



Australian Government

Department of Health

Commonwealth Continuity of Support Programme Accommodation Management Grant Opportunity Guidelines GOXXXX

Opening date:	TBC
Closing date and time:	2:00pm AEDT (Canberra time) on TBC
Commonwealth policy entity:	Department of Health (department)
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact the department via email: grant.atm@health.gov.au . Questions should be sent no later than 5:00pm AEDT on TBC .
Type of grant opportunity:	Closed non-competitive

These Grant Opportunity Guidelines are a draft ONLY. No further information is available at this time.

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1. Commonwealth Continuity of Support Programme: Accommodation Management - grant opportunity processes

The Commonwealth Continuity of Support: Accommodation Management Grant is designed to achieve Australian Government objectives.

This grant opportunity is part of the above grant program which contributes to the Department of Health's Outcome 6.2. 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 and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria. We assess your eligible application against the assessment criteria including an overall consideration of value with money.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with you if successful. 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

The guidelines contain information for the Commonwealth Continuity of Support (CoS) Programme Accommodation Management Grant (AMG) opportunity.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the 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

The CoS Programme was established in July 2016 to meet the former Council of Australian Governments' (COAG) commitment to continue to support people aged 65 and over (and Indigenous people aged 50 and over) who had been receiving state-managed specialist disability services but were ineligible for the National Disability Insurance Scheme (NDIS) at the time the NDIS was implemented.

In the context of the program, Continuity of Support means supporting older people with a disability to achieve similar outcomes in managing their health to those they were achieving prior to transitioning to the CoS programme.

The objectives of the programme are to:

- deliver high quality care, support and services to clients
- support clients to be informed about aged care service options and support their transition into aged care services where appropriate
- support clients through the delivery of accommodation support; community support; community access; respite services; and Individual Support Packages
- support clients through the direct service delivery of planned respite services which allow families and other regular carers to take a break from their usual caring duties and support and maintain the care relationship, while providing a positive experience for the person with a disability
- provide services that are socially and culturally appropriate and free from discrimination to all clients, including those with special needs
- facilitate client choice and enhance the independence and wellbeing of clients and ensure services are responsive to their needs
- provide flexible, timely services that are responsive to local needs and
- take into account the protection and promotion of the human rights of persons with disabilities in all policies and the CoS Programme.

The intended outcomes of the CoS Programme are:

- to provide continued support to eligible older people with disability who are/were receiving state-managed specialist disability services but are ineligible for the National Disability Insurance Scheme (NDIS) due to their age at the time the NDIS was implemented and
- that this cohort of older people with disability:
 - to be supported in appropriate accommodation

- is supported to be as independent as possible and
- have their human rights upheld in the provision and receipt of services.

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

2.1 About the grant opportunity

The AMG was announced as part of the Australian Government's commitment to strengthening Aged Care in the Mid-Year Economic and Fiscal Outlook 2018-19. The AMG offers the opportunity for CoS providers to improve the accommodation facilities for CoS clients. On 6 October 2020, the Australian Government also announced a further \$14.6 million (GST exclusive) over the 2020-21 financial year to continue the Department's commitment to organisations housing older people with disabilities.

The purpose of the grant opportunity is to provide organisations that deliver accommodation support to CoS clients with an opportunity to maintain or refurbish accommodation to meet the needs and support older clients with a disability in their care.

The AMG delivers improved accommodation for long term CoS clients and assists them to reside in their choice of accommodation.

The objectives of the grant opportunity are:

- maintaining accommodation standards for older people with disabilities under the CoS programme and
- refurbishing accommodation where required to meet acceptable standards for older people with disabilities under the CoS programme.

The intended outcomes of the grant opportunity are:

- for older people with a disability to be supported in appropriate accommodation under the CoS Programme
- to provide housing for older people with a disability in specialist long term residential accommodation that meets their care needs and
- to ensure CoS clients can continue to reside in supported accommodation.

The Activity will be measured against the below Performance Indicators (PIs).

Table 1: Performance Indicator/s (PIs)

Action	PI & Measure
All of the requirements in the Grant Agreement have been met.	The grant activity has increased the clients' wellbeing and welfare and is evidenced by the final report.
Activities are completed in line with the scope, timeframes and budget defined in the Activity Work Plan.	The department and your organisation agree that the requirements outlined in the Activity Work Plan have been completed as specified.

2.2 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 organisations to adapt to the changing environment. The Department will be considered in its approach to reporting over this time and be flexible in reporting requirements under the terms of the Schedule.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of up to \$14.6 million (GST exclusive) for the 20-21 financial year for this grant opportunity. The AMG grant funding is to be expended and acquitted by 1 December 2021 with final reporting to be submitted by 21 December 2021.

Table 2: Grant Opportunity Funding Available

2020-21 FY \$ M (GST exclusive)	Total \$ M (GST exclusive)
14.6	14.6

The AMG will be available to eligible providers with eligible clients in residential settings as described in Table 3.

The amount that an applicant can apply for each eligible client is dependent on the size of the facility as per **Table 3** below:

Table 3: Grant funding available per eligible client

COS Accommodation Support Activity	*Maximum Contribution Amount per Eligible Client
** Large Residential	*Up to \$4,585
*** Small Residential	*Up to \$8,191
Group Homes (1 bed)	*Up to \$44,114
Group Homes (2 bed)	*Up to \$18,777
Group Homes (3 bed)	*Up to \$11,654
Group Homes (4 bed)	*Up to \$11,573
Group Homes (5 bed)	*Up to \$9,891
Group Homes (6 bed)	*Up to \$8,191
Group Homes (7 bed)	*Up to \$7,007

*In the unlikely event that this grant opportunity is over-subscribed, applicants will receive a pro-rata share of the total grant amount of \$14.6 million (GST exclusive) and the Department may ask applicants to reduce the scope of the grant activity.

** *Large residential* facility with more than 20 places and provides 24-hour care.

*** *Small residential* facility with between 8 and 20 places and provides 24-hour care.

3.2 Grant period

The maximum period of this grant is from **TBC** with funds being expended and the project to be completed by 1 December 2021.

After this period, you must provide a report on your grant activity within 20 days.

4. Eligibility criteria

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

To be eligible to apply you must be the organisation/s listed at Appendix A.

4.1 Who is eligible to apply for a grant?

To be eligible you must be:

- one of the listed organisation/s at Appendix A – Eligible Organisations. Listed organisations are current CoS providers that are delivering supported residential accommodation services with an executed agreement with the Department

Eligible organisations can submit an online Accommodation Management Grant application form through [GrantConnect](#).

In the event that an organisation is found to be eligible and had not been included or becomes eligible during the process, the department reserves the right to declare that organisation/s as being eligible to apply for this grant opportunity through an addenda to these Grant Opportunity Guidelines.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are an organisation not listed in Appendix A.

4.3 What qualifications, skills or checks are required?

If you are providing disability services to our clients, you must be registered with the National Disability Insurance Scheme Commission, unless there is an existing exemption in place from the Department of Health. Further information on the NDIS Commission's requirements are included in the [CoS Programme Manual](#), available on the [Department's website](#) at [Department of Health Aged Care](#).

Your organisation will also be asked to declare compliance with certain regulations (refer to Section 10.2), where applicable. These requirements will be included in your grant agreement as follows:

- Working with Vulnerable People registration;
- Working with Children check;
- Australian Skills Quality Authority accreditation;

- if you employ or otherwise engage workers to carry out work for your business or organisation, you are required to meet your legal responsibilities under the applicable WHS legislation. Find out more at [Safe Work Australia](#)
- you are required to be compliant with all relevant laws and regulations as they apply to your Services location. Wherever the government funds building and construction activities, the following special regulatory requirements apply;
 - Building Code of Australia and other regulatory requirements of the relevant state or territory and local government in the jurisdiction in which the grant activity is to be undertaken and
 - you are required to be compliant with all relevant laws and regulations.
- if you intend on making any changes to the building in which you deliver services to CoS clients and you are not the building owner, you must have approval of the building owner to proceed with this grant application. If your organisation does not own the facility, you must attach the evidence that the building owner is aware of this grant application and approves the proposed works in the Project/Activity section of the application form with signed agreement.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activity must meet the objectives and outcomes outlined in section 2.1 of these grant opportunity guidelines, including:

- minor capital works¹ that improve the accommodation
- assessment or plans of the facility for refurbishment and maintenance
- refurbishment of the facility and
- maintenance of the facility.

5.2 Eligible expenditure

Eligible expenditure includes costs directly associated with the grant activity and can include:

- minor capital works, e.g. retiling bathrooms and materials needed for the completion of minor capital works
- payment for sub-contractors related to the activity and
- payments related to maintaining or refurbishing accommodation.

You can only spend grant funds on eligible activities as defined in your grant agreement. All works must be carried out and completed during the period of the grant agreement to be eligible.

The Department makes the final decision on what is 'eligible expenditure' and may give additional guidance on eligible expenditure, if required.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- rent
- project management costs

¹ See glossary for definition.

- purchase of land
- wages except for contractors employed for approved maintenance within scope of this grant opportunity, refurbishment and work directly related to the approved activity in this grant agreement
- other CoS service activities
- major capital expenditure/major construction/capital works (see glossary)
- new construction
- the covering of retrospective costs outside the grant period
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity and phone
- overseas travel and/or
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

6. The assessment criteria

6.1 Application Form

You must address the following assessment criteria in the Application Form. The Application Form includes text limits of 900 words/6000 characters for each criteria.

Organisations will be able to apply for multiple locations in the one application form.

If you are a lead organisation applying for more than one location, please provide a response to the selection criteria as to how as the lead organisation, you will achieve the outcomes and objectives of the grant opportunity across all locations.

You must provide information on how your organisation will implement the grant activity, who will benefit and how the grant activity will improve and maintain accommodation standards and increase social cohesion for CoS clients.

Assessment Criterion

Criterion 1: Describe the project in detail and how it will be delivered.

In responding to this criterion you should include:

- a description and the objectives of the project, including how it will be implemented and delivered; and

Criterion 2: Describe the intended outcomes for CoS clients your project will achieve

In responding to this criterion you should include:

- details about who will benefit and the intended outcomes; and
- details about how the project will increase social cohesion in the target community.

6.2 AMG Questionnaire

Organisations may apply for multiple locations in the application form. You must provide details of each activity for each location in **Column O** of the '**AMG Questionnaire**'. The AMG Questionnaire must be attached to the online application form. The application cannot be assessed without the AMG Questionnaire.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

We will only award funding to applications that rank suitable against the assessment criteria. The criteria is not weighted.

If your organisation is applying for funding in various locations (facilities), please provide a brief description for each location (facility) on each project in the **Column O** of the '**AMG Questionnaire**' available in the GO Documents on Grant Connect where you started your application.

Please use the Budget tab in the AMG Questionnaire to assist you in totalling your approximated budget under the terms of the grant.

7. How to apply

One application per organisation will be assessed. If you are applying for more than one location, please provide only one application and provide details for multiple locations in the questionnaire provided on [GrantConnect](#) and attach the questionnaire to your application. If more than one application is submitted, the Department may contact you to amend your application to include all locations in the one application.

The maximum grant amount is calculated by considering the number of CoS clients in each of the accommodation support activity types, as outlined in Table 3 in section 3.1.

The Accommodation Management Grant Questionnaire has a 'Budget tab' to assist you in calculating the maximum amount of funding your organisation is able to apply for. You should consider the amount of funding you will be eligible for. Any unspent funds will need to be acquitted via the normal processes.

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

These documents can be found at [GrantConnect](#). Once you are registered on [GrantConnect](#), any alterations and addenda² will be published on [GrantConnect](#) and you will be automatically notified regarding any changes. [GrantConnect](#) is the authoritative source for grants information.

To apply you must:

- complete the Application Form on [GrantConnect](#);
- provide all the information requested;
- address all eligibility criteria and assessment criteria;
- include all necessary attachments; and
- submit your application on [GrantConnect](#) by the closing date and time, as specified on the front cover of these guidelines.

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

² 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

will investigate any false or misleading information and may exclude your application from further consideration.

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

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

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

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

If the assessment process identifies unintentional errors in an application, the department may contact you to correct or clarify the errors, but you will not be permitted to make any material alterations or additions to the application.

7.1 Attachments to the application

You **must** provide the following documents with your application form:

- confirmation from the owner of each of the buildings for which you are seeking funding (if that is not your organisation) endorsing the building improvements proposed in the application for grant funding; and
- Accommodation Management Grant Questionnaire:
 - If you are applying for funding to be used across multiple locations, please include the required information for **all** locations in the one application
 - Included is a budget tab to calculate your maximum grant amount.

You must attach supporting documentation to the Application Form in line with the instructions provided within the form. You should only attach requested documents. We are unable to consider additional information that has not been requested.

7.2 Timing of grant opportunity processes

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

If you are successful, we expect you will be able to commence your grant activity in **TBC** and complete your activity by 1 December 2021 with the final report due within 20 days.

Table 4: Expected timing for this grant opportunity

Activity	Expected Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	2 weeks
Negotiations and award of grant agreements	1-3 weeks

Activity	Expected Timeframe
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	TBC
End date of grant activity or agreement	December 2021

7.3 Questions during the application process

If you have questions relating to clarification of information of the available grant, technical issues or process during the application period, please contact grant.atm@health.gov.au. The department will respond to emailed questions within five working days.

Requests for clarification will be posted on the [GrantConnect](#) website in Frequently Asked Questions (FAQ's) document relating to this grant opportunity. Any questions will be de-identified. Registered applicants will automatically receive updates to the documents via email from the [GrantConnect](#) website.

The department cannot assist you to address assessment criteria/determine eligibility or complete your application.

8. The grant selection process

Your application will be assessed through a closed non-competitive grant process.

We will check your application to ensure it meets the eligibility criteria, applications that meet other specified requirements, including compliance.

In your application, the answers you provide will be assessed against objectives of your grant activity, including:

- a description and the objectives of the project, including how it will be implemented and delivered;
- details about who will benefit and the intended outcomes; and
- details about how the project will increase social cohesion in the target community.

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

In the unlikely event that the grant opportunity is oversubscribed, the grant funding will be apportioned across all eligible applications and applicants may be asked to narrow the scope of their grant activities.

8.1 Assessment of grant applications

Only eligible applications will move to the next stage. We consider eligible applications through a closed non-competitive grant process.

We will then assess your application against the assessment criteria (see Section 6). We will consider your application on its merits, based on:

- how well it meets the criteria; and
- whether it provides value with relevant money.

We will assess whether your application and past performance in the CoS Programme continues to provide value with relevant money. Further information can be found here - [Value for Money Department of Finance](#).

Table 5: Descriptive Classification Rating Scale

Rating (for individual criterion)	Rank
Excellent quality <ul style="list-style-type: none"> • exceeding the criteria, through a creative or innovative response or where additional 'added value' areas have been identified • clear evidence of ability to exceed the proposed criteria 	5
Very good quality <ul style="list-style-type: none"> • meeting all aspects of the criteria • comprehensive, clear proposal demonstrating a good understanding of the criteria • clear evidence of ability to meet or deliver to the proposed criteria 	4
Good <ul style="list-style-type: none"> • meeting the majority but not all aspects of the criteria • adequate evidence of ability to meet or deliver to the proposed criteria 	3
Fair quality <ul style="list-style-type: none"> • meeting certain aspects to a minimum extent but fails in others • little evidence of ability to meet or deliver to the proposed criteria 	2
Poor quality <ul style="list-style-type: none"> • none provided • demonstrating a significant misunderstanding of the question • not meeting the criteria even to a minimum extent 	1

8.2 Who will assess applications?

An assessment committee will assess the application on its merit. The assessment committee may be made up of staff within the Department of Health and the Community Grants Hub of the Department of Social Services including a Grants Manager, Grant Assessment Officers, Grant Contract Managers and The Grant Design and Advice team.

The Department may ask external advisors to inform the assessment process. Any advisor who is not a Commonwealth Official, will be treated as one, and expected to act as one, in accordance with the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

These external advisors may include Quantity Surveyors and financial advisors.

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth. The assessment committee may also consider information about you or your application that is available through the normal course of business.

8.3 Who will approve grants?

The Assistant Secretary, Hearing and Disability Interface Branch, Cancer, Hearing and Program Support Division (the Decision Maker) decides which grants 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.

9. 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.

Unsuccessful applicants will be advised in writing. 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 ten days of being notified of the outcome by emailing AccommoManageGrant@health.gov.au. We will respond to your request for feedback in writing within 10 days.

10. Successful grant applications

10.1 The grant agreement

We will use a simple grant agreement.

You will have 20 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Decision Maker.

10.2 Specific legislation, policies and industry standards

Wherever the Australian Government funds building and construction activities, and subject to any threshold requirements, the following special regulatory requirements apply:

- Code for Tendering and Performance of Building Work 2016 (Building Code 2016); and
- Australian Government Building and Construction WHS Accreditation Scheme (WHS Scheme).

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid; and
- any other restrictions if required.

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

We will make subsequent payments based on your progress against milestones and based on your actual eligible expenditure.

You must complete your grant activity by the date specified in the grant agreement.

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.

10.4 Grants Payments and GST

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

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

11. Announcement of grants

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

12. How we monitor your grant activity

You must submit reports in line with the timeframes in the grant agreement. We will provide sample templates for these reports in the grant agreement. We will expect you to report on expenditure of grant funding on eligible activities as agreed in your grant agreement.

12.1 Keeping us informed

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

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

You must also inform us of any changes to your

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

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

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

If the grantee stops providing disability services for older people in the building, or sells, transfers or demolishes the building, the department may require the grant or part of the grant, to be repaid.

12.2 Reporting

When you complete the grant activity, you must submit a final report.

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 20 days of completion in the format provided in the grant agreement.

A final report/acquittal report form will be provided after the grant agreement has been signed.

12.3 Audited financial acquittal report

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.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Agreement Manager who's contact details are provided in your grant agreement.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Record keeping

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

12.7 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 improved outcomes for your CoS clients and to evaluate how effective the grant was in achieving its outcomes.

12.8 Acknowledgement

If you make a public statement about a grant activity funded under the program, the department requires you to acknowledge the grant by using the following:

“Funded by the Australian Government Commonwealth Continuity of Support Accommodation Management Grant”.

13. Probity

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

These guidelines may be changed from time-to-time by the department. When this happens, the revised guidelines will be published on [GrantConnect](#).

13.1 Enquiries and feedback

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

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

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: [Commonwealth Ombudsman](#)

13.2 Conflicts of interest

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

1. has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer [or member of an external panel];
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](#).

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13.3 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.

13.4 Confidential Information

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

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

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

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

13.5 Freedom of information

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

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

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

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

By email: foi@health.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
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
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> ○ under which relevant money³ or other Consolidated Revenue Fund (CRF) money⁴ is to be paid to a grantee other than the Commonwealth; and ○ which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
Minor capital works	Minor capital works consists of minor/general repair, maintenance and/or upgrade projects that contribute to improving and maintaining CoS client facilities, and/or emergency works that will assist with the safety and accessibility of accommodation for CoS client/s. These works must not change the footprint of current premises.

³ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁴ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
major capital expenditure/major construction/capital	Major capital works consist of major purchases, the purchase or construction of new accommodation, the demolition (whether or not followed by the replacement) of the majority of existing premises, extensive renovation projects, purchase of freehold vacant land (when required as part of a building activity) and works that extend beyond the existing footprint of the current premises.
PBS Program	Described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower 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.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ol style="list-style-type: none"> 1.1 the quality of the project proposal and activities; 2.1 fitness for purpose of the proposal in contributing to government objectives; 3.1 that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and 4.1 the potential grantee's relevant experience and performance history.

Appendix A. [List of Eligible Organisations]

Legal Entity Name	ABN
Ability Centre Australasia Ltd	79057702959
Ability Options Ltd	92003175335
Able Australia Services	83024339234
Ablecare Pty. Ltd.	37075026112
Achieve Australia Limited	49133306902
Acquired Brain Injury Services Limited	57826171639
Activ Foundation Inc	11553592765
Alkira Centre - Box Hill Inc.	47368869748
Allevia Limited	78554047325
Anglicare N.T. Ltd	76605552494
Anglicare SA Ltd.	69187578153
Anglicare Tasmania Inc.	90979742836
Annecto Inc.	69045491808
A.Q.A. Victoria Limited	90006691185
Araluen Centre	45056676558
Aruma Foundation Limited	59032986751
ARC Disability Services Inc	59187522904
Assisted Community Living Limited	60114099928
Australian Foundation for Disability	99000112729
Australian Home Care Services Pty Ltd	19082554630
Australian Unity Home Care Service Pty Ltd	73609694475
Autism Association of Western Australia Inc	54354917843
Bannister Technical Pty Limited	66096919014
Barossa Enterprises Incorporated	54270249817
Bayley House	79262349071
Bedford Phoenix Incorporated	24839364005
Bethany Care Ltd	13069810948
Brightwater Care Group Limited	23445460050
Calvary Home Care Services Limited	44118225559
CareChoice (Aust) Pty Ltd ATF Carechoice Business Trust	32730624537
Carer Solutions Australia Pty Ltd	58151373689
Carers and Disability Link Incorporated	35139389561
Caringa Australia Limited	57250634865
Carpentaria Disability Services Ltd	85940440965
Central Coast Living Options Inc	37089411280
Central Queensland Hospital and Health Service	76874184685
Cerebral Palsy Alliance	45000062288
Challenge Community Services	17059209675
Civic Disability Services Limited	16000744141
Coastal Residential Service Inc	79005891072
Community Accommodation and Respite Agency Incorporated	22813645129
Community Care Options Limited	38716084913
Community Lifestyle Support Ltd	11514282731
Community Living Australia Ltd	24605680635
Community Living Options Incorporated	60857492274
Connect GV	92086054195
Cooinda-Terang Inc.	76787282761

Cootharinga North Queensland	92009656679
CPL - Choice, Passion, Life	27009942269
CRANES Community Support Programs Limited	16158701912
Currajong Disability Services Limited	12311801338
Crosslinks Incorporated	51543927884
Dare Disability Support	15000692366
Deaf Services Limited	62118664298
Department of Communities and Justice - (Central Coast)	36433875185
Department of Health of WA	28684750332
Devonfield Enterprises Inc.	48154912044
DFM Financial Group Australia Pty Limited	61624189797
disAbility Living Incorporated	48028049217
Disability Services Australia Limited	35002507655
Disability Services Commission	36922715369
Diversity South Inc	19915903663
Dolleina Pty Limited	84089578950
Dundaloo Foundation Limited	74059932446
Dynamic Support Services PTY LTD	67618300164
Endeavour Foundation	80009670704
Enhanced Lifestyles Incorporated	97693974414
Equity Works Assoc. Inc	58867365549
Eskleigh Foundation Incorporated	69198102979
Eurella Community Services Incorporated	12900448879
Eurobodalla Shire Council	47504455945
Fairhaven Services Ltd	83058123729
Fraser Coast Family Networks Inc	55359296001
Gellibrand Support Services Inc.	16025675584
Gladstone Community Linking Agency Ltd	49376131348
Glenray Industries Limited	96059568482
Golden City Support Services Inc.	33586321325
Handihome Sunnybank Inc	46500526776
Hartley Lifecare Inc	94939893932
Hills Community Options Incorporated	38068202746
Hobart City Mission Incorporated	45880587855
Identitywa	30585628518
Inala	22000434364
Independence Australia Group Limited	80973805243
Jewish Care	29000041529
Jewish Care (Victoria) Inc.	78345431247
Just Better Care Pty Ltd	39117502137
Kare One Pty. Ltd.	11115173709
Karingal St Laurence Limited	74614366031
Kindilan Society	21004947782
Kirinari Community Services Ltd	34090653946
Lambing Flat Enterprises Ltd	26044738768
Langford Support Services Inc	99804549321
L'Arche Beni-Abbes Community Inc.	90702292321
L'Arche NSW Incorporated	47638387615
Life Without Barriers	15101252171
Lifestyle Assistance and Accommodation Service Incorporated	89938070173

Lifestyle Solutions (AUST) Ltd	85097999347
Lithgow Information and Neighbourhood Centre Limited	31175063234
LiveBetter Services Limited	13160259512
Liviende Veranto	72867597283
Living My Way Limited	47110995518
Mai-Wel Limited	88060661476
McCall Gardens Community Foundation Limited	73058889679
McCallum Disability Services Inc.	65583429720
Melba Support Services Inc.	39848842276
Melbourne City Mission	56161846149
Mercy Connect Limited	45075648378
Mind Australia Limited	22005063589
Minda Incorporated	37020000711
Mirridong Services Inc.	34210703350
Moira Limited	22729829472
Mosaic Support Services (TAS) Inc	72733048258
Multicap Limited	40120240686
Multicap Tasmania Inc.	87395581892
Multiple Sclerosis Limited	66004942287
Multiple Sclerosis Society of Queensland	56731473412
Multitask Human Resource Foundation Limited	48738917341
Nadrasca	90125235047
New Haven Farm Home Limited	24001329871
New Horizons Enterprises Ltd	42002066604
Nexus Inc	71925635744
Ningana Enterprises Limited	84023606313
Noweyung Ltd	21114659415
Nulsen Group Ltd.	43130353890
Oak Tasmania	44055920306
OC Connections Limited	91480733899
Open Minds Australia Limited	19009687030
Orana Australia Ltd	60426516114
Orange City Council	85985402386
Providing All Living Supports (PALS) Inc	38788328554
Quality Lifestyle Support Pty Ltd	43092474872
RichmondPRA Limited	66001280628
Rise Network Inc	84378990136
Rocky Bay Limited	66028387386
Roman Catholic Church for the Archdiocese of Canberra and Goulburn as Trustees for Catholiccare	90046512373
Royal Rehab	34000025794
SAC (SA) Pty Ltd ATF The Marshall Care Providers Trust	94504257933
Samaritans Foundation-Diocese of Newcastle	38574464524
SBcare Incorporated	15447329196
Scope (Aust) Ltd	63004280871
Seton Villa	90050041926
Southern Cross Care Services Pty Limited	76107689234
Southern Stay Disability Services Inc.	40293510471
Spinal Life Australia Ltd	39293063049
St Giles Society Limited	79067523335

St John of God Outreach Services	36064831965
St. Michaels Association Incorporated	17850072308
Sunnyfield	72000415127
Sunnyhaven Disability Services Ltd	71059213946
Sylvanvale Foundation Limited	33502584264
Teem Treasure Pty Ltd	14111759141
The Ascent Group Australia Limited	54059901512
The Corporation of the Synod of the Diocese of Brisbane (Anglicare)	39906010979
The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane	35020644975
The Disability Trust	29001260153
The Multiple Sclerosis Society of Western Australia (Incorporated)	75638080972
The Northcott Society	87302064152
The Paraplegic and Quadriplegic Association of South Australia Incorporated	92713327348
The Paraplegic & Quadriplegic Association of N S W	42000355948
The Salvation Army (Victoria) Property Trust	64472238844
The Trustee for SAS Unit Trust	44049723395
Third Sector Australia Ltd	54213576984
Thorndale Foundation Limited	72060340132
Tulgeen Group	23001616100
Unisson Disability Limited	28613272772
United Disability Care Pty Ltd	75065087210
Uniting (NSW.ACT)	78722539923
Uniting (Victoria and Tasmania) Limited	81098317125
Uniting Church In Australia Property Trust (Q) Trading As UnitingCare Community Uniting Church In Australia Property Trust (Q) - Trading As Wesley Mission Queensland	25548385225
UnitingCare West	75467729203
Valmar Support Services Limited	38060125340
Victorian Deaf Society	56004058084
Victorian Person Centred Services Limited	64762103425
Villa Maria Catholic Homes Limited	32004364103
Vivability Limited	75628890237
W.A. Blue Sky Inc.	87956703091
Warrah Society	95572025945
Wesley Community Services Limited	42164655145
Westhaven Limited	56000543046
Windgap Foundation Limited	14050095077
Yooralla	14005304432
YWCA Australia	74111663873