Dementia and Aged Care Services Fund: National Aboriginal and Torres Strait Islander Flexible Aged Care Program – 2018-2019 Bi-Annual One-Off Grant Opportunity Guidelines GO1824

<table>
<thead>
<tr>
<th><strong>Opening date:</strong></th>
<th>14 February 2019</th>
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<tbody>
<tr>
<td><strong>Closing date and time:</strong></td>
<td>2.00pm Canberra Local Time on 11 April 2019</td>
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<tr>
<td><strong>Commonwealth policy entity:</strong></td>
<td>Department of Health</td>
</tr>
<tr>
<td><strong>Enquiries:</strong></td>
<td>If you have any questions, contact <a href="mailto:grant.atm@health.gov.au">grant.atm@health.gov.au</a> Questions should be sent no later than 5.00pm Canberra Local Time 4 April 2019</td>
</tr>
<tr>
<td><strong>Date guidelines released:</strong></td>
<td>Thursday 14 February 2019</td>
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<tr>
<td><strong>Type of grant opportunity:</strong></td>
<td>Targeted competitive</td>
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The Dementia Aged Care Service Fund is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to Department of Health’s Outcome 6. The Department of Health works with stakeholders to plan and design the grant program according to the Commonwealth Grants Rules and Guidelines 2017.

1. The grant opportunity opens
   We publish the grant guidelines and advertise on GrantConnect

2. You complete and submit a grant application

3. We assess all grant applications
   We assess the applications against eligibility criteria. We then assess your application against the assessment criteria including an overall consideration of value with money and compare it to other applications.

4. We make grant recommendations
   We provide advice to the decision maker on the merits of each application.

5. Grant decisions are made
   The Program Policy Manager decides which applications are successful.

6. We notify you of the outcome
   We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.

7. We enter into a grant agreement
   We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.

8. Delivery of grant
   You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.

9. Evaluation of the Program
   We evaluate the specific grant activity as a whole. We base this on information you provide to us and that we collect from various sources.
1. **Dementia and Aged Care Services Fund: National Aboriginal and Torres Strait Islander Flexible Aged Care Program – Bi-Annual One-off Grant Opportunity Processes**

1.1 **About the Dementia and Aged Care Service Fund**

The Dementia and Aged Care Services (DACS) Fund is a component of the Ageing and Service Improvement Program under the Department of Health’s Outcome 6.4 (Aged Care Quality).

The Department of Health (the Department) makes provision under the DACS Fund for funding grant proposals received from specified target groups that meet the DACS Fund aims, objective and outcome.

The DACS Fund aims to better support activities that respond to existing and emerging challenges including dementia care, better support services targeting people from diverse social and cultural backgrounds and support special measures for Aboriginal and Torres Strait Islander people.

The target groups include aged care service providers delivering aged care services to Aboriginal and Torres Strait Islander people through the National Aboriginal and Torres Strait Islander Flexible Aged Care (NATSIFAC) Program.

Further information on the DACS Fund is available on the [Department of Health’s website](https://www.finance.gov.au/resource-management/grants/).

We administer the program according to the [Commonwealth Grants Rules and Guidelines 2017 (CGRGs)](https://www.finance.gov.au/resource-management/grants/).

1.2 **About the DACS Fund Bi-Annual Grant Opportunity**

These guidelines contain information about the 2018-2019 DACS Fund NATSIFAC Program bi-annual one-off funding grant opportunity (the grant opportunity). The grant opportunity is intended to support special measures for Aboriginal and Torres Strait Islander people by assisting NATSIFAC Program service providers, in locations where higher costs and reduced capacity to generate revenue constrain their ability to replace equipment, undertake building maintenance and upgrades, and provide quality, safe staff accommodation. Funding for this grant opportunity come from the DACS Fund in accordance with the information in Section 1.1. The grant opportunity will assist service providers to deliver culturally safe, quality aged care services.
This document sets out:

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

You must read this document before filling out an application.

The establishment and management of the grant will be administered by the Community Grants Hub on behalf of the Department of Health.

1.3 Grant Opportunity objectives and outcomes

The key objective of the grant opportunity is:

- to provide a bi-annual funding opportunity to help NATSIFAC Program service providers address a clearly identified need, that:
  - supports the delivery of aged care services; and
  - addresses the need for equipment purchase and replacement, minor building upgrades and construction of staff accommodation (refer to Glossary for definition).

The outcome of this grant opportunity is to support the delivery of safe and quality aged care service delivery to Aboriginal and Torres Strait Islander communities.

2. Grant amount and grant period

2.1 Grants available

The Australian Government has made available funding from the DACS Fund of up to $4 million (GST exclusive) in 2018-2019 for this bi-annual funding grant opportunity.

The maximum amount of funding available is:

- up to $700,000 (GST exclusive) per service per aged care staff accommodation unit (maximum of two units);
- up to $300,000 (GST exclusive) per service for minor renovations or upgrades to existing building/s; and
- up to $100,000 (GST exclusive) per service for the purchase or replacement of equipment.

If an organisation is applying for funding for two or more services, a separate application must be submitted for each service location.

The grant period and time frame for spending the grant money will be dependent on the grant funding applied for, i.e. staff accommodation construction may take up to 2 to 3 years to complete; whereas purchase and installation of equipment may be completed within 3 months.
3. Grant eligibility criteria

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

3.1 Who is eligible to apply for a grant?

To be eligible you must be currently funded to deliver aged care services under the NATSIFAC Program.

4. What the grant money can be used for

4.1 Eligible Activities

This is one off funding to meet an identified need. To be eligible your grant activity must:

- be consistent with the objective and outcome of this grant opportunity (see section 1.3);
- be undertaken at the funded aged care service or an associated staff house;
- be limited to the maximum amount detailed in Section 2.1 of these Guidelines;
- include full quotes, including freight, installation and other ancillary costs by at least two suppliers.

Eligible grant activities may include but are not limited to:

- purchase of medical aids and equipment;
- purchase of other equipment assets directly related to the provision of aged care services, such as lifting devices, commodes, trolleys;
- building maintenance and upgrades of aged care assets;
- upgrades to utility services;
- upgrades to fire safety equipment;
- installation of security equipment and duress alarms; and
- staff accommodation – (refer to Glossary for definition).

Successful applicants must deliver the agreed activity in accordance with the whole-of-government grant agreement and supplementary conditions to the grant agreement and the NATSIFAC Program Manual.

4.2 Eligible locations

Funding will be prioritised to services located in geographical locations 6-7 under the Modified Monash Model.

The Modified Monash Model (MMM) is the Department of Health’s classification system that categorises metropolitan regional, rural and remote areas according to both geographical remoteness and town size. Further information is available here: 
Doctor Connect MMM Map Locator

The department is unable to advise you of your eligibility to apply or of your MMM category. Potential applicants can find the classification of their location by using the Doctor Connect MMM Map Locator.
4.3 Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on the agreed grant activities as defined in your grant agreement. The following expenditure must be included in your quotation(s):

- Freight, installation and other costs associated with the connection of equipment (e.g. hot water services) to essential services;
- travel for third parties (i.e. certifiers, tradesman), where the travel is essential to the successful completion of the grant activity; and
- insurances that are specifically required to cover the grant activity.

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

The Decision Maker will make the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

We may update the list of eligible expenditure items found in the NATSIFAC Program Manual from time to time. If your application is successful, the version in place when you submitted your application will be the version that applies to your grant activity.

4.4 What the grant money cannot be used for

Bi-Annual grants must not be used for activities or items that are non-essential to aged care delivery or already funded under existing grant agreements. This includes construction of new aged care facilities and large-scale repairs to existing buildings and infrastructure.

In addition, Grants must not be used for:

- purchase of land or existing property;
- coverage of retrospective costs;
- costs incurred in the preparation of a grant application or related documentation;
- major construction/capital works which consist of the purchase or construction of a new aged care facility, the demolition (whether or not followed by the replacement) and extensive renovation projects;
- activities that could bring the Australian Government into disrepute;
- staff accommodation not related to aged care service delivery, including re-housing, supported accommodation, large scale household removalist expenses, construction and large-scale repairs, beyond provision of linkages to accommodation services;
- medical aids, appliances and devices which are to be provided because of a medical diagnosis or surgical intervention and which would be covered under a Health Care system. Where items are required for the operation of the Activity, the item remains the property of the service provider;
- household items which are not related to the functional impairment (refer to glossary for definition) (i.e. general household furniture or appliances) – for care recipients not provided with residential based care;
- the lease or purchase of personal items;
- items which are likely to cause harm to the care recipients or pose a risk to others;
• ongoing operating (recurrent) costs (e.g. ongoing rent, utilities, salaries, insurances, maintenance contracts etc);
• travel for staff of the aged care service or aged care provider; and
• provision of aged care service delivery.

5. The assessment criteria

Applications that meet the eligibility criteria set out in Section 3, will be assessed by the department on a competitive basis.

You must address all of the following assessment criteria in your application. All criteria have equal weighting. The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The outcome of the assessment against the selection criteria will be used to identify those applications that will best meet the policy objective and outcome of the grant opportunity.

Criterion 1 – Need for the Project

Demonstrate the need for the proposed project and how it will deliver the desired outcome of the grant opportunity. Your response should include:

• a description of the work/project including a layout plan and geographical location of where the project will be delivered;
• justification of why this project is needed, including evidence of service gaps and describe how this projects links with other activities or services; and
• if required, evidence that your organisation has consulted with the relevant authorities for building approvals or permits for work to be undertaken.

Criterion 2 – Organisational Capacity and Performance

Demonstrate your organisation’s capacity to deliver the proposed project.

Your response should include:

• details of your organisational and staff capacity to manage projects, including information on experience, skills and qualifications of staff;
• demonstrate appropriate resourcing/tradespeople/contractors will be available to undertake the proposed activities in remote/very remote areas;
• describe how your organisation will manage the project and how outcomes will be met within the project timeframe;
• describe how your organisation will ensure the proposed activities will not negatively impact the location and care of residents i.e. if upgrades to infrastructure is required, there is a need to ensure residents care will not be compromised during this time; and
• describe and demonstrate why this application is not able to be funded from existing funding streams or reserves.
Criterion 3 – Effective and Efficient use of Funding

Demonstrate how the proposed activity is an efficient and effective use of grant funds.

Your response should include:

- evidence of your organisation’s experience in designing, planning and delivering a project that supports the delivery of quality, culturally appropriate aged care services for the needs of the community;
- how the project will add value to the changing needs of the community as they age; and
- demonstrate, if relevant, that the upgrade is a component of a planned process to upgrade infrastructure over a period of time.

6. How to Apply

Before applying, you should read and understand this document, the application form and the sample grant agreement terms and conditions.

These documents may be found at GrantConnect. Any alterations and addenda\(^2\) will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. Where there are any inconsistencies, GrantConnect is the authoritative source.

To apply you must:

- complete the online grant opportunity application form on GrantConnect;
- provide all the information requested;
- meet eligibility criteria;
- address all assessment criteria;
- include all necessary attachments; and
- submit your application to Grant.ATM@health.gov.au by 2.00pm AEST on 11 April 2019.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration and is a serious offence under the Criminal Code 1995 (Cth). We will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should call us immediately at Grant.ATM@health.gov.au or by calling 02 6289 5600. The department does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

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

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\(^2\) 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
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.

We will acknowledge that we have received your application within three working days.

If you need further guidance around the application process or if you are unable to submit an application online contact us at Grant.ATM@health.gov.au or by calling 02 6289 5600.

6.1 Timing of grant opportunity

The department anticipates opening this grant opportunity twice over the course of the calendar year in January and July. Dates will be made available on GrantConnect.

You must submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be offered a funding agreement within three months of the Grant opportunity close date.

Table 1: Expected timing for this grant opportunity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
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<tbody>
<tr>
<td>Advertised on GrantConnect</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Assessment of applications</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Approval of outcomes of selection process</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Award of grant agreements</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Notification to unsuccessful applicants</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Earliest start date of NATSIFAC Program Bi-Annual projects</td>
<td>May November</td>
</tr>
<tr>
<td>Approach 1</td>
<td></td>
</tr>
<tr>
<td>Approach 2</td>
<td></td>
</tr>
<tr>
<td>End date of grant activity or agreement</td>
<td>Dependent on individual project timeframe</td>
</tr>
</tbody>
</table>
6.2 Attachments to the application

We require the following documents with your application:

- Most recent organisational financial statement;
- At least two, valid quotes for the proposed activity;
- photo/s of the repairs / maintenance / upgrade required and address of the property;
- an indicative activity budget;
- scoping documents, floor plans / concept drawings / or sketches of the proposed works (where relevant);
- building approvals (where relevant).

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.

6.3 Questions during the application process

If you have any questions during the application period, please contact Grant.ATM@health.gov.au.

The department will respond to emailed questions within three working days and answers to questions will be posted in the Frequently Asked Questions and uploaded on GrantConnect.

7. The grant selection process

We first review your application against the eligibility criteria. Only eligible applications will move to the next stage. We consider eligible applications through a targeted competitive grant process.

We will then assess your application against the assessment criteria (see section 5) and against other applications. We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money³.

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities

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³ See glossary for an explanation of 'value with money'.
• the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcome/objective.

8. Assessment of grant applications

8.1 Who will assess applications?

An assessment team will be established to assess each application on its merit and will score each application using the rating scale at Table 2. A quality assurance team will be established to ensure applications are assessed consistently and in accordance with these guidelines.

The assessment committee will review the assessed and quality assured application and compare it to other eligible applications before recommending which grant activities to fund. The assessment committee will be made up of departmental officers and may include representatives from the state and territories. All applications that satisfy the eligibility requirements set out in Section 3 will be assessed against each assessment criteria and rated against the Numerical Scoring Scale below. An overall rating for each application based on the Numerical Scoring Scale is obtained by totalling the scores for each criterion.

Table 2: Assessment Criteria Scoring Matrix

<table>
<thead>
<tr>
<th>Rating Scale for all Assessment Criteria</th>
<th>Score</th>
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<tbody>
<tr>
<td>Excellent Quality - response to this criterion exceeds expectations. Additional evidence* is available and confirms consistent superior performance against this criterion</td>
<td>9-10</td>
</tr>
<tr>
<td>Good quality – response to this criterion, addresses all or most criteria to a higher than average standard. Some additional evidence* is available and confirms good performance against this criterion</td>
<td>7-8</td>
</tr>
<tr>
<td>Average quality – response against this criterion, meets most criteria to an average but acceptable level. Some additional evidence* is available and provides some support for claims against this criterion</td>
<td>5-6</td>
</tr>
<tr>
<td>Poor quality – poor claims against this criterion but may meet some criteria. Additional evidence* available may be lacking detail and/or not directly relevant to the criterion</td>
<td>2-4</td>
</tr>
<tr>
<td>Does not meet criterion at all – response to this criterion does not meet expectations or, insufficient or no information to assess this criterion. Little or no additional evidence* available</td>
<td>0-1</td>
</tr>
</tbody>
</table>

* Additional evidence may include attachments to the application, previous departmental experience with this applicant, referee reports or information from other areas of the assessment of the criterion. The Assessment Committee will be made aware that this information could include personal information for the purposes of the Privacy Act 1988 and therefore should only be used or disclosed for the purpose of assessing the application for funding.

The assessment committee may also consider information about the applicant that is available through the normal course of the department’s business.
If the assessment process identifies unintentional errors of form in an application, the applicant may be contacted to correct or clarify the errors, but they will not be permitted to make any material alteration or addition.

A conflict of interest arises where a person makes a decision or exercises power in any way that may be, or may be perceived to be, influenced by either professional, commercial or personal interests or associations. Organisations will need to specify any real or perceived conflicts of interest in relation to this grant opportunity in Section 2 of the application form. Conflicts of interest identified in the assessment of applications will be dealt with in accordance with these guidelines.

The assessment committee will identify those applications that will best meet the policy objective and outcome of the grant opportunity and make recommendations to the Decision Maker which applications to approve for a grant.

8.2 Who will approve grants?

The Decision Maker for this grant opportunity will be the Assistant Secretary, Residential and Flexible Care Branch, Residential and Flexible Care Division. The Decision Maker decides which grants to approve taking into account the recommendations of the committee and the availability of grant funds.

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

- the approval of the grant
- the grant funding amount to be awarded

The Decision Maker will not approve funding if there is insufficient program funding available across relevant financial years for the program, or if the application does not represent value with money.

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

9. Notification of application outcomes

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

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within 4 weeks of being advised of the outcome. We will give verbal feedback within one month of your request.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The department will use the standard grant agreement for this grant opportunity. Each agreement has standard terms and conditions that cannot be changed. A sample of the Commonwealth Standard Grant Agreement is available on the Department of Health's website.
The department must execute a grant agreement with the successful applicant before payments can be made. You must not start any activities until a grant agreement is executed and you have approval from the department to commence works.

Your grant agreement may have additional specific conditions determined by the assessment process, or other considerations made by the Decision Maker. The department will identify these in the agreement.

You will have up to a maximum of 30 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, the department 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, the department may extend this period. The department bases the approval of your grant on the information you provide in your application. The department will review any required changes to these details to ensure they do not impact the grant activity as approved by the Decision Maker.

If there are unreasonable delays in negotiating a grant agreement, the grant agreement may be withdrawn and the grant may be awarded to a different applicant.

Where a grant recipient fails to meet the obligations of the grant agreement, the department may cease grant funding after attempting to rectify the issue with the grant recipient.

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

The successful applicant will be required to take out and maintain, for the period specified in the grant agreement, all types of insurances necessary to cover the obligations of the organisation in relation to the activity.

10.2 Specific legislation, policies and industry standards

You are required to be compliant with all relevant laws and regulations as they apply to your services location. Wherever the government funds building and construction activities, the following special regulatory requirements apply.

- Building Code of Australia and other regulatory requirements of the relevant State or Territory and local government in the jurisdiction in which the grant activity is to be carried out.

10.3 How we pay the grant

Dependent on the grant agreement, we will make a one-off payment on execution of the grant agreement. If required, we will make subsequent payments according to an agreed schedule of work set out in the grant agreement.

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 tax.

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10.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, grants for staff accommodation only may request a variation to your grant agreement, including:

- changing milestones
- extending the timeframe for completing the grant but within the maximum [time period allowed in grant opportunity guidelines] year period
- changing [project] activities

The program does not allow for:

- an increase of grant funds

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. Contact funding agreement manager for further information.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the [project/grant program] outcome
- consistency with the grant opportunity’s policy objective[s] and any relevant policies of the department
- changes to the timing of grant payments
- availability of funding.

10.5 Keeping us informed

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
- 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.

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 Types of reports

12.1.1 Progress reports

Progress reports should also include the following:

- Any potential project issues that could impact on timelines and quality of deliverables;
- Approaches or strategies for resolving any identified issues;
- Variance between proposed budget and actual expenditure (subject to approval specified in the grant agreement);
- Acquittals of funding and expenditure; and
- Recommendations for improving the performance of the Activity against the performance indications.

The successful applicant will be required to take out and maintain, for the period specified in the grant agreement, all types and amounts of insurance necessary to cover the obligations of the organisation in relation to the Activity.

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.

12.1.2 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.

12.1.3 Final report

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

- include the agreed evidence as specified in the grant agreement;
- identify the total eligible expenditure incurred;
- be submitted within the date specified in the grant agreement; and
- be in the format provided in the grant agreement.

12.1.4 Audited financial acquittal report

We will ask you to provide an audited financial acquittal report for activities over $250,000.00 (GST exclusive). For activities below $250,000.00 (GST exclusive), you will be required to complete a Financial Declaration. An audited financial acquittal report or Financial Declaration will verify that you spent the grant in accordance with the grant agreement.
12.2 Evaluation

The department will evaluate the grant to measure how well the outcome and objective have been achieved. The department may use information from your application and reports for this purpose. The department may also interview you or ask you for more information to help us understand how the grant impacted you and the delivery of aged care service and to evaluate how effective the program was in achieving its outcomes.

13. Probit

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.

**Note:** 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 grants management complaint handling process applies to complaints about this grant opportunity. All complaints about a grant process must be lodged 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 department.

The Commonwealth Ombudsman can be contacted on:

- Phone (Toll free): 1300 362 072
- Email: ombudsman@ombudsman.gov.au
- Website: www.ombudsman.gov.au

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 department 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.

13.3 Privacy: confidentiality and protection of personal information

We treat your personal information according to the 13 Australian Privacy Principles and the Privacy Act 1988. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to

You are required, as part of your application, to declare your ability to comply with the Privacy Act 1988, including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the entity’s consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person’s life or health; or if you have consented to the disclosure.

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 giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.
We may share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- Public Service Act 1999
- Public Service Regulations 1999
- Public Governance, Performance and Accountability Act
- Privacy Act 1988
- Crimes Act 1914

We will treat the information you give us as sensitive and therefore confidential if 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
3. revealing the information would cause unreasonable harm to you or someone else.

The grant agreement will include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.4 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
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>accountable authority</td>
<td>Each Commonwealth entity has an accountable authority. The accountable authority for a Department of State is the Secretary of the Department.</td>
</tr>
<tr>
<td>Administering entity</td>
<td>When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.</td>
</tr>
<tr>
<td>Aged Care Act 1997</td>
<td>The principal legislation that regulates the Residential Aged Care, Flexible Care, and Home Care Programs from 1 October 1997. The flexible aged care services funded under this Activity operate outside the regulatory framework of the Aged Care Act 1997.</td>
</tr>
<tr>
<td>assessment criteria</td>
<td>The specified principles or standards against which applications will be judged. These criteria are used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings. (as defined in the CGRGs)</td>
</tr>
<tr>
<td>Care Plan</td>
<td>A plan developed in consultation with the care recipient which describes the type of services to be provided, the frequency and hours of actual service provision, the location at which the service will be provided and the respective responsibilities of the service provider, its staff and the care recipient.</td>
</tr>
<tr>
<td>Care Recipient</td>
<td>A person receiving flexible aged care services.</td>
</tr>
<tr>
<td>Clinical Care</td>
<td>Care supervised or provided by a registered practitioner (i.e. Doctor, Registered nurse or Enrolled nurse).</td>
</tr>
<tr>
<td>commencement date</td>
<td>The expected start date for the grant activity.</td>
</tr>
<tr>
<td>completion date</td>
<td>The expected date that the grant activity must be completed and the grant spent by.</td>
</tr>
<tr>
<td>Co-sponsoring entity</td>
<td>When two or more entities are responsible for the policy and the appropriation for outcomes associated with it.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>Cultural Safety</td>
<td>Cultural Safety is about recognising, respecting and nurturing the unique cultural identity of Aboriginal and Torres Strait Islander people and meeting their needs, expectations and rights.</td>
</tr>
<tr>
<td></td>
<td>It is expected that the principle of cultural safety will be recognised and embedded in all aspects of the service provider’s service delivery and quality systems.</td>
</tr>
<tr>
<td></td>
<td>The service provider should ensure that policies, procedures and practices are in place to ensure the service delivers flexible, culturally appropriate care.</td>
</tr>
<tr>
<td></td>
<td>The service provider should also ensure that individual care recipient interests, customs, beliefs and cultural backgrounds are valued and nurtured, and that the service assists care recipients to stay connected with their family and community.</td>
</tr>
<tr>
<td>Commonwealth entity</td>
<td>A department of state, 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.</td>
</tr>
<tr>
<td>Commonwealth Grants Rules and Guidelines (CGRGs)</td>
<td>The CGRGs establish the overarching Commonwealth grants policy framework and the expectations for all non-corporate Commonwealth entities in relation to grants administration.</td>
</tr>
<tr>
<td>date of effect</td>
<td>This will depend on the particular grant. It can be the date in 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.</td>
</tr>
<tr>
<td>decision maker</td>
<td>The person who makes a decision to award a grant.</td>
</tr>
<tr>
<td>eligibility criteria</td>
<td>The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria.</td>
</tr>
<tr>
<td>functional impairment</td>
<td>functional impairment is a loss of functional capacity affecting a person’s ability to complete day to day tasks that results from the person’s medical condition.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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</table>
| 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 or other CRF money 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 to achieve its objective. |
| grant activity                | Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.                                                                                                                                   |
| grant agreement               | Grant agreement means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth. |
| GrantConnect                  | 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. It is available at www.grants.gov.au.  
  Non-corporate Commonwealth entities must publish on GrantConnect to meet the grant publishing requirements under the CGRGs.  
  Where information is published in more than one location, and there are inconsistencies, GrantConnect is the authoritative, auditable information source.  

<p>| grant opportunity             | A notice published on GrantConnect advertising the availability of Commonwealth grants.                                                                                                                                                                                      |
| grant program                 | Is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.                                                                                                                                                                   |
| grantee                       | An individual/organisation that has been awarded a grant.                                                                                                                                                                                                                  |</p>
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<tr>
<td>Modified Monash Model</td>
<td>The Modified Monash Model (MMM) is the Department of Health’s classification system that categorises metropolitan, regional, rural and remote areas according to both geographical remoteness and town size. Further information is available here: <a href="#">Doctor Connect</a></td>
</tr>
<tr>
<td>PBS Program</td>
<td>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.</td>
</tr>
<tr>
<td>selection criteria</td>
<td>Comprise eligibility criteria and assessment criteria.</td>
</tr>
<tr>
<td>selection process</td>
<td>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.</td>
</tr>
</tbody>
</table>
| staff accommodation     | Staff accommodation **essential to the delivery of aged care services** is defined for the purpose of bi-annual funding rounds as: Housing aged care staff only. Custom designed - has been designed and built on contract specifically for the site and according to the requirements and brief. This accommodation type can be built on or off site. Staff Accommodation does not include:  
  - Demountable/donga style accommodation;  
  - Portable accommodation huts; and  
  - Accommodation/transportable shipping containers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| value with money      | 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. 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:  
  • the quality of the project proposal and activities;  
  • fitness for purpose of the proposal in contributing to government objective;  
  • 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. |