



Australian Government

Department of Health

Residential Aged Care COVID-19 Employee Vaccination Support Grant Grant Opportunity Guidelines GO4908

Opening date:	Thursday, 01 July 2021
Closing date and time:	2:00pm (Canberra time) on Friday, 29 October 2021
Commonwealth policy entity:	Department of Health (department)
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact the department via email: grant.atm@health.gov.au . Questions should be sent no later than 5:00pm on 22 October 2021.
Type of grant opportunity:	Demand Driven

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1. Residential Aged Care COVID-19 Employee Vaccination Support grant opportunity processes

The Residential Aged Care COVID-19 Employee Vaccination Support Program is designed to achieve Australian Government objectives. This grant opportunity is part of the above grant program, which contributes to the Department of Health's Outcome 3, Ageing and Aged Care. The Department of Health works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

We publish the grant opportunity guidelines on [GrantConnect](#).



You complete and submit a grant application

You complete the Online Application Form and address all of the eligibility criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria.



Grant decisions are made

The decision maker makes a decision about the grant(s).



We notify you of the outcome



We enter into a grant agreement

If you are successful, we will enter into a grant agreement with you. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Evaluation of the grant opportunity

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

1.1 Introduction

These guidelines contain information for the Residential Aged Care COVID 19 Employee Vaccination Support grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

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

2. About the grant program

The COVID-19 Aged Care Support Program was announced as part of the Australian Government's COVID-19 Health Package. The Residential Aged Care Employee Support Grant is established under the Aged Care Support Program, the Grant is designed to complement the Program and provide additional support to eligible residential aged care providers.

2.1 About the grant opportunity

The Residential Aged Care Employee Support Grant (Grant) seeks to support the Residential Aged Care Sector (the Sector) in ensuring that all staff within a residential aged care facility are able to receive the COVID-19 vaccine whilst minimising the financial impact on the residential aged care provider and the individual employee.

The objectives of the program are:

- to minimise the risk of COVID-19 infection occurring in residential aged care services by supporting the rollout of the COVID-19 vaccine to staff.

The intended outcomes of the program are:

- residents of residential aged care facilities experience safe quality care;
- the financial costs of facilitating COVID-19 vaccination for staff are reduced for eligible residential aged care providers; and
- the financial impact on staff not attending work, due to being vaccinated, are reduced (e.g. reimbursing casual staff for any unearned wages).

The program will contribute towards costs incurred by eligible residential aged care providers (Providers) supplying or facilitating COVID-19 vaccinations for staff. Providers can apply for financial support in any or all of the following three categories:

- **Category 1:** payment for each casual staff member's off-site vaccination (maximum of 2 doses/payments per casual staff member). This payment is a contribution towards the time casual staff are absent from the facility to receive their COVID-19 vaccination at an off-site vaccination clinic; and/or
- **Category 2:** one day of paid leave for casual staff (not eligible for entitlements) receiving an on or off-site vaccination, who were rostered on for a shift within 24 -

48 hrs after receiving a vaccination, but suffered side effects from the vaccination and were unable to attend work for this reason; and/or

- **Category 3:** facilitation of either on or off-site vaccinations for all staff (e.g. transport costs or arranging for groups of staff to be vaccinated off-site).

Providers **must** ensure payments received under categories one and two are provided to casual staff members in full.

Eligible staff members include:

- **Categories 1, 2 and 3:** casual staff for whom the residential aged care facility is their primary place of work in the aged care sector and have been rostered on in the preceding four weeks, unless they were on annual or sick leave.
- **Category 3:** all staff directly employed by the Provider.

Providers are able to apply for multiple residential aged care facilities in one online application form. The online application form will require Providers to indicate, for each residential aged care facility, which categories they require support from and the number of staff and facilities. Providers may claim costs incurred under the categories 1 and 2 between 1 March and 29 October 2021.

Providers must ensure accuracy when preparing an application as each facility will be eligible for a single upfront payment under each category (as needed) only. These payments will be determined using the information provided in the application.

The department may audit or survey grant recipients, and/or use other data collected by the Australian Government, to identify such instances, and determine whether action should be taken by the Australian Government to recover grant funds or take other remedial action.

This Grant Opportunity only applies to the administration of the COVID-19 vaccine and not for the administration of any other medication or vaccine.

2.2 COVID-19

As a result of COVID-19, Providers may need to identify alternative methods of service delivery. The department will support flexibility in the delivery of planned services to enable contracted service providers to adapt to the changing environment. The department will be considered in its approach to reporting over this time and be flexible in reporting requirements under the terms of the Schedule.

3. Grant amount and grant period

3.1 Grants available

Up to \$11 million is available over one year (2021-22) for this grant opportunity.

Table 2: Total Grant Opportunity Funding Available

2021-22 FY \$ M (GST exclusive)	Total \$ M (GST exclusive)
\$11.0	\$11.0

Providers can apply for support from one, two or all three of the categories as per Table 3 below. Providers may claim costs incurred under the categories between 1 March and 29 October 2021.

Table 3: Category Funding Amounts Available

Category		Amount
Category 1	A payment per dose for each casual staff member's off-site vaccination (maximum of 2 doses/payments per casual staff member).	\$80.00
Category 2	One day of paid leave per casual staff member suffering from side effects following a COVID-19 vaccination.	\$185.00
Category 3	A payment per residential aged care facility to facilitate staff vaccinations (either on or off-site).	\$500.00

The department intends that the grant should be simple to administer and seeks to strike an appropriate apportionment of responsibility, risk and efficiency in the cost of administering the program. It is for this reason the department has provided a threshold for some reduction in the staffing profile for a Provider, where the estimated number of casual staff to receive off-site vaccinations and paid leave changes.

Specifically, where the staffing profile decreases by less than 10%, the grantee may retain the funds. If the changes to the staffing profile exceeds 10% however, the Provider must advise the Community Grants Hub, request a variation to the grant agreement and return the excess funds to the Commonwealth. The department expects that the funds, even if modest, are to be spent on facilitating vaccinations for staff.

The grant cannot be retained by a grantee for any purpose other than that stated in section 5.1, with the exception of the tolerance level of 10%.

Providers should take care not to artificially rearrange staff members' schedules to make a staff member eligible for support. Providers must ensure payments received under categories one and two are provided to casual staff members in full.

The department may audit or survey grant recipients, and/or use other data collected by the Australian Government, to identify such instances, and determine whether action should be taken by the Australian Government to recover grant funds or take other remedial action.

For the avoidance of doubt, under no circumstances is a successful applicant permitted to spend or commit an amount of grant funds, other than in accordance with the Letter of Agreement (which includes these guidelines).

3.2 Grant period

The grant opportunity will run from 1 March 2021 to 29 October 2021.

By submitting an application, the applicant is offering to enter into a Letter of Agreement and acknowledging their agreement to utilise the grant funding on eligible expenditure (for further information see Section 5.2). A Letter of Agreement is a binding grant agreement between the applicant and the Commonwealth.

Once the application has been received and processed, a Letter of Agreement will be sent to the successful applicants. An opt-out period of two business days (or cooling off period) will be provided prior to the one-off payment being made to the nominated bank account of the successful applicant.

4. Eligibility criteria

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

4.1 Who is eligible to apply for a grant?

To be eligible you must be:

- an approved Residential Aged Care Provider¹; and/or
- a State Government funded or operated Residential Aged Care Facility; and/or
- an National Aboriginal and Torres Strait Islander Flexible Aged Care Program (NATSIFACP) service provider.

4.2 Additional eligibility criteria

In addition to the above eligibility criteria, eligible applicants must satisfy the criteria below:

- have operational places/beds² at the time of this grant opportunity; and
- if applying for Category 3, residential aged care providers are facilitating either on or an off-site COVID-19 vaccination program for staff.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are an organisation not included in section 4.1 including:

- an Approved Home Care Provider³ only;
- an approved Residential Aged Care Provider that does not have operational places during the period of the Grant Opportunity;
- a non-approved aged care service provider;
- a Commonwealth Home Support Program (CHSP) service; and
- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)

5. What the grant money can be used for

5.1 Eligible grant activities

Eligible activities must directly relate to the grant opportunity and may include:

¹ See Glossary

² See Glossary

³ See Glossary

- paying contributions to the cost of wages and paid leave for casual staff as required; and
- facilitating on or off site vaccinations for staff.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred for eligible grant activities.

Eligible expenditure items include:

- Contribution to the cost of wages for casual staff who have received a COVID-19 vaccination off-site. An employer's taxation obligations must be met according to law, including in respect of the PAYG taxation system nominations in place for each worker.
- paid leave for casual staff who have received a COVID-19 vaccination on or off-site, who was rostered on for a shift within 24 - 48 hrs after receiving a vaccination, but suffered side effects from the vaccination and were unable to attend work for this reason. An employer's taxation obligations must be met according to law, including in respect of the PAYG taxation system nominations in place for each worker;
- expenses associated with the facilitation of staff members on or off-site vaccinations.

No administration or handling fee may be retained by the grantee. Not all expenditure associated with the COVID-19 vaccination program may be eligible for grant funding. The Decision Maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

5.3 What the grant money cannot be used for

You cannot use the grant for the following costs:

- purchase of land;
- major capital expenditure;
- the covering of retrospective costs prior to 1 March 2021;
- costs incurred in the preparation of a grant application or related documentation;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- major construction/capital works;
- overseas travel; and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

In addition, no administration or handling fees may be retained.

6. How to apply

Before applying, you must read and understand these guidelines and the Online Application Form.

These documents can be found on [GrantConnect](#). Any alterations and addenda⁴ will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the Online Application Form on GrantConnect;
- provide all the information requested;
- address all eligibility criteria; and
- include all necessary attachments.

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

If you find an error in your application after submitting it, you should contact us immediately on grant.atm@health.gov.au or call (02) 6289 5600. The department does not have to accept any additional information, nor requests from you to correct your application after the closing time.

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

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents. You will receive automatic acknowledgement via email once the online application form has been submitted. If you need further guidance around the application process or if you are unable to submit an application via email, please contact us at grant.atm@health.gov.au or by calling (02) 6289 5600.

6.1 Attachments to the application

We require the following documents with your application:

- Staffing Profile Spreadsheet. The spreadsheet seeks information relevant to each category you are applying for.

If you do not attach the requested document, your application may not progress further in the process.

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

⁴ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

6.2 Timing of grant opportunity processes

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

We will only accept a late application where it is a direct result of mishandling by the Commonwealth or it is agreed with the Department. Eligible applicants can seek to make a late application by contacting Grant.ATM@health.gov.au.

Table 4: Expected timing for this grant opportunity

Activity	Expected Timeframe
Approval of outcomes	Up to 4 weeks after submission
Negotiations and award of grant agreements	Up to 2 weeks
Notification to unsuccessful applicants	4 weeks from submission of application
Earliest start date of grant activity	1 March 2021
End date of grant activity	29 October 2021

6.3 Questions during the application process

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

Requests for clarification may form the basis of a response that will be posted on the [GrantConnect](#) website in Frequently Asked Questions document relating to this grant opportunity. Any questions will be de-identified. Registered applicants will be notified of updates to the documents via email from the [GrantConnect](#) website.

The department cannot assist you to determine eligibility or complete your application.

7. The grant selection process

Your application will be considered through a demand driven grant process.

We will check your application to ensure it meets the eligibility criteria, applications that meet other specified requirements, including compliance and in order of application receipt.

Your application will be assessed for eligibility by staff from the COVID-19 Vaccine Taskforce within the Department.

If the selection process identifies unintentional errors in your application or the attachments, you may be contacted to correct or explain the information.

7.1 Who will assess applications?

An assessment team will review the application and your Staffing Profile Spreadsheet for completeness. The assessment team will consist of representatives of the department's COVID-19 Vaccine Taskforce.

The assessment team advises the Decision Maker to approve or not approve a grant.

7.2 Who will approve grants?

The Assistant Secretary of the COVID-19 Vaccine Taskforce (the Decision Maker) decides which grant(s) to approve taking into account the recommendations of the assessors and the availability of grant funds for the purposes of the grant opportunity.

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.

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

8. Notification of application outcomes

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

If you are unsuccessful, we will give you an opportunity to seek feedback. A request for individual feedback should be made to the department within 30 days of being notified of the outcome by emailing grant.atm@health.gov.au. We will respond to your request for feedback within 30 days.

9. Successful grant applications

9.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the Letter of Agreement in this program.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the Department of Finance's [website](#).

We must execute a grant agreement with you before we can make any payments.

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

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

Letter of Agreement

A Letter of Agreement is a legally binding grant agreement between the applicant and the Commonwealth. Once the application has been received and processed, a Letter of Agreement will be sent to the successful applicants. An opt-out period of two business days (or cooling off period) will be provided prior to the one-off payment being made to the nominated bank account of the successful applicant. If any changes are required to the Letter of Agreement for example legal entity name, the provider must advise the Community Grants Hub within the two business days.

9.2 Specific legislation, policies and industry standards

9.2.1 National Redress Scheme

The National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the

Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.

9.3 How we pay the grant

The grant agreement will state the maximum grant amount to be paid. We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

If the Decision Maker agrees to approve the full amount applied for, this amount of funding will be reflected as a lump sum in the Letter of Agreement.

If the Decision Maker agrees to approve a grant amount that differs from the amount of funding applied for, the Department may advise you of the breakdown of the funding. The approved funding amount will be reflected as a lump sum in the Letter of Agreement.

We will pay 100 per cent (100%) of the approved grant funding after the two day opt out period.

9.4 Grants Payments and GST

Payments will be GST Exclusive.

9.5 Grants Payments and Income Tax

Category 1 and 2 payments are considered income and are subject to income tax when paid to aged care casual staff. Income tax should be at the aged care casual staff member's allocated tax rate. The total net value of the payment is to be passed on to the staff member.

9.6 Audit Capability

The Department may undertake a combination of random and targeted audits throughout the grant process and you must give the Commonwealth, or any persons authorised in writing by the Commonwealth, material relating to the activity and access to premises where the activity is being performed and/or where material relating to the activity is kept, within the time period specified by the Commonwealth.

For the avoidance of doubt, this may include the provision of documents or access relating to the following:

- employment records and supporting evidence concerning the employment and work hours for eligible aged care casual staff member/s;
- evidence of Category 1 payment to the eligible aged care casual staff;
- evidence of Category 2:
 - payment to the eligible aged care casual staff member;
 - evidence of sick leave; and
 - evidence that casual staff member was rostered on 24 - 48hrs after vaccination.
- evidence that the Provider facilitated a COVID-19 vaccination program for its staff members.

As a general rule, requests will be made in writing to the grant applicant with evidence required to be provided within 28 days of request. Among other things, audits may be conducted taking into account risk assessments and/or if irregularities are found. For

example in the data supplied or in complaints from casual staff members of no or incorrect payment.

10. Announcement of grants

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

11. How we monitor your grant activity

11.1 Keeping us informed

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

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

You must also inform us of any changes to your:

- name;
- address;
- nominated contact details; and
- bank account details.

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

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

11.2 Reporting

Residential aged care providers are required to report the COVID-19 vaccination status of their workers. The first mandatory reporting date was 15 June 2021 with weekly updates required every Tuesday via the [My Aged Care portal](#) until 31 December 2021.

Providers are to report de-identified data at a service level on the:

- total number of workers at each residential aged care service;
- the number of workers at each service who have received a single dose of a COVID-19 vaccine; and
- the number of workers at each service who have received all required doses of a COVID-19 vaccine.

Guidance and further information is available at [health.gov.au](https://www.health.gov.au)

11.3 Financial declaration

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

11.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager.

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

11.5 Compliance visits

A representative of the department may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

11.6 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

11.7 Evaluation

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

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

11.8 Grant Acknowledgement

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

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

12. Probity

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

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

12.1 Enquiries and feedback

The department’s [Complaint Handling Process](#) apply to complaints about this grant opportunity. All complaints about a grant process must be provided 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 relevant Commonwealth entity.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: [Commonwealth Ombudsman](#)

12.2 Conflicts of interest

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

1. has a professional, commercial or personal relationship with a party who is able to influence the application process, such as an Australian Government;
2. has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
3. has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Australian Public Service Commission's website](#).

12.3 Privacy

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

1. what personal information we collect;
2. why we collect your personal information; and
3. who we give your personal information to.

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

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

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

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

12.4 Confidential Information

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

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

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential;
2. the information is commercially sensitive; and
3. revealing the information would cause unreasonable harm to you or someone else.

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

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

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

12.5 Freedom of information

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

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

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

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

By email: foi@health.gov.au

13. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
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
aged care worker	means all individuals, including volunteers, who access, or are reasonably likely to access, any premises where the operation or administration of the service occurs (defined as service staff in the Quality of Care Principles).
approved home care provider	An entity that is approved to provide home care services under the <i>Aged Care Act 1997</i>
approved residential aged care provider	An entity that is approved to provide residential aged care services under the <i>Aged Care Act 1997</i>
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
Commonwealth Child Safe Framework	In response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the Commonwealth Child Safe Framework , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities.
commencement date	the expected start date for the grant activity
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
employee	An employee is a person paid a regular salary or wage, out of which a provider makes regular tax instalment deductions. The term 'employee' includes permanent, part-time and casual staff.
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> ○ under which relevant money⁵ or other Consolidated Revenue Fund (CRF) money⁶ is to be paid to a grantee other than the Commonwealth; and ○ which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant process.

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁶ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
grantee	the individual/organisation which receives a grant
operation place/bed	<p>an Operational place is a residential care place where:</p> <ul style="list-style-type: none"> • the Secretary has determined under section 15-1 of the Act that the provider is in a position to provide residential care and receive subsidy in respect of that place; and • the place is either occupied by a resident or, if unoccupied, it is available for a new resident.
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.
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"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.