

Indigenous Australians' Health Programme Major Capital Works Program - Stage Two Guidelines

Grant Opportunity number:	GO1532
Opening date:	Monday 8 October 2018
Closing date and time:	2.00 pm Canberra Time, Monday 19 November 2018
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 2.00 pm Canberra Time , Monday 12 November 2018
Date guidelines released:	8 October 2018
Type of grant opportunity:	Targeted 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 (GO1532) 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.

Contents

Background	5
1.1 About the Grant Opportunity	5
1.2 Grant Opportunity outcomes	5
2. Grant amount	8
3. Grant eligibility criteria	8
3.1 Who is eligible to apply for a grant?	8
3.2 Who is not eligible to apply for a grant?	8
4. Eligible grant activities	8
4.1 What can the grant money be used for?	8
4.2 What the grant money cannot be used for	9
5. The grant selection process	10
6. The assessment criteria	11
7. The grant application process	12
7.1 Overview of application process	12
7.2 Application process timing	12
7.3 Completing the grant application	13
7.4 Attachments to the application	14
7.5 Applications from consortia	14
7.6 Questions during the application process	15
7.7 Further grant opportunities	15
8. Assessment of grant applications	16
8.1 Who will assess applications?	16
8.2 Who will approve grants?	16
9. Notification of application outcomes	17
9.1 Feedback on your application	17
10. Successful grant applications	17
10.1 The funding agreement	17
10.2 How the grant will be paid	19
10.3 Funding agreement variations	19

11. Announcement of grants	19
12. Delivery of grant activities	20
12.1 Your responsibilities	20
12.2 Department of Health’s responsibilities	201
12.3 Grant payments and GST	201
12.4 Evaluation	201
12.5 Acknowledgement	201
13 Probity	201
13.1 Complaints process	202
13.2 Conflict of interest	202
13.3 Privacy: confidentiality and protection of personal information	203
13.4 Freedom of information	204
14. Glossary	25
Appendix A: FAQs	28

Introduction

Indigenous Australians' Health Programme (IAHP) Major Capital Works Program Processes

The Program is designed to achieve Australian Government objectives

This grant opportunity is part of the Indigenous Australians' Health Programme 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*.



The grant opportunity opens

We publish the grant guidelines and advertise on GrantConnect.



You complete and submit a grant application



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.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant Decisions are made

The decision maker decides which grant applications are successful and deemed suitable to fund.



We notify you of the outcome

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



We enter into a funding agreement or a letter of agreement

We will enter into a funding agreement or letter of agreement with successful applicants. The type of funding agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your funding agreement. The department will manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Program

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

Background

About the Indigenous Australians' Health Programme (IAHP)

The IAHP was established by the Australian Government on 1 July 2014. The IAHP 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 IAHP Guidelines (Guidelines) are published as a Forecast Opportunity on [GrantConnect](#).

Outcomes

The objective of the IAHP 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 IAHP include improvements in:

- the health of Aboriginal and Torres Strait Islander people;
- access to high quality, comprehensive and culturally appropriate 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 IAHP aligns with the *Aboriginal and Torres Strait Islander Health Plan 2013 – 2023: Implementation Plan*, which focusses 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 IAHP and this Grant Opportunity will be undertaken according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).

1.1 About the Grant Opportunity

This Grant Opportunity document contains information about the IAHP Major Capital Works Program.

This Grant Opportunity is for complete capital applications as Stage Two of the two stage application process for funding under the IAHP Major Capital Works Program (the Activity).

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 5); and
- responsibilities and expectations in relation to the opportunity (Section 8).

You must read this document before filling out an application.

Applicants invited to apply for funding under Stage Two will be required to provide some or all of the following.

- Evidence of tenure over the premises/site (where available) that is the subject of the applicant's response to the EOI process, or details of the proposed site and relevant process for securing tenure (if available);
- A detailed costing of the capital works project that is the subject of the applicant's response to the EOI process, including a budget and quotes for the proposed works. The Commonwealth may, at its discretion, seek to verify costings through the provision of expertise in infrastructure assessment or project scoping;
- A work plan/project plan outlining the activities for the project;
- A risk management plan for the project;
- A letter from relevant council or land authority providing in-principle support for construction project (if available);
- Any previous scoping documents, architectural plans / floor plans / concept drawings / sketches of the proposed construction (if available); and
- Building approvals (if available).

Applications from those invited to apply under Stage 2 **must** be for the same project, premises/site (address) and applicant entity as proposed in the Expression of Interest (EOI) response.

1.2 Grant Opportunity outcomes

This Grant Opportunity is for complete capital applications as Stage Two of the Two Stage application process for funding under the IAHP Major Capital Works Program (the Activity).

The expected outcomes of the IAHP and this Grant Opportunity 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.

The objective of this Grant Opportunity is to improve access for Aboriginal and Torres Strait Islander peoples to safe and effective essential health services through the provision of culturally appropriate, fit for purpose health infrastructure across Australia.

The Grant Opportunity will achieve this outcome through the following objectives:

- assessing the need for proposed capital works, including the identification of gaps in service provision and strategies to address them;
- providing culturally appropriate, fit for purpose health infrastructure that:
 - supports the delivery of primary health care services to Aboriginal and Torres Strait Islander people; and/or
 - increases the capacity of organisations to attract and retain a clinical workforce by providing staff accommodation for health professionals;
- providing project management support to organisations funded for capital projects and ensuring appropriate use of Commonwealth funds; and
- addressing the need for emergency repairs, urgent maintenance and upgrade issues that affect the safety and accessibility of clinics and clinical staff housing facilities.

2. Grant amount

Through this Grant Opportunity process, the Australian Government is making available total funding of up to \$35 million (GST exclusive) over three financial years from 2018-19 to 2020-21 for the IAHP Major Capital Works Program.

The value of individual grants will vary based on need, as demonstrated by applicants in their responses to the assessment criteria, the specific activities to be undertaken by each Grantee and the expected grant outcomes. Grant funding awarded under this funding round may only be used for the activities addressed in this Grant Opportunity. Funding for other activities under the IAHP is awarded through separate funding processes.

The first payment of funding to successful applicants will occur in accordance with the executed funding agreement.

Funds made available under this grant opportunity must be expended in accordance with the funding agreement.

This Grant Opportunity does not constitute an offer and does not bind the Commonwealth to a commitment for the release of a Grant Opportunity or the provision of funds to any applicant.

3. Grant eligibility criteria

Only organisations shortlisted from the EOI Stage One process and invited to apply under Stage Two are eligible to apply for funding under this grant opportunity. Submitting an application for this Stage Two Grant Opportunity does **not** guarantee funding.

The application must be for the same project that was shortlisted under the EOI Stage One process.

We cannot consider your application if it does not satisfy all the eligibility criteria.

3.1 Who is eligible to apply for a grant?

Only Organisations invited to apply under Stage Two are eligible and will be considered under this Grant Opportunity.

3.2 Who is not eligible to apply for a grant?

Organisations that have not received an invitation from the Department are not eligible to apply for this grant opportunity.

4. Eligible grant activities

4.1 What can the grant money be used for?

The application must be for the same project that was shortlisted under the Stage One Expression of Interest.

Funded projects must be consistent with the outcomes and objectives of the Grant Opportunity.

The following activities and items are eligible to receive funding under the Grant Opportunity:

- purchasing, building (including prefabricated structures), extending or refurbishing clinics and/or clinical staff accommodation, purchase of freehold vacant land (when required as part of a building activity), repairs and maintenance costs, furniture and fittings, and professional fees associated with undertaking the above works;
- the payment of statutory charges and costs associated with the connection of essential services, such as power, water and sewerage;
- professional services associated with the project management of Commonwealth funded capital works projects;
- works which complement capital projects currently funded by the department where significant benefit from the additions can be demonstrated - funds must **not** be used for any previously funded works; and

- the purchase and installation of renewable energy equipment in remote locations including where the electricity supply is unreliable or a significant cost for health service providers.

For most projects the department will require a Suitably Qualified Construction Project Manager to be engaged by the Grantee to supervise all construction works for the duration of the project.

The department may also consider other options for meeting the capital outcomes sought from Grant Opportunity applications, including funding IBA to own and lease infrastructure to applicants, where better value with relevant money can be achieved. Such an arrangement would require the agreement of the organisation currently receiving primary health care funding to deliver clinical services under the IAHP through a leasing arrangement with IBA (i.e. the applicant of this grant opportunity).

For detailed guidelines on eligible expenditure, see the IAHP Guidelines. We may update the guidelines on eligible expenditure from time to time. If your application is successful, the version in place when your funding agreement takes effect will be the version that applies to your project.

4.2 What the grant money cannot be used for

The following will **not** be funded under the Activity:

- retrospective funding or reimbursement of items or activities, including an infrastructure project that has been contracted, commenced or completed prior to the execution of a funding agreement;
- purchase of buildings or land where there is a viable rental market;
- ongoing operating (recurrent) costs (e.g. rent, utilities, salaries, insurance);
- ongoing annual fees for use of computer software;
- the purchase of consumables (other than a consumables pack that may be supplied with equipment on delivery);
- purchasing or fitting out a mobile medical unit/vehicle;
- travel and accommodation;
- provision of health services;
- scoping study; and
- purchasing or leasing of motor vehicles.

This is not an exhaustive list and the department may choose not to fund other activities at the discretion of the Decision Maker.

For detailed guidelines on eligible expenditure, see the IAHP Guidelines. We may update the guidelines on eligible expenditure from time to time. If your application is successful, the version in place when your funding agreement takes effect will be the version that applies to your project.

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 be assessed. Eligible applications will be considered through a targeted competitive grant process.

We will then assess your application against the criteria set out below and against other applications and your application will be rated against the scale in Table 5.1: Assessment Criteria Scoring Matrix.

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

- how well it meets the criteria;
- how it compares to other applications; and
- whether it provides value for money.

As part of the assessment process the Assessment Committee will consider the potential for a funding agreement to be negotiated within 12 months, including security of tenure.

Table 5.1: Assessment Criteria Scoring Matrix

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria exceeds expectations. Additional evidence is available and confirms consistent superior performance against this criterion	9-10
Good – 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	7-8
Average – 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	5-6
Poor – 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	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

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

Detail how the proposed project will result in infrastructure that is designed and built, or made to be, durable, locally maintainable and appropriate to the cultural and physical environment in which it is located and is likely to encourage community involvement and ownership.

To assist with the assessment of this criterion you should attach:

- scoping documents, architectural plans / floor plans / concept drawings / sketches of the proposed construction (if available); and
- a letter from relevant council or land authority providing in-principle support for construction project (if available); and
- building approvals (if available).

Assessment Criterion 2: Requirement for program activity

Detail how the proposed project is the most appropriate option for the community in which it is located and will significantly improve access to essential health services for that community.

Assessment Criterion 3: Organisation Capacity

Demonstrate how your Organisation and the proposed project will improve access to essential health services in your community/communities.

Your response should include:

- the population of Aboriginal and/or Torres Strait Islander peoples for which services are provided that will benefit from this project;
- geographic location of the community;
- specific cultural requirements of the community;
- major health issues faced by the community and how this project is expected to assist in addressing these issues; and
- how the capital works project will contribute to improving health outcomes for Aboriginal and Torres Strait Islander peoples.

Assessment Criterion 4: Efficient and effective use of grant funds

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

Your response should include:

- a detailed budget and breakdown using the provided budget template;
- at least two quotes or estimates for the proposed project. If you cannot provide at least two quotes please provide an explanation;
- need for the proposed works and project; and
- how the proposed works will enable your Organisation to improve access and service delivery.

Assessment Criterion 5: Risk and risk management

Demonstrate your organisation's capacity to identify and manage the risk associated with the proposed project.

Your response should include:

- key risks to the implementation of the project and proposed mitigation strategies.

7. The grant application process

7.1 Overview of application process

You should source and read the Grant Opportunity Package which includes the IAHP Guidelines and the application form, along with the department's funding 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 7.1 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 late anuary 2019 and the expected completion date is no later than 30 June 2021. You must spend the grant funding by the completion date.

Table 7.1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 08/10/2018 Close: 2:00pm 19/11/2018
Assessment of Stage Two applications	6 weeks
Approval of outcomes of selection process	1 week
Negotiations and award of funding agreements	1-3 weeks
Notification of outcome to applicants	1 week
Activity Commences	Upon execution of Funding Agreement
Activity End Date	30/6/2021

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 electronic form 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 with your application:

- evidence of tenure (freehold title or a lease) over the proposed premises/site or the proposed process for securing tenure (if available);
- a detailed budget for the project, as requested in Assessment Criterion;
- quotes or estimates for the proposed works to be undertaken;
- a work plan / project plan outlining the activities for this project;
- a risk management plan for the Activity;

Also to be included

- a letter from relevant council or land authority providing in-principle support for construction project (if available);
- any previous scoping documents, architectural plans / floor plans / concept drawings / sketches of the proposed construction (if available); and
- building approvals (if available).

Your supporting documentation should be attached to the application form. There will be instructions in the application form to help you.

7.5 Applications from consortia

Some organisations may apply as a consortium to deliver grant activities. A consortium is two or more businesses who are working together to combine their capabilities when developing and delivering a grant activity.

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. Only the lead organisation will enter into a funding agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the application form and

identify all other members of the proposed consortium in the application. The application must include a letter of support from each organisation involved in the grant. Each letter of support should include:

- an overview of how the consortium will work together to complete the grant activity;
- an outline of the relevant experience and/or expertise of the consortium members;
- the roles/responsibilities of consortium members and the resources they will contribute (if any);
- details of a nominated management level contact officer; and
- details of the lead organisation.

7.6 Questions during the application process

All enquiries relating to this 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 where relevant. 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 at Appendix 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.

7.7 Further grant opportunities

Where the number of suitable applications is greater than the available funding, applications will be shortlisted against the value with relevant money considerations and the scoring table outlined in Table 5.1. In the event that negotiations are unsuccessful with any applicant who is recommended for funding, or additional funds become available, the department may offer a funding agreement to other applicants who have been shortlisted, at the sole discretion of the Decision Maker.

Where there are insufficient suitable applications received under a funding round, the department may seek to fill any gaps in policy objectives through targeted approaches to selected applicants.

8. Assessment of grant applications

8.1 Who will assess applications?

An Assessment Committee will assess each application against the eligibility criteria and the assessment criteria 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.

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 Decision Maker. The Decision Maker for this Grant Opportunity, unless otherwise specified will be the Assistant Secretary, Chronic Disease, Infrastructure, and Sector Support Branch, Indigenous Health Division. The Decision Maker will make the final decision to approve a grant.

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

- the approval of the grant;

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

The Decision Maker 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 grant opportunity 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 funding agreement

If you are successful, you must enter into a legally binding funding agreement with the Commonwealth represented by the department. The department will use the Department of Health Funding Agreement to formulate our agreement with your organisation. Standard terms and conditions for the funding agreement will apply and cannot be changed. A schedule will be used to outline the specific grant requirements including outcomes,

activities, milestones and performance indicators. Any additional conditions attached to the grant will be identified in the grant offer or during the funding agreement negotiations.

You will be required to:

- sign a Capital Works 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 funding 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 funding agreement.
- acknowledge and agree that the Terms and Conditions of the Department of Health Standard Funding Agreement between the applicant and the department will form the basis of the funding 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.

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 funding 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 funding agreement has been executed by the Commonwealth.

Specific reporting requirements will form part of the department's funding agreement with successful applicants, and may include:

- a project plan and budget;
- evidence of achievement of construction milestones;
- annual income and expenditure reports; and
- a final report.

Reporting requirements may vary depending on the department's risk assessment of each funding agreement. Risk assessments may be reviewed by the department at any time during the life of the funding agreement and reporting requirements may be adjusted accordingly.

10.2 How the grant will be paid

The funding agreement will state the:

- maximum grant amount to be paid;
- activity objects; and
- reporting requirements.

We will not exceed the maximum grant amount under any circumstances. If you incur extra eligible expenditure, you must pay it yourself.

Grant funding will be paid as you have achieved the agreed milestones in the funding agreement.

The amount of each payment will be based on:

- eligible expenditure incurred that is directly related to the project;
- agreed funding ratio for the project; and
- any other conditions of payment (e.g. satisfactory progress reports, approvals etc.).

10.3 Funding 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 and
- 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 funding agreement, you must put them in writing before the funding agreement end date. Contact the Grant Manager listed in your funding agreement for further information. We will not consider changes after the funding 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 GrantConnect 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 funding 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 funding agreement and managing the activity efficiently and effectively;
- complying with record keeping, reporting and acquittal requirements as set out in the funding agreement;
- participating in a grant program evaluation as specified in the funding agreement; and ensuring that Program outputs and outcomes are in accordance with the funding agreement.

12.2 Department of Health's responsibilities

The department will:

- meet the terms and conditions set out in the funding agreement;
- provide timely administration of the grant; and
- 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 funding 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 funding 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 Major Capital Works Program to measure how well the outcomes and objectives have been achieved. Your funding 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 this grant opportunity should be sent to Grant.ATM@health.gov.au

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

The Commonwealth Ombudsman can be contacted on:

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

13.2 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; and
- 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 Grantee 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; and
- 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*; and
- *Criminal Code Act 1995*

We'll treat the information you give us as sensitive and therefore confidential if it meets all of the four 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; and
4. you provide the information with an understanding that it will stay confidential.

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

assessment criteria	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
clinical services	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.
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.
date of effect	This will depend on the particular grant. It can be the date in which a funding agreement is signed or a specified starting date. Where there is no funding agreement, entities must publish information on individual grants as soon as practicable.
decision maker	The person who makes a decision to award a grant.
double dipping	Double dipping occurs where a Grantee is able to obtain a grant for the same project or activity from more than one source.
eligibility criteria	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)
capital works	<p>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:</p> <ul style="list-style-type: none"> 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. b) Major capital works consist of the purchase or construction of new clinics and/or clinical staff housing,

	<p>the demolition (whether or not followed by the replacement) of the majority of existing premises, extensive renovation projects, purchase of freehold vacant land (when required as part of a building activity) and works that extend beyond the existing footprint of the current premises.</p>
Commonwealth entity	<p>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.</p>
cost shifting	<p>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 for by a state, territory, or local government, such as municipal services.</p>
grant	<p>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"> 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 <p>under which the recipient may be required to act in accordance with specified terms or conditions.</p>
grant activity	<p>Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Funding Agreement.</p>
funding agreement	<p>Funding 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 funding agreements between the Commonwealth and Grantee to allow the Grantee to engage more easily and efficiently with the Commonwealth.</p>
grant opportunity	<p>A notice published on GrantConnect advertising the availability of Commonwealth grants.</p>

grant program	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
grantee	An individual/organisation that has been awarded a grant.
PBS Program	Described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities
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.
suitably qualified construction project manager	The suitability of a particular Construction Project Manager (CPM) will depend on the size, value and complexity of the project. In most cases, the CPM must be independent to the funded organisation/grantee. Requirements regarding the CPM will be stipulated in the Funding Agreement.

Appendix A: FAQs

Last updated May 2018

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 not 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 of the Stage Two Grant Opportunity by mid to late December 2018.

3. 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.

4. 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.

5. What is Major Capital Works?

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, extensive renovation projects, purchase of freehold vacant land (when

required as part of a building activity) and works that extends beyond the existing footprint of the current premises.

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

No, State or Territory Government owned and/or operated services are not eligible for funding, as stipulated under Sections 4.1 and 4.2.