



**Australian Government**

**Department of Health  
and Aged Care**

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

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| <b>Opening date:</b>                   | XX January 2023  |
| <b>Closing date and time:</b>          | 2:00pm (Canberra time) on<br>XX March 2023   |
| <b>Commonwealth policy<br/>entity:</b> | Department of Health and Aged Care (department)  |
| <b>Administering entity:</b>           | Community Grants Hub   |
| <b>Enquiries:</b>                      | If you have any questions, contact the department via<br>email: <a href="mailto:grant.atm@health.gov.au">grant.atm@health.gov.au</a> . Questions should be<br>sent no later than 5:00pm (Canberra time) on<br>XX January 2023. |
| <b>Type of grant<br/>opportunity:</b>  | Open Competitive   |

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# 1. National Centre of Excellence in Intellectual Disability Health grant opportunity processes

**The National Centre of Excellence in Intellectual Disability Health grant is designed to achieve Australian Government objectives.** This grant opportunity is part of the above grant program which contributes to the Department of Health and Aged Care's Outcome 1.6 Primary Health Care Quality and Coordination. 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 for 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 Centre of Excellence in Intellectual Disability Health 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.

## 2. About the grant program

Establishment of a National Centre of Excellence in Intellectual Disability Health ('National Centre') is a key priority action under the [National Roadmap for Improving the Health of People with Intellectual Disability](#) ('the Roadmap').<sup>1</sup>

The Roadmap was released in August 2021 and sets out a targeted program of reforms across the Australian health system to better meet the needs of people with intellectual disability. The Roadmap outlines a series of short term (1 - 3 years), medium (4 - 6 years) and long term (7 - 10 years) actions that will help ensure that people with intellectual disability have access to quality, timely and comprehensive health care.

The National Centre will be fundamental to successful delivery of the [Roadmap](#). The National Centre will serve as a source of expert advice for implementing other measures under the Roadmap.

In the 2021-22 Budget, funding was allocated to enable the scoping and co-design of options for a National Centre, in collaboration with clinical and academic experts, intellectual disability advocacy organisations, people with lived experience and carers, state and territory health departments, and existing specialised intellectual disability health services. The scoping and co-design work was led by consultants, Nous Group Pty Ltd (Nous Group).

Establishment of the National Centre was announced by the Australian Government as a 2022 election commitment. Through the October 2022 Budget, the Government announced funding for the National Centre as an ongoing measure under Program 1.6: Primary Health Care Quality and Coordination. The Government has allocated a total of up to \$22.064 million (GST exclusive) over 4 years from 2022-23 in initial funding for the National Centre, with funding to continue into the future beyond those 4 years.

The Government has therefore agreed to this initial Grant opportunity being for up to 10 years from 2022-23 to 2031-32, with initial funding over 4 years from 2022-23 to 2025-26, extended a year at a time on a rolling basis after submission of a satisfactory annual report.

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<sup>1</sup> <https://www.health.gov.au/sites/default/files/documents/2021/08/national-roadmap-for-improving-the-health-of-people-with-intellectual-disability.pdf>

This approach is designed to enable a funding 'horizon' for the National Centre, so that it can attract and retain staff, and plan appropriately for the delivery of longer-term activities under its core functions.

Based on the outcomes of the scoping and co-design, the Australian Government has agreed that the National Centre be established as either a collaborative<sup>2</sup>:

- **incorporated not-for-profit entity**, established by a consortium of eligible organisations. Under this model, the grant agreement would initially be established with the lead applicant, however the consortium would then be required to form a separate incorporated not-for-profit entity. The grant agreement would then be novated or transferred to that new entity; or
- **consortium of eligible organisations (such as a university-led centre)**<sup>3</sup>, which will continue to be administered by the lead applicant on behalf of consortium members, for the duration of the grant.

Accordingly, as discussed further in sections 4 and 7.2 of this document, applications for this grant opportunity must be consortium-based.

As set out below in section 4.1, you must have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity. Applications must clearly identify the lead organisation.

Based on the outcomes of the scoping and co-design process, the National Centre will have the following core, inter-related functions:

- 1) providing national leadership in intellectual disability health, including identifying national priority issues, and leading collaboration among intellectual disability health centres, services, and advocacy bodies;
- 2) supporting intellectual disability health, for example by identifying national research and data priorities to inform practice, and advising research bodies on these priorities; translating research generated by others; and analysing and interpreting health data to improve the health of people with intellectual disability;
- 3) lifting the capability of health services in meeting the needs of people with intellectual disability, including through activities such as developing and making available clinical reference material and training programs and resources; disseminating best practice models of health care and learnings about how to improve mainstream health services; and providing a mechanism for supporting access to clinical expertise in intellectual disability health in states that do not have specialised intellectual disability health services;
- 4) providing online support, including an online portal to help connect people with intellectual disability to appropriate health services, and providing health resources and information for people with intellectual disability and their families;

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<sup>2</sup> **Please note:** In this context, 'collaborative' means that the Centre would establish partnerships and collaborate with interest-aligned organisations, as opposed to working totally independently of other existing aligned organisations that have a focus on intellectual disability health.

<sup>3</sup> **Note:** This model option was referred to by Nous Group as a 'joint venture'. Nous Group used the term 'joint venture' in a more general sense, rather than as formally defined.

- 5) establishing a central hub of expertise, resources and research in the health care of people with intellectual disability and information for people with intellectual disability and their families, to help deliver the above functions; and
- 6) serving as a source of expert advice for implementing other measures under the Roadmap. Accordingly, it is anticipated that the National Centre may undertake some of the other actions in the Roadmap.

The objectives of the grant program are to enable:

- national leadership in intellectual disability health and greater collaboration among intellectual disability health centres, disability and health services, and advocacy bodies;
- better use of research and data to inform practice and improve the health of people with intellectual disability;
- improved capability of health services in meeting the needs of people with intellectual disability; and
- better connection of people with intellectual disability to appropriate health services, and access to a central hub of quality health resources and information for them and their families, and disability support workers.

The intended outcomes of the grant program are:

- the National Centre has a shared governance model, and is a genuinely inclusive entity which has the health needs of people with intellectual disability at its core;
- improved collaboration between intellectual disability health services, research bodies, and advocacy organisations;
- people with intellectual disability, their families, health professionals, disability services and disability support workers, have access to a central hub of quality resources on intellectual disability health;
- improved quality and utility of data about the health and healthcare of people with intellectual disability;
- the National Centre actively assists and supports implementation of other actions under the Roadmap; and
- the National Centre drives improvements in the health of people with intellectual disability.

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

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

Table 1: Performance Indicators (PIs)

| Performance indicators  | Measures  |
|---|---|
| <p>People with intellectual disability are meaningfully included in the governance structure and staffing of the National Centre.</p>   | <ul style="list-style-type: none"> <li>- The National Centre staff includes members who have intellectual disability, in meaningful roles.</li> <li>- The National Centre Board or Advisory Committee membership includes people who have intellectual disability, and supports them to actively contribute to discussions and deliberations.</li> <li>- National Centre staff members who have intellectual disability are supported to contribute directly and centrally to the planning, design and delivery of the National Centre's activities.</li> </ul> |
| <p>A CEO/Head with the necessary qualifications, expertise and skills is selected and appointed to lead the National Centre.</p>  | <ul style="list-style-type: none"> <li>- The CEO/Head of the National Centre is appointed within the first 9 months of the grant agreement commencement.</li> </ul>   |
| <p>The National Centre is established with scope for growth.</p>  | <ul style="list-style-type: none"> <li>- The National Centre of Excellence has a committed and experienced staff team, including CEO/Head.</li> <li>- The National Centre clearly identifies and documents future priorities for research and action, along with proposed approaches or models for future funding.</li> </ul>   |
| <p>The National Centre demonstrates meaningful collaboration with intellectual disability health services, research bodies and advocacy organisations.</p>  | <ul style="list-style-type: none"> <li>- Frequency and nature of collaboration with intellectual disability health services, research bodies and advocacy organisations.</li> </ul>   |
| <p>The National Centre provides quality health resources that are accessed by people with intellectual disability and their families, as well as health professionals, and disability services and support workers.</p> | <ul style="list-style-type: none"> <li>- Measures of the accessibility and quality of the health resources through surveys of people with intellectual disability and their families, as well as health professionals, and disability services and support workers.</li> </ul>  |
| <p>The National Centre actively assists and supports implementation of other actions under the Roadmap.</p>   | <ul style="list-style-type: none"> <li>- Proportion of Roadmap actions supported or completed by the National Centre.</li> </ul>  |

### 3. Grant amount and grant period

#### 3.1 Grants available

The Australian Government has allocated a total of up to \$22.064 million (GST exclusive) over 4 years from 2022-23 in initial funding for the National Centre of Excellence in Intellectual Disability Health grant opportunity, with funding to continue into the future beyond those 4 years (see below in section 3.2).

This grant opportunity will run for up to 10 years from 2022-23 to 2031-32, with initial funding over 4 years from 2022-23 to 2025-26.

Table 2: Grant Opportunity Initial Funding Available

| 2022-23<br>\$<br>(GST excl) | 2023-24<br>\$<br>(GST excl) | 2024-25<br>\$<br>(GST excl) | 2025-26<br>\$<br>(GST excl) | Total<br>\$<br>(GST excl) |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------|
| \$2,305,000                 | \$6,907,000                 | \$6,372,000                 | \$6,480,000                 | <b>\$22,064,000</b>       |

As per the October 2022 Budget measure, the indicative annual ongoing funding for the National Centre Grant after the first 4 years, is up to \$6.591 million (GST exclusive) per annum. This amount is indicative because it is indexed at Wage Cost Index (WCI)-1 each year.

Therefore, the indicative total funding for the National Centre Grant Opportunity is up to \$61.61 million (GST exclusive) over 10 years from 2022-23 to 2031-32.

#### 3.2 Grant period

The maximum grant period through this grant opportunity is up to 10 years from 2022-23 to 2031-32.

Noting that the National Centre has been funded by the Australian Government as an ongoing measure, it is intended that the grant agreement will be varied one year at a time on a rolling basis after submission of a satisfactory annual report, to reflect the addition of the indexed ongoing annual amount for each year from 2026-27.

Extension of funding would be subject to the National Centre meeting the requirements of the grant agreement; and to satisfactory performance in delivering planned activities under the core functions, meeting its performance indicators, and meeting the intended objectives/outcomes of the grant program.

This will be subject to Australian Government decisions relating to the Program and the necessary administrative process in line with the [CGRGs](#).

An independent evaluation of the National Centre's establishment and early operations within the initial 4 year period will be undertaken in 2024-25 and 2025-26, to report by early 2026. This will assess the National Centre's early delivery of activities, how it is meeting the performance indicators, and whether it is on track to effectively deliver its core functions. The findings of this evaluation will also inform decisions about extension of funding.

## 4. Eligibility criteria

The decision maker can choose to waive the eligibility criteria; however, the decision maker must be made aware of the risks. Should eligibility criteria be waived, this will be done in accordance with the requirements of the CGRGs. For fairness and transparency, the changes will be notified to all potential applicants via an addendum on [GrantConnect](#).

### 4.1 Who is eligible to apply for the grant?

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

To be eligible you must be one of the following entity types:

- Company<sup>4</sup>
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Cooperative
- Incorporated Association
- Statutory Entity
- Partnership<sup>5</sup>
- Indigenous Corporation

You must apply as a consortium. You must appoint a lead organisation who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above. The lead organisation is responsible for submitting the application on behalf of the consortium members.

We can only accept applications where you certify that your participation in the application is supported by your board (or chief executive officer or equivalent if there is no board).

For further information on consortium-based applications, refer to Section 7.2.

If you are applying as a Trustee on behalf of a Trust<sup>6</sup>, the Trustee must have an eligible entity type as listed above.

#### 4.1.1 Additional eligibility requirements

Each consortium must include in its membership, at least all three of the following:

- a disability advocacy organisation;
- a university; and
- an existing intellectual disability health centre or service.

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<sup>4</sup> Company is a company incorporated under the *Corporations Act 2001* (Cth).

<sup>5</sup> Partnership – the individual partners will enter into the agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested.

<sup>6</sup> Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form. Trustees must be an eligible entity type as stated in section 4.1. Both the Trust's and Trustee's details will be collected in the application form.

We can only accept applications from consortia that include organisations with expertise and skills in relation to intellectual disability health, and working with people with intellectual disability.

## 4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are a/an:

- Person<sup>7</sup>;
- Sole Trader;
- Corporate Commonwealth Entity;
- Non-Corporate Commonwealth Entity;
- Non-Corporate Commonwealth Statutory Authority;
- Commonwealth Company;
- Local Government<sup>8</sup>;
- International Entity;
- any organisation not listed 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'.

## 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:

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

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 applicant's grant agreement.

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<sup>7</sup> A person is a natural person, an individual, a human being.

<sup>8</sup> Includes New South Wales local governments created as body politics.

## 5. What the grant money can be used for

### 5.1 Eligible grant activities

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

#### ***Establishment and operational activities:***

- A. Establishing the National Centre, as either a collaborative<sup>9</sup>:
  - **incorporated not-for-profit entity**, established by a consortium of eligible organisations; or
  - **a consortium of eligible organisations (such as a university-led centre)**<sup>10</sup>, which will continue to be administered by the lead applicant on behalf of consortium members, for the duration of the grant.
- B. Undertaking the necessary planning, preparation, legal, accounting, human resources, governance, and other administration steps and activities directly related to the establishment and running of the National Centre.
- C. Undertaking an appropriate recruitment process to select and appoint a suitably qualified and skilled CEO/Head to lead the National Centre.
  - The CEO/Head should be a prominent figure in the field of intellectual disability health; and have experience and deep expertise in the provision of health services for people with intellectual disability, academic research, and advocacy in this sector.
- D. Establishing and providing appropriate governance for the National Centre:
  - through a board or advisory committee or council which must include people with intellectual disability; family members and other carers of people with intellectual disability; and other members with a deep understanding of and experience in one or more of the core functions performed by the National Centre.
- E. Selecting, appointing and maintaining suitably qualified and experienced staff of the National Centre, to deliver the required functions. (**Note:** the staff must include people with intellectual disability, and family members and other carers of people with intellectual disability; and they must be engaged in meaningful roles).
- F. Where necessary and appropriate, sub-contracting some activities under the National Centre's core functions, to one or more disability advocacy organisations.
- G. Providing or obtaining the necessary office space, equipment and consumables for operation of the National Centre.<sup>11</sup>

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<sup>9</sup> **Note:** In this context, 'collaborative' means that the Centre would establish partnerships and collaborate with interest-aligned organisations, as opposed to working totally independently of other existing aligned organisations that have a focus on intellectual disability health.

<sup>10</sup> **Note:** This model option was referred to by Nous Group as a 'joint venture'. Nous Group used the term 'joint venture' in a more general sense, rather than as formally defined.

<sup>11</sup> **Note:** this is subject to the requirements of section 5.3.

## ***Activities to deliver the core functions of the National Centre<sup>12</sup>***

- H. Providing national leadership in intellectual disability health, including activities such as:
- leading collaboration among existing intellectual disability health centres, services, researchers and advocacy bodies;
  - identifying national priority issues in intellectual disability health;
  - raising the profile of the health needs of people with intellectual disability, across governments, health services, among health professionals, and the public; and
  - advocating for systemic change in the health status and treatment of people with intellectual disability.
- I. Supporting intellectual disability health, for example by:
- identifying national intellectual disability health research and data priorities to inform practice;
  - providing advice to existing research bodies on these priorities;
  - monitoring and translating research findings generated by others, into good practice; and
  - analysing and interpreting health data to improve the health of people with intellectual disability.
- J. Lifting the capability of health services to better meet the needs of people with intellectual disability, including through activities such as:
- translating and disseminating quality, evidence-based information on good practice models of care for people with intellectual disability;
  - developing and making available quality, evidence-based clinical reference material and training programs and resources to upskill the workforce in providing health care for people with intellectual disability;
  - providing a mechanism for supporting access to clinical expertise in intellectual disability health in states that do not currently have specialised intellectual disability health services; and
  - playing a role in monitoring and evaluating the performance of the health workforce in providing health care for people with intellectual disability.
- K. Establishing and managing an accessible<sup>13</sup> online portal to provide online support, including:
- a service navigation tool to help connect people with intellectual disability to appropriate health services in each state and territory;

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<sup>12</sup> **Note:** As mentioned in section 2, the level of activity under these core functions will need to be scaled appropriately within the initial funding period. Further scaling up will be required beyond this period, and as the National Centre obtains additional funding through other sources over time (such as through research grants or other revenue sources).

<sup>13</sup> **Note:** In this context, “accessible” means that the portal and the information and materials that it contains are in Easy Read format, so as to ensure that they are inclusive and designed to meet the needs of people with intellectual disability.

- quality, evidence-based health resources and information developed specifically for people with intellectual disability and their families and other carers.
- L. Establishing a central hub of expertise, resources and research in the health care of people with intellectual disability and information for people with intellectual disability and their families, and health and disability providers, to help deliver the above functions.
- M. Serving as a source of expert advice for implementing other measures under the Roadmap.
- It is anticipated that this may include undertaking some of the other actions in the Roadmap.

## 5.2 Eligible expenditure

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

Eligible expenditure items include:

- National Centre staff wages/salaries;
- recruitment costs;
- consulting and contracting costs;
- governance costs, including sitting fees for the Board or Advisory Committee of the National Centre;
- legal and accounting costs;
- costs of incorporation, company registration, and Australian Charities and Not-for-Profits Commission registration (as applicable);
- office rent and utilities for the National Centre;
- office equipment, materials and consumables for the National Centre;
- physical assets for the National Centre;
- IT systems and IT systems establishment costs;
- marketing and media costs;
- catering, events and conferences; and
- travel and accommodation costs for staff of the National Centre in undertaking official travel (including, with prior approval from the Department, international travel and accommodation for necessary attendance at international conferences or symposia).

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 of your grant agreement for it to be eligible.

### 5.3 What the grant money cannot be used for

You cannot use the grant for any activities not mentioned in Section 5.1.

The grant must only be used for the establishment and operation of the National Centre.

You cannot use the grant for the following costs:

- general contributions to administrative or overhead funding other than for the National Centre;
- purchase of land;
- capital infrastructure such as the purchase of real estate or for building or construction or demolition;
- the purchase or repair of equipment or motor vehicles, excluding routine maintenance, except where approved in writing by the Commonwealth;
- major construction/capital works;
- security for the purpose of obtaining commercial loans or for the purpose of meeting existing loan obligations;
- legal or other costs (including damages) to settle unfair dismissal grievances and/or settle other claims brought against the National Centre, except where approved in writing by the Commonwealth;
- activities undertaken by political organisations;
- the covering of retrospective costs;
- activities which subsidise commercial activities; and/or
- 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.

You must prepare your application based on the initial 4 year grant funding from 2022-23 to 2025-26.

We will assess your application based on the weighting given to each criterion.

The Application Form includes word limits.

### **Criterion 1 – Proposed operating model, governance and staffing structure of the National Centre [Weighting: 25%]**

Identify your proposed operating model, governance and staffing structure for the National Centre. In responding to this criterion, you should include:

- a) whether you would establish the National Centre as a consortium that would later become separately incorporated (**i.e. a not-for-profit incorporated entity**), or as an ongoing consortium arrangement (**i.e. consortium of eligible organisations (such as a university-led centre)<sup>14</sup>**). This should detail which organisations are members of the consortium;
- b) the proposed approach to ensure a collaborative model for the National Centre, and shared governance with people with intellectual disability, their families, and advocates;
- c) how you would ensure that the National Centre operates as a genuinely inclusive entity that has the health needs of people with intellectual disability at its core;
- d) evidence that demonstrates your consortium's existing relationships and capacity to build more, domestically and internationally;
- e) the degree to which the National Centre would collaborate with as many existing players in the sector as possible, including the existing state intellectual disability health centres and services, state departments of health, disability agencies, the relevant university departments, relevant Commonwealth departments and agencies, and the World Health Organisation;
- f) how your proposed model and staffing structure for the National Centre would ensure this; and
- g) information on the consortium members, and their contribution to the outcomes of the National Centre.

**(Maximum of 1,300 words)**

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<sup>14</sup> **Note:** This model option was referred to by Nous Group as a 'joint venture'. Nous Group used the term 'joint venture' in a more general sense, rather than as formally defined.

**Criterion 2 – Capacity and capability to successfully establish and operate the National Centre [Weighting: 25%]**

You should demonstrate this by identifying:

- a) your ability to effectively establish and operate the National Centre, including your access to resources and personnel with the relevant expertise, skills, and experience;
- b) your access, or future access, to any infrastructure, equipment, technology and intellectual property to support the establishment and operation of the National Centre;
- c) your ability to enable the National Centre to attract additional investment;
- d) how you will ensure the efficient and economical use of grant funds in establishing and operating the National Centre, and how you will achieve high quality outcomes in a cost-effective way;
- e) information on how you intend to meet the collaborative requirements of the grant opportunity;
- f) how you will measure the success of the establishment of the National Centre.

**(Maximum of 1,300 words)**

In addition to Criterion 2, you are required to complete an Activity Work Plan and Budget Plan, for the initial 4 years of the grant period and funding from 2022-23 to 2025-26.

The template for these attachments is available on GrantConnect and do not count towards the character limit for this criterion.

The Activity Work Plan should detail the requirements of the grant, such as deliverables, focus and timeframes for the establishment of the National Centre, including:

- management of the project including scope, methodology, and timeframes;
- engagement with partner organisations and other key stakeholders;
- completion of the required governance processes and any required legal approvals or processes.

The Budget Plan should be comprehensive and give a detailed breakdown of costs for establishment and operation of the National Centre, including breakdowns of:

- establishment costs including assets, staff recruitment, IT systems and establishment costs, legal and accounting costs; and any other establishment costs;
- staffing numbers and remuneration costs; and
- other annual operating costs including consulting and contracting; maintenance (depreciation); occupancy; equipment and materials; marketing and media; travel; accommodation, catering, events and conferences; IT systems; governance costs; and any other recurrent costs.

**Criterion 3 – Delivering the core functions of the National Centre [Weighting: 25%]**

Describe how you would operate the National Centre to:

- a) provide national leadership in intellectual disability health, including through activities such as:
- identifying and raising the profile of evolving priority issues in intellectual disability health;
  - working collaboratively with people with intellectual disability, their families and other carers; research bodies; specialised intellectual disability health centres and services; advocacy organisations; and governments, to provide national leadership;
  - being a key driver of action on the Roadmap and improving the health of people with intellectual disability;
- b) support intellectual disability health, including through activities such as:
- identifying national research and data priorities to inform practice, and advising research bodies on these priorities;
  - translating intellectual disability health research generated by others;
  - analysing and interpreting health data to improve the health of people with intellectual disability;
- c) lift the capability of health services to meet the needs of people with intellectual disability, including through activities such as:
- developing and making available clinical reference material and training programs and resources;
  - disseminating best practice models of health care and learnings about how to improve mainstream health services to meet the needs of people with intellectual disability; and
  - providing a mechanism for supporting access to clinical expertise in intellectual disability health in states that do not have specialised intellectual disability health services;
- d) provide online support, including through activities such as:
- providing online support, including an online portal to help connect people with intellectual disability to appropriate health services, and providing health resources and information for people with intellectual disability and their families; and
  - establishing a central hub of expertise, resources and research in the health care of people with intellectual disability and information for people with intellectual disability and their families, to help deliver the above functions.

**(Maximum of 1,300 words)**

#### **Criterion 4 – Risk management [Weighting: 10%]**

Identify the risks and issues that may be encountered in establishing and operating the National Centre.

- a) Describe the strategies or measures to mitigate the impact of risks associated with the establishment and operation of the National Centre.

**(Maximum of 1,000 words)**

In addition to criterion 4, you are required to complete a Risk Management Plan detailing any potential risks and mitigation strategies. The template for this is located on GrantConnect and does not count towards the character limit for this criterion.

#### **Criterion 5 – Impact of grant funding [Weighting: 15%]**

You should demonstrate this by describing:

- a) the extent that your project complements, builds on, and does not duplicate, existing or planned activities;
- b) how the National Centre will serve as a source of expert advice on the implementation of other actions under the Roadmap;
- c) how the National Centre will be a key driver of action on the Roadmap, and help to support improving the health of people with intellectual disability.

**(Maximum of 1,000 words)**

## **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 addenda<sup>15</sup> 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:

- 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 using the application form 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](mailto:grant.atm@health.gov.au) or call (02) 6289 5600.

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<sup>15</sup> 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.

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. You will receive automatic email acknowledgement once your application has been submitted via the application form link on GrantConnect.

If you need further guidance around the application process or if you are unable to submit an application, please contact us at [grant.atm@health.gov.au](mailto: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:

- Activity Work Plan;
- Budget Plan;
- Risk Management Plan;
- evidence of support from your organisation's board, CEO or equivalent; and
- letters of support from the proposed consortium members.

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 Consortium applications

Applications must be consortium-based. You must appoint a 'lead organisation'.

The lead organisation 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. Only the lead organisation can submit the application form.

The application must identify all other members of the proposed consortium, and you **must attach** letters of support from the other consortium members.

Each letter of support should include:

- details of the consortium member;
- confirmation that the consortium member supports the grant application;
- confirmation that the consortium member supports the delivery model proposed by the lead applicant (i.e. a consortium that would later become separately incorporated), or an ongoing consortium arrangement (such as a university-led centre);
- confirmation that the consortium member will work with the lead applicant and the other consortium members in establishing and operating the National Centre; 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 confirm all members of the consortium as not being 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'.

### 7.3 Timing of grant opportunity processes

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

If you are successful, we expect you will be able to commence the grant activity around late May/early June 2023.

Table 2: Expected timing for this grant opportunity

| Activity                                     | Expected Timeframe                                       |
|--|--|
| Information session on the grant opportunity | Mid-late January 2023                                    |
| Open on GrantConnect                         | Mid-late January 2023                                    |
| Closing date for applications                | 10 weeks from the opening date                           |
| Assessment of applications                   | Within 2 weeks of the closing date                       |
| Approval of outcomes of selection process    | Within 2 weeks of completing assessment                  |
| Negotiations and award of grant agreement    | Within 3 weeks of approval of selection process outcomes |
| Notification to unsuccessful applicants      | Within 1 week of establishment of grant agreement        |
| Earliest start date of grant activity        | late May/early June 2023                                 |
| End date of grant activity or agreement      | 30 June 2026   |

### 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](mailto:grant.atm@health.gov.au). The department will respond to emailed questions within three working days.

Questions close 5 full days before the end of the application period. This allows the department to disseminate information to applicants with sufficient time for the applicant to consider the impact of the response on their application.

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 an open competitive grant process.

We then assess eligible applications 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;
- how it compares to other applications; and
- whether it provides value with relevant money.<sup>16</sup>

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

Table 3: Assessment Criteria Scoring Matrix

| Rating (for individual criterion)   | Score |
|---|-------|
| <b>Excellent</b> – response to this criterion, including all sub-criteria, exceeds expectations.  | 5     |
| <b>Good</b> – response to this criterion addresses all or most sub-criteria to a higher than average standard.  | 4     |
| <b>Average</b> – response against this criterion meets most sub-criteria to an average but acceptable level.  | 3     |
| <b>Poor</b> – poor claims against this criterion, but may meet some sub-criteria.   | 2     |
| <b>Does not meet criterion at all</b> – 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 assessment criteria.

When assessing the extent to which the application represents value for money<sup>17</sup>, we will have regard to:

- the overall objective/s to be achieved in providing the grant;
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives; and
- the relative value of the available grant.

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<sup>16</sup> See Glossary for the definition of 'relevant money'.

<sup>17</sup> See Glossary for the definition of 'value for money'.

## 8.2 Who will assess applications?

The department will establish a panel to assess eligible and compliant applications.

The assessment panel will be chaired by the First Assistant Secretary, Primary Care Division, and will include other officers from the Allied Health and Service Integration Branch in the department.

We may ask external experts to inform the assessment process. Any expert who is not a Commonwealth Official will be required/expected to perform their duties in accordance with the CGRGs.

The panel 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 panel may also consider information about you that is available through the normal course of business.

The assessment panel will recommend to the Decision Maker which application to approve for a grant.

## 8.3 Who will approve grants?

The Deputy Secretary, Primary and Community Care Group (the Decision Maker) decides which grant to approve, taking into account the recommendations of the assessment panel 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 2 weeks of being notified of the outcome by emailing [IntellectualDisability@health.gov.au](mailto:IntellectualDisability@health.gov.au)

We will give written feedback within 4 weeks of your request.

## 10. Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the whole of government [grant agreement](#) templates and will use the Standard Grant Agreement for 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 will use supplementary terms and conditions if required, and a schedule to outline the specific grant requirements.

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. You must not start any National Centre of Excellence in Intellectual Disability Health activities until a grant agreement is executed.

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**

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 will be requested to demonstrate compliance with the following legislation/policies/industry standards:

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

To be eligible for a grant, you must declare in your application that you comply with these requirements. You will 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.

### **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 for Child Safe Organisations](#).

### **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;
- any in-kind contributions you will make;
- any financial contribution provided by a third party.

We will not exceed the maximum grant amount.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments according to an agreed schedule set out in the grant agreement.

Subsequent payments are subject to satisfactory progress on the grant activity.

### **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.

### 12.2 Reporting

#### Progress Reports

You must submit reports in line with the grant agreement. We will expect you to report annually (by the end of September) on:

- progress against your agreed grant activity milestones and outcomes;
- expenditure of grant; and
- any contributions of participants directly related to the grant activity.

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.

As outlined in section 3.2, it is intended that the grant agreement will be varied one year at a time on a rolling basis after submission of a satisfactory annual report by the end of September, to reflect the addition of the indexed ongoing annual amount for each year from 2026-27 (which occurs later in each calendar year, at the Mid-Year Economic and Fiscal Outlook).

Extension of funding would be subject to the National Centre meeting the requirements of the grant agreement; and to satisfactory performance in delivering planned activities under the core functions, meeting its performance indicators, and meeting the intended objectives/outcomes of the grant program.

This will be subject to Australian Government decisions relating to the Program and the necessary administrative process in line with the [CGRGs](#).

## **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 in the format and at the timing specified 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.

A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

### **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 us at [IntellectualDisability@health.gov.au](mailto:IntellectualDisability@health.gov.au).

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

### **12.6 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.

### **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:

'National Centre of Excellence in Intellectual Disability Health – an Australian Government initiative'.

## **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 amended periodically 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](#) applies 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](mailto: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](mailto: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, an 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, your employees, agents or subcontractors to give a written undertaking relating to non-disclosure 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](mailto:foi@health.gov.au)

## 14. Consultation

As outlined in section 2, in the 2021-22 Budget, funding was allocated to enable the scoping and co-design of options for a National Centre, in collaboration with clinical and academic experts, intellectual disability advocacy organisations, people with lived experience and carers, state and territory health departments, and existing specialised intellectual disability health services. The scoping and co-design work was led by consultants, Nous Group.

The department will run an open information session about this grant opportunity via webinar as soon as possible before publication of the grant opportunity guidelines on GrantConnect.

This will enable any organisations that may wish to apply or be party to an application, to receive an overview of the functions of the National Centre and the objectives of this grant opportunity.

## 15. Glossary

| Term   | Definition   |
|--|--|
| accountable authority  | see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>   |
| administering entity   | when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes  |
| assessment criteria  | are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings  |
| commencement date  | the expected start date for the grant activity   |
| Commonwealth Child Safe Framework                            | in response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the <a href="#">Commonwealth Child Safe Framework</a> , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities |
| 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   |
| <i>Commonwealth Grants Rules and Guidelines 2017 (CGRGs)</i> | establish the Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. The <a href="#">CGRGs</a> contain the key legislative and policy requirements and explain the better practice 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                        | 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: <ul style="list-style-type: none"> <li>a. under which relevant money<sup>18</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>19</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives</li> </ul> |
| 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  |
| <a href="#">GrantConnect</a> | 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  |

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<sup>18</sup> Relevant money is defined in the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), chapter 1, section 8 Dictionary.

<sup>19</sup> 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 <a href="#">National Redress Scheme</a> 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.             |
| PBS Program  | described within the entity's <a href="#">Portfolio Budget Statement</a> , 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. |
| <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act) | the <a href="#">PGPA Act</a> establishes a system of governance and accountability for public resources with an emphasis on planning, performance and reporting. It applies to all Commonwealth entities and Commonwealth companies.  |
| relevant money   | <ul style="list-style-type: none"> <li>a. money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity; or</li> <li>b. money that is held by the Commonwealth of a corporate Commonwealth entity.</li> </ul>   |
| 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.  |

| Term            | Definition  |
|-----------------|---|
| value for money | <p>value for 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"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and</li> <li>• the potential grantee’s relevant experience and performance history.</li> </ul> |

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