

# Preventive Health Initiatives SeeMore Safety Program Grant Opportunity Guidelines GO1830

---

<b>Opening date:</b>	<b>3 December 2018</b>
<b>Closing date and time:</b>	2.00pm Canberra local time on 17 December 2018
<b>Commonwealth policy entity:</b>	Department of Health
<b>Administering entity</b>	Department of Social Services: Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact <a href="mailto:Grant.ATM@health.gov.au">Grant.ATM@health.gov.au</a>  Questions should be sent no later than 2.00pm Canberra local time on 13 December 2018
<b>Date guidelines released:</b>	3 December 2018
<b>Type of grant opportunity:</b>	One off/ad-hoc grant

---

# Contents

<b>1. Grant opportunity overview and objectives</b>	<b>3</b>
<b>2. Grant selection process</b>	<b>4</b>
<b>3. Eligibility</b>	<b>4</b>
3.1 Eligible grant activities	5
<b>4. The assessment criteria</b>	<b>5</b>
<b>5. Grant assessment and decision making</b>	<b>6</b>
<b>6. Who will approve the grant?</b>	<b>7</b>
<b>7. Notification of application outcomes</b>	<b>7</b>
7.1 The grant agreement	7
<b>8. Announcement of grants</b>	<b>8</b>
<b>9. Grant acquittal and reporting</b>	<b>8</b>
<b>10. Grant evaluation</b>	<b>8</b>
<b>11. Glossary</b>	<b>9</b>

# 1. Grant opportunity overview and objectives

This Grant Opportunity contributes to the Department of Health's Portfolio Budget Outcome 2.4 – Preventive Health and Chronic Diseases. The Australian Government aims to improve the health and wellbeing of Australians and to reduce the rates of preventable mortality and morbidity caused by chronic disease, substance misuse and other risk factors.

The SeeMore Safety Program (the program) is administered by the KIDS Foundation and aims to educate pre-school and kindergarten children in preventable childhood injuries. The purpose of this Grant Opportunity is to deliver the program to 5,000 kindergartens and pre-schools in Victoria over two years from 2018-19 to 2019-20.

In the 2018-19 Budget, the Australian Government announced \$1.0 million (GST exclusive) over 2 years (2018-19 to 2019-20) for the program. For this Grant Opportunity \$1 million (GST exclusive) is available over 2 years.

Table 1 – Funding available for the SeeMore Safety Program

2018-19 (GST Exclusive)	2019-20 (GST Exclusive)	Total (GST Exclusive)
\$500,000.00	\$500,000.00	\$1,000,000

The objectives of the Grant Opportunity are to:

- Develop safety risk intelligence in pre-school and kindergarten aged children;
- Build understanding of self-safety and responsible practices in pre-school and kindergarten aged children;
- Prepare, sustain and educate pre-school and kindergarten aged children to manage safety throughout their lives; and
- Promote awareness and prevention of the physiological after-effects and possible physical complications of childhood accidents to pre-school and kindergarten aged children.

The expected outcome of the Grant Opportunity is to educate pre-school and kindergarten children about safety awareness with the aim of reducing the number of preventable childhood injuries.

The grant will be undertaken in accordance with the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).

## 2. Grant selection process

This grant opportunity has been established as a one-off grant. The Department of Health (the department) considers that this is an appropriate type of selection process as the project will operate as a trial with constrained financial and time parameters. The most effective method of delivering a trial of this nature is to utilise the skills and knowledge of the KIDS Foundation. There is no guarantee of continued funding once the trial is completed. If any decision were made in the future to consider expanding a similar project concept for a broader rollout, competitive funding processes would be considered.

## 3. Eligibility

To be eligible to apply you must be the invited organisation listed at Section 3.1.

If the potential grant recipient does not satisfy the eligibility criteria, the application will not be considered.

To be eligible to receive a grant a potential grant recipient must:

- be a legal entity, able to enter into a legally binding agreement
- have an Australian Business Number
- be a permanent resident of Australia
- have an Australian bank account

### 3.1 Who is eligible to apply for a grant?

To be eligible you must be the listed organisation.

Name of Organisation: The KIDS Foundation

Rationale for Invitation:

The KIDS Foundation is invited to apply for this grant opportunity as they have been assessed to have:

- Capability to deliver the project activities
- Existing infrastructure and relationships to support the project activities
- Knowledge of and capability to deliver to the project objectives and outcomes

The KIDS Foundation has already built networks in Victoria that will be leveraged during the piloting of this project. The organisation has connections with schools and childcare centres that have sought their assistance on child safety projects, demonstrating the positive reputation the KIDS Foundation has developed. Furthermore, as the KIDS Foundation has delivered the SeeMore Safety Program to over 20,000 children, their experience, established administrative arrangements and infrastructure will facilitate efficient delivery of the project to 5,000 kindergartens and pre-schools over two years.

## 3.2 Eligible grant activities

The grant can be used for the following activities:

- Deliver the SeeMore Safety Program to 5,000 kindergartens and preschools across Victoria over two years from 2018-19 to 2019-20; and
- The design, production and distribution of SeeMore Safety Program materials required for this grant activity only.

Costs that the grant can be used for are:

- Production and distribution of SeeMore Safety Program materials;
- Salary and wages directly related to delivery of the SeeMore Safety Program;
- Domestic travel and accommodation expenses if required; and
- Evaluation of activities.

Costs that the grant cannot be used for:

- Retrospective funding or reimbursement of items or activities;
- Purchase of buildings or land ;
- Ongoing operating (recurrent) costs (e.g. rent, utilities, insurance);
- Purchasing of motor vehicles;
- Major capital works; and
- Overseas travel.

## 4. The assessment criteria

Your organisation will need to address the following assessment criteria in the proposal.

**Criterion 1:** How will the grant activity contribute to the objectives of the grant opportunity? (Maximum 500 words).

**Your response should include:**

- An overview of the SeeMore Safety Program including how your project will meet the Grant Opportunity Objectives stated in Section 1 of the Grant Opportunity Guidelines.

**Criterion 2:** Demonstrate your organisation's experience, capability and capacity to manage, coordinate, and successfully deliver a project of a similar size to this Grant Opportunity (maximum 500 words).

**Your response should:**

- outline the number of key staff that will manage and/or deliver your organisation's project and outline their relevant capabilities (experience, skills and qualifications);

- demonstrate your organisation's ability to establish effective links with relevant partners and stakeholders to achieve outcomes;
- demonstrate your organisation's ability to effectively implement, manage and monitor grant activities to achieve the required outcomes; and
- demonstrate your organisation's capacity and approach to support data collection and monitoring activities for project evaluation.

**Criterion 3:** Demonstrate how the proposed activities represent an efficient and effective use of grants funds (maximum 500 words).

The following documents should also be included to support your proposal:

- a detailed budget;
- a Risk Management Plan; and
- An Activity Work Plan.

## 5. Grant assessment and decision making

Your organisation's proposal will be assessed by representatives of the Preventative Health Policy Branch. All assessment criteria are given equal weighting. The department may seek information from any other source.

The assessment of application will consider whether:

- the proposal represents value with money;
- the proposal/project can be delivered on time and to budget (as identified in supporting documents);
- the proposal/project has been appropriately costed (the level and detail of the costing should be commensurate with the value of the project);
- the level of risk associated with the project and its implementation is manageable and/or acceptable and it is acknowledged that risk may stem from a number of sources, such as new technology, the scale and/or complexity of the proposal/project; and
- any required approvals are in place, applied for, or otherwise expected to be received in the necessary timeframe to complete the proposal/project.

The following descriptive classification rating scale will be used to assess the proposal:

Rating (for individual criterion)	Rank
High quality – response addresses all or most of the criteria to a higher than average standard. Evidence is available and confirms good performance against this criterion.	Highly Suitable
Good quality – response addresses all or most of the criteria to an average and acceptable level. Some evidence is available and provides some support for claims against this criterion.	Suitable
Poor quality – meets some or none of the criteria. Evidence is unavailable, not relevant or lacking in detail.	Not Suitable

## 6. Who will approve the grant?

Following assessment, the assessment committee will make recommendations to the Decision Maker. The Decision Maker for the purposes of this Grant Opportunity is the Assistant Secretary, Preventive Health Policy Branch. 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 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 if the application does not represent value with money.

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

## 7. Notification of application outcomes

The applicant will be advised of the outcome in writing. If the applicant is successful, the draft contract will contain details of any specific conditions attached to the grant.

### 7.1 The grant agreement

The successful applicant must enter into a legally binding grant agreement with the Commonwealth represented by relevant Commonwealth entity. The relevant Commonwealth entity will use the Commonwealth Standard Grant Agreement.

The successful applicant will be required to negotiate with the department, with the aim of having a grant agreement signed shortly after a decision by the delegate.

Financial commitments should not be made until a grant agreement has been executed by the Commonwealth.

The department will negotiate the agreement with the successful applicant by 21 December 2018. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn.

## 8. Announcement of grants

Grants awarded will be listed on the GrantConnect website 21 days after the date of effect as required by Section 5.3 of the *CGRGs*.

## 9. Grant acquittal and reporting

The grantee must submit reports in line with the timeframes in the grant agreement. The reporting requirements may include:

- progress against agreed project milestones;
- contributions of participants directly related to the project; and/or
- eligible expenditure of grant monies.

The grantee will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the grant 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

## 10. Grant evaluation

The Department of Health will evaluate the grant program to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation in the form of a final report.

# 11. Glossary

Term	Definition
accountable authority	Each Commonwealth entity has an accountable authority. The accountable authority for a Department of State is the Secretary of the Department.
Administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	The specified principles or standards against which applications will be judged. These criteria are used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
commencement date	The expected start date for the grant activity.
completion date	The expected date that the grant activity must be completed and the grant spent by.
Co-sponsoring entity	When two or more entities are responsible for the policy and the appropriation for outcomes associated with it.
date of effect	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.
decision maker	The person who makes a decision to award a grant.
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.
Commonwealth entity	A department of state, a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	The CGRGs establish the overarching Commonwealth grants policy framework and the expectations for all non-corporate Commonwealth entities in relation to grants administration.

Term	Definition
grant	<p>For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a) under which relevant money or other CRF money is to be paid to a grantee other than the Commonwealth; and</li> <li>b) which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity	<p>Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.</p>
grant agreement	<p>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.</p>
GrantConnect	<p><u>GrantConnect</u> is the Australian Government's grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.</p> <p>Non-corporate Commonwealth entities must publish on GrantConnect to meet the grant publishing requirements under the CGRGs.</p> <p>Where information is published in more than one location, and there are inconsistencies, GrantConnect is the authoritative, auditable information source.</p>
grant opportunity	<p>A notice published on GrantConnect advertising the availability of Commonwealth grants.</p>
grant program	<p>Is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.</p>
grantee	<p>An individual/organisation that has been awarded a grant.</p>

Term	Definition
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.
Value with money	<p>Value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>