



**Australian Government**  
**Department of Health**

**Public Health and Chronic Disease Program  
National Palliative Care Projects  
Grant Opportunity Guidelines  
GO1995**

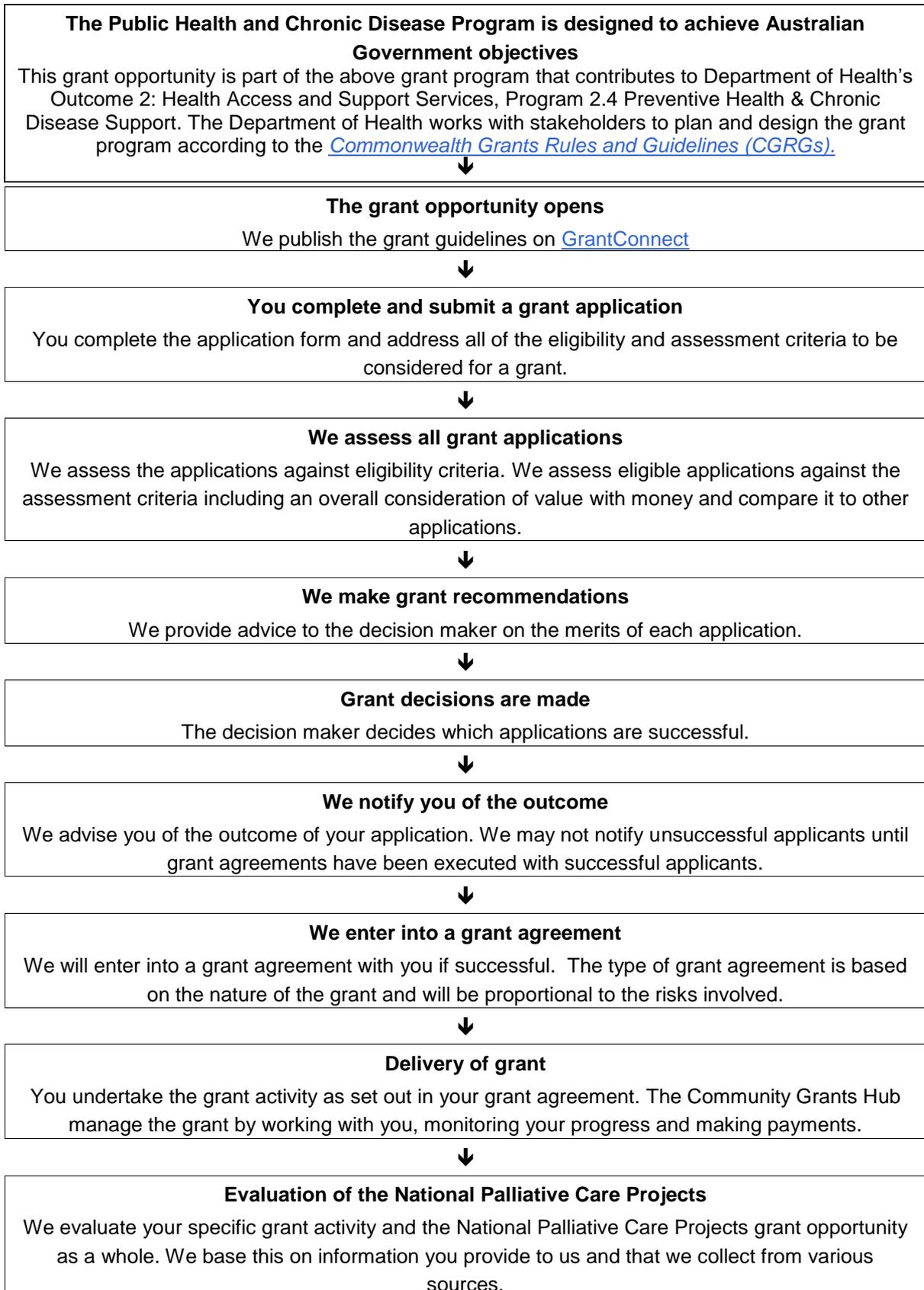
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# 1. Public Health and Chronic Disease Program: National Palliative Care Projects



## 1.1 Introduction

These guidelines contain information for the National Palliative Care Projects grants.

You must read these guidelines before filling out an application.

This document sets out:

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

## 2. About the grant program

The Public Health and Chronic Disease Program (the program) provides funding to support activities that address the rising burden of chronic disease and improve public health.

The objectives of the program are to:

- Increase the effectiveness and efficiency of the prevention, treatment, control and management of diseases, including through screening and palliative care;
- Develop and enhance effective disease prevention, treatment, control and management measures;
- Improve access to high quality palliative care, end of life care and advance care planning;
- Improve quality service provision, increase service capacity and support activities that increase compliance with legislative frameworks;
- Increase the community's knowledge and awareness of the key risk factors for chronic disease and Non-Communicable Diseases (NCDs) and how individuals can lead healthier lives to address these risk factors;
- Improve the health of targeted populations that experience health inequalities or social disadvantage including those based on gender, culture, age and disability;
- Address population group issues such as breastfeeding, family planning and reproductive health, men's, women's and children's health;
- Develop and implement food and nutrition policy which protects and enhances the health of Australians; and
- Inform health policy and/or improve practice through the establishment and use of disease registers, monitoring and surveillance activities, research and the development of evidence-based information.

The intended outcomes of the program are:

- Increased effectiveness and efficiency of the prevention, treatment, control and management of diseases, including through screening and palliative care;
- Effective disease prevention, treatment, control and management measures developed and enhanced;
- Improved access to high quality palliative care, end of life care and advance care planning;
- Improved quality service provision, increased service capacity and enhanced activities that increase compliance with legislative frameworks;

- Increased community's knowledge and awareness of the key risk factors for chronic disease and NCDs and how individuals can lead healthier lives to address these risk factors;
- Improved health of targeted populations that experience health inequalities or social disadvantage including those based on gender, culture, age and disability;
- Population group issues such as breastfeeding, family planning and reproductive health, men's, women's and children's health addressed and improved;
- Food and nutrition policy which protects and enhances the health of Australians developed and implemented;
- Health policy and/or practice improved and informed by the establishment and use of disease registers, monitoring and surveillance activities, research and the development of evidence based information.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>1</sup>.

## 2.1 About the National Palliative Care Projects grant opportunity

The National Palliative Care Projects contributes to the Program's objectives by:

- funding national projects that improve access to high quality palliative care for all Australians as they require it;
- enhancing the quality of palliative care service delivery; and
- providing support for people who are dying, their families and carers.

The [National Palliative Care Strategy 2018](#) represents the combined commitments of the Commonwealth, state and territory governments, palliative care service providers and community-based organisations to ensure that people affected by life-limiting illnesses receive the care they need to live well. It guides the development and implementation of palliative care policies, strategies and services across Australia.

The National Palliative Care Projects align with the following National Palliative Care Strategy goals:

- Goal 1 Understanding - People understand the benefits of palliative care, know where and how to access services, and are involved in decisions about their own care
- Goal 2 Capability - Knowledge and practice of palliative care are embedded in all care settings
- Goal 3 Access and Choice - People affected by life-limiting illnesses receive care that matches their needs and preferences
- Goal 4 Collaboration - Everyone works together to create a consistent experience of palliative care across care settings
- Goal 5 Investment - A skilled workforce and systems are in place to deliver palliative care in any setting

The National Palliative Care Projects are intended to improve the quality of palliative care service delivery in Australia.

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<sup>1</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

The objectives of the grant opportunity are to support nationally focussed projects for the target population groups that:

- Improve the quality of and access to palliative care service skill development for service providers;
- Improve the quality of palliative care service delivery in community and acute care settings;
- Strengthen understanding and increase uptake of advance care planning;
- Improve knowledge and community awareness of palliative care; and
- Improve the collation and dissemination of palliative care information across the sector.

Under this grant opportunity, funding is available for national projects that target specific population groups who have recognised limited access to palliative care.

Targeted populations may include but are not limited to the following under-served populations:

- Aboriginal and Torres Strait Islander people
- People who identify as Lesbian, Gay, Bisexual, Transgender and/or Intersex (LGBTI)
- Veterans
- People from culturally and linguistically diverse (CALD) backgrounds
- People who are experiencing homelessness
- People who are incarcerated
- People living with a disability
- People who are living in Australia with Refugee status
- Care leavers (including Forgotten Australians, Former Child Migrants and Stolen Generations) and those affected by forced adoption.

### 3. Grant amount and grant period

#### 3.1 Grants available

The Australian Government has allocated a total of up to \$51 million (GST exclusive) over three years (2020-21 to 2022-23) for the National Palliative Care Projects. For this grant opportunity, up to \$12 million is available over three years.

2020-21 FY \$ M (GST exclusive)	2021-22 FY \$ M (GST exclusive)	2022-23 FY \$ M (GST exclusive)	Total \$ M (GST exclusive)
\$4	\$4	\$4	\$12

It is anticipated that most grants will be between \$300,000.00 - \$1,200,000.00 over the three years, depending on the scope of the grant activity and its complexity.

#### 3.2 Grant/Project period

The maximum grant period is three years (36 months) and you must complete your grant/project by 30 June 2023.

## 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:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- have an account with an Australian financial institution
- be able to deliver the proposed activity nationally

and be one of the following entity types:

- a company incorporated in Australia
- a company incorporated by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- a partnership
- a joint (consortia) application with a lead organisation<sup>2</sup>
- a registered charity or not-for-profit organisation
- an Australian local government body
- an Australian state or territory government body
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)

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

You are not eligible to apply if you are:

- a Commonwealth government agency or body (including government business enterprises)
- an individual
- unincorporated association
- overseas resident/organisation
- any organisation not included in section 4.1

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

### 5.1 Eligible grant activities

To be eligible your grant activity must be consistent with the outcomes and objectives of this grant opportunity and address one or more of the following:

- service provider skills development through education and training for frontline health, aged care and disability providers;

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<sup>2</sup> The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint Applications'

- strategies to provide bereavement support, including early intervention approaches that minimise the risk of developing complications associated with prolonged grief;
- service delivery improvement in community, acute care and disability settings;
- advance care planning (ACP) activities that strengthen understanding among health, aged care or disability workers and the community and increase effective implementation of ACP;
- knowledge and awareness activities, including legal issues, that improve clinician and community awareness about palliative care;
- activities that promote collaboration and co-ordination of services for people transitioning between health, aged care and disability sectors; and
- strategies to improve clinical information sharing for people transitioning between health, aged care and disability sectors.

## **5.2 Eligible expenditure**

You can only spend the grant on eligible expenditure you have incurred on agreed eligible grant activities as defined in your grant agreement.

Eligible expenditure items are:

- administration costs;
- salaries and associated costs;
- resource development and dissemination;
- subcontracting; and
- travel costs within Australia.

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

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

You cannot use the grant for the following activities:

- purchase of land
- activities undertaken by political organisations
- the purchase or repair of equipment or motor vehicles
- funding of palliative care service delivery
- clinical trials
- major capital expenditure
- 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
- major construction/capital works
- overseas travel, and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

We cannot provide a grant if you receive funding from another government source for the same purpose.

## 6. The assessment criteria

You must address all of the following assessment criteria in the application. We will assess your application based on the weighting given to each criterion.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The application form includes text limits of 500 words per Criterion.

### **Criterion 1 – Alignment with Program Objectives**

#### **How will the grant activity contribute to the objectives of the grant program and achieve Government Policy and Program Outcomes? (30 percent weighting)**

You must demonstrate this by providing:

- the methodologies and strategies your organisation will undertake to meet the objectives and outcomes of the proposal;
- how you will monitor and optimise the uptake and/or impact of the proposal;
- how you will measure the degree to which the proposed activities will meet the objectives and outcomes;
- a detailed Budget (Indicative Activity Budget template in Section 3, pg. 14 of the Application Form), and outline the specific components of your organisation's resource requirements to undertake the proposal;
- a project plan including timelines (Activity work plan template in Section 3, pg. 15 of the Application Form) that outlines the proposal you will undertake; and
- how you will deliver the proposal nationally.

### **Criterion 2 – Needs Assessment**

#### **What is the need for the particular grant activity in the particular location/demographic or how does the proposed grant activity address a specific need? (20 percent weighting)**

You must demonstrate this by providing:

- a clear and concise description of the need/disadvantage/issue; and
- evidence that supports the need/disadvantage/issue (e.g. examples or scenarios)

### **Criterion 3 – Organisational Capacity and Performance**

#### **What is the capability and capacity of the applicant to undertake the grant activity? (30 percent weighting)**

You must demonstrate this through identifying:

- any previous experience in delivering similar activities and discuss examples that demonstrate your past performance in delivering Program objectives and activity outcomes and impacts;
- the strategy for key stakeholder engagement, communication and existing or proposed new networks;
- evidence of collaborations with other organisations to deliver an initiative;
- existing linkages that are in place that assist in the national delivery of the proposal;

- any proposed or new linkages that will be established to implement the proposal; and
- key risks or issues (Risk Management Table template in Section 3, pg. 19 of the Application Form) that may be encountered in delivering the proposal, including any strategies or measures you propose to implement in order to mitigate the impact on the delivery of the proposal.

## Criterion 4 – Efficiency and Value for Money

### What are the priority areas and factors that will increase the value of this activity to the Commonwealth? (20 percent weighting)

You must demonstrate this through identifying:

- the efficiency and effectiveness of the proposal in meeting the identified need (as identified in your response to Criterion 2);
- a detailed Budget (Indicative Activity Budget template in Section 3, pg. 14 of the Application Form), and outline the specific components of your organisation's resource requirements to undertake the proposal; and
- any elements within the proposal that will maximise and sustain the beneficial effects and outcomes beyond the funding period.

## 7. How to apply

Before applying, you must read and understand these guidelines, the application form and the [Commonwealth Standard Grant Agreement](#). The guidelines and application form may be found on [GrantConnect](#). Any alterations and addenda<sup>3</sup> will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the attached application form
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) by 2.00pm Canberra local time on 8 August 2019.

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

If you find an error in your application after submitting it, you should contact us immediately on (02) 6289 5600. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

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

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<sup>3</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

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 two working days.

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

## **7.1 Attachments to the application**

We require the following documents with your application:

- a communication plan
- trust deed (if applicable)
- evidence of support from consortium members (as per Section 7.2 if applicable).

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

## **7.2 Joint (consortia) applications**

We recognise that some organisations may want to join together as a group to deliver a grant activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity.
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

## **7.3 Timing of grant opportunity processes**

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

We will only accept a late application where it is the direct result of mishandling by or technology failure within the department or where the cause of the lateness is beyond the applicant's control. The department will ask the applicant to provide evidence to support their claims regarding the reasons for late submission. If the applicant considers that their application will be late, they should notify [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) prior to the closing time advising of the circumstances for the

lateness. The chair of the assessment committee will consider the reasons when deciding whether to accept the late application.

If you are successful, we expect you will be able to commence your grant activity in approximately July 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Open on Grant Connect	8 weeks
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	July 2020
End date of grant activity or agreement	30 June 2023

## 7.4 Questions during the application process

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

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

Requests for clarification may form the basis of a response that will be posted on the GrantConnect website in frequently asked questions section relating to this grant opportunity. Any questions will be de-identified. Registered applicants will be notified of updates to the documents via email from GrantConnect website.

The department cannot assist you to address assessment criteria/determine eligibility or complete your application.

## 8. The grant selection process

### 8.1 Assessment of grant applications

We first review your application against the eligibility criteria.

Only eligible applications will move to the next stage. We consider eligible applications through an open competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see Section 6) 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 money.<sup>4</sup>

Table 2: Assessment Criteria Scoring Matrix

Rating Scale for all Assessment Criteria	Score
Excellent Quality – response to this criterion exceeds expectations. Additional evidence is available and confirms consistent superior performance against this criterion	9-10
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	7-8
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	5-6
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	2-4
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	0-1

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
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/ objectives.

## 8.2 Who will assess applications?

An assessment committee will assess each application on its merit and compare it to other eligible applications before recommending which grant applications should be awarded a grant. The assessment committee will be comprised of representatives from the Department.

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

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

The assessment committee recommends to the Decision Maker which applications to approve for a grant.

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<sup>4</sup> See glossary for an explanation of 'value with money'.

### **8.3 Who will approve grants?**

The Decision Maker, for the purposes of this Grant Opportunity is the Assistant Secretary, Primary Care, Dental and Palliative Care Branch. The Decision Maker decides which grants to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

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.

## **9. Notification of application outcomes**

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

If you are unsuccessful, we will give you an opportunity to discuss the outcome.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

### **9.1 Feedback on your application**

If you are unsuccessful, you may ask for feedback within one month of being advised of the outcome. We will give written 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. We use the [Commonwealth Standard Grant Agreement](#) in this program. Each agreement has general terms and conditions that cannot be changed.

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

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

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

You will have 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, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Decision Maker.

## 10.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you will be requested to demonstrate compliance with the following legislation/policies/industry standards for any publication, including web content developed as part of your grant activity:

- [Level AA of the Web Accessibility Guidelines 2.0](#); and
- [World Wide Web Access: Disability Discrimination Act Advisory Notes version 4.1 \(2014\)](#).

Depending on the target population for the grant, you may be required to hold a working with vulnerable people police check.

## 10.3 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. Payments are subject to satisfactory progress on the grant activity.

## 10.4 Grants Payments and GST

Payments will be GST Inclusive. 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](#).<sup>5</sup> We do not provide advice on your particular taxation circumstances.

# 11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [Commonwealth Grants Rules and Guidelines 2017](#).

# 12. How we monitor your grant activity

## 12.1 Keeping us informed

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

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

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details

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<sup>5</sup> <https://www.ato.gov.au/>

- bank account details.

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

## **12.2 Reporting**

You must submit reports in line with the grant agreement. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes, performance indicators and targets;
- contributions of participants directly related to the grant activity;
- expenditure of the grant;
- how you are addressing any issues, problems or delays; and
- any additional information that is relevant in relation to the Activity (e.g. evaluation data collected).

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

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### **Progress reports**

Progress reports must:

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

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

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

### **Ad-hoc reports**

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

### **Final report**

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

Final reports must:

- identify if and how outcomes have been achieved;
- include the agreed evidence as specified in the grant agreement;
- identify the total eligible expenditure incurred; and
- be submitted as per the grant agreement.

## **12.3 Financial declaration**

We will ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

## 12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by notifying us of the proposed changes in writing as soon as reasonably possible.

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

## 12.5 Evaluation

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

## 12.6 Acknowledgement

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

'[Name of your Grant Activity/Project] received grant funding from the Australian Government.'

# 13. Probity

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

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

## 13.1 Enquiries and feedback

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

Any questions you have about grant decisions for this grant opportunity should be sent to [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au)

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://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 the department's staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer [or member of an external panel]
- 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.

The conflict of interest policy available on the [Australian Public Service Commission's](#) website.

### 13.3 Privacy

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

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

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

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

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

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

### 13.4 Confidential Information

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

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the 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.

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

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

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

### **13.5 Freedom of information**

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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

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

By email: [foi@health.gov.au](mailto:foi@health.gov.au)

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
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.
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
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
grant	<p>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:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>6</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>7</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
National	is defined as the capacity to deliver the proposed activity (for which funding is being sought) in/for each State and Territory at the commencement of the funding agreement.

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<sup>6</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>7</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
PBS Program	described within the entity's <u>Portfolio Budget Statement</u> , 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.
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.
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"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>