



Australian Government

Department of Health and Aged Care

Mental Health Program National Mental Health Pathways to Practice Program Pilot Grant Opportunity Guidelines GOXXXX

Opening date:	[dd mmmm yyyy]
Closing date and time:	2:00pm (Canberra time) on [dd mmmm yyyy]
Commonwealth policy entity:	Department of Health and Aged Care (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 (Canberra time) 5 business days before the close date.
Type of grant opportunity:	Targeted Competitive

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DRAFT

1 Mental Health Program: National Mental Health Pathways to Practice Program Pilot

The Mental Health Program: National Mental Health Pathways to Practice Program Pilot is designed to achieve Australian Government objectives. This grant opportunity is part of the above grant program which contributes to the Department of Health and Aged Care's Outcome 1 – Health Policy, Access and Support. The Department of Health and Aged Care 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 and compare it to other applications.



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

These guidelines contain information for the *National Mental Health Pathways to Practice Program Pilot* grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Health and Aged Care.

2 About the grant program

Through the National Mental Health and Suicide Prevention Agreement (Agreement), all governments have agreed to work together to build a mental health and suicide prevention workforce that is culturally safe and responsive to changing needs, while ensuring current shortages and maldistribution are addressed.

Under the Agreement, governments have agreed to work in partnership to develop and implement a 10-year National Mental Health Workforce Strategy (Strategy) which will consider the quality, supply, distribution and structure of the mental health workforce.

The National Mental Health Pathways to Practice Program Pilot (Pathways to Practice) was announced as part of the 2022-23 Budget measure *Implementing the 10-year Mental Health Workforce Strategy*. The Pathways to Practice program will run over three years from 2022-23 to 2024-25.

Pathways to Practice will contribute to the achievement of the Department of Health and Aged Care's Portfolio Budget Statement (PBS) Outcome 1 – Health Policy, Access and Support:

Better equip Australia to meet current and future health needs of all Australians through the delivery of evidence-based health policies; improved access to comprehensive and coordinated health care; ensuring sustainable funding for health services, research and technologies; and protecting the health and safety of the Australian community.

Under Program 1.2: Mental Health, the Australian Government is committed to improving the mental health and wellbeing of all Australians, including a focus on suicide prevention.

The objectives of the program are:

- Working with states and territories to implement the Agreement and associated bilateral schedules; and
- Implementing actions under the Strategy.

The intended outcomes of the program are:

- Improve access to high quality mental health care for all Australians;
- Grow and upskill the mental health workforce; and

- Deliver a sustainable, skilled, supported and equitably distributed workforce to meet Australia's current and future needs.

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

2.1 About the grant opportunity

The purpose of this grant opportunity is to attract and retain nursing and allied health students and graduates, including psychologists, to the mental health sector by providing supervised placement opportunities across primary and private settings in a range of locations, including non-metropolitan regions. It aims to improve the experience of students and graduates in the mental health sector by exposing them to less intensive service settings, with the aim to retain them in the mental health sector. It also aims to boost the training pipeline by training more students that can go on to work in the mental health sector upon graduation.

This grant opportunity takes immediate action to alleviate workforce shortages and reduce wait times for services. It also forms a key part of the initial implementation of the Strategy, addressing commitments made in the Agreement.

The grant will provide funding of \$17.094 million over three years (from 2022-23 to 2024-25).

The objectives of the grant opportunity are to:

- Attract and retain nursing and allied health students and graduates, including psychologists, to the mental health sector by providing supervised placement opportunities in primary and private settings;
- Boost the training pipeline by training more students that can go on to work in the mental health sector upon graduation; and
- Upskill the current psychology workforce by increasing the number of Psychology Board of Australia (Board) endorsed supervisors to increase access to supervision.

The intended outcomes of the grant opportunity are:

- Provide interim actions to immediately address some of the known bottlenecks in the mental health workforce training pathway;
- Address critical shortages in the mental health workforce;
- Provide supervised placements for nursing and allied health students and graduates and supervised internships for provisional psychologists;
- Provide placement opportunities in a range of locations including non-metropolitan regions;
- Increase retention of students and graduates in the mental health sector by improving placement experience in a less intensive service delivery environment; and
- Increase the number of Psychology Board of Australia endorsed supervisors.

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

Table 1: Performance Indicator/s (PIs)

Action	PI & Measure
All of the requirements in the Grant Agreement have been met.	Information is provided to an acceptable standard in the performance reports, Activity Work Plans and budgets.
Number of places offered, filled and completed by location and profession.	Six-monthly count of placements/training places offered, filled and completed by profession, and rate of increase.
Number of Psychology Board of Australia endorsed supervisors trained*.	Six-monthly count of Psychology Board of Australia endorsed supervisors trained, and rate of increase*.
Percentage of all placements and supervisor training places to First Nations students, graduates and supervisors.	Minimum of 5% of placements and supervisor training places (as a first priority) to First Nations students, graduates and supervisors. Six-monthly count of placements and places, and actions taken to reach target. If target not reached, analysis and justification must be provided.
Activities are completed according to 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.

*Please note this is only applicable for applicants who apply for this component of the program.

3 Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$17.094 million (GST Exclusive) over three years for the National Mental Health Pathways to Practice Program Pilot.

There is no maximum grant amount but grants cannot exceed the amount of available funds.

The grant opportunity will run from 2022-23 to 2024-25.

Table 2: Total Grant Opportunity Funding Available

2022-23 FY \$ M (GST exclusive)	2023-24 FY \$ M (GST exclusive)	2024-25 FY \$ M (GST exclusive)	Total \$ M (GST exclusive)
5.745	7.398	3.951	17.094

There are three grant streams available in this grant opportunity.

- **The Nursing and Allied Health Stream** must provide a minimum of 660 (total) supervised nursing, occupational therapist (OT) and social work student and post-graduate mental health placements.
 - A minimum of 75 places should be provided for supporting early career nurses in Nursing Transition to Practice type placements. Targeted for registered nurses who are in their first five years of practice in the mental health sector to provide support and mentorship to ensure retention in the mental health sector.
 - Places should be evenly distributed across the three areas of study (Nursing, OT and Social Work).
- **The Psychology Stream** must provide a minimum of 75 supervised placements for postgraduate provisional psychologists (ensuring a mix of 1 year internships under the 5+1 Pathway or placements within a Masters of Clinical Psychology).
- **The Board Endorsed Supervisor Training Stream** must provide a minimum of 150 free Board-endorsed supervisor training sessions.

Multiple grants are available as part of this grant opportunity. Applicants for a specific stream may demonstrate how they will meet the minimum number of placements or training sessions for that stream but may also demonstrate how they will meet a portion of this minimum number. Applicants may apply for multiple streams under one application; applicants should clearly identify which stream/s are included in their application.

3.2 Grant period

The maximum grant period is across three financial years.

You must complete your grant activities by 30 June 2025.

4 Eligibility criteria

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

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- Have an Australian Business Number (ABN);
- Be registered for the purposes of GST;
- Have an account with an Australian financial institution;
- Be a registered training organisation or Australian University Higher Education Provider (as listed on the [Study Australia Website](#)) established to deliver:
 - Nursing and/or OT and/or Social Work degrees; and/or
 - Postgraduate Psychology degrees (either Clinical or Professional); and/or
 - [Australian Health Practitioner Regulation Agency \(AHPRA\) board-approved Psychology Supervisor Training](#) online.

and be one of the following entity types:

- A company incorporated in Australia;
- A company incorporated by guarantee;

- An incorporated trustee on behalf of a trust (where you apply as a trustee on behalf of a trust, please apply using the trustee name, not the name of the trust);
- An incorporated association;
- A partnership;
- An individual;
- An Australian local government body;
- An Australian state or territory government body;
- An other incorporated entity;
- An other unincorporated entity;
- An Australian Company;
- A Family Partnership; or
- An Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#).

Applications from consortia are acceptable and encouraged, as long as you have a lead applicant for each grant who is solely accountable to the Commonwealth for the delivery of grant activities and is eligible as per the list above. All organisations with the consortia must meet all eligibility criteria, with exception to being a registered training organisation or Australian University Higher Education Provider.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- An overseas resident/organisation;
- Any organisation not included in section 4.1; and/or
- An organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au).

4.3 What qualifications, skills or checks are required?

Your organisation must maintain the following registration:

- [Australian Skills Quality Authority accreditation](#);
- [Psychology Board of Australia approved training provider](#) (for all training providers); and/or
- [Registration with Tertiary Education Quality and Standards Agency](#) (TEQSA) (for all higher education providers).

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

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

5 What the grant money can be used for

5.1 Eligible grant activities

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

- Facilitating nursing, OT, social work and/or psychology student and graduate placements;
- Working with mental health care providers in primary and private settings to support placements;
- Providing supervised placements for postgraduate provisional psychologists (either 1 year internships under the 5+1 Pathway or placements within a Masters of Clinical Psychology); and
- Providing free Psychology Board of Australia endorsed supervisor training for eligible psychologists.

A minimum of 5% of all placements and supervisor training places must be allocated to First Nations students, graduates and supervisors as a first priority.

Placements must be provided in primary and private mental health settings, with exception to early career nursing placements (such as transition to practice programs).

5.2 Eligible locations

Your grant activities must be delivered in Australia. Your grant activities should consider targeting a minimum number of placements to regional, rural and remote areas ([Modified Monash Model Category](#) MM3 – MM7). The Department of Health and Aged Care may prioritise placements in regional, rural and remote areas.

5.3 Eligible expenditure

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

Eligible expenditure items include:

- Staffing (wages of staff directly involved in the supervision of students/graduates and/or wages of staff coordinating placement matching);
- Education costs (cost for providing Psychology Board of Australia endorsed supervisor training for eligible psychologists);
- Network costs (e.g. internet usage);
- Communication Costs (e.g. to promote placement or training opportunities, or connect with placement providers);
- Administration Costs (related to coordination of placement matching, student relocation and Board endorsed training);
- Relocation costs paid to the student/graduate (for student/graduates relocating more than 80km to or from a MM3-7 for their placement, capped at \$2,000 per student/graduate); and
- Project costs for placement matching service including software, domestic travel, and meetings.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

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

You must incur the expenditure on your grant activities between the start date and end or completion date for your grant activity for it to be eligible.

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- Subsidising the degrees for students;
- Research activities;
- Proposed granting activities outside of Australia;
- Marketing campaigns;
- Activities that are already funded on an ongoing basis by other Australian, state or territory, or local government programs (excluding funding from the Australian Government Department of Education to Higher Education Providers as part of the Commonwealth Grant Scheme (CGS), which subsidises course fees for eligible higher education students); and
- Activities that commenced prior to the grant agreement being finalised, such as capital costs.

You cannot use the grant for the following costs:

- Purchase of land;
- Wages/salaries not involved in the direct supervision and/or training of student placements/internships;
- Major capital expenditure;
- The covering of retrospective costs;
- Costs incurred in the preparation of a grant application or related documentation;
- Subsidy of general ongoing administration of an organisation such as electricity, phone and rent where it is unrelated to the grant activities;
- Major construction/capital works;
- Overseas travel; and
- Activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6 The assessment criteria

You must address all of the following assessment criteria in the application. All criteria have equal weighting.

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

The Application Form includes word limits.

We will only award funding to applications that score at least “Good” against all assessment criteria (based on the Rating Scale at 8.1), in the first instance.

Criterion 1 – Alignment with Program Objectives and Outcomes – 1000-word limit

Describe how the grant activity contributes to the objectives and outcomes of the grant opportunity as described at Section 2.1.

In addition, you must complete the indicative activity work plan (template provided on GrantConnect).

You must demonstrate this through identifying:

- How the activities proposed in your organisation's application align with the grant opportunity's objectives and outcomes;
- How the activities proposed in your organisation's application overcome barriers to providing placements in different regions, including non-metropolitan regions;
- How your organisation will identify, engage and collaborate with relevant stakeholders to ensure the effective delivery of the grant objectives and outcomes; and
- Specify if you are applying for Nursing and Allied Health placements, Psychology placements and/or Board-endorsed supervisor training and the number of placements and training places you are able to deliver.

A strong response will:

- Demonstrate how you will put in place measures to facilitate a regional, rural or remote component for your placements; and
- Demonstrate how you will work to attract a minimum of 5% of all placements and supervisor training places to First Nations students, graduates and supervisors as a first priority.

Criterion 2 - Efficient, Effective, Economical and Ethical use of Relevant Money – 750-word limit

Describe how you will ensure the efficient and economical use of grant funds when delivering your project/activities. A strong response will identify how the project/activities will achieve high quality outcomes in a cost-effective way. Your response should outline how placements and/or training places will be maximised within your budget, and funding will be directed towards student experience minimising administrative costs where practical.

In addition, you must complete the indicative activity budget (template provided on GrantConnect).

A strong response will:

- Demonstrate how findings from your activities can be captured and used to inform an external evaluation to benefit the overall aims of the program.

Criterion 3 – Organisational Capacity and Performance – 1000-word limit

Describe the experience you have in facilitating student and graduate placements (activities under section 5.1).

A strong response will identify experience in providing interventions designed to increase student and graduate placements in the mental health sector.

Criterion 4 – Support provided to students, graduates and/or supervisors in training – 1000-word limit

Describe what your organisation does to ensure students, graduates and supervisors participating in placements are supported. In responding to this criterion, you should provide details of (where relevant to your activities):

- Your processes for matching students and graduates to placements and supervisors;
- Processes to ensure cultural safety for First Nations students, graduates and supervisors;
- Processes to ensure that anyone matched to environments likely to involve children are compliant with all policies, procedures, guidelines and training related to child safety (noting that all grant recipients must comply with all Australian law relating to employing or engaging people who work or volunteer with children);
- Clinical supports provided to students and graduates on placements;
- Feedback mechanisms to enable improved placement matching services into the future;
- Supports provided to supervisors in training to increase continuation into supervisory roles; and
- Processes to ensure that supervisors appropriately convey the importance of adhering to the Commonwealth Child Safe Framework to their supervisees (who may be working in environments involving children).

Criterion 5 – Risk Management

Using the Risk Management Plan template (template provided on GrantConnect), outline key risks and issues that may be encountered in undertaking your Organisation's proposal and identify strategies or measures to mitigate the impact of the risk of the delivery of activities under your Organisation's proposal.

7 How to apply

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

These documents are found on [GrantConnect](#). Any alterations and addenda¹ will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- Read all available documentation about the grant opportunity provided on GrantConnect;
- Complete the Application Form available on GrantConnect;
- Provide all the information requested;
- Address all eligibility criteria and assessment criteria;
- Include all necessary attachments; and

¹ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

- Submit your application/s by the closing date and time as specified on the front cover of these guidelines.

We will not provide application forms or accept application for this grant opportunity by email.

If you need assistance with the application process, submitting an application online, have any technical difficulties or find an error in your application after submission but before the closing date and time, you should contact us on (02) 6289 5600 or email Grant.ATM@health.gov.au.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

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

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

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

You should keep a copy of your application and any supporting documents. You will receive an automated notification acknowledging the receipt of your application.

7.1 Attachments to the application

We require the following documents with your application:

- An activity work plan, indicative budget and risk management plan as per the template contained in the excel Attachments Pack available on the [GrantConnect](#) website;
- Evidence of funding strategy, e.g. financial statements, loan agreements, cash flow documents;
- Evidence of support from your organisation's board, CEO or equivalent; and
- If applying as a trust, a trust deed.

If you do not attach the requested documents, your application may not progress further in the process. 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 will not consider information in attachments that we do not request.

7.2 Joint (consortium) applications

We recognise that some organisations may want to join as a group to deliver a grant activity. In these circumstances, you must appoint a 'lead organisation'.

Only the lead organisation will enter into a grant agreement with the department and will be responsible for submitting an application on behalf of the Consortium, the lead organisation must have the authority to do so on behalf of the consortium members.

The application must identify all other members of the proposed group and a formal agreement must be in place between all consortium members and provided to the department in the form of a letter of support, prior to the execution of the grant agreement.

Each letter of support should include:

- Details of the partner organisation;
- An overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity;
- An outline of the relevant experience and/or expertise the partner organisation will bring to the group;
- The roles/responsibilities of the partner organisation and the resources they will contribute (if any);
- Outline how partners will ensure compliance with relevant legislation, policies and industry standards (Section 10.2); and
- Details of a nominated management level contact officer.

It is the responsibility of the lead organisation to ensure that all parties and subcontractors comply with the relevant aspects of the written agreement.

Lead Organisations must also ensure any and all members of the party are not included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au).

7.3 Timing of grant opportunity processes

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

We will only accept a late application where exceptional circumstances prevent you from submitting an application during the application period, and the Decision Maker agrees.

If you are successful, we expect you will be able to commence your grant activity around June 2023.

Table 4: Expected timing for this grant opportunity

Activity	Expected Timeframe
Assessment of applications	2 weeks
Approval of outcomes of selection process	2 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	June 2023
End date of grant activity or agreement	30 June 2025

7.4 Questions during the application process

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

Requests for clarification may form the basis of a response that will be posted on the [GrantConnect](#) website in Frequently Asked Questions document relating to this grant

opportunity. Any questions will be de-identified. Registered applicants will be notified of updates to the documents via email from the [GrantConnect](#) website.

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

8 The grant selection process

8.1 Assessment of grant applications

We first review your application against the eligibility criteria in Section 4.

Only eligible applications and applications that meet other specified requirements, including compliance (outlined in section 10.2), will move to the next stage. We consider eligible applications through a targeted competitive grant process.

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

- How well it meets the criteria;
- The extent to which the evidence in the application, including attachments, demonstrates that it will contribute to meeting the outcomes/objectives of the program;
- How it compares to other applications; and
- Whether it provides value with relevant money.

We will rate your application using the Assessment Criteria Scoring Matrix.

Table 5: Assessment Criteria Scoring Matrix

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria, exceeds expectations.	5
Good – response to this criterion addresses all or most sub-criteria to a higher than average standard.	4
Average – response against this criterion meets most sub-criteria to an average but acceptable level.	3
Poor – poor claims against this criterion, but may meet some sub-criteria.	2
Does not meet criterion at all – response to this criterion does not meet expectations or insufficient or no information to assess this criterion.	1

A score out of 5 will be applied to each of the five assessment criteria. A total of 25 is the highest score any application can receive.

Only applications that score “good” or above against each of the five assessment criteria, (based on the Rating Scale at 8.1) will be considered for funding, in the first instance.

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- The relative value of the grant sought;
- The extent to which the geographic location of the application matches identified priorities;
- The extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives; and
- How the grant activities will target groups or individuals.

8.2 Who will assess applications?

The department will establish an assessment team to assess eligible and compliant applications.

The assessment team may comprise of staff from across the department who will undertake training to ensure consistency in assessment.

After applications are assessed, they will be quality assured and referred to an assessment committee for further consideration, including value for money. The assessment committee will be made up of staff within the Mental Health Access Branch of the department and may include representatives from other areas of the department and from outside of the department, as appropriate.

Any representatives outside of the department will be selected only if subject matter expertise is required, such as knowledge of the education system. This may include representatives from the Department of Education.

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you, as referees. The assessment committee may also consider information about you that is available through the normal course of business.

The assessment committee recommends to the Decision Maker which applications to approve for a grant.

8.3 Who will approve grants?

The Assistant Secretary of the Mental Health Access Branch (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.

There is no appeal mechanism for decisions to approve or not approve a 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.

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 14 days of being notified of the

outcome by emailing MHWorkforce@Health.gov.au. We will respond to your request for feedback in writing within 28 days.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, we will deliver subsequent grant opportunities as open/targeted competitive or closed non-competitive processes.

10 Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the standard [grant agreement](#) in this program.

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

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Decision Maker. We will identify these in the agreement.

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

Standard Grant Agreement

We will use a standard 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

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

- Health Practitioner Regulation National Law Act as in force in each State and Territory (for Psychology Board of Australia members); and
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#) (for all TEQSA registered higher education providers).

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

10.2.1 The Multicultural Access and Equity Policy

The Multicultural Access and Equity Policy obliges Australian Government agencies to ensure that cultural and linguistic diversity is not a barrier for people engaging with government and accessing services to which they are entitled. For example, providing access to language services where appropriate. To find out more about the Multicultural Access and Equity Policy, visit the [Department of Home Affairs website](#).

10.2.2 Commonwealth Child Safe Framework

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

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

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

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

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

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

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

10.2.3 National Redress Scheme

The National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the

Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.

10.3 How we pay the grant

The grant agreement will state the:

- Maximum grant amount to be paid;
- Proportion of eligible expenditure covered by the grant (grant percentage);
- Any in-kind contributions you will make; and
- Any financial contribution provided by a third party.

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments six monthly in advance, based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress.

10.4 Grants Payments and GST

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

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

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

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:

- 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.

12.2 Reporting

You must submit reports annually in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from [GrantConnect](#) website. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- Progress against agreed grant activity milestones and outcomes;
- Contributions of participants directly related to the grant activity;
- Expenditure of the grant; and
- Relevant data or other outcomes to support evaluation of Pathways to Practice.

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

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

Progress reports

Progress reports must:

- Include evidence of your progress towards completion of agreed activities and outcomes;
- Show the total eligible expenditure incurred to date; and
- Be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

You must discuss any reporting delays with us as soon as you become aware of them.

Final report

When you complete the grant activities, 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 30 days of completion in the format provided in the grant agreement.

12.3 Financial declaration

We will 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 Arrangement Manager (FAM) listed on the 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 Record keeping

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

12.6 Evaluation

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

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

Information from the evaluation will be considered as part of this pilot and used to inform the future direction of Pathways to Practice.

12.7 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

‘This Pathways to Practice Program Pilot received grant funding from the Australian Government.’

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.

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:

- 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;
- 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 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](#).

13.3 Privacy

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

- What personal information we collect;
- Why we collect your personal information; and
- 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:

1. You clearly identify the information as confidential and explain why we should treat it as confidential;
2. The information is commercially sensitive; and
3. Revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- The committee and other Commonwealth employees and contractors to help us manage the program effectively;
- Employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities;
- Employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- Other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- The Auditor-General, Ombudsman or Privacy Commissioner;
- The responsible Minister or Parliamentary Secretary; and
- 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 documents held by Australian Government entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. Access may be refused if a document contains “exempt” material, such as commercially valuable information or the personal or business information of a third party.

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

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

By email: foi@health.gov.au

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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.
Commonwealth Child Safe Framework	In response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the Commonwealth Child Safe Framework , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities.
Commencement date	The expected start date for the grant activity.
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.
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.

Term	Definition
Eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Grant	<p>For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money² or other Consolidated Revenue Fund (CRF) money³ is to be paid to a grantee other than the Commonwealth; and b. 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.

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

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

Term	Definition
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> <ul style="list-style-type: none"> • The quality of the project proposal and activities; • Fitness for purpose of the proposal in contributing to government objectives; • That the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • The potential grantee's relevant experience and performance history.