



Australian Government

Department of Health

Home Care Workforce Support Program Grant Opportunity Guidelines GOXXXX

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Commonwealth policy entity:	Department of Health (department)
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact the department via email: grant.atm@health.gov.au . Questions should be sent no later than 5:00pm on TBC .
Type of grant opportunity:	Open Competitive

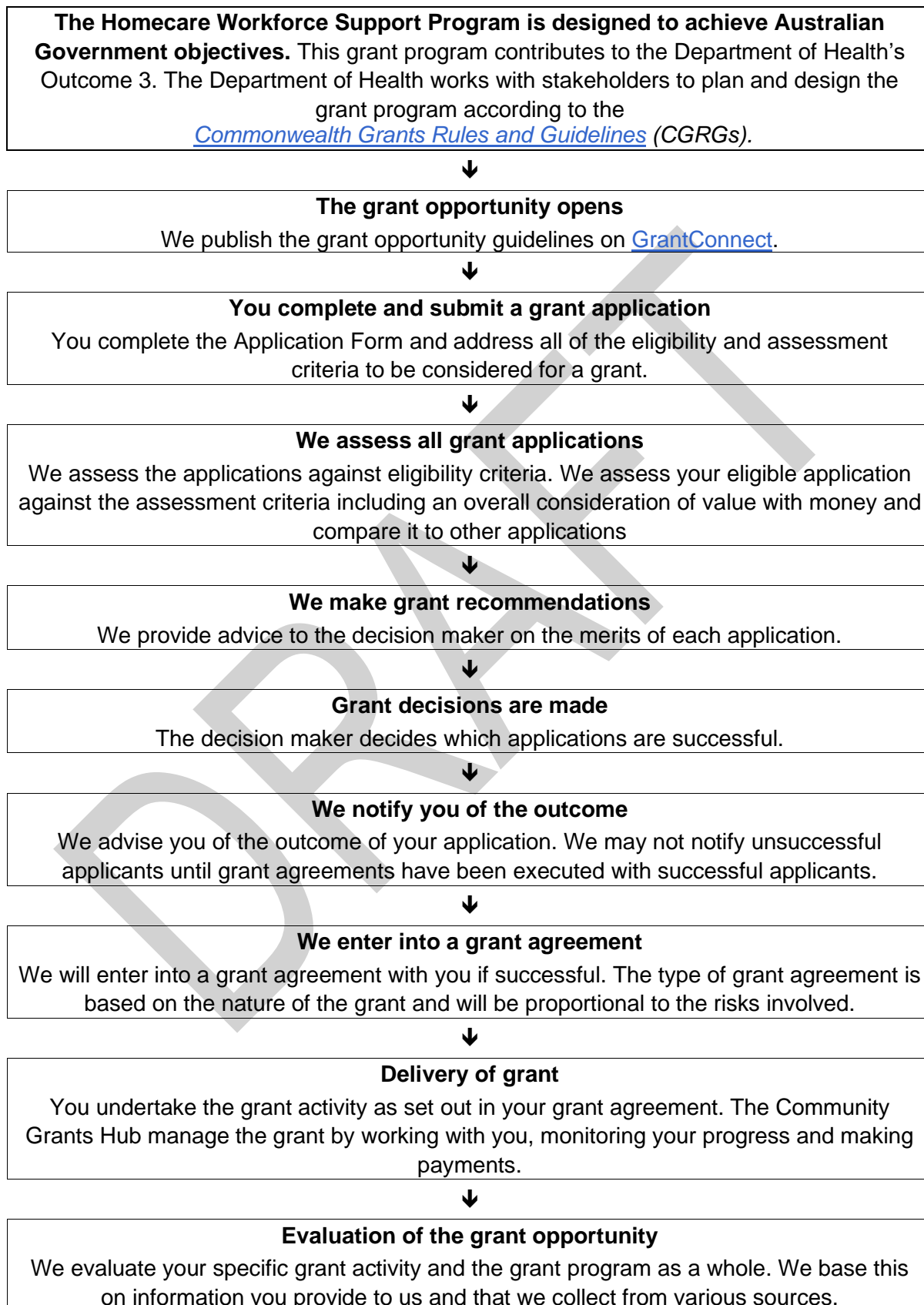
These are DRAFT Grant Opportunity Guidelines. No further information regarding this potential grant round is available at this time.

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1. Home Care Workforce Support Program grant opportunity processes



1.1 Introduction

These guidelines contain information for the Home Care Workforce Support Program grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

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

2. About the grant program

On 1 March 2021, the [Final Report from the Royal Commission into Aged Care Quality and Safety](#) was published. As part of the initial response, the Government announced the funding for the Home Care Workforce Support Program (the **program**) which will provide \$91 million in grant funding over two years from 2021-22 for targeted support to assist the aged care sector to increase the size of the personal care workforce.

The program will run from the first quarter of 2021-22 to 30 June 2023. Under the program, nine grants will be provided to organisations or consortia (see section 4) to work collaboratively with key stakeholders to attract, train and support the retention of an additional 13,000 personal care workers (**PCWs**) nationally to the home care sector by June 2023.

The objectives of the program are to:

- support the home care sector to attract, train and retain an additional 13,000 PCWs in order to support growing demand for consumer access to home care;
- assist new PCWs (e.g. students and new entrants) to receive the skills and training required to deliver quality aged care services;
- enhance the skills of the existing workforce to ensure better support for new PCWs to the home care workforce to help improve retention; and
- provide targeted support to aged care providers to promote consumer access to home care in rural and remote areas ([MMM¹ 6-7](#)), this category could include residential aged care providers or other care services in those regions.

¹ The Modified Monash Model (MMM) is how the Department of Health (the department) define whether a location is a city, rural, remote or very remote. The model measures remoteness and population size on a scale of MMM category MMM 1 to MMM 7. MMM 1 is a major city and MMM 7 is very remote. The MMM classifications helps the department distribute the health workforce better in rural and remote areas. MMM classifications are based on the [Australian Statistical Geography Standard - Remoteness Areas](#) (ASGS-RA) framework. The ratings in the table are based on the Department of Health's 2019 Modified Monash Model data.

The intended outcomes of the grant opportunity are:

- growth of the home care workforce by 6,000 new PCWs in 2021-22 and an additional 7,000 PCWs in 2022-23, including an increase in Aboriginal and Torres Strait Islander PCWs;
- new PCW's have the skills and support required to provide quality aged care services;
- existing home care workforce are better skilled to support students or new PCWs working in the sector; and
- improved links between relevant industry stakeholders to facilitate attraction and training of new PCWs to the home care sector and the aged care sector as a whole.

2.1 About the Grant Opportunity

The grant opportunity has two streams that applicants may apply for, a General Stream and the Regional and Remote Stream. The General Stream is to attract, train and retain a workforce for MMM 1 - 5 in each state and territory (NSW and ACT combined) and the Regional and Remote Stream MMM 6 – 7.

General Stream grants will be offered for each state and territory (with NSW and ACT combined [seven in total]), and two grants under the Regional and Remote stream. Should you wish to apply to deliver activities in more than one of these grant streams or multiple states and territories, you will need to indicate so in your application.

General Stream (MMM 1 –5)

Applicants need to demonstrate their capacity to provide wrap-around services in communities and to undertake:

- activities to attract and recruit new PCWs to the sector (e.g. promotional activities to raise awareness of career opportunities in the sector and screening for aptitude);
- activities to support new PCWs recruited through the program to complete high-quality training (e.g. facilitating access to subsidies to support training, brokering and supporting high-quality work placement opportunities in home care settings or a combination of home and residential care settings);
- activities to improve retention of new PCWs in the sector (e.g. enhancing the skills of the existing workforce to better support students and new recruits); and
- activities to enhance the capability of home care providers to attract, train and retain workers.

Regional and Remote Stream (MMM 6 – 7)

The Department of Health recognises that successful grantees will need a higher degree of flexibility to address workforce issues in regional and remote communities, the additional activities reflect the need for a different approach.

Applicants for this stream will need to demonstrate capacity for the same wrap-around services as outlined for the general stream above, and in addition they will need to demonstrate their capacity to provide wrap-around services across regional and remote areas (MMM 6-7). This may include supporting residential aged care and other care providers in thin markets to promote access to home care services and develop a local

aged and home care workforce. Knowledge of local communities and cultural safety and sensitivity are also of key importance for the Regional and Remote stream.

Two grants will be available in the Regional and Remote Stream. Funding will be divided among the following administrative regions:

- Northern Australia (which broadly includes Queensland, Western Australia and the Northern Territory) and;
- Southern Australia (which broadly includes New South Wales, Victoria, South Australia and Tasmania).

There will be some flexibility to allow communities on the border of these two regions to be serviced as part of the administrative region that best fits with their primary networks and connections, for example remote services in northern areas of South Australia may better align with the Northern Australian administrative region. Applicants will need to outline exactly which areas they intend to service and this will inform the amount of funding they are allocated.

Additional requirements:

Successful applicants must be able to provide support to a range of home care providers in their nominated jurisdiction/s or regions and should not favour individual home care providers, particular registered training organisations or specific human resource organisations. Preference will be given to applicants with demonstrated reach across the home care sector in the grant administrative region.

NB - Grant recipients will be required to demonstrate they approached 80% of the home care providers in their Eligible Location to provide services over the course conclusion of the grant activity (evidence requirements are outlined in the FAQs).

Grant activities should promote links between relevant industry stakeholders, which could include: aged care providers, recruitment agencies/job service providers, registered training organisations (RTO's), aged care peak bodies and other businesses or organisations with relevant skills with a view to improving attraction and retention for potential PCWs.

Applicants will also need to understand existing programs and initiatives run or funded by Commonwealth, State or Territory governments to assist workforce development.

Continuous improvement in the way the program is delivered will be required to ensure its objectives and intended outcomes are achieved within the timeframes. To facilitate this, grant recipients will be required to participate in an ongoing National Governance Committee. It is anticipated the National Governance Committee, managed by the Department of Health, will meet quarterly to discuss ongoing activities, performance, data and successful strategies for achieving the program's objectives. Operational details regarding the National Governance Committee will be determined in consultation with grant recipients. However, it is anticipated the National Governance Committee process will allow grant recipients to participate in a national review of activities to identify strengths and opportunities for improvement. It is likely that the National Governance Committee will include representatives of the Department of Health, Department of Education, Skills and Employment, grant recipients and technical experts.

Additional funding allocations for the second year of the Program may be subject to successful performance outcomes during the first year of grant funding (2021-22) (see section 3.1). We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

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

Table 1: Performance Indicator/s (PIs)

Action	PI & Measure
Retention of new workers at regular intervals	<p>Retention of new recruits at 3 months against a baseline established at the beginning of the program.</p> <p>Retention at 6 and 12-month intervals will also be collected to identify trends and future opportunities.</p> <p>In order to meet the outcomes of the program, grant recipients would need to retain the following number of new starters each quarter:</p> <p>NSW and ACT– 525 VIC – 445 QLD – 281 SA – 145 WA – 172 TAS – 41 NT – 8 Regional/Remote – 24 across both grants</p>
Creation of new work placements	<p>Number of work placements created each quarter for new entrants to the home care and aged care sectors, against targets identified in each Activity Work Plan.</p>
Provision of support activities (as outlined in Section 5 of the Grant Opportunity Guidelines) to aged care providers	<p>Each year, 40% of small (less than 20 care recipients), 40% of medium (between 21 and 99 care recipients) and 40% of large (more than 100 care recipients) home and aged care providers in each jurisdiction must be provided with support.</p> <p><i>NB – the expectation is that over the grant period 80% of all eligible providers in the jurisdiction are provided with support.</i></p>

2.2 COVID-19

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

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a package of up to \$91 million (GST exclusive) to support the Home Care Workforce Support Program over two years from 2021-22. This funding comprises \$42 million in 2021-22 and \$49 million 2022-23 (GST exclusive).

Base funding allocated in the second year will be based on the first year's allocation. However, based on successful performance outcomes (ie. meeting or exceeding PIs) and assessed need, grantees may receive the additional allocations ("Performance Funding") listed in Table 2 for the 2022-23 financial year.

Grant recipients are encouraged to provide in-kind contributions towards their projects. Applicants should indicate the level and type of in-kind contribution in their grant application, as per Section 6 of these Grant Opportunity Guidelines. In-kind contributions are limited to a maximum of 20% of the total grant for that state/territory in Table 2.

Table 2: Grant opportunity funding available

Region	2021-22	2022-23	Total Funding
NSW/ACT	\$12,887,700	\$12,887,700	\$25,775,400
VIC	\$10,773,000	\$10,773,000	\$21,546,000
QLD	\$7,022,400	\$7,022,400	\$14,044,800
SA	\$3,750,600	\$3,750,600	\$7,501,200
WA	\$4,229,400	\$4,229,400	\$8,458,800
TAS	\$1,037,400	\$1,037,400	\$2,074,800
NT	\$199,500	\$199,500	\$399,000
Regional and Remote Stream (MMM 6 – 7)*	\$2,100,000	\$2,100,000	\$4,200,000
Performance Funding (2022-23 only, in total, conditional)	–	\$7,000,000	\$7,000,000
Total funding available (ex GST)	\$42,000,000	\$49,000,000	\$91,000,000

** Regional and remote funding will be divided across the two grants depending on the final geographic areas serviced.*

Where there are no suitable applicants identified for an Eligible Location (Section 5.2), the Department reserves the right, at the discretion of the Program Delegate or Decision Maker (see Section 8.3), to offer a grant agreement to other applicants who have been assessed as suitable in other Eligible Locations (or which may otherwise be considered suitable to deliver grant activities in a different Eligible Location).

3.2 Grant period

Recipients will be required to undertake the two-year program and participate in evaluation activities during and after the conclusion of the program. This work is expected to conclude by December 2023. The Department reserves the right to renegotiate timelines and funding allocations in the interests of achieving the outcomes of the Program—for instance, if the recipient should fail to meet performance milestones and/or performance measures outlined in individual grant agreements, or if implementation issues are encountered beyond the control of the Grantee.

4. Eligibility criteria

This grant opportunity is a competitive process. To be eligible for the grant you must be an organisation, or consortium made up of the type of organisations, listed in Section 4.1 below (see Section 7.2 for more information regarding consortia).

4.1 Who is eligible to apply for a grant?

To be eligible, you must submit an application and be one of the following organisation types, or a **consortium** comprised of two or more of the listed organisation types, (see Section 7.2 for further information on consortia):

- Approved home care service providers;
- aged care peaks/industry bodies;
- recruitment agencies, employment service providers² and Australian Apprenticeship Support Network providers;
- Registered Training Organisations³ who currently offer nationally recognised care training AND receive State/Territory government funding;
- group training organisations⁴ who currently provide training to the care sector;
- online care brokerage platform suppliers⁵;
- Community Development Employment Project Providers;
- Aboriginal Community Controlled Health Organisations; or
- consultancy/business advice firms who currently provide advice to the care sector⁶

NB - As per Section 5.4, applicants will need to ensure they do not use this funding to duplicate existing work funded under Commonwealth, State or Territory programs or funding initiatives.

To be eligible you must also:

- have an Australian Business Number (ABN);
- be registered for the purposes of GST; and
- have an account with an Australian financial institution.

Additional checks may be performed to verify applicants meet the eligibility requirements. These could include consulting government databases and consultations with other Government agencies, etc.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- not an organisation listed in Section 4.1; or
- not part of a consortium, as described in Section 4.1; and/or

² See glossary for definition

³ See glossary for definition

⁴ See glossary for definition

⁵ See glossary for definition

⁶ See glossary for definition

- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#)⁷ 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?

All applicants will need to demonstrate previous experience in and knowledge of cultural sensitivities, particularly in regional and remote areas.

Home Care Service Providers must be delivering services under the Home Care Packages Program. Existing employees being upskilled to undertake a supervisor role MUST hold a Certificate III in Individual Support (or equivalent) or higher.

Registered Training Organisations wanting to participate must:

- currently provide nationally recognised care training; and
- currently receive State and/or Territory Government funding.

If your application includes at least one Registered Training Organisation, you must attach relevant evidence to your application on GrantConnect, demonstrating that you meet these additional eligibility criteria.

Consultancy and business advice firms wanting to participate must currently provide advice to the care sector.

5. What the grant money can be used for

5.1 Eligible grant activities

The four themes of activity and some of the activities that may be undertaken as part of both streams are outlined below. Other delivery strategies that meet the objectives of the grant program may also be proposed by applicants, and will be assessed on a case-by-case basis.

NB – aged care and home care providers must not be charged for activities delivered under the program.

Activities to attract and recruit new personal care workers to the sector, such as:

- running information and assessment centres to promote careers in the home care sector (e.g. job fairs, career expos, through school networks, trial days)
- undertaking screening activities to ensure potential new recruits possess the required personal characteristics for working in the home care sector (such as working with vulnerable people checks, psychometric testing, etc).
- grant recipients will be expected to aim to recruit in line with the [Draft National Aboriginal and Torres Strait Islander Health Workforce Strategic Framework and Implementation Plan 2021-2031](#) (National Workforce Plan), which intends to increase Indigenous employment in the health workforce to 3.43% by 2031. The National Workforce Plan is anticipated to be finalised in 2021;
- providing opportunities to expose potential workers to the aged care environment before commencing training or being recruited, such as youth engagement programs and career discovery days;

⁷ National Redress Scheme Website: <http://www.nationalredress.gov.au>

- working with employment services providers, RTOs and Australian Apprenticeship Support Networks (AASNs) to promote employment opportunities to a wider range of job seekers;
- working with industry stakeholders in sectors heavily impacted by COVID-19 (e.g. tourism, hospitality, aviation) to promote opportunities to displaced workers; and

Activities to support new personal care workers recruited through the program to complete high-quality training, such as:

- identifying RTOs that can deliver high quality training which meets local home care providers' requirements;
- partnering through agreements or contracts with RTOs to support individuals recruited through the program to complete the Entry into Care Roles Skill Set or Certificate III in Individual Support (Ageing) or the Certificate IV in Ageing Support;
- working with RTOs to ensure students meet minimum requirements for work in the sector, before they are enrolled in formal training (this could include police checks, drivers licence, adequate literacy in communication, work-readiness and digital skills);
- brokering recognition of prior learning (RPL) opportunities to assist candidates with transferrable skills to enter the sector;
- working with RTOs and employers to broker work placement opportunities required as part of training;
- mentoring students during work placement and training;
- supporting home care providers, including through funding, to provide backfilling, appropriate supervision, mentoring or buddy arrangements to students while on placement (these programs will need to meet the expectations and capacity of individual home care providers);
- working with home care providers to identify existing workers with the skills and aptitude to provide mentor/buddy services to new recruits to the sector;
- upskilling existing workers to build their capability to supervise students during their work placement;
- establishing peer support programs to increase motivation to complete training;
- supporting individuals recruited through the program to access other funding sources to support their training (e.g. through State and Territory Government subsidies and grants, Job Trainer);
- working with home care providers and RTOs to provide comprehensive support to students while on work placement (e.g. ensuring clear roles and responsibilities, best practice for on-boarding and providing or ensuring appropriate supervisory/mentoring arrangements in place); and
- offering other support as required to support students to complete their training (e.g. pastoral support, complaint handling and whistle-blower/ professional reporting pathways).

Regional and Remote stream

Under the Regional and Remote stream, grant recipients can undertake the following activities in addition to those strategies outlined above:

- Subsidising cost of travel to promote access to training for students in regional and remote communities (MMM 6-7). This could include bringing training providers to a community or allowing students to travel to undertake training.

Activities to improve retention of new personal care workers in the sector, such as:

- working with home care providers to develop strategies to create a supportive working environment, improve the transition of new recruits into the workplace and increase retention rates (for example developing on-boarding programs);
- establishing peer support programs to help new personal care workers transition into sustained employment;
- mentoring new personal care workers, to build confidence and resilience and overcome challenges they may experience; and
- upskilling existing workers to build their capability to supervise or mentor new recruits.

Regional and Remote stream

Under the Regional and Remote Stream, grant recipients can undertake the following activities in addition to those strategies outlined above:

- domestic travel assistance to allow participation in supervisor training or to facilitate backfilling in rural, regional and remote locations; and
- assisting residential aged care providers to undertake the above activities to increase access to home care services and aged care more broadly in thin markets.

Activities to enhance the capability of home care providers to attract, train and retain workers, such as:

- providing tailored advice in relation to recruitment strategies and workforce planning;
- establishing communities of practice for aged care providers;
- developing relationships between providers and existing government programs; and
- fostering connections with existing providers of related government programs and initiatives.

Grant recipients will also be required to participate in evaluation and continuous improvement activities. This will include data collection on key performance indicators and participation in quarterly National Governance Committee meetings.

Regional and Remote Stream

In addition to the activities outlined above, grant recipients in the Regional and Remote Stream are expected to promote employment and training opportunities for local residents in MMM 6-7 communities, including Aboriginal and Torres Strait Islander people. Other strategies may seek to attract prospective workers to take up new opportunities in regional and remote areas.

To maximise their effectiveness, grant recipients in the Regional and Remote Stream will need to work in partnership with other care providers in “thin markets” to promote growth of the home care workforce. For instance, this strategy could include linking with aged care providers or other care providers in these areas to leverage resources, facilities, administrative arrangements and relationships.

5.2 Eligible locations

Grants are being offered for delivery in each of the Eligible Locations—namely, a single state or territory (with NSW and ACT combined), and each of the two administrative areas designated under the Regional and Remote stream. Should you wish to apply to deliver activities in more than one of these grant streams, you will need to indicate so in your application.

Two grants will be available in the Regional and Remote Stream, with funding divided between grants for Northern Australia (which broadly includes Queensland, Western Australia and the Northern Territory) and Southern Australia (which broadly includes New South Wales, Victoria, South Australia and Tasmania) depending on the exact regions they intend to service.

Applicants may apply to deliver grant activities in more than one eligible location (including applications across both streams).

5.3 Eligible expenditure

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

Eligible expenditure items are:

Attract and recruit new personal care workers to the sector

- expenditure associated with running information and assessment centres (i.e venue hire);
- identifying and screening candidates to establish suitable new workers via interviews, police checks, working with vulnerable people checks or using other pre-screening tools such as the Department of Education, Skills and Employment's values suitability test (which will be finalised by June 2021).

Support new personal care workers recruited through the program to complete high-quality training

- establishing support programs to promote completion by new students of the Entry to Care Skillset, Certificate III in Individual Support (Ageing) or Certificate IV in Ageing Support;
- brokering placement opportunities for existing students and supporting home care providers to create new work placement opportunities in aged care; and
- brokering recognition of prior learning (RPL) for potential workers to reduce the training burden for new recruits with transferrable skills.

Regional and Remote stream

Under the Regional and Remote stream, grant recipients can expend funds in support of the following activities in addition to those outlined above:

- Subsidising cost of travel and incidentals to promote access to training for students in regional and remote communities (MMM 6-7). This could include bringing training providers to a community or allowing students to travel to undertake training.

Improve retention of new personal care workers in the sector

- establishing communities of practice and mentoring services for new workers;

- helping home care providers to identify workers with personal traits suited to becoming supervisors and frontline managers;
- upskilling/training to increase the number of supervisors to promote work placement and supervision in the home care setting (training could include non-accredited training programs or the unit of competency *BSBLDR413 Lead Effective Workplace Relationships*);
- a maximum of \$4,300 per supervisor role is available to be allocated to the following activities.
 - subsidising the costs of supervisors for new recruits (must not exceed 50% of the staff member's earnings);
 - backfilling to allow existing staff to perform new supervisory duties, this may include undertaking training to enhance supervisor/mentoring skills; and
- engaging registered training organisations to provide training in supervisory skills.

Regional and Remote stream

Under the Regional and Remote Stream, grant recipients can expend funds in support of the following activities in addition to those outlined above:

- domestic travel assistance to allow participation in supervisor training or to facilitate backfilling in rural, regional and remote locations; and
- assisting residential aged care providers to undertake the above activities to increase access to home care services and aged care more broadly in thin markets.

Enhance the capability of providers to attract, train and retain workers

- enhancing capability of providers to facilitate work placements for students and undertake independent recruitment processes, including through establishing relationships between home care providers, local RTOs and employment agencies;
- marketing campaigns/stakeholder engagement activities (N.B. funding for these activities is capped at 5% of the total grant amount);
- establishing and operating a community of practice to bring together key stakeholders, including providers, RTOs and job service providers to drive continuous improvement throughout the duration of the program;
- administration costs which can include wages of grant recipient's employees working on eligible grant activities, accounting, auditing and information technology etc; and
- venue/facility hire.

Evaluation and continuous improvement activities

- participation in independent evaluation and reporting activities;
- contribution to or participation in governance committees run by the Department of Health and the department of Education, Skills and Employment;
- external management advisory services (performance audits) designed to measure implementation progress and identify opportunities to strengthen outcome delivery or manage risk; and
- audit services to provide independent assurance that the acquittal/expenditure report is compiled in accordance with the grant agreement

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 project may be eligible for grant funding. The Decision Maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

5.4 What the grant money cannot be used for

You cannot use the grant for the following costs/activities:

- development/enhancement of new applicant screening tools;
- development of new IT platforms or jobs boards;
- wages/wage subsidies for new aged care staff/graduates;
- development of new aged care training programs;
- covering costs of obtaining the Entry into Care Skill Set, Certificate III in Individual Support (Ageing), Certificate IV in Ageing Support by existing or new staff, as well as other accredited training apart from specialist supervisor roles (see Section 5.3);
- purchase of land or capital;
- wages/salaries for aged care staff performing existing roles/duties (excluding backfilling while staff are training and supervisors undertaking supervisor role);
- the covering of retrospective costs;
- costs incurred in the preparation of a grant application or related documentation;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent (other than reasonable additional expenses directly attributable to administration of the grant activities);
- major construction/capital works (such as construction of a new facility or other works requiring planning consent);
- overseas travel;
- activities already funded by other Commonwealth, state, territory or local government bodies (applicants will need to provide evidence of this as part of their Applicant Information Pack);
- any expense for which the recipient is already receiving a subsidy, such as offering a traineeship, provision of Certificate III in Individual Support etc;
- servicing of debt;
- servicing of staff loans; and
- funding of gifts.

Applicants should note that all proposed expenditure will be subject to a value for money assessment to ensure it is necessary and proportional to achieving outcomes, and reasonable in all the circumstances (see Section 8.1 of these Grant Opportunity Guidelines, as well as Criterion 2 of Section 6).

6. The assessment criteria

We will only award funding to applications that score *Average* or above (using the rating scale in section 8.1) against all assessment criteria, in the first instance. All criteria have equal weighting.

You must address all of the following assessment criteria within the specified word limits. Attachments (including the Activity Work Plan, Indicative Activity Budget and Risk Management Plan) are **not** included in the word limit for each criterion.

Criterion 1 - Alignment with Program Objectives and Outcomes

In no more than 750 words (character limit: 5000), describe how the proposed grant activity, as set out in the activity work plan, will contribute to the objectives and outcomes of the Program as described at Section 2. Stronger applications will demonstrate this alignment by demonstrating:

- Awareness of the needs and barriers that might reasonably be expected to be encountered in your nominated Eligible Location;
- how the activities proposed in your application align with the program's objectives and outcomes;
- how your organisation or consortium will identify, engage and collaborate with relevant stakeholders to ensure the effective delivery of the grant objectives and outcomes (this strategy might include how your organisation or consortium will engage with industry peers and competitors to deliver activities); and
- how your organisation or consortium will add value to efforts to develop and enhance the aged care workforce in your identified region.

In addition to the response to this criterion, applicants will also need to complete and attach the Activity Work Plan (using the template provided at GrantConnect) when submitting your application form.

Criterion 2 - Efficient, Effective, Economical and Ethical use of Grant Funds

In no more than 750 words (character limit: 5000), describe how you will ensure the efficient and economical use of grant funds when delivering your project/activities. Outline any in-kind contributions to grant activities which will be made by the organisation or consortium (although this is not a requirement and will only enhance an application if it can be demonstrated how those resources will promote the development of the home and aged care workforce in that region). A strong response will identify how the project/activities will achieve high quality outcomes in a cost effective way.

In addition to the response for this criterion, applicants will also need to complete and attach the following document when submitting your application form:

- indicative Activity Budget outlining how funding will be allocated to each activity (using the template provided on GrantConnect); and
- evidence of financial viability, e.g. financial statements, loan agreements, cash flow documents.

In addition to the response for this criterion, applicants will also need to complete and attach the Government Funding Declaration (using the template provided on GrantConnect, which is included in the Applicant Information Pack) when submitting your application form.

NB – this information will be used to undertake a financial viability assessment should it be required. The Department will treat such information as Commercial-in-confidence.

Criterion 3 - Describe your organisational capacity/capability

In no more than 750 words (character limit: 5000), clearly describe your organisational capability and capacity to carry out the activities proposed in your application. You will need to:

- demonstrate organisational capacity to address home care workforce needs across the region;
- provide evidence of governance structures and roles and responsibilities of different consortia members (if applying as part of a consortium); demonstrate previous experience in and knowledge of cultural safety and sensitivity, particularly in regional and remote areas

Regional and Remote stream

In addition to the above requirements, you will need to:

- demonstrate an understanding of cultural safety and organisational capability to build relationships with rural/remote communities.

In addition to the response for this criterion, applicants will also need to complete and attach the Risk Management Plan (using the template provided on GrantConnect, which is included in the Applicant Information Pack) when submitting your application form.

Criterion 4 – Demonstrate your organisation’s industry reach and relationships across the relevant state/territory or regional/remote (region).

In no more than 750 words if applying for more than one state or territory (region), with an allowance of 250 words for each additional region you are applying for thereafter (i.e. 750 words for one region, 1000 words for two regions, 1250 for three regions, etc.) clearly outline your understanding of the home care sector in your nominated region. You will need to:

- demonstrate how your organisation or consortium will work with key stakeholders across the region, including home care providers, registered training organisations or human resource organisations to deliver on the objectives outlined in Section 2; and
- demonstrate knowledge of the aged care environment in the region you are applying for, including existing relationships or support by stakeholders involved in the home care industry in your region.

Applicants should attach evidence of existing relationships, for example, letters of support from relevant stakeholders to the region you are applying for (see section 7.1 for more information regarding this attachment).

NB –if you are applying for more than one region, for instructions on how to provide this information, please refer to the Frequently Asked Questions, if further advice is required please contact the Department via grant.atm@health.gov.au.

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 addenda⁸ will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the Application Form on GrantConnect by the nominated closing date and time;
- submit one application only. Please indicate in the application form whether you are applying for grant funding in more than one state or territory, or for regional and remote Australia;
- provide all the information requested;
- address all eligibility criteria and assessment criteria; and
- include all necessary attachments.

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.

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

If you find an error in your application after submitting it, you should contact us immediately on grant.atm@health.gov.au or call (02) 6289 5600.

If we find an error or become aware of information that is missing, we may ask for clarification or additional information from you. However, at our discretion, we can refuse to accept any additional information from you that would materially change your submission after the application closing time.

You should keep a copy of your application and any supporting documents. We will acknowledge that we have received your application within two working days. If you need further guidance around the application process or if you are unable to submit an application, please contact us at grant.atm@health.gov.au or by calling (02) 6289 5600.

7.1 Attachments to the application

The Application Form should not include detail/attachments beyond what we request here.

We require the following documents with your application:

- relevant evidence demonstrating that RTO meets the additional eligibility criteria (see Section 4.3);
- an Activity Work Plan (on the Applicant Information Pack template provided on GrantConnect*);
- an Indicative Activity Budget (on the Applicant Information Pack template provided on GrantConnect*);
- evidence of funding strategy, e.g. financial statements, loan agreements, cash flow documents;

⁸ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications and Frequently Asked Questions (FAQ) documents

- a risk management plan (on the Applicant Information Pack template provided on GrantConnect*);
- evidence of support from all consortium members (if applicable); and
- evidence of support by the home care sector in the Eligible Location you are applying for .

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.

***NB** – the Activity Work Plan, Indicative Activity Budget and Risk Management Plan templates are contained within the one document on GrantConnect.

7.2 Joint (consortia) applications

We recognise that some organisations may choose to join as a group to deliver a grant activity. In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation may submit the Application Form. The application must identify all other members of the proposed group. The lead organisation must meet the eligibility requirements outlined in Section 4. Only the lead organisation will enter into a grant agreement with the Commonwealth, but the lead organisation must have the authority to do so on behalf of the consortium members. In this case, letters of support are required for all members of the consortium (See Section 7.1 above).

Each letter of support should include:

- details of the partner organisation;
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity;
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group;
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any);
- 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 identify any and all members of the consortium that are 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 your grant activity around **TBC**.

Table 3: Expected timing for this grant opportunity

Activity	Expected Timeframe
Forecast Opportunity	6 weeks
Open on GrantConnect	4 weeks
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	TBC
End date of grant activity	31/12/2023

7.4 Questions during the application process

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

Questions close five full days before the end of the application period. This timing allows the department to disseminate information to all potential applicants with sufficient time for them 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 will then assess your application against the assessment criteria (see Section 6). We consider your application on its merits and against other applications, based on:

- the overall objectives to be achieved in providing the grant;
- the extent to which the evidence in the application, including attachments, demonstrates that it will contribute to meeting the outcomes/objectives of the program; and
- the relative value of the grant sought outlined in the grant application, including in-kind co-contributions.

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

Table 4: Assessment Criteria Scoring Matrix

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

A score out of five will be applied to each of the four assessment criteria. Twenty (20) is the highest score any application can receive.

Only applications that score average (3) or above against each of the four assessment criteria, (based on the rating scale above) will be considered for funding, in the first instance.

Final evaluations, and recommendations to the decision-maker, will be made on a value for money basis. When assessing the extent to which the application achieves value with relevant money, we will have regard to:

- the extent to which the evidence in the application demonstrates that it will contribute to meeting the program objectives and outcomes;
- the extent to which the applicant is capable of delivering services in the identified geographic location/s;
- evidence of established relationships and networks in the home care sector; and
- the extent to which the applicant demonstrates financial viability and capacity to deliver on agreed milestones; and
- risk to the Australian Government and program participants.

8.2 Who will assess applications?

The department will establish an assessment team to assess eligible and compliant applications. The assessment team may comprise of staff from across the Department of Health and the Department of Education, Skills and Employment and could include contractors/consultants. All members of the assessment team will undertake training to ensure consistency in assessment.

After applications are assessed, they will be quality assured (moderated) and referred to an assessment committee for further consideration, including value for money. The assessment committee will be made up of staff within the Aged Care Workforce Branch of the Department and may include representatives from other areas of the department, the Department of Education, Skills and Employment, the Community Grants Hub and the Department of Social Services, as appropriate.

We may ask external experts/advisors to inform the assessment process, or to participate as members of the assessment committee. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the Commonwealth Grants Rules and Guidelines (CGRGs).

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

The assessment committee recommends to the Decision Maker which applications meet (or partially meet, or do not meet) the selection criteria, and which are recommended to approve for a grant. The Assessment Committee may also recommend conditions be applied to a grant, or note areas of the Activity Work Plan, budget, or governance arrangements that should be resolved prior to finalising a grant agreement.

8.3 Who will approve grants?

The Minister for Senior Australians and Aged Care Services decides which grants to approve taking into account the recommendations of the Delegate, assessment committee and the availability of grant funds for the purposes of the grant opportunity. The Minister may also make his or her own enquiries (or request the assessment committee to further deliberate) to be satisfied of the appropriateness of a funding decision.

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

- eligibility;
- acceptance of late or varied applications;
- the approval of the grant;
- the grant funding amount to be awarded; and
- the terms and conditions of the grant.

There is no specific appeal mechanism established for decisions to approve or not approve this grant. See section 13.1 in respect of complaint handling procedures.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to receive feedback. A request for individual feedback should be made to the department within 14 days of being notified of the outcome by emailing ACworkforceprograms@Health.gov.au. We will respond to your request for feedback within 30 days.

10. Successful grant applications

10.1 The grant agreement

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

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the Department of Finance's [website](#). We will use a schedule to outline the specific grant requirements. These are likely to include:

- specific service standards;
- meeting targets, milestones or timelines;
- collecting and supplying data;
- submitting reports and/or acquittals;
- participating in an evaluation;
- undertaking risk management; and
- facilitating site visits by the Commonwealth.

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

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Decision Maker.

The Commonwealth may recover grant funds if there is a breach of the 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 The Multicultural Access and Equity Policy obliges

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.

10.3 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.

10.4 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid;
- proportion of eligible expenditure covered by the grant (grant percentage);
- any financial contributions you must make;

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

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

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity. Payment structures may vary depending on the results of financial viability assessments, i.e. consortia considered high risk may be paid in arrears for services already rendered.

10.5 Grants Payments and GST

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

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

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

12.1 Keeping us informed

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

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

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

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

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed milestones and outcomes reported quarterly);

- contributions of participants directly related to the grant activity;
- expenditure of the grant;
- needs assessment for second year of funding; and
- results of surveys undertaken by students and new employees.

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 per the grant agreement.

Performance reports

Performance reports must:

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

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

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

Ad-hoc reports

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

Final report

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

Final reports must:

- identify if and how outcomes have been achieved;
- include the agreed evidence as specified in the grant agreement;
- identify the total eligible expenditure incurred; and
- be submitted within 30 days of completion in the format provided in the grant agreement.

12.3 Audited financial acquittal report

We may ask you to provide an independently audited financial acquittal report. It is a requirement that the financial acquittal report 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 writing the Funding Arrangement Manager (FAM) listed on your grant agreement.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Record keeping

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

12.7 Evaluation

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

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

12.8 Acknowledgement

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

‘This project received grant funding from the Australian Government.’

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed from time-to-time by the Department. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

The department’s [Complaint Handling Process](#) apply to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to grant.atm@health.gov.au.

If you do not agree with the way the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant Commonwealth entity.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: [Commonwealth Ombudsman](#)

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department's staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer;
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Australian Public Service Commission's website](#).

13.3 Privacy

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

- what personal information we collect;
- why we collect your personal information; and
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to 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 information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government.

This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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

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

By email: foi@health.gov.au

14. Consultation

The following organisations were consulted during the development of the Grant Opportunity Guidelines:

Aged Care Workforce Industry Council;
Aged Care Remote Accord;
Aged Care Services Australia;
Council of the Ageing;
Department of Education, Skills and Employment;
Human Services Skills Organisation;
Independent Tertiary Education Council Australia;
Jobs Australia;
Leading Age Services Australia;
National Association of Aboriginal Community Controlled Health Organisations;
National Employment Services Association;
Older Persons Advocacy Network; and
TAFE Directors Australia.

No competitive advantage was gained by those who participated in the consultation process. Instead, participants were asked to identify key activities and organisations that may participate. Information from the consultations has been included in the grant opportunity and in the Frequently Asked Questions document on GrantConnect.

15. Glossary

Term	Definition
Aboriginal Community Controlled Health Organisations	a primary health care service initiated and operated by the local Aboriginal community to deliver holistic, comprehensive, and culturally appropriate health care to the community which controls it, through a locally elected Board of Management
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	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
Australian Apprenticeship Support Network Providers	organisations contracted by the Australian Government to act as the first contact point for queries about apprenticeships
commencement date	the expected start date for the grant activity
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
Consultancy/business advice firms	companies that can provide advice in relation to care services, business management and organisation structure.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
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

Term	Definition
<i>Commonwealth Grants Rules and Guidelines (CGRGs)</i>	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
Employment service providers	organisations that are contracted by the Australian Government to deliver employment services to eligible job seekers
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 money⁹ or other Consolidated Revenue Fund (CRF) money¹⁰ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.

⁹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹⁰ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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.
group training organisation	an organisation that hires apprentices and trainees and place them with host employers
grantee	the individual/organisation which has been selected to receive a grant
home care service providers	aged care providers offering services under the Home Care Packages Program
Industry/peak body	representative body for stakeholders in the aged care sector, such as consumers, aged care providers, health care providers or professional bodies
online care brokerage platforms	an online platform that links consumers with carers.
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities
recruitment agencies	a business that is paid by another company or organisation to find them suitable workers
registered training organisation	a training provider registered by the Australian Skills Quality Authority (or a state regulator) to deliver VET services
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
thin market	inadequate service availability resulting in Home Care or Aged Care package participants' needs not being met. Examples where this often occurs include geographically remote areas, support for Aboriginal and Torres Strait Islander consumers or for culturally and linguistically diverse (CALD) consumers.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.