3 of the *Aged Care Quality and Safety Commission Act 2018*;
- a non-approved aged care service provider;
- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

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

Your organisation must maintain your approval as a HCP provider and maintain all qualifications, skills, accreditation, registration, and checks for staff that are required under aged care law.

If you are successful, relevant personnel working on the grant activity must maintain Working with Vulnerable Persons registration, or equivalent depending on the relevant state or territory.

The department recognises the Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse, and the [Commonwealth Child Safe Framework](#).

As such, the department expects that all grant recipients comply with all Australian law relating to employing or engaging people who work or volunteer with children. This includes working with children checks and mandatory reporting; and the department may request an annual statement of compliance with this requirement. If successful, these details will be outlined in the successful organisation's grant agreement.

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<sup>1</sup> See Glossary

<sup>2</sup> See Glossary



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

### 5.1 Eligible grant activities

Eligible activities must directly relate to the grant opportunity for the HCP workforce and may include:

- Facilitating COVID-19 vaccinations for HCP workforce, e.g. arranging or providing funding for transport for staff to and from vaccination appointments
- Encouraging the up-take of COVID-19 vaccinations for your HCP workforce, including communications, campaigns, other incentives
- Paid sick leave for staff when getting their COVID-19 vaccination and to cover time off recovering from side effects
- Staffing costs, including wages of contract staff, to cover leave for employees who receive their COVID-19 vaccination
- Collecting the COVID-19 vaccination status data of your HCP workforce
- Streamlining and improving completeness of worker COVID-19 vaccination reporting for your HCP
- Improving quality of reported COVID-19 vaccination data including minimising double-counting of staff across care types, jurisdictions, or through sub-contracting arrangements for your HCP workforce.
- ICT-related and professional advice costs to set-up processes and systems to track and report the COVID-19 vaccination status of your HCP workforce, including funding to improve providers' backend systems, which are used to capture data and submit regular reports.

### 5.2 Eligible expenditure

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

Eligible expenditure items include:

- paid personal leave for staff in relation to COVID-19 vaccination
- wages/salaries for backfilling staff when HCP staff are on leave
- minor capital costs in relation to COVID-19 vaccination and reporting, i.e. computers and software needed to collect and report COVID-19 vaccination status of your HCP workforce
- covering of retrospective costs incurred since 1 July 2021 that are related to increasing the uptake of or reporting the COVID-19 vaccination of your workforce.
- other business administration costs directly related to COVID-19 vaccination and reporting, including wages/salaries for staff to complete vaccination reporting or to discuss vaccination with staff to encourage their uptake of the vaccine.

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

You must incur the expenditure on your grant activities between 1 July 2021 and 30 June 2022 for it to be eligible.

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

You cannot use the grant for the following activities:

- Activities that are already funded by other Australian, state or territory, or local government programs, including the Commonwealth Home Support Programme (CHSP), National Aboriginal and Torres Strait Islander Flexible Aged Care (NATSIFAC) Program and other Department of Health aged care COVID-19 grant opportunities.
- Activities that are not related to uptake of COVID-19 vaccination or reporting of COVID-19 data.
- purchase of land;
- major capital expenditure, major construction/capital works;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- overseas travel; and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

## 6. How to apply

Before applying, you must read and understand these guidelines and the Application Form.

These documents are found on [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.

Providers will apply for one grant in respect of all their services. The online application form will require Providers to indicate:

- which activities the grant funds will support, and
- the amount of grant funding (up to the relevant cap) requested.

The application will also ask Providers to supply some information, such as regional/remote status, to help the department understand the needs of the sector.

Providers must ensure accuracy when preparing an application as each Provider will be eligible for a single upfront payment, which will be determined using the information provided in the application (and verified where relevant using government-held data).

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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

To apply you must:

- complete the Application Form on GrantConnect;
- provide all the information requested;
- address all eligibility criteria; and
- submit your application using the Online Application Form Link and do this by the closing date and time as specified on GrantConnect.

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.

You will receive automatic acknowledgement via email of your online application form submission. If you need further guidance around the application process or are unable to submit your application via the online link, please contact us at [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) or by calling (02) 6289 5600.

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.

## **6.1 Attachments to the application**

Not applicable.

## 6.2 Timing of grant opportunity processes

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

If you are successful, payment will be made on execution of the letter of agreement. If you do not return your letter of agreement by 5PM AEDT 10 December 2021, you may not receive payment until January 2022.

Table 2: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	5 November 2021 to 28 January 2022 (12 weeks)
Approval of outcomes	Applications will be approved in batches. All approved applications received by 2PM AEDT Thursday 18 November 2021 will receive a letter of agreement in mid-December 2021. 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.
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	December 2021
End date of grant activity or agreement	30 June 2022

## 6.3 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](mailto: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 the 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.

## 7. The grant selection process

Your application will be considered through a demand driven grant process.

We will check your application to ensure it meets the eligibility criteria, other specified requirements including compliance, and in order of application receipt.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

Eligible applications will be considered to be successful provided sufficient grant funding is available.

### 7.1 Who will approve grants?

The Assistant Secretary of Home Care and Assessments Branch (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.

## 8. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to receive feedback. A request for individual feedback should be made to the department within 30 days of being notified of the outcome by emailing [grant.atm@health.gov.au](mailto:grant.atm@health.gov.au). We will respond to your request for feedback within 30 days.

## 9. Successful grant applications

### 9.1 The grant agreement

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

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 if required.

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

#### Letter of Agreement

This grant agreement comprises your completed Application Form and the letter of agreement we send advising that we are entering into an arrangement with you. We consider the agreement to be executed (take effect) from the date of our letter of agreement.

## 9.2 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:

- [Records Principles 2014](#)

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

### **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.

### **Commonwealth Child Safe Framework**

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – [the Commonwealth Child Safe Framework \(CCSF\)](#).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

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

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

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

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

The Australian Government has commissioned the Australian Human Rights Commission to develop a series of tools and resources to assist organisations to implement the [National Principles for Child Safe Organisations](#).

### **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.

### 9.3 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.

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity.

### 9.4 Grants Payments and GST

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

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

## 10. 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](#).

## 11. How we monitor your grant activity

### 11.1 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.

### COVID-19

As a result of COVID-19, organisations may need to identify alternative methods of service delivery. The department will support flexibility in the delivery of planned services to enable contracted organisations to adapt to the changing environment. The department will consider its approach to reporting over this time and be flexible in reporting requirements under the terms of the Schedule.



## 11.2 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:

- how you achieved the objectives of the grant,
- expenditure of the grant.

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

### 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 in the template provided to you. The final report template will take into account the relative size and complexity of the grant and is expected to be minimal or moderate for this grant.

Final reports must:

- identify if and how outcomes have been achieved;
- include the agreed evidence as specified in the grant agreement;
- identify the total eligible expenditure incurred; and
- be submitted within 60 days of completion in the format provided in the grant agreement.

## 11.3 Financial declaration

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

## 11.4 Record keeping

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

## 11.5 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.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.



## 12. 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.

### 12.1 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](mailto:grant.atm@health.gov.au) with the word 'Complaint' clearly marked in the subject header.

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](#)

### 12.2 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](#).

## 12.3 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.

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.

## 12.4 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:

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:

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

## **12.5 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](mailto:foi@health.gov.au)

## 13. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
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
<i>Aged Care Act 1997</i> (Aged Care Act)	the <a href="#">Aged Care Act</a> is the governing legislation for aged care in Australia.
<i>Aged Care Quality and Safety Commission Act 2018</i> (Commission Act)	the <a href="#">Commission Act</a> establishes the Aged Care Quality and Safety Commission and regulations for all Government funded aged care in Australia.
aged care worker	means all individuals, including volunteers, who access, or are reasonably likely to access, any premises where the operation or administration of the service occurs (defined as service staff in the Quality of Care Principles).
approved Residential Aged Care provider	an entity that is approved to provide residential aged care services under the <a href="#">Aged Care Act</a>
commencement date	the expected start date for the grant activity
Commonwealth Child Safe Framework	in response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the <a href="#">Commonwealth Child Safe Framework</a> , 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
<i>Commonwealth Grants Rules and Guidelines 2017</i> (CGRGs)	establish the Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. The <a href="#">CGRGs</a> contain the key legislative and policy requirements and explain the better practice principles of grants administration
completion date	the expected date that the grant activity must be completed and the grant spent by

Term	Definition
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.
employee	an employee is a person paid a regular salary or wage, out of which a provider makes regular tax instalment deductions. The term 'employee' includes permanent, part-time and casual staff.
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>○ under which relevant money<sup>4</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>5</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>○ 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 process.

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<sup>4</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>5</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 receives a grant
HCP provider	HCP providers have been assessed and approved by the Aged Care Quality and Safety Commission under the <a href="#">Aged Care Quality and Safety Commission Act 2018</a> to provide services under the <a href="#">Aged Care Act 1997</a> .
Home Care Packages Program	the <a href="#">Home Care Packages Program</a> aims to support older people with complex care needs to live independently in their own homes, using a consumer-directed care approach to help meet a person's assessed care needs and goals. The Australian Government subsidises approved home care providers to deliver home care services.
National Redress Scheme	the <a href="#">National Redress Scheme</a> for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.
PBS Program	described within the entity's <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.
<i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)	the <a href="#">PGPA Act</a> establishes a system of governance and accountability for public resources with an emphasis on planning, performance and reporting. It applies to all Commonwealth entities and Commonwealth companies.
Records Principles 2014	The <a href="#">Records Principles 2014</a> establish the rules for aged care providers regarding records, including records about service staff—COVID-19 vaccinations.

Term	Definition
relevant money	<p>a. money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity; or</p> <p>b. money that is held by the Commonwealth of a corporate Commonwealth entity.</p>
value for money	<p>value for 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>