



Australian Government

Department of Health

Public Health and Chronic Disease Program Polio - Community Information Program Grant Opportunity Guidelines GOXXXX

| | |
|------------------------------------|---|
| Opening date: | [dd mmm 2020] |
| Closing date and time: | 2:00pm (Canberra time) on [dd mmm yyyy] |
| 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 (Canberra time) on [dd mmm yyyy]. |
| Type of grant opportunity: | Closed non-competitive |

Contents

| | |
|--|-----------|
| 1. Public Health and Chronic Disease Program: Polio - Community Information Program grant opportunity processes | 4 |
| 1.1 Introduction | 6 |
| 2. About the grant program..... | 6 |
| 2.1 About the grant opportunity | 7 |
| 3. Grant amount and grant period | 8 |
| 3.1 Grants available | 8 |
| 3.2 Grant period | 8 |
| 4. Eligibility criteria | 8 |
| 4.1 Who is eligible to apply for a grant?..... | 9 |
| 4.2 Who is not eligible to apply for a grant?..... | 10 |
| 4.3 What qualifications, skills or checks are required? | 10 |
| 5. What the grant money can be used for | 10 |
| 5.1 Eligible grant activities | 10 |
| 5.2 Eligible expenditure..... | 10 |
| 5.3 What the grant money cannot be used for..... | 11 |
| 6. The assessment criteria | 11 |
| 7. How to apply | 12 |
| 7.1 Attachments to the application..... | 13 |
| 7.2 Timing of grant opportunity processes..... | 13 |
| 7.3 Questions during the application process..... | 14 |
| 8. The grant selection process | 14 |
| 8.1 Assessment of grant applications | 14 |
| 8.2 Who will assess applications? | 15 |
| 8.3 Who will approve grants? | 15 |
| 9. Notification of application outcomes..... | 16 |
| 10. Successful grant applications | 16 |
| 10.1 The grant agreement | 16 |
| 10.1.1 The Multicultural Access and Equity Policy | 16 |
| 10.1.2 Commonwealth Child Safe Framework | 16 |
| 10.1.3 National Redress Scheme | 17 |
| 10.2 How we pay the grant | 17 |
| 10.3 Grants Payments and GST | 17 |
| 11. Announcement of grants | 18 |
| 12. How we monitor your grant activity | 18 |
| 12.1 Keeping us informed | 18 |
| 12.1.1 COVID-19..... | 18 |
| 12.2 Reporting | 18 |

| | | |
|--|----------------------------------|-----------|
| 12.3 | Financial declaration | 19 |
| 12.4 | Grant agreement variations | 19 |
| 12.5 | Compliance visits | 19 |
| 12.6 | Record keeping..... | 19 |
| 12.7 | Evaluation | 19 |
| 12.8 | Acknowledgement..... | 20 |
| 13. | Probity..... | 20 |
| 13.1 | Enquiries and feedback | 20 |
| 13.2 | Conflicts of interest | 20 |
| 13.3 | Privacy | 21 |
| 13.4 | Confidential Information | 21 |
| 13.5 | Freedom of information..... | 22 |
| 14. | Glossary..... | 23 |
| Appendix A. [insert title]..... | | 26 |

1. Public Health and Chronic Disease Program: Polio - Community Information Program grant opportunity processes

The Public Health and Chronic Disease Program 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 1.5 Preventive Health and Chronic Disease Support. 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.

DRAFT

1.1 Introduction

These guidelines contain information for the Polio - Community Information Program 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.

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

2. About the grant program

The Australian Government continues its commitment to ensuring that there is a reduction in the incidence of preventable mortality and morbidity, including through national public health initiatives, promotion of healthy lifestyles and approaches covering disease prevention, health screening and palliative care.

The Public Health and Chronic Disease Program is under Outcome 1 – Health Policy, Access and Support, Program 1.5 Preventive Health and Chronic Disease Support. The objectives of the program are to:

- increase the effectiveness and efficiency of the prevention, treatment, control and management of diseases, including through screening and palliative care;
- develop and enhance effective disease prevention, treatment, control and management measures;
- improve access to high quality palliative care, end of life and advance care planning;
- improve quality service provision, increase service capacity and support activities that increase compliance with legislative frameworks;
- increase the community's knowledge and awareness of the key risk factors for chronic disease and Non-Communicable Diseases (NCDs) and how individuals can lead healthier lives to address these risk factors;
- improve the health of targeted populations that experience health inequalities or social disadvantage including those based on gender, culture, age and disability;
- address population group issues such as breastfeeding, family planning and reproductive health, and men's, women's and children's health;
- develop and implement food and nutrition policy which protects and enhances the health of Australians; and
- inform health policy and/or improve practice through the establishment and use of disease registers, monitoring and surveillance activities, research and the development of evidence-based information.

The intended outcome of the program is:

- to ensure that there is a reduction in the incidence of preventable mortality and morbidity, including through national public health initiatives, promotion of healthy lifestyles, and approaches covering disease prevention, health screening and palliative care.

2.1 About the grant opportunity

Funding for Polio Australia to continue to provide support for the polio-affected community was endorsed by Cabinet on 10 May 2021 and announced in 2021-22 Budget, as part of the Preventive Health Measure.

The purpose of the grant opportunity is to provide the polio community with targeted information about the late effects of polio within Australia. These sessions, led by a health professional, will provide an opportunity for people to meet fellow polio survivors, share their experiences and learn from each other, gain an understanding of self-management strategies, and learn about the appropriate health professionals to work with, and strategies to optimise health professional engagement.

The objectives of the grant opportunity are:

- Deliver targeted Information Sessions, led by a health professional, about the late effects of polio within the community; and
- Provide the opportunity for connection in regional areas to enable participants to recommend polio-trained health professionals and other valuable local resources.

The intended outcomes of the grant opportunity are:

- Increased community awareness of the late effects of polio; and
- Improved knowledge of polio trained health professionals for polio survivors within regional areas in Australia.

The department has an existing relationship and funding agreement with Polio Australia which involves the training of health professionals on the late effects of polio (LEoP). Previous performance reports for this program demonstrate that Polio Australia has the organisational capacity to carry out this grant activity, as evidenced by submitting performance reports on time and delivering against Key Performance Indicators. For example, the organisation has successfully delivered training for health professionals in the LEoP Clinical Practice Workshops from 2016-17 to 2019-20. While the organisation was not able to deliver the intended number of workshops in the 2020-21 period due to COVID-19, they were able to adapt their activities to deliver their program via alternate mechanisms to the satisfaction of the Department.

For this grant opportunity, the organisation is encouraged to consider additional key performance indicators (KPIs) that would be appropriate to the grant activity and outline these indicators in the application form. Additional KPIs will be further considered by the Department during the assessment phase and will be finalised as part of negotiations regarding this grant opportunity. Finalised KPIs for the activity will be included in the grant agreement.

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

Table 1: Performance Indicators (PIs)

| Action | PI & Measure |
|---|--|
| <p>Improve awareness, understanding and knowledge of the late effects of polio within the polio community by delivering:</p> <ul style="list-style-type: none"> 30 community sessions, led by a health professional, nationally per year; and 15 virtual information sessions, community video conference or webinars per year. | <p>Conduct ongoing post evaluation surveys to gauge usefulness of the session and intention of participants to take further action, e.g. behaviour change to better self-manage symptoms, or informed discussion with a doctor or other health professional.</p> |
| <p>All of the requirements in the Grant Agreement have been met.</p> | <p>Information is provided to an acceptable standard in the performance reports, Activity Work Plans and budgets.</p> |
| <p>Activities are completed according to the scope, timeframes and budget defined in the Activity Work Plan.</p> | <p>The Department and your organisation agree that the requirements outlined in the Activity Work Plan have been completed as specified.</p> |

3. Grant amount and grant period

3.1 Grants available

For this grant opportunity, up to \$0.4 million (GST exclusive) is available over three years from 2021-22 to 2023-24.

It is expected that funding will be provided to one organisation as part of this grant opportunity.

You cannot use funding from other Commonwealth, state, territory or local government sources to fund your share of eligible expenditure.

Table 2: Total Funding Available

| 2021-22 FY \$ M (GST exclusive) | 2022-23 FY \$ M (GST exclusive) | 2023-24 FY \$ M (GST exclusive) | Total \$ M (GST exclusive) |
|---------------------------------------|---------------------------------------|---------------------------------------|----------------------------------|
| 0.13 | 0.13 | 0.14 | 0.40 |

3.2 Grant period

The maximum grant period is three years from 1 March 2022 to 28 February 2025.

You must complete your grant activity by 28 February 2025.

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 below and have received an invitation to apply from the department. Please note that an automated notification email from GrantConnect advising you of a new grant opportunity is not an invitation to apply for this grant opportunity.

4.1 Who is eligible to apply for a grant?

To be eligible you must be the listed organisation/s:

Table 3: Eligible organisation/s

| Legal name of organisation | ABN |
|------------------------------|----------------|
| Polio Australia Incorporated | 53 620 396 311 |

Rationale for Invitation:

Polio Australia is invited to apply for this grant opportunity as they have been assessed to have:

- capability to deliver the project activities within Australia, including regional areas;
- existing infrastructure and relationships to support the project activities; and
- knowledge of and capability to deliver to the project objectives and outcomes.

Polio Australia is the national peak body representing Australians with disability from polio and its late effects. The organisation is committed to standardising quality polio information and service provision, with the aim that all polio survivors in Australia have access to appropriate health care and the support required to maintain independence and make informed life choices.

Polio Australia has the necessary knowledge and expertise required for this grant opportunity. They have considerable experience in developing and delivering quality information and education and training programs to health professionals and the polio community. The organisation has well established relationships with key clinicians, academics and researchers in this field.

The organisation's Community Information Program is presented by health professionals (from the Australasian Clinical Advisory Group) who are all experts in their field. Presenters are knowledgeable about polio and its late effects and demonstrate the ability to think analytically and strategically in advising Polio Australia on clinical matters. The group composition represents health care professionals in diverse areas of specialisation, for example: immunisation; rehabilitation; respiratory; physiotherapy; orthotics; psychology; and research, and from a range of backgrounds, for example: geographic; cultural; and gender.

Established in 2018, the Community Information Session pilot program provided the polio community in Victoria with targeted information sessions about the late effects of polio. The pilot's success led to an extension into other south-eastern states, with a view to expand the program nationally.

The Department has an existing relationship and regular engagement with Polio Australia. The Department will continue to work collaboratively with Polio Australia to ensure program objectives and milestones are met.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- any organisation not included in section 4.1;
- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#)¹ on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

4.3 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the grant activity must maintain the following registration/checks:

- Working with Vulnerable People registration (or equivalent depending on the relevant state or territory); and
- Working with Children check.

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

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

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:

- Delivery of Community Information Sessions, led by a health professional, to improve understanding and knowledge of the late effects of polio to polio survivors within Australia; and
- Provision of the opportunity for connection in regional areas to enable participants to recommend polio-trained health professionals and other valuable local resources.

5.2 Eligible expenditure

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

Eligible expenditure items are those that directly relate to the delivery of the grant:

- consulting with stakeholders (including domestic travel and accommodation);
- salaries and wages related to the delivery of the grant activity;
- the development of resources and the associated costs e.g. printing services;
- promotional and/or advertising expenses;

¹ National Redress Scheme Website: <http://www.nationalredress.gov.au>

- venue hire and catering;
- website management costs; and
- operational costs (superannuation, insurance, IT support, staff training).

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 of your grant activity for it to be eligible.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land;
- wages/salaries that are not directly related to the delivery of the grant activity;
- 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;
- 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 Application Form includes text limits for each criterion (attachments do not contribute to the word limits).

We will only award funding to applications that rank suitable against all assessment criteria.

Criterion 1: Alignment with the Objectives and Outcomes of the Grant Opportunity under Section 2.1 (word limit: 500)

A strong application response will include:

- describing how your organisation will effectively deliver information and awareness of the late effects of polio and related activities to support the post-polio community in Australia; and
- describing how the proposed activities will contribute to the objectives and intended outcomes of the grant opportunity overall.

In addition, you must complete the Activity Work Plan (Table A1 of the Application Form - this will not contribute to the word limit) that includes:

- the key tasks your organisation will undertake to meet the objectives of the grant opportunity within the timeframe;
- the proposed outputs for the activity;
- the performance measures for the activity; and
- timelines for the milestones of the activity.

Criterion 2: Organisational Capability, Capacity and Risk (word limit: 350)

Describe your organisation's capacity and capability to deliver the project, and how your proposal addresses the risks involved in undertaking the grant activity (Word limit: 350 words).

You should demonstrate this through identifying:

- your organisation's experience and past performance in delivering similar projects;
- evidence your organisation has the infrastructure and relationships to support the successful conduct of the project;
- information about existing linkages that will assist in delivery of the grant activity; and
- by completing the risk management plan (Table A2 of the Application Form - this will not contribute to the word limit). You must include:
 - all identified risks;
 - the likelihood of the identified risks occurring;
 - the impact on the activity should the identified risk occur; and
 - the mitigation strategies to respond to all risks.

Criterion 3: Efficient, Effective, Economical and Ethical use of Relevant Money (word limit: 350)

In no more than 350 words, describe how you will ensure the efficient and economical use of grant funds when delivering your activities. A strong response will identify how the project/activities will achieve high quality outcomes in a cost-effective way. In addition, you must complete the indicative activity budget (Table A3 of the Application Form - this will not contribute to the word limit).

7. How to apply

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

These documents can be found on [GrantConnect](#). Any alterations and addenda² 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:

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.

- 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 to grant.atm@health.gov.au with the email subject line “GOXXXX Application” followed by your organisation name and do this 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 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.

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.

7.1 Attachments to the application

We require the following documents with your application:

- an activity work plan
- an indicative budget; and
- a risk management plan.

If you do not attach the requested documents, your application will 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 Timing of grant opportunity processes

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

We will not accept late applications unless it is the direct result of mishandling by the Department.

If you are successful, we expect you will be able to commence your grant activity around March 2022.

Table 4: Expected timing for this grant opportunity

| Activity | Expected Timeframe |
|--|--------------------|
| Published on GrantConnect | 1 week |
| Assessment of applications | 1 week |
| 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 | 1 March 2022 |
| End date of grant activity or agreement | 28 February 2025 |

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 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 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 consider your application on its merits, based on:

- how well it meets the criteria; and
- whether it provides value with relevant money.³

We will rate your application using the Descriptive Classification Rating Scale. Your application must be rated as 'Suitable' to be considered for funding.

³ See Glossary for the definition of 'relevant money'.

Table 5: Descriptive Classification Rating Scale

| Rating (for individual criterion) | Rank |
|---|--------------|
| Good quality – response against this criterion meets all/most sub-criteria to a higher than average/average standard. Evidence is available and provides support for claims against this criterion. | Suitable |
| Poor quality – poor claims against this criterion, meets some or none of the sub-criteria. Evidence is unavailable, not relevant or lacking in detail. | Not Suitable |

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

- the overall objective/s to be achieved in providing the grant;
- extent to which the geographic location of the application matches identified priorities;
- the relative value of the grant sought;
- 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?

An assessment committee will assess the application on its merit. The assessment committee will be made up of staff within the Alcohol, Tobacco and Other Drugs Branch, Population Health Division of the department. The Chairperson will be the Assistant Director of the Chronic Conditions Policy Section.

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 Alcohol, Tobacco and Other Drugs Branch in the Department (the Decision Maker) decides which grant(s) to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant opportunity.

The Decision Maker's decision is final in all matters, including:

- the approval of the grant;
- the grant funding amount to be awarded; and
- the terms and conditions of the grant.

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

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 30 days of being notified of the outcome by emailing chronicconditionsc@Health.gov.au. We will respond to your request for feedback in writing within 30 days.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the simple [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.

Simple 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.

10.1.1 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.

10.1.2 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](#).

10.1.3 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.

10.2 How we pay the grant

The grant agreement will state the maximum grant amount to be paid.

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

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

10.3 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.

12.1.1 COVID-19

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

12.2 Reporting

You must submit reports in line with the grant agreement. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes; and
- expenditure of the grant.

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

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).

We will only make grant payments when we receive satisfactory progress reports.

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

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

Final report

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

Final reports must:

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

12.3 Financial declaration

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

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 the Commonwealth representative listed in your grant agreement to discuss the possibility of varying your 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 impacted you and to evaluate how effective the program was in achieving its outcomes.

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

12.8 Acknowledgement

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

‘This Polio - Community Information Program 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.

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;
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](#).

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:

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

3. revealing the information would cause unreasonable harm to you or someone else.

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

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

The grant agreement may also include any specific requirements about special categories of information collected, created, or held under the grant agreement.

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
 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. |
| 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 |
| 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. |

| 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> <ol style="list-style-type: none"> under which relevant money⁴ or other Consolidated Revenue Fund (CRF) money⁵ 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 |

⁴ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁵ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

| Term | Definition |
|-------------------------|---|
| 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 will come into effect on 1 January 2021. |
| 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. |

Appendix A. [insert title]

Use this only if required. Try to present all relevant information in a readable format within the body of the template unless it is so long it makes the document unreadable. Ensure it is referenced correctly.

[Text]

DRAFT