Australian Government

Department of Health

HEALTH PEAK & ADVISORY BODIES PROGRAMME

Guidelines

July 2015

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PART A – PROGRAMME GUIDELINES

1. Programme Overview

These guidelines provide an overview for the administration of the Health Peak and Advisory Bodies Programme (the Programme).

Note: These guidelines may be varied from time-to-time by the Australian Government as the needs of the Programme dictate. Amended guidelines are published on the Department of Health's website.

1.1. Programme background

The Australian Government continues its support for health peak and advisory bodies across the health sector, and recognises the important role they play in informing and supporting the achievement of positive health outcomes.

Health Peak and Advisory bodies (peak bodies) build ongoing capacity in their sector by improving linkages, networks and cooperation with their members, the health sector, the wider community and the Australian Government. The Australian Government values the role that peak bodies play in informing health policy by actively consulting with their members to ensure that the views of their sector are equally and fully represented to the Commonwealth.

The Department of Health (the department) will manage the Programme centrally in Health Systems Policy Division and share information and advice provided by peak bodies with relevant policy areas across the department. This will enable the department to strategically allocate funding under the programme to reflect current Australian Government priorities across the whole of the Health Portfolio.

1.2. Programme outcomes

This Programme aims to provide the Australian Government with access to high quality health sector information to improve the capacity, quality and safety of Australia's health care system.

1.3. Programme objectives

The objective of the Programme is to enable peak bodies to inform and support the Australian Government's health agenda through:

- effective consultation and information sharing with their members, the wider health sector, the community and the Australian Government;
- functioning as a repository and source of sector knowledge and expertise;
- providing well-informed and impartial advice to the Commonwealth within their area of expertise; and
- providing education and training to medical practitioners working in the relevant part of the health sector to improve the quality of health services.

1.4. Funding

The Australian Government has committed up to $31.24 million (GST exclusive) over four years for the Programme commencing in 2015-16. Funding is appropriated primarily for the administration of the grants available under the Programme. The duration and value of available grants will be advised in the relevant funding round summary; however the majority of grants will be offered over three years to provide grant recipients with greater financial certainty.

Funding may also be used for the procurement of work directly related to the purpose of the Programme, independent of any grant processes and in accordance with the Commonwealth Procurement Rules.

2. Eligibility

2.1. Who is eligible for grant funding?

Grant funding under the Programme will only be provided to peak bodies that are constituted for public purposes and represent national memberships.

For the purposes of the Programme, a peak body is defined as a non-government entity which is recognised as representing the interests of a specific part of the health sector at the national level, has a broad membership base comprised of non-government entities with common or related interests in that particular health sector, and has effective processes in place to communicate with, and represent the views of, their members.

Unless otherwise specified in the funding round summary for a grant, the following legal entity types are eligible for funding under the Programme:

- Incorporated association incorporated under Australian State/Territory legislation.
- Incorporated cooperative incorporated under Australian State/Territory legislation
- Aboriginal corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.
- Organisation established through specific Commonwealth or State/Territory legislation.
- Company incorporated under *Corporations Act 2001* (Commonwealth of Australia).

The department recognises that, where appropriate, some organisations could form consortia to deliver activities. In such cases, a nominated lead entity must meet the above Eligibility Criteria and submit an application on behalf of the consortium that clearly identifies all other consortium members and includes letters of support from each of them. Only the lead entity will enter into and be responsible for any subsequent contractual arrangement with the department.

Some grants may only be available to selected applicants as dictated by changing policy needs.

2.2. What activities and items are eligible for grant funding?

Activities funded under the Programme must be consistent with the outcomes and objectives in section 1 of these guidelines. The following activities are eligible for funding, within the applicant's area of expertise:

- consultation with members on health sector policy and or programme matters for the purposes of providing relevant, well-informed information and advice to the Commonwealth;
- activities that support the sharing of information about particular health matters, including Australian Government health policy and programme information, the prevention, treatment and control of diseases, the availability of health services and other matters affecting public health. These activities may include:
    - maintaining telephone and internet-based services for the purposes of disseminating accurate information;
    - preparation of relevant content and materials for dissemination; and
    - promoting and supporting best practice.
- inquiries, investigations, and provision of impartial, well-informed information and advice to the Australian Government on matters affecting public health;
- national secretariat activities, which may include:
    - participation in relevant Australian Government advisory/consultation fora;
    - coordination of responses to Australian Government requests for information on health matters, such as discussion papers and consultations; and
    - promoting networks, partnerships and cooperation within the health sector.
- provide education and training to medical practitioners working in the relevant part of the health sector (including doctors, nurses and allied health professionals), where such education and training is directed at:
    - improving the quality of medical services that are funded by the Commonwealth; and
    - improving the quality of health services that are provided to persons in the event of sickness.

Some funding rounds may target a subset of these activities. In such cases the funding round summary will identify which activities are eligible for funding.

2.3. What activities and items are not eligible for grant funding?

The following types of activities will **not** be funded under the Programme:

- capital works, such as the purchase of any land, the purchase or construction of a completely new premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises, the extension, renovation or modification of an existing premises, or any other form of capital works;
- the purchase or repair of equipment or motor vehicles, excluding routine maintenance to office equipment, without the written permission of the department;
- provision of health services;
- retrospective items/activities;
- lobbying and activities undertaken by political organisations;
- activities which subsidise commercial activities;
- clinical trials; and
- activities which are funded through other departmental programmes.

3. Grant Application Process

3.1. Overview of application process

All grant funding rounds will be undertaken in accordance with the Commonwealth Grants Rules and Guidelines (CGRGs) and will be consistent with the outcomes and objectives of the Programme.

3.2. Grant Programme Process Flowchart

GRANT FUNDING ROUND OPENS
The department advertises a grant funding round or invites selected external entities to apply for funding under the Programme.

↓

SUBMIT AN APPLICATION
Applicant completes and submits an application.

↓

APPLICATION ASSESSMENT
The department assesses applications against Eligibility Criteria and Selection Criteria.

↓

APPROVAL OF FUNDING
Advice is provided to the Approver on the merits of each application and the Approver makes a decision about the award of grants.

↓

NOTIFICATION OF OUTCOMES AND AWARD OF GRANTS
The department advises applicants of the outcomes of their applications. Grant agreements are negotiated with and signed by successful applicants and the department. Unsuccessful applicants may not be notified until grant agreements have been executed with successful applicants.

↓

DELIVERY OF GRANT ACTIVITIES
Grant recipient undertakes the activity in accordance with the grant agreement and completes milestones and reporting requirements. Department makes payments, monitors progress and collates reports.

↓

EVALUATION
Department evaluates the outcomes of the Programme. Grant recipient provides information to assist this evaluation.

3.3. Types of selection process

There are a number of types of selection process that the department may undertake in order to award grants under the Programme. In selecting the appropriate type of selection process, the department will consider the market for the specific activities to be funded as well as applying proportionality based on the complexity, value and urgency of available grants.

The department may use any of the following types of selection process to award grants under the Programme. Applicants must meet the Eligibility Criteria in Part A, section 2.1, regardless of which type of selection process is used.

Open competitive funding rounds

The bulk of grant funding will be available through open competitive funding rounds which will open and close to applications on nominated dates, with eligible applications being assessed against the Selection Criteria and then prioritised against other eligible applications for the available funding. Where there are insufficient suitable applications received under an open competitive funding round, the department may seek to fill any gaps in policy objectives through closed non-competitive approaches to selected eligible applicants.

Closed non-competitive processes

The department may seek to address gaps in policy objectives through closed non-competitive processes where selected eligible applicants, based on the specialised requirements of the granting activity, are invited to submit applications for a particular grant. The applications or proposals are not prioritised against other applicants' submissions, but individually assessed for suitability against the Selection Criteria.

One-off grants

One-off grants which are consistent with the outcomes and objectives of the Programme, to be determined on an ad-hoc basis, usually by Ministerial decision.

3.4. Timing of Grant funding rounds

Open competitive funding rounds are expected to be conducted every three years, subject to Australian Government requirements. Funding rounds will be advertised on the department's Tenders and Grants webpage. The majority of funding rounds will be open for six weeks from the advertising date, however application periods may vary depending on the complexity and urgency of grants as well as the type of selection process. Dates and application periods will be confirmed in the funding round summary for each funding round.

Table 1 outlines the expected timing of an average funding round

Table 1: Timing of an average funding round

Activity	Time
Application period	6 weeks
Assessment of applications	3 – 6 weeks
Approval of outcomes of assessment	1-2 week
Award and negotiations of grant agreements	1-3 weeks
Notification to unsuccessful applicants	After execution of grant agreements with successful applicants

3.5. How to apply for grant funding

For open rounds, applicants may obtain an application pack from the department's Tenders and Grants webpage. For targeted rounds the application pack will be supplied to the applicant.

In addition to this Programme Guidelines document, the application pack may include the following:

Funding round summary and application form explanatory notes

The funding round summary provides details of each grant being offered, including but not limited to:

- objectives and requirements of the grant;
- activities that are eligible and ineligible for funding;
- additional eligibility requirements;
- opening and closing dates for applications;
- a guide to the amount of funding available for each grant; and
- instructions on how to submit an application for funding.

Registration form

The registration form gathers information about the applicant and returns a registration number that is required to complete the application form. Applicants should use the same registration number for all funding rounds they wish to apply for with the department. Applicants who do not already have a registration number or wish to update their contact details should complete and submit the registration form prior to submitting an application form.

Application form

The application form gathers information about the applicant's proposed activities and contains the Selection Criteria upon which applications will be assessed. Applicants should complete and return the application form to the department in accordance with the requirements of the funding round summary. Submitting an application does not guarantee funding.

Information in this Programme Guidelines document overrides anything inconsistent in the Application Form.

Sample grant agreement

The sample grant agreement is comprised of a set of standard terms and conditions and a schedule specific to the individual grant. Applicants who are recommended for funding will be required to sign a grant agreement with the Commonwealth, as represented by the department, before receiving any grant funding. The specific requirements of any grant agreement offered to applicants who are recommended for funding may vary from those in the sample, based on a risk assessment of the applicant and the specific activities to be delivered under the grant.

3.6. Selection Criteria

Unless otherwise specified in the funding round summary, applicants will be required to respond to the below selection criteria in order to be considered for funding. All criteria are equally weighted.

1. Describe how your organisation's objectives align with the objectives of the Programme and the Australian Government's health agenda for the part of the health sector you represent.

2. Outline your capacity to contribute to the objectives of the Programme, including:
   - the size and geographic distribution of your membership;
   - how you engage with and keep your members informed of Australian Government health matters;
   - the scope and accuracy of advice that you can provide to the Australian Government on policy and programme issues; and
   - the skills, knowledge and experience that make you suitable to provide advice to the Australian Government.

3. Attach a risk management plan to your grant application. At a minimum, your risk management plan must detail:
   - Any key risks to your organisation and its ability to deliver activities under the Programme;
   - mitigations and management strategies for each risk; and
   - a succession plan for staff in critical roles.

4. Outline which activities from Part A, section 2.2 you will deliver and the expected outcomes of the grant funding, including how the Australian Government's health agenda will benefit.

5. Attach a budget to your grant application and provide a justification for the amount of grant funding requested, including an explanation of significant budget items.

3.7. Applicant responsibilities

Applicants are responsible for ensuring that their applications are complete and accurate and submitted to the department in accordance with the requirements of the funding round summary.

Applicants should contact the department immediately if they discover an error in an application after submission. The department may, at its discretion, request clarification or additional information from applicants that does not alter the substance of an application in response to an omission or error of form. However, the department is not bound to accept any additional information, or requests to change submissions, from applicants after the application closing time.

Unless otherwise specified in the funding round summary, applicants may request clarification information from the department at any time between the funding round open date and last date for questions, as advertised in the funding round summary.

3.8. Submitting an application

Applications should be submitted to the department by the date specified in the approach to market documentation and should meet all the requirements outlined below.

Applications should address all of the relevant criteria to be considered for funding. These criteria are outlined in the approach to market documentation. It is important to complete each section of the application form and use the checklist to make sure each requirement has been considered.

Applications must be submitted on the official application form as specified in the approach to market documentation.

4. Assessment of Grant Applications

4.1. How will applications be assessed?

Regardless of which type of selection process is used, the department will establish an Assessment Committee to assess applications and make a recommendation to the Approver on which applicants to fund. The Assessment Committee will be comprised of representatives of the programme policy division, specialist grant application assessors and grant managers. Depending on the volume and complexity of grant applications received, the Assessment Committee may utilise surge capacity to assist with the assessment. The Assessment Committee may also seek input from external advisors to inform the assessment process. Any non-APS personnel involved in the assessment will be treated as agency staff in accordance with Part 1, section 2.8 of the CGRGs.

The selection process is undertaken in two stages.

Stage 1 – Eligibility Criteria and Application Compliance

Each applicant must satisfy all Eligibility Criteria and any application compliance requirements, specified in the relevant funding round summary, in order to be considered for further assessment. The chairperson of the Assessment Committee will make the final decision on eligibility and compliance.

Stage 2 – Selection Criteria

Only applications that satisfy all Eligibility Criteria (if any) will proceed to Stage 2 and be assessed against the Selection Criteria. Applications will then be assessed to ensure value with relevant money is achieved in line with the outcomes and objectives of the programme.

For open competitive funding rounds, the Selection Criteria will be assessed against the rating scale in Table 2.

The assessment against the Selection Criteria will be used to identify those applicants with the capability to best meet the policy priorities of the Grant Programme, and may include a ranking of applicants.

The department intends to recommend applicants on the principle of giving preference to higher ranked applicants, but the department reserves the right to recommend a lower ranked applicant over a higher ranked applicant where this better reflects the policy priorities of the Grant Programme , and provides better value with relevant money.

Applicants should also note that, where the assessment process does not identify a preferred applicant, the department reserves the right to approach and/or broker an arrangement between one or more funding applicants and/or other interested parties.

Table 2: Competitive assessment rating scale

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria, exceeds expectations. Additional evidence* is available and confirms consistent superior performance against this criterion.	9-10
Good – response to this criterion addresses all or most sub-criteria to a higher than average standard. Some additional evidence* is available and confirms good performance against this criterion.	7-8
Average – response against this criterion meets most sub-criteria to an average but acceptable level. Some additional evidence* is available and provides some support for claims against this criterion.	5-6
Poor – poor claims against this criterion, but may meet some sub-criteria. Additional information available may be lacking detail and/or not directly relevant to the criterion.	2-4
Does not meet criterion at all – response to this criterion does not meet expectations or insufficient or no information to assess this criterion. Little or no additional evidence* available.	0-1

*Additional evidence may include attachments to the application, previous departmental experience with this applicant, referee reports or information from other responses in the application.

For closed non-competitive processes and one-off grants, the Selection Criteria will be rated against the scale in Table 3.

Table 3: Non-competitive assessment rating scale

Rating	Description
Highly Suitable	Demonstrates an exceptional understanding of criterion and associated issues. A highly capable response/solution, with demonstrated experience that significantly exceeds that required to perform the work.
Suitable	Demonstrates a satisfactory understanding of the criterion and associated issues. A mostly capable response/solution, with some experience. May have a minor level of risk associated with the proposal. Panel considers the risk to the Government is manageable.
Unsuitable	Fails to demonstrate an acceptable understanding of the criterion and/or the associated issues. A poor response/solution with minimal to no experience. Significant level of risk associated with the proposal.

Specific assessment details will be explained further in each funding round summary.

Where the number of suitable applications is greater than the available funding applications will be ranked in order of policy priority.

4.2. Value with relevant money

All funds provided under the Programme for grants and procurement activities are considered relevant money. The Australian Government is required to make proper use of public resources, including achieving value with relevant money. The department considers the following factors in assessing whether a grant will achieve value with relevant money:

- how well the application aligns with the outcomes and objectives of the Programme and the Australian Government's current health priorities;
- whether the requested grant will achieve something worthwhile that would not occur without the grant;
- the applicant's relevant skills and prior experience delivering similar activities;
- the applicant's past performance in delivering grant activities funded by the Commonwealth;
- referee reports;
- the systems and procedures that the applicant has in place for effectively managing grant funds and achieving objectives;
- the applicant's approach to risk management;
- the quantum of funds requested to deliver the grant activities; and
- the allocation of grant funds indicated in any indicative budget that forms part of the funding application.

The department may, in its discretion do any one or more of the following:

- amend the application process at any time prior to the closing date by giving notice in writing to each applicant or potential applicant;
- clarify or seek further information from one or more applicants, without seeking clarification or information from any other applicant;
- suspend cancel or terminate this application process at any time; and
- cancel or terminate the application process and determine any applications which may be recommended to receive funding.

4.3. Approval of Grant funding

Following an assessment of the applications by the assessment committee, advice will be provided by the committee chair to the funding Approver on the merits of the application/s.

The Approver will consider whether the proposal will make an efficient, effective, ethical and economical use of Commonwealth resources, as required by Commonwealth Legislation, and whether any specific requirements will need to be imposed as a condition of funding.

Funding approval is at the discretion of the Approver.

The Approver may vary for each funding round under the Programme, based on the profile and value of grants, and will be identified in the funding round summary.

4.4. Application outcomes

Notification of application outcomes

The department will advise all applicants of the outcomes of their applications in writing following a decision by the Approver. Unsuccessful applicants may not be notified until grant agreements have been entered into with successful applicant/s. Advice to applicants who are recommended for funding will contain details of any specific conditions attached to the funding offer. Funding approvals will also be listed on the department's website.

Feedback on applications

Unsuccessful applicants may request feedback on their applications from the department within a period of six months of being advised of the outcome. The department will provide feedback in writing within one month of receiving a request for feedback.

4.5. Award of grants and contracting arrangements

Award of grants is at the sole discretion of the Approver.

Applicants who are recommended for funding will be required to enter into a grant agreement with the Commonwealth (represented by the department) before receiving any grant funding. The department may use the Department of Health Standard Funding Agreement or the Commonwealth Low Risk Grant Agreement to fund grants under the Programme. The standard terms and conditions of the designated agreement will apply and cannot be changed. The department may apply supplementary conditions to a grant agreement that override standard conditions or add additional conditions, based on the requirements of the specific activity and a risk assessment of the organisation delivering the activity.

There may be specific conditions attached to the funding approval required as a result of the assessment process or the risk rating of an organisation or imposed by the Approver. These will be identified in the offer of funding or during funding agreement negotiations.

The department will negotiate with applicants who are recommended for funding with the aim of having grant agreements signed shortly after a decision by the Approver.

Applicants will not be considered successful and should not make financial commitments in expectation of receiving funding until a grant agreement has been executed with the Commonwealth.

5. Delivery of Grant Activities

5.1. Grant recipient responsibilities

Grant recipients must carry out each activity in accordance with these Programme guidelines and the obligations contained in the grant agreement, which includes the standard terms and conditions, any supplementary conditions and the schedule. The schedule will outline the requirements specific to the funded activity.

Grant recipients are responsible for:

- ensuring that the terms and conditions of the grant agreement are met and that the activity is managed in an efficient and effective manner;
- ensuring the efficient and effective use of grant funds;
- employing and managing staff required to deliver the activity;
- maintaining contact with the department and advising of any emerging issues that may impact on the success of the activity;
- identifying, documenting and managing risks and putting in place appropriate mitigation strategies;
- meeting milestones and other timeframes specified in the grant agreement;
- complying with record keeping, reporting and acquittal requirements in accordance with grant agreement;
- participating in activity evaluation as necessary for the period specified in the grant agreement; and
- ensuring that activity outputs and outcomes are in accordance with the grant agreement.

5.2. Grant payments

The department will make payments to grant recipients in accordance with the executed grant agreement. The department's default invoice process is Recipient Created Tax Invoices (RCTI).

5.3. Reporting requirements

Grant recipients must provide the department with the reports for an activity containing the information, and at the times and in the manner specified in the grant agreement. Specific reporting requirements will form part of each funded organisation's agreement with the department. The default reporting requirements for the Activity include:

- an Activity work plan;
- annual performance reporting;
- annual income and expenditure reports; and
- a final report.

Reporting requirements may vary depending on the department's risk assessment of each grant agreement. Risk assessments may be reviewed by the department at any time during the life of the grant agreement and reporting requirements may be adjusted accordingly.

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

5.4. Performance indicators

Grant recipients will be required to report against a combination of the following performance indicators, based on which activities they are delivering, in their annual performance reports:

Quantitative

- Change in the number of members.
- Number of Commonwealth health policies and programmes reviewed in consultation with members, the wider health sector and the community.
- Number of resources and materials developed and distributed to members in relation to Commonwealth health policies and programmes.
- Number of requests from members, the wider health sector and the community for information on health matters.
- Number of submissions with regard to Commonwealth health policy and programme matters submitted to the department.
- Number of submissions with regard to Commonwealth health policy and programme matters accepted by the department.
- Number of medical practitioners attending education and training sessions.

Qualitative

- Effectiveness of consultation activities undertaken for the purpose of informing advice to the Commonwealth on health matters.
- Survey of member satisfaction with peak body's representation of the relevant health sector's interests.
- Contributions to conferences and meetings with the relevant health sector.
- Website is maintained with up-to-date information.
- Timeliness of advice to the Commonwealth.
- Sources of information relied upon for advice provided to the Commonwealth.
- Medical practitioners' satisfaction with the quality and relevance of education and training sessions.

5.5. Risk Management

The department is committed to a comprehensive and systematic approach to the effective management of risk, including adverse effects and potential opportunities. Contractual arrangements will be managed in proportion to the level of risk to the Commonwealth. As such, applicants and grant recipients may be subject to a risk management assessment, by the department, prior to the offer of any contractual arrangement and periodically thereafter.

Grant agreements may require supplementary conditions and increased reporting frequency as a result of the department's risk assessment of a grant recipient for the delivery of a specific activity. The department may at any time review this risk assessment and vary the grant agreement to introduce or remove additional requirements. Grant recipients may receive different risk ratings for the delivery of different activities and the requirements of each grant agreement will reflect the risk associated with the delivery of that activity.

Grant recipients are responsible for managing risks to their own business activities and priorities. The department manages risks to Australian Government policy outcomes and relevant money through its management of grants under the Programme.

5.6. Programme Evaluation

An evaluation of the Programme will be conducted to determine how well the outcomes and objectives have been achieved. Grant agreements may require grant recipients to provide information to assist in this evaluation for a specified period of time after funding ceases.

5.7. Branding

Any public documents published as a result of grants under the Programme should acknowledge the Commonwealth as follows:

"[Organisation name] is supported by funding from the Australian Government under the Health Peak and Advisory Bodies Programme."

6. Probity and Legislation

The Australian Government is committed to ensuring that the process for providing funding under the Programme is transparent and in accordance with these guidelines.

6.1. Complaints Process

The department's Grant and Procurement Complaints Procedures apply to complaints that arise in relation to grant and procurement processes. It covers events that occur between the time the funding round documentation is released to potential applicants and the date of contract execution, regardless of when the actual complaint is made. The department requires that all complaints relating to a grant or procurement process must be lodged in writing.

Any enquiries relating to funding decisions for the Programme should be directed to Grant.ATM@health.gov.au.

6.2. Conflict of interest

A conflict of interest may exist if departmental staff, any member of an advisory panel or expert committee, and/or the applicant or any of its personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process, such as a departmental officer;
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the organisation receiving funding under the Programme.

Each applicant will be required to declare as part of their application, existing conflicts of interest or that to the best of their knowledge there is no conflict of interest, including in relation to the examples above, that would impact on or prevent the applicant from proceeding with the activity or any grant agreement it may enter into with the Australian Government.

Where a party subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to an application for funding, external parties must inform the department in writing immediately. The chair of the assessment committee will be made aware of any conflicts of interest and will handle them in compliance with departmental policies and procedures.

Departmental staff involved in the assessment of grant applications will be required to declare any conflicts of interest via a declaration form before viewing the contents of any grant applications. Conflicts of interest for departmental staff will be handled in compliance with the Australian Public Service Commission policies and procedures.

6.3. Privacy - confidentiality and protection of personal information

Each applicant will be required, as part of their application, to declare their ability to comply with the *Privacy Act 1988*, including the 13 Australian Privacy Principles, and impose the same privacy obligations on any subcontractors they engage to assist with the activity.

The grant agreement will impose obligations on the grant recipient with respect to special categories of information collected, created or held under the grant agreement. The grant recipient is required to seek the department's consent in writing before disclosing confidential information.

6.4. Freedom of information

All documents in the possession of the department, including those in relation to the Programme, are subject to the *Freedom of Information Act 1982* (FOI Act).

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

All FOI 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

For more information about making a freedom of information request for access to documents in the possession of the department, please visit the department's Freedom of Information webpage.

6.5. Legislation and delegation

Australian Public Service staff involved in grants administration are accountable for complying with the Commonwealth Grants Rules and Guidelines (CGRGs) and other policies and legislation that interact with grants administration.

The Approver for funding under the Health Peak and Advisory Bodies Programme is the Minister for Health or the departmental delegate/s nominated for the purposes of the Programme. The nominated delegate/s are: the First Assistant Secretary, Health Systems Policy Division or the Assistant Secretary, Policy Strategies, Engagement and Coordination Branch, Health Systems Policy Division.

In approving the award of a grant, the Approver must consider whether the grant activity will make an efficient, effective, ethical and economical use of Australian Government resources, as required by Commonwealth legislation. The Approver may require that specific conditions be imposed upon any offer of funding.

7. Consultation

The Department has sought feedback from stakeholders with regard to the development of grant programme guidelines and grants administration arrangements. This consultation provided information about stakeholder expectations and implementation strategies which was considered in the development of the Programme and these guidelines.

8. Glossary of Terms

the Activity	means the specific activity or project that is the subject of a grant.
approach to market	means any formal opportunity to apply for grant funding under the Programme.
the Approver	means the person with the authority to award funding under the Programme.
Assessment Committee	means the panel of assessment staff formed to assess applications for funding.
compliance requirements	means any mandatory requirements around the completion and submission of applications for grants under the Programme, as specified in Part B, section 16.2.
the department	means the Australian Government Department of Health, unless otherwise stated.
Eligibility Criteria	means the minimum mandatory requirements which applicants must meet in order to qualify for a grant under a funding round as specified in Part A, section 2.1 and Part B, section 12.
financial year	means a 12 month period beginning on 1 July of one year and ending on 30 June the following year.
funding round	means any formal opportunity to apply for grant funding under the Programme.
grant agreement	means a contractual arrangement between a grant recipient and the Commonwealth, as represented by the department, including the terms and conditions of the department's Standard Funding Agreement or the Commonwealth Low Risk Grant Agreement, any supplementary conditions and the schedule for a specific activity.
grant recipient	means an organisation funded by the Commonwealth to deliver a grant activity.
peak body	a non-government entity which is recognised as representing the interests of a specific part of the health sector at the national level, has a broad membership base comprised of non-government entities with common or related interests in that particular health sector, and has effective processes in place to communicate with, and represent the views of, their members.
the Programme	means the Health Peak and Advisory Bodies Programme.
Relevant Money	means money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity or money

	that is held by the Commonwealth or a corporate Commonwealth entity.
Selection Criteria	means the set of questions against which applicants' suitability to deliver a grant activity will be assessed by the department as set out in Part A, section 3.6.
selection process	means the method from the list in Part A, section 1.1 used to select grant recipients.

PART B – FUNDING ROUND SUMMARY & APPLICATION FORM EXPLANATORY NOTES

ATM number:	H1516G001
Closing Date & Time:	2pm Canberra time on Wednesday 26 August 2015.
Enquiries:	For assistance with technical difficulties please contact 1800 214 398. All other enquiries should be emailed to Grant.ATM@health.gov.au. Clarification questions should be sent no later than Wednesday 19 August 2015 (five working days prior to closing date). Only responses received in writing from Grant.ATM@health.gov.au and advice published on the Department of Health Tenders and Grants webpage can be relied upon. Verbal advice and written advice received from other sources **must not** be relied upon.

9. Funding Round Overview

The Australian Government is seeking applications for funding from health peak and advisory bodies representing national memberships to provide the services in Part A, section 2.2 to the Australian Government for health matters within their areas of expertise.

For further Programme information, please refer to Part A, section 1, above.

10. Funding Available

The Australian Government has made available up to $31.24 million over four years, commencing in January 2016. The value of individual grants will vary based on need, as demonstrated by applicants in their responses to the selection criteria, the specific activities undertaken by each grant recipient and the expected grant outcomes. Funding will only be provided for the activities addressed in this funding round summary.

The first payment of funding to successful applicants will occur in accordance with the executed grant agreement.

Funds made available under this funding round must be expended by the Activity End Date specified in the grant agreement.

Submitting an application does not guarantee funding.

11. Timeframes

Applications must be submitted to the department by 2pm Canberra time on Wednesday, 26 August 2015.

Applicants will be notified of the outcomes of their applications in writing following a decision by the Approver. The department anticipates that successful applicants will be selected and advised by the end of October 2015. The department may not notify unsuccessful applicants until it has executed grant agreements with successful applicants.

The expected Activity start date is 1 January 2016 and the expected Activity end date is 30 June 2019.

12. Who is eligible for funding?

Applicants are not required to have a prior funding relationship with the department, but must meet all of the Eligibility Criteria in Part A, section 2.1, above.

12.1. Applications from Consortia

The department recognises that, where appropriate, some organisations could form consortia to deliver activities. If submitting a joint application for funding or submitting on behalf of a consortium, a member entity or a newly created entity must be appointed as the lead entity. Only the lead entity will enter into and be responsible for any subsequent contractual relationship with the department. The lead entity must complete the Application Form and identify all other members of the proposed consortium in their application. The application should also include a letter of support from each additional organisation (apart from the lead entity) involved in the proposal. Each letter of support should include:

a) an overview of how the consortium member will work with the lead entity and any other consortium member(s) to support the successful completion of the Activity;

b) an outline of the relevant experience and/or expertise the consortium member will bring to the consortium;

c) the roles/responsibilities the consortium member will undertake, and the resources it will contribute (if any);

d) details of a nominated management level contact officer; and

e) details of the lead entity.

13. What activities and items will be funded?

Funding will be provided for the types of activities and items listed in Part A, section 2.2.

14. What activities and items will not be funded?

Funding will **not** be provided for the types of activities and items listed in Part A, section 2.3. The department may also choose not to fund other activities and items at the discretion of the Approver.

15. Application process

15.1. Application Process Flowchart

DOWNLOAD KIT
Download the Approach to Market kit.

↓

DECIDE IF YOU WISH TO APPLY
Read the information and decide if you wish to apply.

↓

REGISTER
If you do not already have a registration number, complete the registration form early in the application period. You will receive a registration number by email, which is required to submit an application.

↓

COMPLETE APPLICATION FORM
Complete the application form. Ensure that you respond to all mandatory questions.

↓

SUBMIT APPLICATION
Ensure that you have completed the application form accurately, including any attachments. Applications must be submitted by the closing time and date in this funding round summary. Press the "Submit Application" button.

↓

CONFIRMATION
You should receive a message confirming that your application has successfully been submitted.

15.2. Registering to apply for grants from the Department of Health

To apply for grant funding from the department all applicants need a registration number (only one registration number is required per legal entity and may be used for any funding round with the department). To obtain a registration number you will need to download, complete and submit a registration form. A web accessible version of the Registration Form is available from Grant.ATM@health.gov.au upon request.

The registration number is used to identify your organisation and reflects your organisation's relevant details through the application process. You are strongly encouraged to obtain a registration number early in the application process. You should receive your registration number within a few minutes of submitting your registration form, however with additional traffic it could take up to an hour.

Please note the information attached to your registration number forms the basis of your record with the department. It is important your information is up-to-date so we can contact you about your application.

15.3. Completing the Application Form

Applications for funding must be submitted on the provided Application Form, which can be downloaded as part of the application pack from the department's Tenders and Grants webpage.

This funding round uses a PDF smart application form with interactive functionality.

The Application Form reveals additional questions based on the applicant's responses. All response fields with a red border are mandatory questions and the Application Form cannot be electronically submitted unless a response is provided.

The Application Form may be completed without an internet connection, but an internet connection is required to submit the Application Form.

Applicants may request a Microsoft Word version of the Application Form if they are unable to complete the PDF smart application form. The Microsoft Word version of the Application Form includes instructions on how to submit an application.

The Application Form must be completed in English.

The Application Form should include all attachments specified in this funding round summary.

The declaration in the Application Form should be signed by a person authorised to act on behalf of the applicant.

Information in this Programme Guidelines document overrides anything inconsistent in the Application Form.

15.4. Attachments

You should attach the following documents to your application:

- a risk management plan for your organisation, including a succession plan for staff in critical roles;
- Indicative Budget table, as per Appendix 3;
- one (1) copy of the organisation's Certificate of Incorporation; and
- non-government applicants that have not previously received funding from the department should also include one (1) copy of the organisation's financial statements (preferably audited) for the previous financial year. The department may ask for further information about the applicant's financial viability.

Supporting documentation should be attached to the smart application form in accordance with the instructions provided in the Application Form. Applicants should **only attach requested documents**. The department is under no obligation to consider information in attachments that were not requested.

In the Attachments section of the application form, do **not** select "To be provided at a later date" for any of the attachments. All required attachments **must** be submitted with your application. Attachments may **not** be provided after the closing date in Part B, section 15.5 of these guidelines.

15.5. Submitting an Application

All applications must be submitted by **2pm on Wednesday 26 August 2015**.

The applicant is responsible for ensuring that the application is completed accurately. The applicant may not alter an application after the closing date and time without the consent of the department. If there is an error in a submitted application, you should inform the department immediately in writing by email to Grant.ATM@health.gov.au. The department may, at its discretion, choose to seek information to clarify any aspect of the application.

Applicants are encouraged to retain a copy of their application for record keeping purposes.

Smart Form

The provided smart Application Form should be submitted electronically using the "Submit Application" button at the end of the form in accordance with the instructions in the application form.

The smart application form will not allow applicants to submit an application if any mandatory questions have not been responded to. The "Submit Application" button will generate a list of errors that must be addressed prior to submission.

Upon successful submission, you will receive an automated response confirming the receipt of your application.

Microsoft Word

If you have completed the Microsoft Word version of the Application Form, email your Application Form to Grant.ATM@health.gov.au. If your application exceeds 20MB, please email application attachments separately. Do not

zip or password protect your application or attachments.

Emailed applications will be acknowledged by reply email within one working day.

15.6. Late Applications

The department will normally only accept a late application if it is the direct result of mishandling by the department. The department reserves the right to accept late applications where it is in the interests of fairness to do so, and would not materially disadvantage another applicant. In considering whether it would be fair to accept a late application, the department will take into account the degree of lateness, whether the cause of the lateness was beyond the applicant's control and such other facts as it considers relevant.

The department may also ask the applicant to provide evidence to support their claims regarding the reasons for late submission. If the applicant considers that their application will be late they should notify Grant.ATM@health.gov.au prior to the closing time advising of the circumstances for the lateness. The chair of the Assessment Committee will take the reasons into consideration when deciding whether or not to accept the late application.

16. Application Assessment

This is an open competitive funding round, with eligible applications being assessed against the selection criteria and then prioritised against other eligible applications for the available funding.

16.1. Assessment Committee

The department will establish an Assessment Committee to assess applications and make a recommendation to the Approver on which applicants to fund. The Assessment Committee will be comprised of representatives of the programme policy division, specialist grant application assessors and grant managers. Depending on the volume and complexity of grant applications received, the Assessment Committee may utilise surge capacity to assist with the assessment. The Assessment Committee may also seek input from external advisors to inform the assessment process. Any non-APS personnel involved in the assessment will be treated as agency staff in accordance with Part 1, section 2.8 of the CGRGs.

16.2. Stage 1: Eligibility Criteria and Application Compliance

The eligibility of applicants will be considered as a first step before applications are assessed. Each applicant must satisfy the Eligibility Criteria in Part B, section 12 of this document in order to be considered for funding. All applications will also be checked for compliance with the following requirements:

1. The application must be completed in English using the provided application form.

2. The application must address all mandatory questions / criteria.

3. Responses to selection criteria must **not** exceed the stated word / character limit.

4. All attachments listed in Part B, section 15.4 must be included.

Only applications that satisfy all Eligibility Criteria and compliance requirements will proceed to Stage 2 and be considered for assessment against the Selection Criteria. The Assessment Committee may contact applicants to clarify the eligibility or compliance of an application at the discretion of the chair of the Assessment Committee.

16.3. Stage 2: Selection Criteria

Applications that satisfy all eligibility and compliance requirements will be assessed against each selection criterion specified in Part A, section 1.1 and rated against the scale in Part A, section 4.1, Table 2.

16.4. Other considerations relevant to assessment

The Assessment Committee will consider whether each eligible application represents value with relevant money.

In assessing an application, the Assessment Committee may consider the applicant's financial viability and the risk of the application, and may use material included in response to one criterion in the assessment of other criteria.

The Assessment Committee may seek information about any applicant from any other source, including from within the Commonwealth, whether or not the individuals or organisations contacted are nominated as referees by the applicant.

The Assessment Committee may also consider information about the applicant that is available through the normal course of the department's business.

Applicants acknowledge that it is their responsibility to fully inform themselves as to the requirements for this application process.

If the assessment process identifies unintentional errors of form in an application, the applicant may be contacted to correct or clarify the errors, but they will not be permitted to make any material alteration or addition that, in the departments opinion would unfairly improve or modify the quality of its application.

16.5. Oversubscription / undersubscription

In the event that the funding round is oversubscribed, applications will be shortlisted against the value with relevant money considerations in Part A, section 1.1.

Where there are insufficient suitable applications received under a funding round, the department may seek to fill any gaps in policy objectives through targeted approaches to selected applicants.

16.6. Approver

The Approver for this funding round is the Minister for Health.

The Approver will make a decision about the award of grants by considering whether each proposal will make an efficient, effective, ethical and economical use of Australian Government resources, as required by Commonwealth legislation, and reserves the right to consider whether any specific requirements will need to be imposed as a condition of funding, and , and impose such terms in the funding agreement.

16.7. Application outcomes

Applicants will be notified of the outcomes of their applications in writing following a decision by the Approver.

APPENDIX 1: APPLICATION CHECKLIST

Before submitting an application, complete the following checklist to ensure that the application is complete.

Before You Begin

- ☐ Read this Funding Round Summary (including the Frequently Asked Questions in Appendix 2) and the Programme Guidelines.
- ☐ Ensure that you understand the Eligibility Criteria in Part B, section 1 and the Selection Criteria in Part A, section 1.1.

Completing the Application

- ☐ Use the provided application form and complete every section.
- ☐ Complete the application form in English.
- ☐ Include a statement declaring any actual, potential or perceived Conflicts of Interest either in the process to develop the application, or that would exist if the applicant were successful, in the Declaration at the end of the Application Form.

Submitting Your Application

- ☐ Check that each section of the application form is complete.

At the time of submission, attach the following documents to your application:

- ☐ a risk management plan for your organisation, as required in the selection criteria in Part A, section 3.6.
- ☐ Indicative Budget table, as per Appendix 3;
- ☐ one (1) copy of the organisation's Certificate of Incorporation; and
- ☐ non-government applicants that have not previously received funding from the department should also include one (1) copy of the organisation's financial statements (preferably audited) for the previous financial year. The department may ask for further information about the applicant's financial viability.

For applicants submitting a consortium application:

- ☐ Ensure that the nominated lead organisation (the applicant) is a legal entity capable of entering into a grant agreement with the department.

- ☐ Attach to the application a letter of support from each of the consortium members. Ensure that each letter of support includes the information required in Part B, section 12.1.

- ☐ Do **not** attach any documents which have not been requested in these guidelines. Unrequested attachments will **not** be assessed.

APPENDIX 2: FREQUENTLY ASKED QUESTIONS

Can my organisation apply for more than one grant under this funding round?

No. Only one grant under the Programme will be provided to each successful applicant.

Will late Applications be accepted?

In the interest of fairness, the department reserves the right not to accept late applications. In considering whether it would be fair to accept a late application, the department will take into account the degree of lateness, whether the cause of the lateness was beyond the applicant's control and such other facts as it considers relevant. The department may also ask the applicant to provide evidence to support its claims regarding the reasons for late submittal.

Please refer to Part B, section 15.6.

When will my organisation find out if my Application has been successful?

The selection process may take some time to complete, but it is anticipated that applicants will be notified of the outcome by the end of October 2015.

Can a number of organisations submit a consortium Application?

Yes. A joint application will be considered as a consortium. If the work or activity involves more than one organisation, you can submit a joint application. However, in order to manage the funds appropriately, if a joint application is successful, the department will enter into a grant agreement with the nominated lead organisation. The joint application should include letters of support in line with Part B, section 12.1.

What is a lead organisation?

If you submit a joint application with one or more other organisations, nominate a lead organisation for the application. The lead organisation for the activity will, if your application is successful, sign the grant agreement, receive the funding and assume legal responsibility for performing the grant agreement.

A lead organisation must be a legal entity which is able to enter into the grant agreement and must meet the Eligibility Criteria in Part B, section 1.

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

Yes. The grant agreement will outline the taxes (including GST), duties and government charges for which successful funding applicants will be responsible.

Applicants are responsible for ensuring compliance with appropriate taxation legislative requirements.

For general guidance on the taxation treatment of grants and funding from the Commonwealth, applicants may wish to refer to the Australian Taxation Office website. However, applicants are advised to seek independent advice from a taxation professional on how funding provided under this programme would be treated for tax purposes.

When will my organisation receive the funding?

All payments of funding will be based on milestones (e.g. performance reports) as set out in the schedule to the grant agreement.

Who should I contact if I need more information?

If you have any other questions or you need more information, direct all queries in writing by email to the Grant.ATM@health.gov.au inbox.

Ensure that you submit questions by no later than 5 August 2015. This allows the department to disseminate information to applicants with sufficient time for the applicant to consider the impact of the response on their application.

Only responses received in writing from Grant.ATM@health.gov.au can be relied upon. Verbal advice and written advice received from other sources **must not** be relied upon.

Can I attach additional information to my application?

No. The department will not assess attachments which have not been requested in Part B, section 15.4 of this documentation.

Will formatting, font size and colour affect the assessment of my application?

No. Applications will be assessed based on their content, not presentation. However, applications must be legible. Hand written applications may not be assessed.

APPENDIX 3: INDICATIVE BUDGET

Complete one indicative budget table for each project and attach it to the relevant Application Form. Alignment with the Standard Chart of Accounts (as used below) is preferred. Applicants may add or remove line items as required. All figures should exclude GST.

MYOB Account Number	**Suggested Account Name**	**2015-2016 (GST exclusive)**	**2016-2017 (GST exclusive)**	**2017-2018 (GST exclusive)**
4-0000	Income (Heading)			
4-1010	Grants (C'wealth) Operating – Recurrent			
4-1100	Grants – Other			
	Total Income			
6-0000	Expenses (Heading)			
6-0010	Accounting Fees			
6-0020	Advertising & Promotion			
6-0025	Agency Temp Staff			
6-0040	Assets Purchased <$5,000			
6-0050	Audit Fees			
6-0110 to 6-0200	Client Support Services			
6-0210	Client Support Consumables			
6-0220	Computer Expenses			

MYOB Account Number	Suggested Account Name	2015-2016 (GST exclusive)	2016-2017 (GST exclusive)	2017-2018 (GST exclusive)
6-0230	Consultancy Fees			
6-0320	Equipment Hire/Lease			
6-0400	Insurance - General			
6-0410	Insurance - Public Liability			
6-0420	Insurance - Professional Indemnity			
6-0480	Meeting Expenses			
6-0500	Motor Vehicle Expenses			
6-0520	Printing & Stationery			
6-0570	Rent			
6-0590	Repairs & Maintenance			
6-0600 to 6-0649	Salaries & Wages			
6-0680	Telephone & Fax Charges & Internet			
6-0700	Training & Development (Staff)			
6-0720	Utilities			
	Total Expenses			