Indigenous Australians’ Health Programme
Service Maintenance Program
Grant Opportunity

Grant Opportunity

Grant Opportunity number: GO236
Opening date: 23/10/2017
Closing date and time: 14:00 AEST on 05/12/2017
Commonwealth policy entity: The Department of Health

Enquiries: If you have any questions, please email Grant.ATM@health.gov.au.

Questions should be sent no later than 28/11/2017
For technical difficulties please call 0262895600

Date guidelines released: 23/10/2017
Type of grant opportunity: Restricted competitive

Access to documentation and notification of new information: Documentation for this Grant Opportunity is only available via GrantConnect.

Please note that it is your responsibility to register on GrantConnect for this grant opportunity (GO236) and read any Addenda and updated information that may be posted on the site between the open and close dates. Grant Connect is the official channel for the department to communicate changes and/or clarification to the documentation that may be helpful for your application.
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# Introduction

## 1. Indigenous Australians’ Health Programme (IAHP): Service Maintenance Program Processes

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<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Programme is designed to achieve Australian Government objectives</strong></td>
<td>This grant opportunity is part of the IAHP which contributes to achieving Outcome 2 of the Department of Health’s Portfolio Budget Statement. The Department of Health (the department) works with stakeholders to plan and design the grant program according to the Commonwealth Grants Rules and Guidelines.</td>
</tr>
<tr>
<td><strong>The grant opportunity opens</strong></td>
<td>We publish the grant guidelines and advertise on GrantConnect.</td>
</tr>
<tr>
<td><strong>You complete and submit a grant application</strong></td>
<td>We assess all grant applications. We assess applications against the eligibility criteria. Eligible applications will then be assessed against the assessment criteria including an overall consideration of value for money and how it compares to other applications.</td>
</tr>
<tr>
<td><strong>We make grant recommendations</strong></td>
<td>The assessment committee provides advice to the decision maker on the merits of each application.</td>
</tr>
<tr>
<td><strong>Grant Decisions are made</strong></td>
<td>The decision maker decides which grant applications are successful.</td>
</tr>
<tr>
<td><strong>We notify you of the outcome</strong></td>
<td>We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.</td>
</tr>
</tbody>
</table>
We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the current funding agreement your organisation has with the department.

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.

Evaluation of the grant opportunity

We evaluate the specific grant activity and grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 About the IAHP Programme

Background

The Indigenous Australians’ Health Programme (IAHP) (the Programme) was established by the Australian Government on 1 July 2014. The Programme provides funding for a range of activities including those focusing on primary health care, child, maternal and family health, and chronic disease prevention and management. The Programme Guidelines (Guidelines) are published as a Forecast Opportunity on GrantConnect.

Objectives and Outcomes

The objective of the Programme is to provide Aboriginal and Torres Strait Islander people with access to effective high quality health care services in urban, regional, rural and remote locations across Australia. This includes through Aboriginal Community Controlled Health Services, wherever possible and appropriate, as well as mainstream services delivering comprehensive, culturally appropriate primary health care.

The expected outcomes of the Programme include improvements in:

- the health of Aboriginal and Torres Strait Islander people;
- access to comprehensive primary health care; and
- system level support to the Aboriginal and Torres Strait Islander primary health care sector to increase the effectiveness and efficiency of services.

Implementation of the Programme will align with the Aboriginal and Torres Strait Islander Health Plan 2013 – 2023 Implementation Plan which focuses on systematic service improvement and addressing geographic disparities through more effective and innovative regional arrangements. The implementation plan can be found on the department’s Implementation Plan for the National Aboriginal and Torres Strait Islander Health Plan 2013 – 2023 webpage.
The Programme and this Grant Opportunity will be undertaken according to the Commonwealth Grants Rules and Guidelines (CGRGs).

1.2 About the Service Maintenance Program Grant Opportunity

This Grant Opportunity document contains information for the Service Maintenance Program grants. The Service Maintenance Program grant opportunity is contributing to the outcomes and objectives of the IAHP.

This document sets out:
- the purpose of the grant opportunity (Section 1)
- the eligibility and assessment criteria (Section 3, 4 and 6)
- how grant applications are monitored and evaluated (Section 12)
- responsibilities and expectations in relation to the opportunity (Section 12).

You must read this document before filling out an application.

1.3 Service Maintenance Program outcomes

The Service Maintenance Program is intended to support the improvement of health outcomes for Aboriginal and Torres Strait Islander people through better access to health services. This is achieved through the provision of culturally appropriate, fit for purpose health infrastructure for clinics, accommodation for clinical staff and facilities that deliver comprehensive primary health care services to this population.

The objective of the Service Maintenance Program is to improve the safety and accessibility of primary health care clinics for Aboriginal and Torres Strait Islander people by addressing emergency repairs, urgent maintenance and upgrade issues.

2. Grant amount

The Australian Government has announced an opportunity for eligible services to apply for grants to deliver the Service Maintenance Program in 2017/2018. A total of $2 million is set aside for the grants program.

The value of individual grants will vary depending on the repairs, maintenance or upgrades required. Based on previous rounds, an indicative range of values for individual grants is $7,000 to $300,000.

Your project must be completed, and funds expended, by 31 December 2018.

3. Grant eligibility criteria

We cannot consider your application if it does not satisfy all the eligibility criteria as listed below and included in the Application Form:
• The applicant currently receives Primary Health Care Funding under the IAHP to deliver clinical services (definition provided in Glossary). These Organisations are also eligible to apply on behalf of subsidiary and auspice organisations provided that the application is received from the Organisation with whom the department has the direct funding relationship.

• The premises for the proposed works/activities is not owned and/or operated by a State and Territory Government.

3.1 Who is eligible to apply for a grant?

To be eligible you must:
• currently receive primary healthcare funding under the IAHP to deliver clinical services
• have an Australian Business Number (ABN)
• be registered for the purposes of GST
• be a permanent resident of Australia
• have an account with an Australian financial institution 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 registered charity or not-for-profit organisation
  – an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and/or Torres Strait Islander) Act 2006

4. Eligible grant activities

4.1 What can the grant money be used for?

The department expects that the funding will be awarded to projects that improve the safety of, and access to, clinics and clinical staff housing facilities. However, there should be no current intention to sell the premises in the short term (Definition provided in Glossary).

Clinics and clinical staff housing facilities (including commercially rented premises), for the purposes of the Service Maintenance Program, are defined as buildings and premises that are:
• Non-government owned;
• Managed and operated by an eligible IAHP funded organisation; and are used to house primary health care service delivery and/or housing for clinical staff and resources.
Commercially rented clinics and clinical staff housing facilities are eligible to receive funding under the Program, however their eligibility is dependent on:

- The proposed project falling outside of the landlord's/agency’s maintenance, repair and Occupational Health and Safety obligations, as per the property agreement;
- The commercial tenant having acquired the permission of the landlord/agency as required; and
- The applicant having at least 24 months remaining on the commercial lease OR if less than 24 months, an extension to the lease is being negotiated.

You must use the grant for the following activities:

- to repair, maintain and conduct minor upgrades to improve the accessibility and quality standards of remote primary health care (PHC) clinics and residential facilities for clinical staff;
- emergency repairs to clinics and/or residential facilities for clinical staff to address urgent safety and/or access issues;
- priority maintenance of clinics and/or residential facilities for clinical staff to address safety and/or access issues;
- minor upgrades to clinics and/or residential facilities for clinical staff to address safety and/or access issues;
- general repairs that contribute to improving clinic and residential facilities for clinical staff environments; and
- other repair, maintenance and/or upgrade projects that do not qualify as major capital works and cannot be defined as ‘the purchase of equipment’ (e.g. vehicles or medical equipment).

Priority will be given to projects seeking urgent repair and/or priority maintenance to facilities based in remote and very remote regions as per Modified Monash Model (MMM) region definitions. You can only spend grant funds on eligible grant activities as defined in your grant agreement.

4.2 What the grant money cannot be used for?

Grants are not provided for:

- major capital works projects such as the purchase or construction of new clinics and/or clinical staff housing; works requiring a project manager; works that alone or together (where multiple projects are proposed in one application) move beyond minor activities, maintenance and upgrade projects already specifically funded by State, Territory or Commonwealth agencies or organisations;
- maintenance or upgrades on buildings or structures which are owned and/or operated by State or Territory Governments.
- the demolition (whether or not followed by the replacement) of the majority of existing premises;
extensive renovation projects that extend beyond the existing footprint* of the current premises;

the purchase of major equipment or motor vehicles;

the purchase of medical and clinical equipment;

routine service delivery;

retrospective items or activities;

activities undertaken by political organisations;

activities that subsidise commercial activities; or

the appointment of a dedicated project manager.

*The footprint is the outline of the total area of the lot or site that is surrounded by the exterior walls of a building or portion of a building, exclusive of courtyards. Anything beyond that is not eligible.

5. The grant selection process

First we will assess your application against the eligibility criteria (refer to Section 3 of this document and your Application Form). Only eligible applications will move to the next stage. Eligible applications will be considered through a restricted competitive grant process.

Your application will then be considered on its merits, based on:

- how well it meets the assessment criteria;
- how it compares to other applications; and
- whether it delivers best value with relevant money.

6. The assessment criteria

You will need to address all of the following assessment criteria in your application. All criteria are mandatory and equally weighted. We will judge your application based on the answers to each criterion. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested.

**Assessment Criterion 1: Alignment with Program Objectives**

Demonstrate the need for emergency repairs, urgent maintenance and/or upgrade issues for your clinic or clinical staff accommodation.

**Assessment Criterion 2: Organisation capacity**

Demonstrate how the problem is affecting your organisation’s ability to deliver health services that improve health outcomes for Aboriginal and Torres Strait Islander people.

**Criterion 3: Efficient and effective use of grant funds**

Demonstrate how the proposed activities are an efficient use of grant funds in achieving Grant Opportunity outcomes.

Table 1: Assessment Criteria Scoring Matrix
<table>
<thead>
<tr>
<th>Rating (for individual criterion)</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellent</strong> – response to this criterion, including all sub-criteria exceeds expectations. Additional evidence is available and confirms consistent superior performance against this criterion</td>
<td>9-10</td>
</tr>
<tr>
<td><strong>Good</strong> – response to this criterion, addresses all or most sub-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><strong>Average</strong> – response against this criterion, meets most sub-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><strong>Poor</strong> – poor claims against this criterion but may meet some sub criteria. Additional information available may be lacking detail and/or not directly relevant to the criterion</td>
<td>2-4</td>
</tr>
<tr>
<td><strong>Does not meet criterion at all</strong> – 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>

7. The grant application process

7.1 Overview of application process

You should source and read the Guideline Package which includes the IAHP Guidelines, this grant opportunity and the Application Form, along with the department’s grant agreement standard terms and conditions (if applicable to your current agreement) before you submit an application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

You must address all of the eligibility and assessment criteria to be considered for a grant. Please complete each section of the Application Form and make sure you provide the information we have requested. Please ensure that one (1) application is submitted per Project location/site. Applications may include multiple activities for the one (1) location/site.

Please keep a copy of your application and any supporting papers.

7.2 Application process timing

Submit your application/s to the department on the Application Form by the closing date in Table 2 below. In the interest of fairness, the department reserves the right not to accept late applications. In considering whether it would be fair to accept a late application, the department will take into account the degree of lateness, whether the cause of the lateness
was beyond the applicant's control and such other facts it considers relevant. The department may also ask the applicant to provide evidence to support its claims regarding the reasons for late submittal.

The expected commencement date for the granting activities is early April 2018 and the expected completion date is 31 December 2018. You must spend the grant funding by the end date.

Table 2: Expected timing for this grant opportunity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application period</td>
<td>Open: 23/10/2017 Close: 05/12/2017</td>
</tr>
<tr>
<td>Assessment of applications</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Approval of outcomes of selection process</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Negotiations and award of grant agreements</td>
<td>1-3 weeks</td>
</tr>
<tr>
<td>Notification to unsuccessful applicants</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Activity commences</td>
<td>04/2018</td>
</tr>
<tr>
<td>End date</td>
<td>31/12/2018</td>
</tr>
</tbody>
</table>

7.3 Completing the grant application

You must submit your grant application on the Application Form, which can be downloaded from the GrantConnect website. To assist you, instructions on how to submit your application are provided in the Application Form.

You must make sure that your application is complete and accurate and submitted in accordance with the requirements of this Grant Opportunity document and Application Form.

Please ensure:

- The application is completed in English (see Application Form, SECTION 2 – Application Form for Funding).
- The declaration is signed (see Application Form, SECTION 6 – DECLARATION) and Acknowledgement (see Application Form, SECTION 5 – ACKNOWLEDGEMENT) is completed.
- The applicant’s legal status is specified in SECTION 2 – APPLICANT DETAILS of the Application Form (and a certificate of incorporation is attached, if necessary).

You cannot change your application following the closing of the application period.

If you find a mistake in your application after it has been submitted, you should inform the department immediately in writing by email to Grant_ATM@health.gov.au. The department, at its discretion, may ask you for more information, as long as it does not change the substance of your application. The department does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.
7.4 Attachments to the application

The following documents must be included as part of your application:

- an indicative budget;
- photo/s of the repair/maintenance/upgrade required and related descriptions of what issues are being shown where possible; and
- quotes.

Your supporting documentation should be included in the Application Form. There will be instructions in the Application Form to help you. Only attach the documents you have been asked to include.

7.5 Questions during the application process

All enquiries relating to this Service Maintenance Program Grant Opportunity during the application period should be directed in writing to Grant.ATM@health.gov.au. The department will respond to emailed questions within three working days.

Questions close five full business 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. Ensure your questions are submitted before this time.

Unless already answered in the published documents, responses to emailed questions will be published for all applicants as they arise. The department will respond to requests for information that seek clarification of issues to allow applicants a better understanding of the requirements of this Grant Opportunity document, the Application Form and its attachments.

Requests for clarification may form the basis of a response that will be posted on the GrantConnect website in the Frequently Asked Questions (FAQs) document Annex A. Any questions will be de-identified. Registered applicants will be notified of updates to the documents via email from GrantConnect.

The department cannot assist you to address the assessment criteria. Any questions will likely be answered using the information in the documents provided.

8. Assessment of grant applications

8.1 Who will assess applications?

An assessment committee will assess each application on its merit. The assessment committee may consist of officers from the department, representatives from the department’s State or Territory offices and/or relevant experts.

Where applications are ranked evenly following Stage 1 (eligibility criteria) and Stage 2 (assessment criteria) of the assessment process, applications will be prioritised according to the relative remoteness of facilities based on the Modified Monash Model (MMM).

Value with Relevant Money

The Decision Maker will consider whether the proposal will make an efficient, effective, economical and ethical use of Commonwealth resources, as required by Commonwealth
legislation, and whether any specific requirements will need to be imposed as a condition of funding.

**Other factors**

In assessing an application, the Assessment Committee may consider the applicant's financial viability and the risk of the application, and may use material included in response to one criterion in the assessment of other criteria.

The Assessment Committee may seek information about any applicant from any other source, including from within the Commonwealth, whether or not the individuals or organisations contacted are nominated as referees by the applicant.

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.

**8.2 Who will approve grants?**

The assessment committee will make recommendations to the Assistant Secretary, Program, Services, and Access Support Branch, Indigenous Health Division (the Decision Maker). The Assistant Secretary will make the final decision to approve a grant.

The Assistant Secretary'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.

The Assistant Secretary must not approve funding if they reasonably consider the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value with relevant money.

There is no appeal mechanism for decisions to approve or not approve a grant. The department's complaints procedures apply to complaints that arise in relation to grant Programs. All complaints relating to a grant process must be lodged in writing. More information can be found on the department’s website and in ‘13.1 Complaints process’ of this document.

Any enquiries you have relating to grant decisions following the application close period for this Program should be directed to Grant.ATM@health.gov.au.

**9. Notification of application outcomes**

You will be advised of the outcomes of your application in writing, following a decision by the Decision Maker. If you are successful, you will also be advised about any specific conditions attached to the grant.
If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome (please refer below to ‘9.1 Feedback on your application’).

If your application is deemed ineligible we will notify you in writing. The outcome letter will address why your application was deemed ineligible and did not progress. As such, no further feedback will be provided.

**9.1 Feedback on your application**

If you are unsuccessful, you may ask for feedback from the department within 4 weeks of being advised of the outcome. The department will give verbal feedback within 4 weeks of feedback being requested.

As stated above, if your application was deemed ineligible then you will not receive feedback.

**10. Successful grant applications**

**10.1 The grant agreement**

If you are successful, you will be required to enter into a legally binding funding agreement with the Commonwealth represented by the department. For organisations currently funded under the IAHP, the department may use the Head Agreement for Multi-Project Funding, otherwise the department may use the Health Standard Funding Agreement to fund grants under the Program. The standard terms and conditions for the funding agreement will apply and cannot be changed. It should be noted that additional conditions may be attached to the grant and these may be identified either during the grant offer or as part of grant agreement negotiations.

You will be required to:

- sign a Deed of Variation to your existing Funding Agreement with the department before receiving any funding
- acknowledge and agree that the activity name, brief activity description, the amount of funding and name of the applicant’s organisation may be:
  - included in the department’s reporting on the internet in line with the Commonwealth Grants Rules and Guidelines and Senate Orders;
  - used by the Commonwealth in media releases and other publications (such as Annual Reports); and/or
  - used to compile a consolidated report.
- take out and maintain, for the period specified in the grant agreement, all insurance necessary to cover the obligations of the organisation in relation to this grant. Where the department deems appropriate, additional insurance requirements may be specified in the grant agreement.
- acknowledge and agree that the Terms and Conditions of the Department of Health Head Agreement for Multi-Project Funding Agreement between the applicant and the department will form the basis of the grant agreement and they are not negotiable.
Supplementary conditions may be included in the Schedule to amend, remove or impose additional obligations to those in the standard terms and conditions.

The department will negotiate agreements with successful applicants with the aim of having the grant agreements signed and returned by April 2018. If there are unreasonable delays in finalising a funding agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

Where a grantee fails to meet the obligations of the grant agreement, the department may withdraw the grant and the grant may be awarded to a different applicant.

You should not make financial commitments until a grant agreement has been executed by the Commonwealth.

10.2 How the grant will be paid

Payment of funding to the successful Applicants will occur in accordance with the executed Project Schedule to the department Head Agreement for Multi-Project Funding.

The department’s default payment mechanism is Recipient Created Tax Invoices.

10.3 Grant agreement variations

We recognise that unexpected events may affect the progress of a project. In these circumstances, you can request a project variation, including:

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

The Program does not allow for an increase to the agreed amount 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 the Grant Manager listed in your grant agreement for further information. We will not consider changes after the grant agreement end date.

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 outcome;
- consistency with the program policy objective and any relevant policies of the department;
- changes to the timing of grant payments; and
- availability of program funds.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect 21 days after the date of effect as required by Section 5.3 of the CGRGs.
12. Delivery of grant activities

12.1 Your responsibilities

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

- eligible expenditure of grant funds;
- contributions of participants directly related to the project, if applicable; and
- progress against agreed project milestones.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively;
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement;
- participating in a grant program evaluation as specified in the grant agreement; and
- ensuring that Program outputs and outcomes are in accordance with the grant agreement.

12.2 Department of Health’s responsibilities

The department will:

- meet the terms and conditions set out in the grant agreement;
- provide timely administration of the grant;
- evaluate the grantee’s performance.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits 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.

12.3 Grant payments and GST

Payments will be made as set out in the grant agreement. Before any payments are made you must provide any conditions of payment (e.g. satisfactory progress report, approvals, and any other documentation) specified in your agreement. This may include achievement of associated milestones.

The Terms and Conditions to the Funding Agreement will outline the taxes (including GST), duties and government charges for which successful funding Applicants will be responsible.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the Australian Taxation Office website at www.ato.gov.au for more information.
12.4 Evaluation

The department may evaluate the Service Maintenance Program to measure how well the outcomes and objectives have been achieved. Your grant agreement will require you to provide information to help with this evaluation.

12.5 Acknowledgement

All publications related to grants under the Program must acknowledge the Commonwealth as follows:

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

13. Probity

The Australian Government will make sure that this grant 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 Complaints process

The department’s Tenders and Grants Complaints Procedures apply to complaints about the Program. All complaints about a grant process must be lodged in writing.

Any questions you have about grant decisions for the Program 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 Conflict of interest

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

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with, or 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 funding under the Program.

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 that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform department in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

The chair of the Assessment Committee will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. 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. Our conflict of interest policy is available on the department’s website.

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 Australian Government’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 the Program 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
• Criminal Code Act 1995

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 the Program, are subject to the Freedom of Information Act 1982 (FOI Act).

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

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

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

By email: foi@health.gov.au
### 14. Glossary

<table>
<thead>
<tr>
<th>Activity</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>activity</td>
<td>The specific activity or project that is the subject of a grant.</td>
</tr>
<tr>
<td>assessment Committee</td>
<td>The panel of assessment staff formed to assess applications for funding.</td>
</tr>
<tr>
<td>assessment criteria</td>
<td>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 granting activity, to determine applicant rankings.</td>
</tr>
<tr>
<td>capital works</td>
<td>Activities include safe and appropriate infrastructure that supports the delivery of comprehensive primary health care services to Aboriginal and Torres Strait Islander people and communities:</td>
</tr>
<tr>
<td></td>
<td>a) Minor capital works consists of minor/general repair, maintenance and/or upgrade projects that contribute to improving clinic and clinical staff facilities, and/or emergency works that will assist with the safety and accessibility of the (PHC) clinic. These works must not change the footprint of current premises.</td>
</tr>
<tr>
<td></td>
<td>b) Major capital works consist of the purchase or construction of new clinics and/or clinical staff housing, the demolition (whether or not followed by the replacement) of the majority of existing premises, and extensive renovation projects, and works that extend beyond the existing footprint of the current premises.</td>
</tr>
<tr>
<td>clinical services</td>
<td>Clinical services include the diagnosis, treatment of acute illnesses, emergency primary health care, management of chronic conditions, specific interventions such as eyes, ears and oral health activities, health crisis intervention and referral.</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>Commonwealth entity</td>
<td>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.</td>
</tr>
<tr>
<td>cost shifting</td>
<td>Involves ‘substitution of effort’ by the Commonwealth for activities of another organisation or level of government. For example, cost shifting occurs where the Commonwealth provides a grant for an activity that would usually be paid</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
</tr>
<tr>
<td>for by a state, territory, or local government, such as municipal services.</td>
<td>(CGRGs)</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. (CGRGs)</td>
</tr>
<tr>
<td>decision maker</td>
<td>The person who makes a decision to award a grant.</td>
</tr>
<tr>
<td>double dipping</td>
<td>Double dipping occurs where a grant recipient is able to obtain a grant for the same project or activity from more than one source. (CGRGs)</td>
</tr>
<tr>
<td>department</td>
<td>The Australian Government Department of Health, unless otherwise stated.</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. (CGRGs)</td>
</tr>
<tr>
<td>financial Year</td>
<td>A 12-month period beginning on 1 July of one year and ending on 30 June the following year.</td>
</tr>
</tbody>
</table>
| grant | 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 recipient other than the Commonwealth; and  
  b) which is intended to assist the recipient achieve its goals; and  
  c) which is intended to help address one or more of the Australian Government’s policy objectives; and  
under which the recipient may be required to act in accordance with specified terms or conditions.  
CGRGs section 2.3 |
<p>| 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. (Proposed definition in the grants taxonomy) |
| 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. (CGRGs) |
| grant opportunity | A notice published on GrantConnect advertising the availability of Commonwealth grants. (Proposed definition in the grants taxonomy) |</p>
<table>
<thead>
<tr>
<th>grant program</th>
<th>May be advertised within the ‘Forecast Opportunity’ (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>grant recipient</td>
<td>An organisation funded by the Commonwealth to deliver a grant activity.</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. (CGRGs)</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. (CGRGs)</td>
</tr>
<tr>
<td>short term</td>
<td>For the purposes of this grant opportunity, short term is defined as 24 months.</td>
</tr>
</tbody>
</table>
Annexure A: FAQs

Last updated October 2017

The following questions and answers are specific to this grant round.

When applying for a grant, please refer to GrantConnect and all the Grant Opportunity documents.

1. Will late Applications be accepted?

The department will normally only accept a late application if it is the direct result of mishandling by the department. In all other circumstances, in the interests of fairness, the department reserves the right to accept late applications. In considering whether it would be fair to accept a late application, the department will take into account the degree of lateness, whether the cause of the lateness was beyond the applicant's control and such other facts as it considers relevant.

The department may also ask the applicant to provide evidence to support its claims regarding the reasons for late submittal.

2. When will my organisation find out if my Application has been successful?

The selection process may take some time to complete, but it is anticipated that applicants will be notified of the outcome by late March 2018.

3. Can a number of organisations submit a joint Application?

No. For the purposes of the Service Maintenance Program, joint applications/consortia arrangements are not applicable.

4. Are there any GST or income tax-related issues involved in receiving funding?

Yes. The Terms and Conditions to the relevant Funding Agreement will outline the taxes (including GST), duties and government charges for which successful funding Applicants will be responsible.

We recommend that you seek independent advice regarding the tax implications of receiving funding.

5. When will my organisation receive the funding?

One payment will be made upon receipt of a departmentally accepted correctly rendered formal quote, or execution of the Funding Agreement, whichever is the latter.

6. Who should I contact if I need more information?

If you have any other questions or you need more information, contact the contact officer identified on the cover page of this Grant Opportunity document.
Ensure that you submit questions five full business 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.

7. Can State or Territory Government services apply for funding?

No, State or Territory Government owned and/or operated services are not eligible for funding.

In Section 4.1, dot point 1, the term “non-government owned” refers to buildings not owned by State or Territory governments as outlined in Section 4.2.

Section 4.2 of this Grant Opportunity document states, “grants are not provided for maintenance or upgrades on buildings or structures which are operated by State and Territory Governments”. This does not rule out organisations where buildings are leased through a local council.

Leased properties must consider the stipulations set out in Section 4.1, paragraph 3 and its dot points when deciding to put in an application.

8. Will my organisation have to spend the funding by a particular date?

Yes, funds must be expended by 31 December 2018.

9. What should I do if I am unable to provide a valid quote before the funding round closes?

The department recognises that some organisations, especially remote communities might find it difficult to find a provider to quote for services before the closing of the grant funding round. In such instances, the applicant should contact the department through Grant.ATM@health.gov.au immediately to discuss alternate mechanisms.

10. Can I include multiple repair and maintenance jobs in a single application form?

Yes, multiple repair and maintenance works can be applied for in a single application form as long as the jobs are at a single building/clinic. Organisations with buildings/clinics at two or more locations would need to submit separate applications for each building/clinic that required repairs and/or maintenance.

11. What should be included in a quote?

Quote/s attached to your application should contain the provider’s ABN, itemised costs and indicates GST inclusive and exclusive amounts, including GST exempt items if applicable.

12. Section 4.2 of this Grant Opportunity Document refers to going beyond the existing footprint. What does this mean?
The footprint is the outline of the total area of a lot or site that is surrounded by the exterior walls of a building or portion of a building, exclusive of courtyards. Anything beyond that is not eligible.