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Guidance

This is your Attachments document that will need to be submitted by the closing date and time as specified on GrantConnect.

Steps for Submission:

1. Read through all available information and documents available on GrantConnect before filling in this document.
2. Navigate to the different templates using the coloured tabs at the bottom of this document.
3. Populate the templates using the guidance material on each tab and information contained in the Grant Opportunity Guidelines.
3. Finalise the information in this Attachments document.
4. Use the instructions in the Grant Opportunity Guidelines for information on the submission method. Submit your Attachments document and any other documents/information needed (detailed in the Grant Opportunity Guidelines) by the closing date and time as specified on GrantConnect.

Excel Tips:

Spellcheck - Please ensure you spell check each tab separately by selecting the 'F7' key on your keyboard. This will ensure all wording is correct.

Entering two lines of text in the same cell - To enter another row of text into the same cell select the cell you would like to enter text into. Click the 'Alt' key on your keyboard followed by the 'Enter' key once.

Definitions:

Outputs - Outputs are defined as the act of producing something, the amount of something that is produced or the process in which something is delivered (e.g. 5 new health clinics across Australia).

Deliverables - Deliverables are defined as goods or services that must be provided/produced upon completion of a project (e.g. new health clinics across Australia).

Performance Indicators - Performance Indicators are defined as a type of performance measure. Performance Indicators evaluate an organisation or a particular activity (e.g. 40% increase in school attendance among 12-16 year old students).

Activity Work Plan (AWP)

Guidance: Complete the name and ABN of your organisation

<Insert lead organisation name & ABN here>

Guidance: Identify the key objectives that you are trying to achieve to meet your deliverable/s as they relate to National Centre establishment and operational activities, in line with section 5.1 (A to G) of the Grant Opportunity Guidelines, and in line with the AWP requirements outlined under Criterion 2 of the Grant Opportunity Guidelines.

Complete/add as many rows as you require.

ACTIVITIES TO DELIVER THE CORE FUNCTIONS OF THE NATIONAL CENTRE

Guidance: Identify the key objectives that you are trying to achieve to meet your deliverables as they relate to **activities to deliver the core functions of the National Centre**, in line with **section 5.1 (H to M) of the Grant Opportunity Guidelines**.

Complete/add as many rows as you require.

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Budget Plan

National Centre of Excellence in Intellectual Disability Health Grant Opportunity - GOXXXX

<Enter Organisation Name & ABN here>

Guidance: Using this template, provide a clear, comprehensive breakdown of costs for establishment and operation of the National Centre (include the source/basis of the estimates) for essential budget items outlined below, in line with the Budget Plan requirements outlined under Criterion 2 of the Grant Opportunity Guidelines.

Please ensure all figures are GST exclusive.

Annual Budget GST Exclusive - 4 financial years (2022-23 to 2025-26)		NSCOA Code	2022-23 \$ GST excl.	2023-24 \$ GST excl.	2024-25 \$ GST excl.	2025-26 \$ GST excl.	TOTAL \$ GST excl.
Income	Grant Funding (funding applied for under this grant opportunity)	4-1010					\$0.00
	Other Contributions (please include source, and list each separately - add rows) - if relevant						\$0.00
	Total Income (A)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenses	National Centre establishment costs						
	Assets						\$0.00
	Staff recruitment costs						\$0.00
	IT systems and IT establishment costs						\$0.00
	Legal costs						\$0.00
	Accounting costs	6-0050					\$0.00
	Any other establishment costs <i>(please include source, and list each separately - add rows as necessary)</i>						\$0.00
	Sub-totals						\$0.00
	National Centre staff salaries/wages						
	Please list each position/role level and the number of FTE at each level, and the annual salary/wages cost						\$0.00
	<i>e.g. CEO/Head x 1.0 FTE</i>						\$0.00
	<i>e.g. Deputy CEO/Deputy Head x 1.0 FTE</i>						\$0.00
	<i>e.g. Senior Leaders x 4.0 FTE</i>						\$0.00
	<i>(Add the extra rows as necessary)</i>						\$0.00
	Sub-totals						\$0.00
	Other annual operating costs of the National Centre						
	Consultants and contractors	6-0230					\$0.00
	Rent/occupancy	6-0570, 6-0580					\$0.00
	Utilities	6-0720					\$0.00
	Office equipment/supplies/materials						\$0.00
	Repairs and maintenance	6-0590 to 6-0595					\$0.00
	Depreciation	6-0250 to 6-0290					\$0.00
	Communications and IT	6-0220					\$0.00
	Marketing and media/advertising and promotion	6-0604					\$0.00
	Travel and accommodation (including number of domestic trips (and if applicable, international trips) (Excluding Board/governance)	6-0710					\$0.00
	Events, conferences and catering						\$0.00
	Governance costs	6-60085					\$0.00
	Accounting / Audit fees	6-0050					\$0.00

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	Insurance (excl Motor Vehicle)							\$0.00
	Training & Development (excl Board / Governance)	6-0700						\$0.00
	Any other recurrent operating costs for the National Centre <i>(please include source, and list each separately - add rows as necessary)</i>							\$0.00
	<i>Sub-totals</i>							\$0.00
	Total Operational Expenses (B)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance	Balance = A - B		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NOTES	
Assets:	#For any assets that will be purchased for \$22,000 (including GST) or more, please add rows and list these separately within this Indicative Budget.
NSCOA Code:	National Standard Chart of Accounts (NSCOA) codes. Line items have been mapped to NSCOA codes to make reporting easier. All Australian governments (Commonwealth, state, territory and local) have adopted NSCOA as a nationally consistent approach for requesting financial information from not-for-profit organisations (including charities).

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Risk Management Plan								
National Centre of Excellence in Intellectual Disability Health Grant Opportunity - GOXXXX								
<Insert lead organisation name & ABN here>								
Guidance: Using this table, complete the Risk Management Plan for the establishment and operation of the National Centre, in line with the Risk Management Plan requirements outlined under Criterion 4 of the Grant Opportunity Guidelines. Please use the "Risk Information & Help" tab (next tab) for further guidance and examples. Complete/add more rows as needed.								
Risk Reference	Risk Identification What event(s) can happen and how it can happen?	Risk Impact What are the effects if it does happen?	Risk Controls What controls are currently in place?	Likelihood	Consequence	Current risk rating	Acceptable/unacceptable?	Mitigation Strategy
1	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
2	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
3	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
4	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
5	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
6	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
7	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
8	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
9	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
10	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
11	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
12	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>

Risk Information & Help

RISKS

A risk is defined as the effect of uncertainty on objectives¹. A risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances or knowledge) and the associated likelihood of occurrence. Where possible, try to combine similar risks to consolidate the number of potential risks.

RISK IDENTIFICATION (SOURCE)

The purpose of risk identification is to find, recognise and describe risks that might prevent an organisation achieving its objectives. When identifying risks the following questions should be considered;

- What event(s) can happen that will have an adverse effect on the activity?
- How can it happen?

RISK IMPACT

The impact identifies the consequence of each risk (i.e. what are the effects to your organisation if it risk does happen?).

RISK CONTROL

A control is a current process, policy, device, practice or any other action designed to modify risk. Examples of controls include, checklists, meetings, procedures manual, contingency plans, audits and agreements in place.

RISK TREATMENT

A risk treatment is an additional activity being developed to manage and/or reduce the risk. Examples of risk treatments include the creation of new guidelines, the introduction of a review process etc. Once the proposed treatment has been implemented it becomes a control.

EFFECTIVENESS OF RISK IDENTIFICATION

An adequate control implies that the risk is well managed and no further treatments are required.

A marginally effective control implies that a treatment is not necessary however this may depend on the level of risk.

An inadequate control implies that treatments are necessary.

LIKELIHOOD

Likelihood is the chance that something might happen. Likelihood can be defined, determined, or measured objectively or subjectively and can be expressed either qualitatively or quantitatively (using mathematics).

Rate the likelihood of the identified risk occurring with the controls in place.

Ratings are: Almost certain, Likely, Possible, Unlikely or Rare.

CONSEQUENCE

A consequence is the outcome of an event and has an effect on objectives.

Rate the consequence to the Project outcomes of the identified risk occurring with the controls in place.

Ratings are: Insignificant, Minor, Moderate, Major or Catastrophic.

¹Further information at: [Risk Management - Principles and Guidelines 2018](#)

CURRENT RISK RATINGS

Likelihood	Insignificant Consequences	Minor Consequences	Moderate Consequences	Major Consequences	Catastrophic Consequences
Almost Certain	Low	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	Medium

EXAMPLES OF RISK

Risk	Likelihood Low/Medium/High (comments)	Impact Low/Medium/High	Mitigation Strategies
Delays in receiving funding	e.g. Low	High/Med/Low	Ensure project deliverables are achieved in line with project plan and reported to the department in a timely fashion.

Delays in recruitment of staff	May depend on nature, complexity and size of project.	High/Med/Low	Realistic understanding of what can be achieved within a limited timeframe and budget and awareness of what staff are likely to be available.
Budget shortfalls	Project has been appropriately scoped to cover all known contingencies. Project will be fully funded by Grant.	High/Med/Low	Develop budgets to fully plan for known likelihoods and factor in relevant contingencies. Take a competitive approach to the market.
Budget underspends	Where project is not rolled out in a timely fashion or has been inappropriately scoped in relation to expenditure.	High/Med/Low	Ensure a realistic project plan, timeline and budget are in place.
Operational demands lead to delays to the timely delivery of project	May depend on scope of project; availability of appropriate staff; unforeseen circumstances; inadequate planning; unrealistic goals.	High/Med/Low	Ensure project manager/coordinator is fully capable and is working to a realistic project plan, timeline and budget can be enshrined in the Funding Agreement.
Communication with staff and/or target population	Inadequate or inappropriate methods of communication leads to breakdown in roll out of project.	High/Med/Low	Communication with staff is incorporated into management plan along with a stakeholder engagement plan.
Target populations do not response to project	Low uptake of project by target population.	High/Med/Low	Thorough needs assessment and response is part of the project proposal and evidence of both need and adequacy of response is identified in project plan. Ongoing marketing and flexible project delivery.