



Australian Government

Department of Health and Aged Care

Aged Care Wages – Historical Leave Liability Grant Opportunity Guidelines GOXXXX

Opening date:	XX November 2023
Closing date and time:	2:00pm (Canberra time) on 31 January 2024
Commonwealth policy entity:	Department of Health and Aged Care (department)
Administering entity:	Community Grants Hub
Enquiries:	<p>If you have any questions, contact the department via email: Grant.ATM@health.gov.au</p> <p>Questions should be sent no later than 5:00pm (Canberra time) 5 business days before the close date.</p>
Type of grant opportunity:	Demand Driven (eligibility based)

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1. Aged Care Wages – Historical Leave Liability grant opportunity processes

Aged Care Wages - Historical Leave Liability grant opportunity is designed to achieve Australian Government objectives.

This grant opportunity is part of the above grant program which contributes to the Department of Health and Aged Care's Outcome 3.3. The Department of Health and Aged Care works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).



The grant opportunity opens.

We publish the grant opportunity guidelines on [Grant Connect](#).



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, including an overall consideration of value with money.



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.

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity 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 Aged Care Wages – Historical Leave Liability 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, and
- responsibilities and expectations in relation to the opportunity.

2. About the grant program

The Aged Care Wages – Historical Leave Liability Grant Opportunity (the program) will run over 1 year in 2023-24 and be open for applications from XX November 2023 to 31 January 2024.

On 4 May 2023, the Australian Government announced a commitment of \$11.3 billion in 2023-24 to support increased wages for aged care workers (including enrolled nurses, assistants in nursing, registered nurses, personal care workers, home care workers, head chefs and cooks and recreational activities officers (lifestyle workers) of 15 per cent following the Fair Work Commission's (FWC) decision in the [Aged Care Work Value Case](#).

This grant opportunity recognises that accumulated leave liabilities for aged care workers will have increased, and the associated cost to aged care providers when workers take this leave, will have increased. This grant opportunity will provide funding to aged care providers to pay eligible staff to take their leave entitlements at the higher rate as a result of the FWC's decision.

- Aged care providers include those that provide one of the following aged care programs: Residential Aged Care, Home Care Packages Program, Commonwealth Home Support Programme, Transition Care Program, Short Term Restorative Care Program, Multi-Purpose Services and National Aboriginal and Torres Strait Islander Flexible Aged Care Program.
- Eligible Aged care workers are enrolled nurses, assistants in nursing, registered nurses, personal care workers, home aged care workers (as classified under Schedule E of Social, Community, Home Care and Disability Services Industry Award 2010), head chefs and cooks and recreational activities officers (lifestyle workers).

This grant opportunity provides \$130.9 million in 2023-24 to fund aged care providers for 50 per cent of the cost associated with paying higher leave entitlements for aged care workers that have had their wages increased as a result of the FWC's decision. Funding can only be claimed to 'top up' relevant leave entitlements that are directly attributable to the FWC's decision of a 15 per cent wage increase. This includes payment of leave entitlements when a staff member resigns.

Eligible leave liabilities are long service leave (recognised at the first full pay period on or after 30 June 2023), recreation leave (also known as annual leave) and personal leave (also known as sick leave).

Eligible aged care workers are those that have had their wages increased as a result of the Government's \$11.3 billion funding to support increased wages for aged care workers as part of the FWC's decision. Further information on the aged care wage increase can be found at the [Department of Health and Aged Care's website](#).

Noting providers are unable to forecast exactly when workers may exercise their leave entitlements, this grant will provide funding to enable providers to pay accumulated leave liabilities that increased from the first full pay period on or after 30 June 2023.

The objective of the grant is to fund aged care providers to pay eligible aged care workers their leave entitlements at the higher rate in the 2023-24 financial year, by providing funding of 50 per cent of the associated cost.

The intended outcome of the grant is that eligible aged care workers are paid their leave entitlements at the higher rate in the 2023-24 financial year (including payment of leave entitlements when a staff member resigns).

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

The Activity will be measured against the below Performance Indicator.

Table 1: Performance Indicator

Performance Indicator	Measure
Grant funding is being used to pay eligible employees leave entitlements at the higher rate for increased leave liabilities for the period 1 July 2023 – 30 June 2024.	Financial Declaration is completed at the end of the grant period confirming that grant funding is being used to pay leave entitlements to eligible employees (including payment of leave entitlements when a staff member resigns).

3. Grant amount and grant period

3.1 Grants available.

For this grant opportunity up to \$130.9 million is available over 2023-24 financial year.

The grant opportunity will be open for applications from **XX November 2023** to 31 January 2024.

The maximum funding that can be applied for is equivalent to 50 per cent of the cost of increased leave entitlements in the 2023-24 financial year, across all aged care program types your organisation provides.

Applicants should **only** include actual wage costs in the application. On-costs **should not** be included in the funding requested. Subcontracted staff should not be included in the funding requested.

Funding requested should be calculated as follows, for each program type:

1. Identify all eligible employees that have had their wages increased as a result of the Government's \$11.3 billion funding of the FWC's decision.
2. For each employee, determine the value (cost) of their eligible leave entitlements (long service leave, recreation leave (also known as annual leave) and personal leave (also known as sick leave) as of 29 June 2023 **and on or after** 30 June 2023 (the date on which the aged care wage increase took effect).
3. For each employee, determine the cost to increase their leave entitlements to the new higher rate.
4. You may apply for 50 per cent of the total cost for all eligible employees as determined through the above steps for each program type. The total amount of funding applied for should be the cumulative total of steps 1 - 4 across all program types.

It is expected that funding available under this grant opportunity will be sufficient to fund all eligible applications.

In the event that the amount of funding applied for exceeds the available funding under the grant, allocation of any additional funds would be subject to a further decision of Government.

Table 2: Grant Opportunity Funding Available (GST exclusive)

2023-24 FY \$ M	Total \$ M
\$130.9	\$130.9

3.2 Grant period

The maximum grant period is 1 year, for the 2023-24 financial year.

4. Eligibility criteria

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

4.1 Who is eligible to apply for a grant?

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

- Indigenous Corporation (*registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)*)
- Company
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government
- Cooperative
- Incorporated Association
- Statutory Entity
- Partnership
- Unincorporated Association.

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

4.1.1 Additional eligibility requirements

Applications can only be accepted from:

Aged care service providers that have increased staff wages as a result of the Government's \$11.3 billion investment to support increased wages for aged care workers, as part of the FWC's decision, and are providers of:

- [Residential aged care](#); and / or
- [Home Care Package Program](#); and / or
- [Commonwealth Home Support Programme](#); and / or

- [Transition Care Program](#); and / or
- [Short-Term Restorative Programme](#); and / or
- [Multi-Purpose Services Program](#) (that are not state Government funded / operated); and / or
- [National Aboriginal and Torres Strait Islander Flexible Aged Care Program](#).

Please note: If you are one of the above program types and employ workers through the Indigenous Employment Initiative and those staff have eligible accumulated leave liabilities as of 30 June 2023, please include those workers in your claim for the associated 'program' type under which they are employed.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- 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'.
- a Multi-Purpose-Services Program provider who is state Government funded and / or operated.
- a Department of Veterans' Affairs (DVA) provider of Veterans' Home Care (VHC) or Community Nursing (CN) programs only (are not a registered aged care provider). DVA providers of VHC or CN programs that are not a registered Aged Care Provider, will be managed separately by DVA, and/or
- an aged care provider that employs staff whose wages have not been impacted by the FWC's decision.
- An individual aged care worker.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible, you must use the grant funding to:

- pay accumulated leave entitlements to eligible staff at the higher rate, including payment of leave entitlements when a staff member resigns, for the following eligible leave types:
 - Recreation leave (also known as annual leave)
 - Long service leave (payable as at 30 June 2023)
 - Personal leave (also known as sick leave)

5.2 Eligible expenditure

You can only spend the grant on eligible grant activities.

Eligible expenditure items include:

- payment of eligible accumulated leave entitlements (long service leave, annual leave, and personal leave) at the higher rate to staff (as outlined at Section 2).

Not all expenditure on your grant application may be eligible for grant funding. The Decision Maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

A financial declaration at the end of the activity will be required to ensure all funds were used as intended.

5.3 What the grant money cannot be used for

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

You cannot use the grant for:

- funding any other salary expenses or wage increases that are separate to the FWC's 15 per cent increase decision (as outlined in Section 2) (which may include the Annual Wage Review, annual indexation)
- leave types that are not annual leave, personal/sick leave, or long service leave.
- purchase of land
- paying ransom for ransomware, cyber-attack, or any other type of cybercrime
- major capital expenditure, major construction/capital works
- 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.
- domestic and/or overseas travel, and
- activities for which other Commonwealth, state, territory, or local government bodies have primary responsibility.

6. How to apply

Before applying, you must read and understand all documents and information relating to this grant opportunity found on [GrantConnect](#). Any alterations and addenda¹ 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, however the department takes no responsibility if a registered user fails to become aware of any addendum notices or of other published material. Registered users are encouraged to regularly check GrantConnect for updates.

You can only submit one application per provider for this grant opportunity across all aged care program types your organisation provides. If more than one application is submitted, the application submitted latest, and within closing time and date, will progress to the next stage.

To apply you must:

- read all available documentation about the grant opportunity provided on GrantConnect
- complete the application form on GrantConnect
- provide all the information requested.
- address all eligibility criteria.
- include all necessary attachments, and
- submit your application by the closing date and time using the **Online Application Form** document on GrantConnect.

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 and Frequently Asked Questions (FAQ) documents.

If, after applying:

- you become aware that the information submitted is incorrect, you **must** notify the Department in writing, **within 48 hours** of submission and formally request to withdraw this application. You may then submit a new application with the correct information **while the Grant Opportunity is open**.
- your original application is found to be ineligible; you may be able to submit a new application **while the Grant Opportunity is open**. See section 8 (Notification of the grant) for further information.

We will not provide application forms or accept application submissions for this grant opportunity by email.

If you need assistance with the application process, submitting an application, have any technical difficulties or find an error in your application after submission but before the closing date and time, you should contact us via email Grant.ATM@health.gov.au.

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.

The department does not have to accept any additional information, or requests from you to correct your application after the closing time. If you find an error in your application after submitting it, you should contact us immediately at Grant.ATM@health.gov.au.

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

You should keep a copy of your application and any supporting documents. You will receive an automated email notification acknowledging the receipt of your application. If you do not receive a confirmation email within 48 hours, contact the department at Grant.ATM@health.gov.au.

6.1 Attachments to the application

All of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. We require the following documents with your application:

- A financial report or payroll system extract that clearly demonstrates:
 - the number of staff who have had their wage increase as a result of the FWC's decision of a 15 per cent wage increase.
 - their eligible accumulated leave liabilities on 29 June 2023, and
 - their eligible accumulated leave liabilities on the date on which the increase took effect for your workers (i.e., on or after 30 June 2023).
- **If your workers are covered by an Enterprise Agreement (EA)**, you must provide a link to the relevant website page for the EA for each aged care provider type included in your claim (e.g. Home Care Packages, Residential Care, CHSP etc).
- Proof of entity type (if applicable), and
- For applications made on behalf of a Trust, the application must be made in the name of the Trustee as listed in the Trust Deed. The applicant must be prepared to provide a copy of the Trust Deed as in force at the time the application is made if requested,

and other information (including financial information) for both the Trust and the corporate Trustee.

Note:

- If your workers are not covered by an EA, you only need to provide a financial report as outlined above.
- If you are an approved provider of Residential Aged Care or Home Care Packages and have submitted your 2023-24 Quarter 1 Quarterly Financial Report through the Forms Administration data collection portal, you do not need to submit a financial report for your Residential Aged Care and / or Home Care Packages services as indicated at the first point below. The department will use your submitted QFR statements to verify your claim. If you are also applying for other provider types, you must provide a payroll report or financial report for those programs as outlined above.

If you do not attach the requested documents, your application may not progress further in the process.

You must attach supporting documentation to your application in line with the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments that we do not request.

Note the 2MB limit per attachment to your application.

6.2 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 offered a Letter of Agreement around 12 weeks after the submission of your application.

Table 3: Expected timing for this grant opportunity.

Activity	Expected Timeframe
Open on GrantConnect	[6] weeks
Closing date for applications	31 January 2024
Assessment of applications	2 weeks from submission
Approval of outcomes	4 weeks from submission
Negotiations and award of grant agreements	6 weeks from submission
Notification to unsuccessful applicants	2 weeks from submission
Earliest start date of grant activity	6 weeks from submission
End date of grant activity or agreement	30 June 2024

Note: the above timeframes are indicative only and will depend on the number and quality of applications throughout the submission period. Missing/incorrect information within applications may cause delays during the assessment process.

6.2.1 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, and/or
- unable to be managed or resolved within the application period.

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

Applicants seeking to submit a late application will be required to submit a late application request via email to Grant.ATM@health.gov.au with "Late Application Request - GOXXXX" in the subject line.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The Decision Maker or their appointed representative will determine whether a late application will be accepted. Once the outcome is determined, the department will advise the applicant if their request is accepted or declined.

6.3 Questions during the application process

If you have questions relating to the grant, technical issues, or process during the application period, please contact Grant.ATM@health.gov.au. The department will respond to emailed questions within five working days.

Questions close at 5.00pm (Canberra time) five business days before the application period closes. This allows a reasonable period for the department to respond with information that applicants can consider for their application. The department will continue to assist with technical related enquiries regarding the submission of applications beyond the question close deadline.

Requests for clarification may form the basis of a response that will be posted on the [GrantConnect](#) website in the Frequently Asked Questions document relating to this grant opportunity. All 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

The department will establish a team of assessors to review applications.

We first review your application against the eligibility criteria in section 4.

Only eligible applications will move to the next stage. We consider eligible applications through a demand driven grant process.

Your application will be assessed for eligibility by the Grant Assessment Section in the Home Support Operations Branch and their contracted assessment workforce.

We consider your application based on:

- how well it meets the eligibility criteria, and
- the extent to which the information provided in the supporting financial documentation (including QFR / payroll reports and EAs) demonstrates eligible employees whose wages have increased as a result of the FWC's decision with accumulated leave liabilities as at 29 June 2023 and on or after 30 June 2023.

Grant funding represents value with money as it:

- allows eligible aged care providers to meet their legal obligation to pay the accumulated leave liabilities for eligible employees at the higher rate, and
- ensures eligible aged care workers receive their leave entitlements paid at the higher rate.

We may seek additional information about you or your application. We may do this from within the Commonwealth, even if the sources are not nominated by you as referees.

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

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

7.1 Who will approve grants?

The Assistant Secretary, Home Support Operations Branch (the Decision Maker) decides which grant(s) to approve taking into account the availability of grant funds for the purposes of the grant opportunity.

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

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

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

8. 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 notify you in writing and give you an opportunity to receive feedback. A request for feedback must be made to the Department, **within 5 business days** of being notified of the outcome, by responding to the outcome email. The Department will respond to your request for feedback in writing **within 10 business days** of receipt of your request.

If your original application is found to be unsuccessful, you can submit a new application **while the Grant Opportunity is open**. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we can refuse to consider it.

Once the grant opportunity has closed for applications, **no new applications will be accepted** (unless you have been approved for a late application under the exceptional circumstances provisions – see Section 6.2.1). If the department advises you, after the **Grant Opportunity has closed** that your application is ineligible, you will not be able to re-apply.

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 grant agreement templates in this program and will select the most appropriate depending on the size and complexity of the grant amount and specific grantee.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the [Department of Finance's website](#).

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed.

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.

9.1.1 The Multicultural Access and Equity Policy

The Australian Government's [Multicultural Access and Equity Policy](#) obliges Australian Government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities, or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

9.1.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting, and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the [Commonwealth Child Safe Framework \(CCSF\)](#).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause will be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children, and/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 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.

9.1.3 National Redress Scheme

The [National Redress Scheme](#) for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse that do not join the Scheme,

ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.

9.1.4 Australian Industry Participation (AIP) National Framework

The AIP framework applies to Australian Government grants of \$20 million or more (at the individual grant level). The purpose of the AIP plan is to identify opportunities for Australian industry to supply goods and services associated with the grant activity/ies where reasonable. Where an AIP plan is required (an individual grant of more than \$20 million is being paid) the successful applicant must develop the plan prior to entering into a grant agreement with the Commonwealth. For more information see the [Australian industry participation website](#).

9.2 How we pay the grant

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

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

We will make payments according to an agreed schedule set out in the grant agreement.

9.3 Grants Payments and GST

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

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

10. 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](#).

11. How we monitor your grant activity

11.1 Keeping us informed

You should let us know if anything is likely to affect your Aged Care Wages Historical Leave Liability Grant or organisation.

11.2 Reporting

You must submit reports in line with the grant agreement.

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

11.3 Financial reporting

You must submit financial reports in line with the grant agreement.

We will ask you to report on the expenditure of the grant using a financial declaration and/or an income and expenditure statement and/or an audited income and expenditure statement.

11.4 Record keeping

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

11.5 Evaluation

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

12. 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 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: [Home - Commonwealth Ombudsman](#)

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 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, and/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](#).

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, 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* (the 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 department would breach an Australian Privacy Principle as defined in the 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 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/or
- 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 Coordinator
FOI Unit
Department of Health and Aged Care
GPO Box 9848
CANBERRA ACT 2601

By email: foi@health.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
commencement date	the expected start date for the grant activity
Commonwealth Child Safe Framework	in response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the Commonwealth Child Safe Framework , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities
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 2017 (CGRGs)</i>	establish the Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. The CGRGs contain the key legislative and policy requirements and explain the better practice principles of grants administration
completion date	the expected date that the grant activity must be completed, and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money ² or other Consolidated Revenue Fund (CRF) money ³ 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

² Relevant money is defined in the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), chapter 1, 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
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program
grantee / grant recipient	the individual/organisation which has been selected to receive a grant
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.
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 levels, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
<i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)	the PGPA Act establishes a system of governance and accountability for public resources with an emphasis on planning, performance and reporting. It applies to all Commonwealth entities and Commonwealth companies.
relevant money	a. money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity; or b. money that is held by the Commonwealth of a corporate Commonwealth entity.
selection criteria	comprise eligibility criteria and assessment criteria
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.

Term	Definition
value 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.