



Disability Worker COVID-19 Leave Grant Opportunity Guidelines

Opening date:	11 August 2023
Closing date and time:	9:00 pm (AEDT) on 30 January 2024
Commonwealth policy entity:	Department of Social Services
Administering entity:	Community Grants Hub
Enquiries:	<p>If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au</p> <p>Questions should be sent no later than 5:00 pm AEDT on 23 January 2024.</p>
Type of grant opportunity:	Demand Driven

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1 Disability Worker COVID-19 Leave grant opportunity processes

The Disability Worker COVID-19 Leave Payment is designed to achieve Australian Government objectives

This grant opportunity contributes to the Department of Social Services Outcome 3.2.2 *Jobs and Market Fund*. The Department of Social Services 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 criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria.



We make grant recommendations

We provide advice to the decision maker.



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 enter into a grant agreement

If you are successful, we will enter into a grant agreement with you. 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 Disability Worker COVID-19 Leave 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 criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Department of Social Services (the department) with support from the Community Grants Hub.

2 About the grant program

In April 2023, as part of the Australian Government's commitment to the ongoing COVID-19 response, the Government announced it will provide additional funding to support eligible members of the disability workforce who are unable to deliver supports to National Disability Insurance Scheme (NDIS) participants due to a COVID-19 infection.

The measure recognises that people with disability are at higher risk of vulnerability and the inherent risks in providing care for people with disability in high risk settings, including disability accommodation settings or in the homes of participants at higher risk.

The objectives of the program are to:

- reduce the possible exposure to, and likely impacts of, COVID-19 on people with disability who receive close personal support
- encourage disability workers to act in line with accepted public health practices by avoiding work if infected by COVID-19
- ensure workers are supported in making this decision by encouraging employers to continue to meet sick leave entitlements in relation to absences because of COVID-19, even where paid sick leave would not normally be available.

The intended outcomes of the program are to:

- mitigate the risk of COVID-19 transmission to those people with disability who are among Australians at greatest risk of severe impacts from COVID-19, and
- ensure casual staff, or directly employed permanent staff who have insufficient sick leave, and risk losing income from not being able to attend work and not being able to conduct their work from home, have improved financial security.

Under this grant opportunity, registered and unregistered NDIS providers, including individual providers of disability supports (sole traders), will be able to apply for reimbursement of the payment of leave to eligible employees.

The employee will be required to complete the eligibility declaration and provide it to the employer, for the department to reimburse the employer up to a defined limit per worker every 3 months.

Providers are encouraged to continue to pay permanent and casual staff leave for the total hours lost, even where this exceeds the reimbursement amount, where they are unable to attend work due to COVID-19 infection. The payment to the employee must be equal to or more than the reimbursement amounts, regardless of whether this amount is greater than the total amount of leave they would have been paid for the period of leave.

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

2.1 About the grant opportunity

The intended outcome of the grant opportunity is retaining an experienced and secure disability workforce by supporting disability workers. This support will ensure casual staff, or directly employed permanent staff who contract COVID-19 will be able to receive income during isolation where they:

- have insufficient personal (sick) leave, and
- risk losing income from not being able to attend work, and
- are not able to conduct their work from home.

Many people with disability remain at high risk for severe illness from COVID-19. In delivering close personal support, the risk of transmission is higher given the nature of the tasks which require workers to be in close physical proximity with participants. Given this, it is strongly recommended that staff, after testing positive for COVID-19, do not attend work for a period of 7 days, or until symptoms resolve.

Not attending work when COVID-19 positive is a core infection prevention and control measure and it is important these public health measures continue in the disability sector.

The grant opportunity will be available after 1 April 2023 and will reimburse leave expenses incurred up to 31 December 2023. Eligible providers will have until 30 January 2024 to submit a claim for payments.

The grant will be paid to eligible NDIS providers, including individual providers of disability support (sole traders), not individual workers, with the expectation being that providers have already paid the staff during the period of leave and then use this as an opportunity to seek reimbursement.

3 Grant amount and grant period

3.1 Grants available

Grants will be paid to registered and unregistered NDIS providers, including individual providers of disability support (sole traders) who are able to demonstrate they paid leave to their directly employed permanent and casual staff who have insufficient access to paid sick leave, rather than payments direct to individuals. Evidence of the payment and of personal leave balances for the period of time being claimed and employment status will be required. Sole traders will need to provide evidence of service bookings or equivalent that were unable to be fulfilled due to a COVID-19 diagnosis.

Payments will be made to eligible providers who are able to demonstrate they or their worker are/is either engaged by a NDIS participant with a current service agreement in place, or already delivering one of the classes of support listed at section 4.1 to a NDIS participant with evidence of service bookings or equivalent; and have no other access to personal leave. Where a worker is employed casually by more than one disability provider, they will need to elect their primary provider/employer to seek payment from who will then be able to seek reimbursement through this payment.

There is no maximum grant amount to an individual employer, but grants cannot exceed the amount of available funds.

Decisions on successful applications and the grant amounts payable are at the discretion of the Commonwealth.

3.2 Disability Worker COVID-19 Leave grants payment periods

The grant application period will be open from 11 August 2023 and close at 9:00 pm AEDT 30 January 2024.

Disability providers and sole traders will be able to submit one claim per 3 months for any payments made in the prior period, as below:

Payment period	Period dates	Submission dates
One	1 Apr 2023 to 30 Jun 2023	11 Aug 2023 to 7 Sept 2023
Two	1 Jul 2023 to 30 Sep 2023	3 Oct 2023 to 6 Nov 2023
Three	1 Oct 2023 to 31 Dec 2023	18 Dec 2023 to 30 Jan 2024

Applicants are encouraged to submit their grant application as soon as possible after the end of each quarter.

Applications for reimbursement will close at 9:00 pm on 30 January 2024. Note: This will only be for the period up to and including 31 December 2023 as outlined in the table above. No applications for periods in 2024 will be accepted in this grant round.

3.3 Calculation of the Disability Worker COVID-19 leave payment

Reimbursement will only be available in respect of payments made, or evidence that a service booking has been lost (for sole traders) when all personal leave has been exhausted and the Employee Disability Worker COVID-19 Leave Payment Eligibility Declaration has been completed and returned to the employer.

Reimbursement amounts	Period dates
\$450 per worker	Where the worker has lost at least 8 hours but less than 20 hours of work over a 7 calendar day period (or less)
\$750 per worker	Where the worker has lost more than 20 hours of work over a 7 calendar day period (or less)

- Applicants can only apply for a maximum of 3 reimbursements in a 6 month period or twice within 28 days for each individual worker.
- There is no maximum amount payable to an employer, subject to there being available grant funds remaining. An employer may claim for as many employees as meet the eligibility.

- The reimbursement amount claimed per worker must be equal to, or less than, the total costs incurred by the employer for the payment of sick leave to the individual worker in respect of the relevant leave hour bracket. Applicants will be asked to validate this in their application.

4 Eligibility criteria

This grant opportunity is a demand driven grant selection process. The department considers that this is an appropriate type of selection process to ensure all eligible providers are able to support all eligible employees to take leave if they contract COVID-19, subject to the grant funds being available.

The decision maker can choose to waive the eligibility criteria, however they must be made aware of the risks.

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

4.1 Who is eligible to apply for a grant?

- NDIS providers as defined in the *National Disability Insurance Scheme Act 2013*, registered or not, including individual providers of disability support (sole traders) and who provide the following classes of supports to participants:
 - high intensity daily personal activities, involving the delivery of health related supports
 - community nursing care
 - daily personal activities and
 - assistance with Daily Life Tasks in a Group or Shared Living Arrangement
- Only NDIS providers who operate under a valid ABN can apply for the grant.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- not delivering NDIS services for the payment period
- any organisation not included in section 4.1 or
- agencies or brokers employing staff who are contracted to provide services for the above organisations
- 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.'
- an organisation, or your project partner is an organisation, included on the [Workplace Gender Equality Agency](#) website on the non-compliant organisations list.

4.3 Which disability workers are eligible for providers to claim reimbursement for?

Eligible NDIS providers, listed in section 4.1, can apply for the grant for disability workers delivering the following classes of support where they meet all relevant eligibility below:

- The worker delivers the following classes of support:
 - high intensity daily personal activities, involving the delivery of health related supports
 - community nursing care
 - daily personal activities
 - assistance with Daily Life Tasks in a Group or Shared Living Arrangement.
- A leave payment was paid to a full-time, part-time or casual worker providing the above-mentioned services who:
 - otherwise would not have access to personal leave and for staff who do not have any remaining personal leave during a COVID-19 outbreak
 - have not attended work due to being COVID-19 positive (and are unable to work from home)
 - have already been engaged by a NDIS participant and have a current service agreement or service booking in place
 - already deliver eligible supports to the NDIS participant with evidence of service bookings or equivalent for these eligible supports and
 - have been able to demonstrate they have lost hours of work as a result.
- Where a worker is employed casually by more than one disability provider, they have elected the applicant as their primary provider/employer to seek payment from who will then be able to seek reimbursement through this grant.
- The employee has completed, signed and returned to the applicant/employer the 'Employee Disability Worker COVID-19 Leave Eligibility Declaration' form prior to the application being submitted for reimbursement. Sole traders will be required to complete the application form for themselves.
- The worker meets the following eligibility criteria:
 - a) person is an Australian citizen, Australian permanent resident or holder of a temporary visa who has the right to work in Australia (and is in Australia at the time of the claim)
 - b) person is at least 17 years old
 - c) person resides or resided in Australia during the entire period that the person is unable to attend work, due to being COVID-19 positive
 - d) person likely would normally have been rostered to work during the period of workplace exclusion
 - e) period in which the person tests positive with COVID-19 and is unable to attend work falls within the period the grant opportunity is open
 - f) person is not in receipt of the Aged care worker COVID-19 leave payment grant on any day of the payment period
 - g) person is not in receipt of income support payments or certain other Commonwealth or state and territory payments (as described below) on any day of the payment period

- h) person must not have received or applied to receive an equivalent state worker support payment or workers compensation on any day of the period being claimed and
 - i) person must not have met the claims cap
 - j) must not be subject to a current banning order under section 73ZN of the *National Disability Insurance Scheme Act 2013*.
- The worker is not receiving one of the following income support payments (which are not being used as a defined term for the purposes of the *Social Security Act 1991*) or certain other Commonwealth and state and territory payments:
 - a) an Age Pension
 - b) a Disability Support Pension
 - c) a Carer Payment
 - d) a Parenting Payment
 - e) a Youth Allowance
 - f) an Austudy payment
 - g) a JobSeeker Payment
 - h) Parental Leave Pay
 - i) Dad and Partner Pay
 - j) service pension or Veteran Payment
 - k) income support supplement
 - l) Special Benefit
 - m) ABSTUDY living allowance
 - n) Bereavement Allowance
 - o) Widow Allowance
 - p) Farm Household Allowance.

Applicants will be required to declare that they have:

- determined each worker included in their claim has confirmed they met these eligibility criteria when claiming the Disability Worker COVID-19 Leave grant and
- recorded and retained the appropriate evidence to support the claim for each individual worker.

5 What the grant money can be used for

5.1 Eligible grant activities

Grant funds will be provided to successful applicants (providers) to reimburse payments made between 1 April 2023 and 31 December 2023 to directly employed permanent or casual staff who have insufficient personal leave available and are not able to work as a result of COVID-19 infection.

5.2 Eligible expenditure

Eligible expenditure will relate only to payments already made by the provider to eligible staff.

Providers will calculate the expected reimbursement amount payable in accordance with section 3.3 above. Reimbursements will be capped at the rates of payment in section 3.3.

No administration or handling fees are payable to employers.

Employer taxation obligations must be met according to law, including in respect of the PAYG taxation system nominations in place for each employee. Employer obligations in relation to superannuation contributions must also continue to be met.

It is the provider's responsibility to inform the department:

- honestly and accurately about the number of eligible disability workers
- their weekly hours and the amount of leave hours for which reimbursement is being sought, and
- any changes about eligibility and hours worked.

5.3 What the grant money cannot be used for

Grant funds cannot be retained by a successful applicant for any other purpose other than that stated in section 5.1.

6 How to apply

Before applying, you must read and understand these guidelines and the application form.

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

To apply you must:

- complete the online application form on [GrantConnect](#)
- provide all the information requested
- address all eligibility criteria
- ensure all information provided in the application form aligns with the 'Employee Disability Worker COVID-19 Leave Payment Eligibility Declaration'
- retain any documentation that evidences eligibility for the grant, including:
 - evidence of hours of work lost by each employee the applicant is applying for
 - evidence of the NDIS support and services delivered by each employee the applicant is applying for. This may include copies of service bookings or service agreements
 - evidence each employee the applicant is applying for has insufficient sick leave or does not qualify for leave entitlements
 - any other documentation noted in section 11.3

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

- obtain the completed Employee Disability Worker COVID-19 Leave Payment Eligibility Declaration form prior to application submission and retain for application review or audit purposes. The Eligibility Declaration form requests a range of information related to the employee, the period of sick leave and the COVID-19 diagnosis, this includes:
 - employee’s personal details, including confirmation of residency and contact details
 - confirmation the employer has agreed to provide the employee payment for the leave impact period
 - confirmation that no other Commonwealth, state support or workers’ compensation payments have been, or are being, claimed for the same period
 - details of diagnosis, including Leave Impact Start and End Dates and supporting evidence. Proof of diagnosis can include:
 - a medical certificate confirming a positive COVID-19 test at the start of the COVID-19 impact period
 - a date stamped email from the employee to the employer with an image of the positive rapid antigen self-test (RAT) or a polymerase chain reaction (PCR) result
 - a completed official statutory declaration
 - record of registration of infection with state or territory
 - employment details including:
 - confirmation of name and contact details of primary employer
 - type of role with employer, evidence supporting the employee usually would deliver an eligible class of support as listed in section 4.3.

Where an applicant has a greater number of employees to claim than the online form allows, applicants can list the employee details on an attachment.

This attachment is available as part of the application pack published on GrantConnect and will include steps on how to submit.

Each applicant can submit one application form for each claim period in the grant opportunity. If more than one application is submitted, the latest accepted application form will progress. Please see section 3.2 Disability Worker COVID-19 Leave grants payment periods.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The Community Grants Hub do not have to accept any additional information, or requests from you to correct your application after the closing time.

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

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

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

6.1 Timing of grant opportunity processes

You must submit an application between the submission dates outlined in the payment period table in section 3.2.

Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit an email request within 3 business days after the closure of the each submission period to the Community Grants Hub via support@communitygrants.gov.au.

The Community Grants Hub will send a link to the late application form which will outline the steps required to submit your late application. Late application forms will be accepted until 5:00 pm AEST (or AEDT, if applicable) within 3 business days of the closure of each submission period. No late applications will be accepted or considered after that date.

The late application form will request you provide a detailed explanation of the exceptional circumstances that prevented the application being submitted prior to the closing time.

All late applications will be provided to the Grant Opportunity Delegate for a determination on whether a late application will be accepted and progress through assessment. The decision of the Grant Opportunity Delegate will be final and not be subject to a review or appeals process.

Table 4: Expected timing for this grant opportunity

Activity	Expected timeframe
Open on GrantConnect	4.5 months
Payments made to successful applicants	A minimum of 30 days following the end of the submission period.

6.2 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 support@communitygrants.gov.au.

The department will respond to emailed questions within 5 working days.

Requests for clarification may form the basis of a response that will be posted on the [GrantConnect](#) website in Question and Answer 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 determine eligibility or complete your application.

7 The grant selection process

Your application will be considered through a demand driven grant process.

We will check your application to ensure it meets the eligibility criteria.

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

Eligible applications will be considered to be successful provided sufficient grant funding is available.

7.1 Who will approve grants?

The Executive Director or a Director of the Portfolio COVID-19 Response Taskforce (the Decision Maker), or equivalent level officer familiar with the grant, decides which grants to approve taking into account the recommendations of the assessor 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
- grant funding amount to be awarded and
- terms and conditions of the grant.

8 Notification of application outcomes

We will advise you of the outcome of your application in writing. If successful the Australian Government Community Grants Hub at the Department of Social Services, will issue you with a Letter of Agreement and facilitate the reimbursement. Once this agreement has been completed and signed, the approved funding will be paid in full.

9 Successful grant applications

9.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the whole of government Letter of Agreement templates for this grant opportunity.

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

This grant agreement comprises of the Letter of Agreement and terms and conditions that the Australian Government Community Grants Hub will send you advising that the Australian Government is entering into an arrangement with you.

9.2 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.

9.3 Indigenous organisation type classifications

All Australian governments are working with Aboriginal and Torres Strait Islander people, their communities, organisations and businesses to implement the National Agreement on Closing the Gap (National Agreement) at the national, state and territory, and local levels. The National Agreement identifies 4 priority areas for reform within government. One of these is Priority Reform 2, building the Aboriginal and Torres Strait Islander community-controlled sector to deliver services to Aboriginal and Torres Strait Islander communities.

To assist government with improving and reporting on the level of community grant funding going to Aboriginal and Torres Strait Islander organisations, changes have been made to the way organisation data is collected. Aboriginal and Torres Strait Islander organisations will now be classified into 3 tiers and asked to self-identify which group they fall under. The 3 tiers and their definitions are:

Aboriginal and Torres Strait Islander Community Controlled organisation	These are organisations that are incorporated, not for profit, at least 51% Aboriginal and Torres Strait Islander owned and at least 51% Aboriginal and Torres Strait Islander controlled (Board members or equivalent).
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Aboriginal and Torres Strait Islander Operated and Controlled organisation	These are organisations that are at least 51% Aboriginal and Torres Strait Islander owned and at least 51% Aboriginal and Torres Strait Islander controlled (Board members or equivalent).
Other Aboriginal and Torres Strait Islander organisation	These are organisations that are at least 50% Aboriginal and Torres Strait Islander owned OR at least 50% Aboriginal and Torres Strait Islander controlled (Board members or equivalent).

9.4 How we pay the grant

The letter of 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.

9.5 Grants payments and GST

Payments will be GST exclusive. 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.

9.6 Audit capability

The department will undertake a combination of random and targeted audits throughout the grant process. Audits may also be conducted taking into account risk assessments and/or irregularities for example, the data supplied or in complaints from employees of incorrect payment.

You must give the Commonwealth, or any persons authorised in writing by the Commonwealth, material relating to the activity and access to premises where the activity is being performed and/or where material relating to the activity is kept within the time period specified by the Commonwealth.

This may include the provision of documents or access relating to the following evidence of:

- employment records and supporting evidence concerning the employment and work hours for eligible disability workers
- relevant remittance advice and evidence of payment to the employee
- the amount of leave payments made to each eligible disability worker/s, including payments which may not at the time be eligible for reimbursement under this grant opportunity
- calculations regarding expected working hours for eligible disability workers as it relates to the amount of leave paid and claimed for reimbursement

- the eligible disability worker's positive COVID-19 status, confirming the need to isolate from work on the dates for which leave reimbursement is being claimed, and unable to work from home
- evidence of the provision of NDIS supports and services and the classes of support, this may include service booking evidence or agreements
- the leave paid to the eligible disability worker was a result of that worker not having any access to personal leave or any available personal leave balance being insufficient
- the completed and signed Employee Disability Worker COVID-19 Leave Payment Eligibility Declaration form.

This evidence should be documented and recorded in relation to all disability workers for which a reimbursement is claimed. The record should be retained for 4 years after the closing date of the grant opportunity.

As a general rule, requests will be made in writing to the grant applicant with evidence required to be provided within 28 days of request.

10 Announcement of grants

If successful, your grant will be listed on the GrantConnect website no later than 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#).

11 How we monitor your grant activity

11.1 Keeping us informed

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

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

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

11.2 Record keeping

You must keep records relating to the expenditure of the grant and the conduct and management of the activity and provide copies of the records to the Commonwealth upon request.

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

11.3 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 after you finish your grant for more information to assist with this evaluation.

12 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.

12.1 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 support@communitygrants.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: <https://www.ombudsman.gov.au/>

12.2 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 process, such as an Australian Government officer
- 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
- 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 [Community Grants Hub website](#).

12.3 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
- who we give your personal information to.

In submitting a grant application under this opportunity, you agree to the Australian Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information we cannot assess your grant application.

The Australian Government may also use and disclose information collected about you 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 in your application, including personal information, with other Commonwealth entities, the responsible Minister, Assistant Ministers and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by Australian law.

As part of your application, you also declare your ability to comply with the Privacy Act 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 Australian Government would breach an Australian Privacy Principle as defined in the Privacy Act.

12.4 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 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 3 conditions below:

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

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

- 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
- 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.

12.5 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
 Government and Executive Services Branch
 Department of Social Services
 PO Box 9820 Canberra ACT 2601

By email: foi@dss.gov.au

13 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.
Claims cap	Reimbursement payments for each eligible worker will be capped at the rates of payment in section 3.3, taking into account the limitations on the number of claims for leave that can be made in each quarter.
Classes of support	<p>Eligible disability workers must be engaged by a NDIS participant, or have a current service agreement in place to deliver one or more of the following classes of support:</p> <ul style="list-style-type: none"> ▪ high intensity daily personal activities involving the delivery of health related supports ▪ community nursing care ▪ daily personal activities ▪ assistance with Daily Life Tasks in a Group or Shared Living Arrangement.
Commencement date	the expected start date for the grant activity.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
Completion date	the expected date that the grant activity must be completed and the grant spent by.

Term	Definition
Co-sponsoring entity	when 2 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 Letter of Agreement is issued 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.
Eligible disability worker	an employee of the applicant who meets the eligibility criteria set out in these guidelines.
Employee Disability Worker COVID-19 Leave Payment Eligibility Declaration	The form that will be required for applicant/employers to have the employee complete and sign prior to submitting an application. This form must be retained by the applicant/employers for application verification and audit purposes.
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"> a. under which relevant money² or other Consolidated Revenue Fund (CRF) money³ is to be paid to a grantee other than the Commonwealth b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
Grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
Grant 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 Department of Social Services Portfolio Budget Statement Program.

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

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

Term	Definition
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.
Grantee	the individual/organisation which has been selected to receive a grant.
Letter of Agreement	<p>means the letter of agreement which will be issued by the Australian Government Community Grants Hub to successful applicants, which sets out the relationship between the parties and which includes:</p> <ul style="list-style-type: none"> ▪ the cover letter ▪ the Grant Details attached to the cover letter ▪ the Commonwealth Letter of Agreement Conditions attached to the cover letter and ▪ any other attachments to those documents or documents incorporated by reference.
NDIS provider	NDIS providers as defined in the <i>National Disability Insurance Scheme Act 2013</i> , registered or not, including individual providers of disability support (sole traders).

Disability Worker COVID-19 Leave Payment - APP 5 Notice	
Who is collecting your personal information?	<p>Your personal information is being collected by your employer for use by the department to assess payment eligibility. Where the department collects personal information about an individual, Australian Privacy Principle (APP) 5.1 in Schedule 1 of the <i>Privacy Act 1988</i> requires the department to take reasonable steps to either notify an individual of the matters set out in APP 5.2 or to otherwise ensure that an individual is aware of such matters. The individual must be notified at or before the time or, if that's not practicable, as soon as practicable after the department collects the personal information.</p>
Why does the department collect your personal information?	<p>We collect personal information provided by your employer for the purpose of assessing your eligibility to receive payments under the Disability Worker COVID-19 Leave grant.</p> <p>Your personal information may also be used by external auditors for the purpose of confirming your employer's application was in line with eligibility requirements and that your employer has passed on your payment.</p>
What would happen if the department did not collect your personal information?	<p>If you do not allow for the department to use your information collected from your employer through the grant application, grant assessors may not be able to confirm your eligibility which may prevent you receiving the payment.</p>

<p>Who will the department disclose your personal information to?</p>	<p>The department may disclose your personal information to external auditors contracted by the department for the reasons stated above.</p> <p>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.</p> <p>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.</p>
<p>Access to and correction of your personal information</p>	<p>The department's privacy policy contains information about how you may access and seek correction of personal information about you that is held by the department.</p>
<p>Privacy complaints</p>	<p>The department's privacy policy contains information about how you may complain about a breach of the Australian Privacy Principles or the <i>Australian Government Agencies Privacy Code</i> and how the department will deal with complaints.</p>
<p>Overseas disclosure of your personal information</p>	<p>We will not disclose your personal information to any overseas recipients.</p>
<p>Further information</p>	<p>You can read the department's privacy policy on the Department of Social Services website. You can obtain a copy of the APP privacy policy by contacting the department using the contact details set out at the end of this notice.</p>

Contact details

If you wish to contact the department about a privacy-related matter, including questions about this notice, please contact the department's Privacy Officer by one of the following methods:

- **email:** complaints@dss.gov.au
- **telephone:** 1800 634 035
- **post:** DSS Feedback, GPO Box 9820, Canberra ACT 2601