



**Australian Government**

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**Department of Health**

**PUBLIC  
HEALTH AND  
CHRONIC  
DISEASE  
GRANT  
PROGRAM**

***Guidelines***

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*April 2016*

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## 1. Program Overview

These guidelines provide an overview of the arrangement for the administration of the Public Health and Chronic Disease Grant Program (the Program).

**Note:** These guidelines may be varied from time-to-time by the Australian Government as the needs of the Program dictate. Amended guidelines will be published on the Department of Health's website (the department).

### 1.1 Program background

As part of the 2014-15 Budget, the Australian Government decided to consolidate the Flexible Funds into a smaller number of clearly articulated themed programs to improve alignment to the Government's priorities and directions.

The Program consolidates activities from the Chronic Disease Prevention and Service Improvement Grants Fund, the Health Surveillance Fund, Health Social Surveys Fund and the Health System Capacity Development Fund.

The Australian Government continues its commitment to ensure that there is a reduction in the incidence of preventable mortality and morbidity, including through the national public health initiatives, promotion of healthy lifestyles and approaches covering disease prevention, health screening and palliative care.

## **1.2 Program outcomes**

The Program provides a flexible funding pool to support activities that address the rising burden of chronic disease and improve public health.

## **1.3 Program objectives**

The objectives of the Program are to:

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

## **1.4 Funding**

The Australian Government has committed up to \$213.3 million (GST exclusive) over 4 years for the Program commencing in 2016-17. The majority of funds have been allocated to Activities under the Program, as indicated in the Annexures the remainder of Program funds will be allocated to these Activities as policy priorities evolve.

Funds appropriated for the purpose of the Program may also be used for the procurement of work directly related to the purpose of the Program, such as evaluation.

Funding amounts specified in forward years are indicative only and may be subject to change.

## 2. Eligibility

### 2.1 Who is eligible for grant funding?

The following types of entities may be eligible for funding. Some grants may only be available to a subset of the below types of legal entity or restricted to selected applicants. See the Annexures for further information.

- Incorporated association incorporated under Australian state/territory legislation
- Incorporated cooperative incorporated under Australian state/territory legislation
- Aboriginal corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*
- Organisation established through specific Commonwealth or state/territory legislation
- Company incorporated under the *Corporations Act 2001 (Commonwealth of Australia)*
- Partnership
- Trustee on behalf of a trust
- Individual
- Australian local government body
- Australian state/territory government

The department recognises that, where appropriate, some organisations could form consortia to deliver activities.

Some grants may only be available to selected applicants as dictated by changing policy needs. Where the department restricts a grant opportunity to selected applicants, subsidiaries of those applicants may also apply, unless otherwise specified in the relevant grant opportunity. In such circumstances, subsidiaries will be required to provide proof of their relationship to the entity that was invited to apply for grant funding.

### 2.2 What activities are eligible for grant funding?

Activities funded under the Program must be consistent with the outcomes and objectives in section 1 of these guidelines. Information about what specific grants may and may not be used for is available in the Annexure for each activity:

- Cancer Control – Annexure A2
- Chronic Conditions Prevention and Management – Annexure A3
- Family Planning – Annexure A4
- National Palliative Care Projects – Annexure A5
- Population Health Improvement – Annexure A6

### 2.3 What activities are not eligible for grant funding?

The following types of activities will **not** be funded under the Program:

- capital works, such as the purchase of any land, the purchase or construction of a completely new premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works including minor capital works;



- the purchase or repair of equipment or motor vehicles;
- delivery of treatment services;
- retrospective items/activities;
- lobbying and activities which support political parties or campaigns;
- activities which subsidise commercial activities; and
- clinical trials.

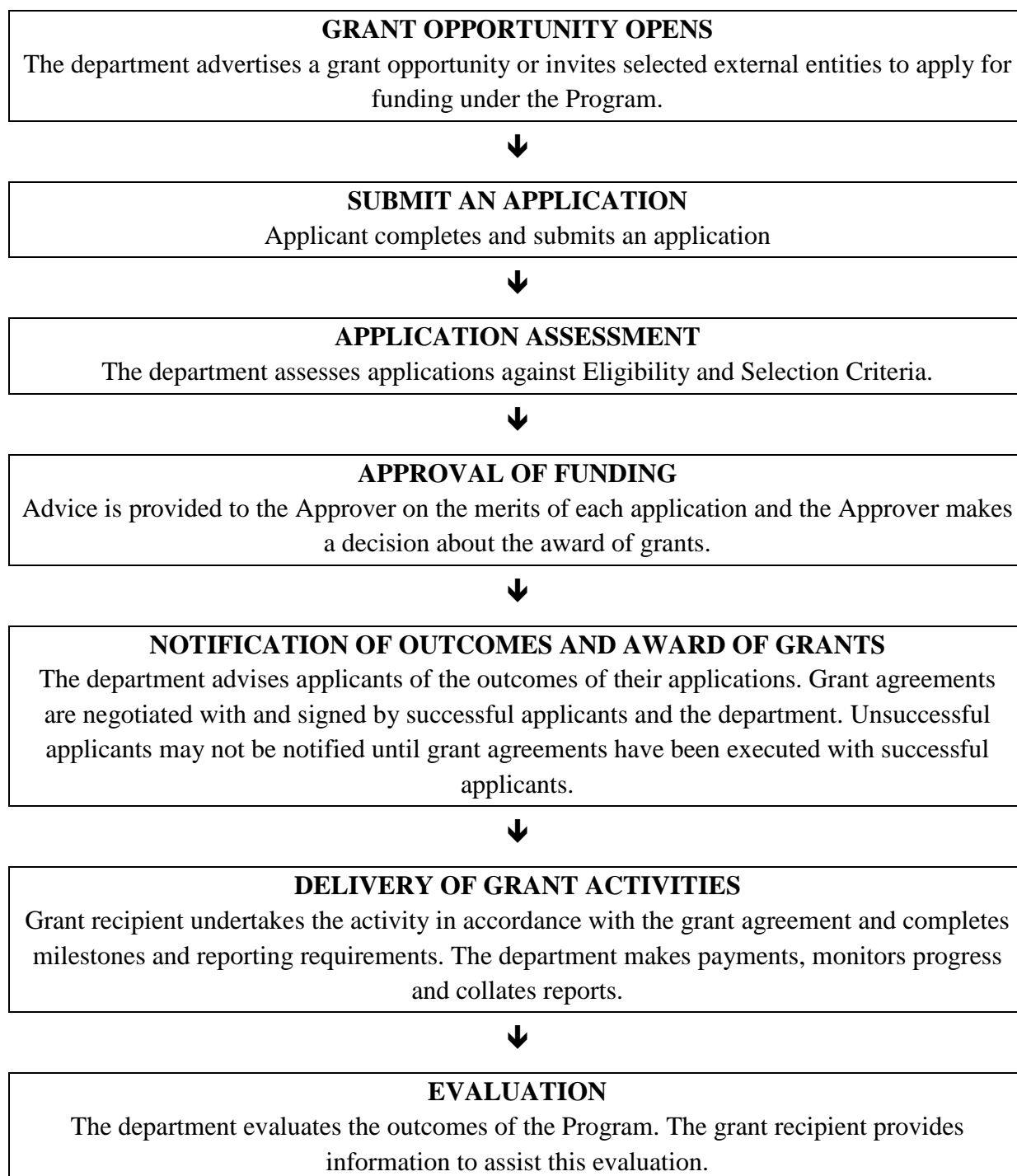
Other exclusions may be specified in the Annexure for each Activity.

### 3. Grant Application Process

#### 3.1 Overview of application process

All grants grant opportunities will be undertaken in accordance with the [Commonwealth Grants Rules and Guidelines](#) (CGRGs) and will be consistent with the outcomes and objectives of the Program.

#### 3.2 Grant Program Process Flowchart



### **3.3 Types of selection process**

There are a number of types of selection process that the department may undertake in order to award grants under the Program. In selecting the appropriate type of selection process, the department will consider the market for the specific activities to be funded as well as applying proportionality based on the complexity, value and urgency of available grants.

The department may use any of the following types of selection process to award grants under the Program. The Annexures identify the types of selection process that may be used for particular activities.

#### ***Open competitive grant opportunities***

Open competitive grant opportunities which will open and close to applications on nominated dates, with eligible applications being assessed against the selection criteria and then prioritised against other eligible applications for the available funding.

#### ***Targeted or restricted competitive grant opportunities***

Targeted or restricted competitive grant opportunities which will open to a small number of potential grant recipients based on the specialised requirements of the granting activity or project under consideration.

#### ***Non-competitive open processes***

Non-competitive, open processes under which applications may be submitted at any time over the life of the granting activity and are assessed individually against the selection criteria, with funding decisions in relation to each application being determined without reference to the comparative merits of other applications.

#### ***Demand driven processes***

Demand-driven processes where applications that satisfy stated eligibility criteria receive funding, up to the limit of available appropriations and subject to revision, suspension or abolition of the granting activity.

#### ***Closed non-competitive processes***

Closed non-competitive processes where applicants are invited to submit applications for a particular grant and the applications or proposals are not assessed against other applicants' submissions, but assessed individually against other criteria.

#### ***One-off grants***

Provision will be made under the Program for one-off grants and emergency payments, provided that they meet the outcomes and objectives of the Program.

One-off grants to be determined on an ad-hoc basis, usually by Ministerial decision.

#### ***Procurement***

Procurement processes will be conducted in accordance with the Commonwealth Procurement Rules and will be independent of any grant processes.

### 3.4 Timing of Grant opportunities

Application periods may vary depending on the complexity and urgency of grants, as well as the type of selection process. Dates and application periods will be confirmed in the grant opportunity. For further details of the frequency of grant opportunities see the Annexures.

Table 1 outlines the expected timing of an average grant opportunity.

**Table 1: Timing of an average grant opportunity**

Activity	Timeframe*
Application period	6 weeks
Assessment of applications	3 – 6 weeks
Approval of outcomes of assessment	1-2 week
Award and negotiations of grant agreements	1-3 weeks
Notification to unsuccessful applicants	After execution of grant agreements

\* Timeframes are indicative only.

### 3.5 How to apply for Grant funding

For open rounds, applicants may obtain an grant opportunity from the department's [Tenders and Grants webpage](#). For targeted rounds the grant opportunity will be supplied to the applicant.

In addition to this Program Guidelines document, the grant opportunity may include the following:

#### **Grant Opportunity**

The grant opportunity provides details of each grant being offered, including but not limited to:

- objectives and requirements of the grant;
- activities that are eligible and ineligible for funding;
- additional eligibility requirements;
- opening and closing dates for applications;
- a guide to the amount of funding available for each grant; and
- instructions on how to submit an application for funding.

#### **Application form**

The application form gathers information about the applicant and contains the selection criteria upon which applications will be assessed. Applicants should complete and return the

application form to the department in accordance with the requirements of the grant opportunity. Submitting an application does not guarantee funding.

### ***Sample grant agreement***

The sample grant agreement is comprised of a set of standard terms and conditions, supplementary conditions for each activity as required and a schedule specific to the individual grant. Preferred applicants will be required to sign a grant agreement with the Commonwealth, as represented by the department, before receiving any grant funding. The specific requirements of any grant agreement offered to applicants who are recommended for funding may vary from those in the sample, based on a risk assessment of the applicant and the specific activities to be delivered under the grant.

## **3.6 Applicant responsibilities**

Applicants are responsible for ensuring that their applications are complete and accurate and submitted to the department in accordance with the requirements of the grant opportunity.

Applicants should contact the department immediately if they discover an error in an application after submission. The department may, at its discretion, request clarification or additional information from applicants that does not alter the substance of an application in response to an omission or error of form. However, the department is not bound to accept any additional information, or requests to change submissions, from applicants after the application closing time.

Unless otherwise specified in the grant opportunity, applicants may request clarification information from the department at any time between the grant opportunity open date and last date for questions, as advertised in the grant opportunity.

## **3.7 Submitting an application**

Applications should be submitted to the department by the date specified in the grant opportunity and should meet all the requirements outlined below.

Applications should address all of the relevant criteria to be considered for funding. These criteria are outlined in the grant opportunity. It is important to complete each section of the application form and use the checklist to make sure each requirement has been considered.

Applications must be submitted in English on the official application form as specified in the grant opportunity.

## **4. Assessment of Grant Applications**

### **4.1 General assessment principles**

Applications for funding under the Program will be assessed against the selection criteria outlined in the Annexures. Selection criteria will incorporate the following principles:

- Activity – how the application aligns with the objectives of the Activity;
- Capacity – the applicant’s capacity to deliver the activity/ies in an effective and efficient manner;
- Outcomes and benefits – the expected outcomes of the activity/ies; and
- Value with relevant money – the overall value for money offered by the application.

### **4.2 How will applications be assessed?**

The department will establish an Assessment Committee to assess applications and make a recommendation to the Approver on which applicants to fund. The Assessment Committee will be comprised of representatives of the Program policy division, specialist grant application assessors and grant managers. Depending on the volume and complexity of grant applications received, the Assessment Committee may utilise surge capacity to assist with the assessment. The Assessment Committee may also seek input from external advisors to inform the assessment process. Any non-APS personnel involved in the assessment will be treated as agency staff in accordance with Part 1, section 2.8 of the CGRGs.

The selection process is undertaken in two stages.

#### ***Stage 1 – Eligibility Criteria and Application Compliance***

Each applicant must satisfy all Eligibility Criteria and any application compliance requirements, specified in the relevant grant opportunity, in order to be considered for further assessment. The chairperson of the Assessment Committee will make the final decision on eligibility and compliance.

At the discretion of the Approver, eligibility criteria may be waived where the department receives an insufficient number of suitable applications for grant funding under a grant opportunity or to fill gaps in service provision. The department may also contact applicants to clarify their eligibility, at the discretion of the chair of the Assessment Committee responsible for assessing an application for grant funding.

#### ***Stage 2 – Selection Criteria***

Only applications that satisfy all Eligibility Criteria (if any) will proceed to Stage 2 and be assessed against the Selection Criteria. Applications will then be assessed to ensure value with relevant money is achieved in line with the outcomes and objectives of the Program.

For open competitive grant opportunities, the Selection Criteria will be assessed against the rating scale in Table 2.

The assessment against the Selection Criteria will be used to identify those applicants with the capability to best meet the policy priorities of the Program, and may include a ranking of applicants.

The department intends to recommend applicants on the principle of giving preference to higher ranked applicants, but the department reserves the right to recommend a lower ranked applicant over a higher ranked applicant where this better reflects the policy priorities of the Program , and provides better value with relevant money.

Applicants should also note that, where the assessment process does not identify a preferred applicant, the department reserves the right to approach and/or broker an arrangement between one or more funding applicants and/or other interested parties.

*Table 2: Competitive assessment rating scale*

Rating (for individual criterion)	Score
<b>Excellent</b> – response to this criterion, including all sub-criteria, exceeds expectations. Additional evidence* is available and confirms consistent superior performance against this criterion.	9-10
<b>Good</b> – 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
<b>Average</b> – 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
<b>Poor</b> – 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
<b>Does not meet criterion at all</b> – 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

\*Additional evidence may include specified attachments to the application, previous departmental experience with this applicant, or information from other responses in the application.



For closed non-competitive processes and one-off grants, the Selection Criteria will be rated against the scale in Table 3.

*Table 3: Non-competitive assessment rating scale*

<b>Rating</b>	<b>Description</b>
<b>Highly Suitable</b>	Demonstrates an exceptional understanding of criterion and associated issues. A highly capable response/solution, with demonstrated experience that significantly exceeds that required to perform the work.
<b>Suitable</b>	Demonstrates a satisfactory understanding of the criterion and associated issues. A mostly capable response/solution, with some experience. May have a minor level of risk associated with the proposal. Panel considers the risk to the Government is manageable.
<b>Unsuitable</b>	Fails to demonstrate an acceptable understanding of the criterion and/or the associated issues. A poor response/solution with minimal to no experience. Significant level of risk associated with the proposal.

Specific assessment details will be explained further in each grant opportunity.

Where the number of suitable applications is greater than the available funding applications will be ranked in order of policy priority.

### **4.3 Value with relevant money**

All funds provided under the Program for grants and procurement activities are considered relevant money. The Australian Government is required to make proper use of public resources, including achieving value with relevant money. The department considers the following factors in assessing whether a grant will achieve value with relevant money:

- how well the application aligns with the outcomes and objectives of the Program;
- whether the requested grant will achieve something worthwhile that would not occur without the grant;
- the applicant's relevant skills and prior experience delivering similar activities;
- the applicant's past performance in delivering grant activities funded by the Commonwealth;
- referee reports;
- the systems and procedures that the applicant has in place for effectively managing grant funds and achieving objectives;
- the applicant's approach to risk management;
- the quantum of funds requested to deliver the grant activities; and
- the allocation of grant funds indicated in any indicative budget that forms part of the funding application.

### **4.4 Approval of grant funding**

Following an assessment of the applications by the assessment committee, advice will be provided by the committee chair to the funding Approver on the merits of the application/s.

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

Funding approval is at the discretion of the Approver.

The Approver may vary for each grant opportunity under the Program, based on the profile and value of grants, and will be identified in the grant opportunity.

### **4.5 Application outcomes**

#### ***Notification of application outcomes***

The department will advise all applicants of the outcomes of their applications in writing following a decision by the Approver. Unsuccessful applicants may not be notified until grant agreements have been entered into with the successful applicant/s. Advice to applicants who are recommended for funding will contain details of any specific conditions attached to the funding offer. Funding approvals will also be listed on the department's website.

### *Feedback on applications*

Unsuccessful applicants may request feedback on their applications from the department within a period of two months of being advised of the outcome. The department will provide feedback in writing within one month of receiving a request for feedback.

## **4.6 Award of grants and contracting arrangement**

Award of grants is at the sole discretion of the Approver.

Applicants who are recommended for funding will be required to enter into a grant agreement with the Commonwealth (represented by the department) before receiving any grant funding. The department may use the [Department of Health Standard Funding Agreement](#), the [Commonwealth Low Risk Grant Agreement](#) or the Department of Health Capital Works Standard Funding Agreement to fund grants under the Program. The standard terms and conditions for the designated agreement will apply and cannot be changed. The department may apply supplementary conditions to a grant agreement that override standard conditions or add additional conditions, based on the requirements of the specific activity and a risk assessment of the organisation delivering the activity.

There may be specific conditions attached to the funding approval required as a result of the assessment process or the risk rating of an organisation or imposed by the Approver. These will be identified in the offer of funding or during funding agreement negotiations.

The department will negotiate with applicants who are recommended for funding with the aim of having grant agreements signed shortly after a decision by the Approver.

**Applicants will not be considered successful and should not make financial commitments in expectation of receiving funding until a grant agreement has been executed with the Commonwealth.**

## 5. Delivery of Grant Activities

### 5.1 Grant recipient responsibilities

Grant recipients must carry out each activity in accordance with these Program guidelines and the obligations contained in the grant agreement, which includes the standard terms and conditions, any supplementary conditions and the schedule. The schedule will outline the requirements specific to the funded activity.

Grant recipients are responsible for:

- ensuring that the terms and conditions of the grant agreement are met and that the activity is managed in efficient and effective manner;
- ensuring the effective and efficient use of grant funds;
- employing and managing staff required to deliver the activity;
- maintaining contact with the department and advising of any emerging issues that may impact on the success of the activity;
- identifying, documenting and managing risks and putting in place appropriate mitigation strategies;
- meeting milestones and other timeframes specified in the grant agreement;
- complying with record keeping, reporting and acquittal requirements in accordance with grant agreement;
- participating in activity evaluation as necessary for the period specified in the grant agreement; and
- ensuring that activity outputs and outcomes are in accordance with the grant agreement.

### 5.2 Grant payments

The department will make payments to grant recipients in accordance with the executed grant agreement. The department's default invoice process is Recipient Created Tax Invoices (RCTI).

### 5.3 Reporting requirements

Applicants should note that if successful, some details of their Activity/ies (including an activity outline, the applicant's name and the amount of funding awarded) will be made public and posted on the department's website as part of department's legislative reporting obligations under the *Commonwealth Grants Rules and Guidelines*.

Grant recipients must provide the department with the reports for an activity containing the information, and at the times and in the manner specified in the grant agreement. Specific reporting requirements will form part of the grant recipient's agreement with the department.

Default reporting requirements for each activity are listed in the relevant Annexure, however reporting requirements vary depending on the department's risk assessment of each grant

recipient. Risk assessments may be reviewed by the department at any time during the life of the grant agreement and reporting requirements may be adjusted accordingly.

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

#### **5.4 Risk Management**

The department is committed to a comprehensive and systematic approach to the effective management of risk, including adverse effects and potential opportunities. Contractual arrangements will be managed in proportion to the level of risk to the Commonwealth. As such, applicants and grant recipients may be subject to a risk management assessment, by the department, prior to the offer of any contractual arrangement and periodically thereafter.

Grant agreements may require supplementary conditions and increased reporting frequency as a result of the department's risk assessment of a grant recipient for the delivery of a specific activity. The department may at any time review this risk assessment and vary the grant agreement to introduce or remove additional requirements. Grant recipients may receive different risk ratings for the delivery of different activities and the requirements of each grant agreement will reflect the risk associated with the delivery of that activity.

Grant recipients are responsible for managing risks to their own business activities and priorities. The department manages risks to Australian Government policy outcomes and relevant money through its management of grants under the Program.

#### **5.5 Program Evaluation**

An Evaluation Report may be required as part of the final report to assess the effectiveness of the Activity in delivering the required outputs and deliverables against the performance measures, and how the Activity has contributed to Program objectives and outcomes. If required, the Evaluation Report should identify the learnings and provide recommendations to improve future delivery of similar activities.

#### **5.6 Branding**

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

“This [name of activity] is supported by funding from the Australian Government under the Public Health and Chronic Disease Grant Program.”

## 6. Probity and Legislation

The Australian Government is committed to ensuring that the process for providing funding under the Program is transparent and in accordance with these guidelines.

### 6.1 Complaints Process

The department's [Grant and Procurement Complaints Procedures](#) apply to complaints that arise in relation to grant and procurement processes. It covers events that occur between the time the grant opportunity documentation is released to potential applicants and the date of contract execution, regardless of when the actual complaint is made. The department requires that all complaints relating to a grant or procurement process must be lodged in writing.

Any enquiries relating to funding decisions for the Program should be directed to [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au).

### 6.2 Conflict of interest

A [conflict of interest](#) may exist if departmental staff, any member of an advisory panel or expert committee, and/or the applicant or any of its personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process, such as a departmental officer;
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the organisation receiving funding under the Program.

Each applicant will be required to declare as part of their application, existing conflicts of interest or that to the best of their knowledge there is no conflict of interest, including in relation to the examples above, that would impact on or prevent the applicant from proceeding with the activity or any grant agreement it may enter into with the Australian Government.

Where a party subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to an application for funding, external parties must inform the department in writing immediately. The chair of the assessment committee will be made aware of any conflicts of interest and will handle them in compliance with departmental policies and procedures.

Conflicts of interest for departmental staff will be handled in compliance with the [Australian Public Service Commission policies and procedures](#).

### 6.3 Privacy - confidentiality and protection of personal information

Each applicant will be required, as part of their application, to declare their ability to comply with the [Privacy Act 1988](#), including the 13 Australian Privacy Principles, and impose the same privacy obligations on any subcontractors they engage to assist with the activity.

The grant agreement will impose obligations on the grant recipient with respect to special categories of information collected, created or held under the grant agreement. The grant recipient is required to seek the department's consent in writing before disclosing confidential information.

### 6.4 Freedom of information

All documents in the possession of the department, including those in relation to 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 agencies. Under the FOI Act, members of the public can seek access to documents held by the department. 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 FOI requests must be referred to the Freedom of Information Coordinator in writing.

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

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

For more information about making a freedom of information request for access to documents in the possession of the department, please visit the department's [Freedom of Information webpage](#).

### 6.5 Legislation and delegation

Australian Public Service staff involved in grants administration are accountable for complying with the [Commonwealth Grants Rules and Guidelines](#) (CGRGs) and other policies and legislation that interact with grants administration.

The Approver is the Minister for Health or the First Assistant Secretary, Population Health and Sport Division or the relevant Branch Head. In approving the award of a grant, the Approver must consider whether the grant activity will make an efficient, effective, ethical and economical use of Australian Government resources, as required by Commonwealth

legislation. The Approver may require that specific conditions be imposed upon any offer of funding.

## **7. Consultation**

The department has sought feedback from stakeholders with regard to the development of grant Program guidelines and grants administration arrangements. This consultation indicated stakeholder expectations which contributed to the development of the Program and these guidelines.

## **8. Taxation implications**

Applicants are responsible for ensuring compliance with appropriate taxation legislative requirements, including the GST and income tax implications of receiving a grant (where applicable). Applicants are advised to seek independent professional advice about their taxation obligations before applying for a grant under the Program.

For general guidance on the taxation treatment of grants and funding from the Commonwealth, applicants may wish to refer to the [Australian Taxation Office website](#).



## 9. Glossary of Terms

<b>the Activity</b>	means the specific activity or project that is the subject of a grant.
<b>grant opportunity</b>	means any formal opportunity to apply for grant funding under the Program.
<b>the Approver</b>	means the person with the authority to award funding under the Program.
<b>Assessment Committee</b>	means the panels of assessment staff formed to assess applications for funding.
<b>compliance requirements</b>	means any mandatory requirements around the completion and submission of applications for grants under the Program.
<b>the department</b>	means the Australian Government Department of Health, unless otherwise stated.
<b>Eligibility Criteria</b>	means the minimum mandatory requirements which applicants must meet in order to qualify for a grant under a grant opportunity.
<b>financial year</b>	means a 12 month period beginning on 1 July of one year and ending on 30 June the following year.
<b>grant agreement</b>	means a contractual arrangement between a grant recipient and the Commonwealth, as represented by the department, including the terms and conditions of the department's Standard Funding Agreement, any supplementary conditions and the schedule for a specific activity.
<b>grant recipient</b>	means an organisation funded by the Commonwealth to deliver a grant activity.
<b>the Program</b>	means the Public Health and Chronic Disease Grant Program.
<b>relevant money</b>	means money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity or money that is held by the Commonwealth or a corporate Commonwealth entity.
<b>selection criteria</b>	means the set of questions against which applicants' suitability to deliver a grant activity will be assessed by the department.
<b>selection process</b>	means the method from the list in Part A, section 1.1 used to select grant recipients.

# **ANNEXURE A1 – PUBLIC HEALTH AND CHRONIC DISEASE PROCUREMENT**

## 1) Activity summary

The Public Health and Chronic Disease Procurement Activity (the Activity) forms part of the Program.

The Activity contributes to the Program's objectives by procuring projects that contribute to the reduction in the incidence of preventable mortality and morbidity including:

- national public health initiatives;
- promotion of healthy lifestyles and approaches covering disease prevention and health screening; and
- disease control/management, including palliative care.

## 2) Activity outcomes

The Activity aims to support the Program outcome to address the rising burden of chronic disease and improve public health throughout the life course.

## 3) Activity objectives

The objectives of the Activity are to:

1. Inform health and food standards policy and improve practice through the development, collection, application and dissemination of data and evidence based information (including through use of disease registers and monitoring and surveillance activities) and the development, dissemination, promotion and application of evidence based guidelines.
2. Support stakeholder engagement and secretariat activities for projects that aim to achieve the Program's objective including the development and review of strategies, guidelines and frameworks to support activities in the Program.
3. Support Australian Health Ministers' Advisory Council (AHMAC) or Australia and New Zealand Ministerial Forum on Food Regulation (the Forum) projects which support the Program's objectives.
4. Support to undertake Evaluation of the Program and Activities.

## 4) Timing

Procurement of services will occur throughout the year to support activities as needed.

## 5) Type of selection process

Procurement of services will be undertaken in line with the requirements of Commonwealth Procurement Rules.

## 6) What activities and items will be procured?

Examples of activities and items which may be procured under the Program include:

### **Support evidence based policy and practice:**

Inform health and food standards policy and/or improve practice through:

- the establishment and use of disease registers, monitoring and surveillance activities for priority conditions including cervical cancer, breast cancer, injuries, asthma and linked respiratory diseases and diabetes;
- observing and examining the quality and robustness of clinical service options, and patient education and awareness vehicles, that are utilised by patients in the treatment and management of chronic conditions;
- collection, analysis and interpretation of cross-sectional population health data (self-reported and objective) to understand the health status, attitudes and behaviours of the population, and population sub-groups of interest;
- collection, analysis and interpretation of longitudinal data (self-reported and administrative) to better understand trends and environmental and social influences on male and women's health status, attitudes and behaviours;
- collation, analysis and reporting of population health research and data to inform policy development or assess the efficacy of population health programs;
- the establishment of high-quality infrastructure and methodologies to support health social survey implementation;
- ensuring that data collection and research activities give consideration to the social determinants of health and health inequalities;
- supporting the dissemination and application of data and information collected under the Program to suit a wide range of stakeholders' needs including the translation of research into health practice, messaging and clinical care; and
- support the development, dissemination promotion and application of evidence based guidelines for clinicians and the public, such as food and dietary guidelines (including nutrient reference values), physical activity guidelines, or clinical practice guidelines.

**Support stakeholder engagement in policy and strategy development and quality monitoring:**

- stakeholder engagement and linkages across programs;
- support for the development, coordination and review of strategies, guidelines and frameworks to support activities in the Program;
- secretariat activities including for the National Cervical Screening Program Quality and Safety Monitoring Committee and the Standing Committee on Screening; and
- support projects undertaken by Portfolio agencies that meet the objectives of the Program for example funding Cancer Australia to undertake work to reduce the impact of cancer on the community.

**Support AHMAC or Forum Projects:**

- support for AHMAC or the Forum projects including the COAG Improving Cancer Care Initiative National Cancer Referral Protocols and related Cancer Australia projects.

**Other activities that meet the objectives of the Program:**

- support to undertake evaluation of the Program or Activities; and
- production and distribution of public health and chronic disease related resources and support material.

# **ANNEXURE A2 – CANCER CONTROL**

## 1) Activity summary

The Cancer Control Activity (the Activity) forms part of the Program.

The Activity contributes to the Program's objectives by:

- Supporting activities or projects that assist the control of all cancers across the cancer control continuum that is: from prevention, early detection and screening, to treatment, care and survivorship.

## 2) Activity outcomes

The Activity aims to improve Australia's capacity to control cancer through evidence-based interventions across the cancer control continuum.

## 3) Activity objectives

The objectives of the Activity are to:

1. Support projects and events that will improve cancer control.
2. Support projects and activities that will improve cancer outcomes.
3. Support projects and activities that can improve understanding, uptake and provision of cancer control initiatives including effective cancer control pathways.
4. Support projects and activities which enhance cancer survivorship.

## 4) Funding available

Up to \$17.738 million (GST exclusive) over four years, commencing in 2016-17, has been allocated to this Activity from the Program. These funding figures are indicative only and are subject to change as the department reacts to emerging Government priorities. The duration and value of available grants will be advised in the relevant grant opportunity.

## 5) Timing

### *Table A: Timing of an average grant opportunity*

Grant opportunities may be made available every three years.

<b>Activity</b>	<b>Timeframes*</b>
Application period	6 weeks
Assessment of applications	3 – 6 weeks after closing
Approval of outcomes of assessment	1 – 2 weeks after assessment
Award and negotiation of grant agreements	1 – 3 weeks after approval
Notification to unsuccessful applicants	After execution of grant agreements

\* Timeframes are indicative only.

## 6) Type of selection process

Eligible organisations are able to apply for funding through open competitive, targeted competitive or closed non-competitive grant opportunities. Targeted competitive rounds may be used to address gaps in policy objectives and address emerging priorities as identified by Government. Closed non-competitive rounds may also be used to build on existing activities.

Definitions of each type of selection process can be found in [Part A, section 3.3](#). The grant opportunity provides detailed information on the applicable type of selection process.

## 7) Who is eligible for grant funding?

Unless otherwise specified in the grant opportunity for a grant, [Part A, section 2.1](#) of this document identifies the entity types which are eligible for funding.

## 8) What activities and items are eligible for grant funding?

Applications for funding should be consistent with the outcomes and objectives of the Activity. The following activities and items are eligible to receive funding.

### **Targeted activities to enhance cancer control where evidence supports interventions:**

- development of new treatment models/care pathways for cancer care and control;
- training of health workers or others to implement or better manage cancer control programs;
- investigation and development of new service models to improve efficient use of health resources or health workforce for cancer care and control; and
- support for partnership projects to improve cancer control – for example through Australian Health Ministers’ Advisory Council or joint activities with other government and non-government stakeholders.

### **Activities designed to improve cancer outcomes:**

- projects to improve cancer outcomes, for particular groups or tumours;
- projects to reduce unwarranted variation in outcomes for cancer; and
- work with health professionals to translate new evidence into clinical practice.

### **Activities which will increase participation in cancer control measures and programs:**

- development and/or dissemination of information which supports participation in cancer prevention, screening, early detection of cancer and/or self-management of cancers;
- activities that will improve understanding and lead behaviour change for better cancer control;
- activities that improve knowledge and understanding of effective methods of cancer control; and
- activities that build capacity of the health system to improve cancer control.

### **Activities which will improve cancer survivorship:**

- provision of evidence-based information for patients, carers and families that will improve survivorship; and
- support for patients, carers and families facing cancer treatment and survivorship.

Some grant opportunities may target a subset of these activities. In such cases the grant opportunity will identify which activities are eligible for funding.

## 9) What activities and items are not eligible for grant funding?

The following activities and items are not eligible for funding under the Activity:

- funding for treatment of individuals with cancer will not be funded by this activity. For example surgery, chemotherapy, pharmaceuticals and radiotherapy;
- capital grants;
- retrospective activities;
- activities which subsidise commercial activities;
- clinical trials; and
- lobbying and activities which support political parties or campaigns.

## 10) Selection criteria

Applications for funding under the Activity will be assessed against selection criteria based on the following questions:

1. Demonstrate how you will implement and deliver the Activity. Your response should address:
  - the key tasks your organisation will undertake to meet the objectives of the Activity; and
  - how you will optimise the uptake and/or impact of the Activity.
2. Outline the key risks or issues that may be encountered in undertaking the Activity and propose strategies or measures to mitigate their impact on the delivery of the Activity.
3. Discuss how you will ensure that the proposed approach to delivering the Activity reflects a collaborative approach. Your response should address the following:
  - details of the strategy for key stakeholder engagement, communication and existing or proposed network(s);
  - existing linkages that are in place that assist in the delivery of the activity; and
  - any proposed or new linkages that will be established to implement the activity.
4. How will the grant continue to benefit the Australian people beyond the funding period?
5. Outline the geographic area / target group you will reach and demonstrate how the Activity will address otherwise unmet needs within that area / group.



6. Complete the attached Budget template and outline the specific components of your organisation's resource requirements to undertake the Activity.
7. Summarise how your organisation will measure how it is achieving the Activity outcomes identified in selection criterion 1. Your response should address:
  - how you will monitor the uptake and/or impact of the Activity; and
  - any strategies you intend to implement to ensure your organisation achieves the activity outcomes.
8. Demonstrate how your organisation's governance, management structure, workforce and facilities will enable effective delivery, monitoring and management of the Activity.
9. Detail your previous experience in delivering similar activities and discuss example/s that demonstrate your past performance in delivering activity objectives and outputs.

Applicants may be required to address specific policies or strategies as part of their response. These questions will be included in the Grant Opportunity / Application Form.

### **11) Oversubscription / undersubscription**

Where the number of suitable applications is greater than the available funding, suitable applications will be ranked in order of policy priority.

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

### **12) Contractual arrangements**

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the department). The terms and conditions of the [Standard Funding Agreement](#) will apply to grants funded under this Activity.

### **13) Reporting requirements**

Specific reporting requirements will form part of each funded organisation's agreement with the department. The default reporting requirements for the Activity include:

- an Activity work plan;
- six monthly performance reporting;
- annual income and expenditure reports; and
- a final report.

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

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

Grant recipients may also be required to report against a mixture of quantitative and qualitative performance indicators which measure how well the grant activities contribute to the objectives of the Activity and the outputs required in the individual grant agreement. Specific performance indicators with agreed performance targets will be included in the grant agreement.

# **ANNEXURE A3 – CHRONIC CONDITIONS PREVENTION AND MANAGEMENT**

## **1) Activity summary**

The Chronic Condition Prevention and Management Activity (the Activity) forms part of the Program. The Activity contributes to the Program's objectives by supporting projects which address the rising burden of chronic conditions.

For the purposes of this Activity, chronic conditions are defined as conditions that:

- have complex and multiple causes;
- usually have a gradual onset, although they can have sudden onset and acute stages;
- occur across the lifecycle, but generally becoming more prevalent with older age;
- can compromise quality of life, cause physical limitations and disability;
- are long term and persistent, leading to a gradual deterioration of health; and
- while not usually immediately life threatening, are the most common and leading causes of premature mortality.

Chronic conditions, as described in the context of this Program, will cover illnesses commonly covered under alternative terminology such as 'chronic diseases', 'non-communicable diseases', and 'long-term health conditions' as well as the various risk factors and protective behaviours that commonly affect a range of diseases such as overweight, obesity and physical activity.

## **2) Activity outcomes**

The Activity aims to reduce the incidence of preventable mortality and morbidity caused by chronic conditions.

## **3) Activity objectives**

The objectives of the Activity are to:

1. Increase the community's awareness, knowledge and understanding of the risk factors and protective factors of chronic conditions.
2. Increase the effectiveness and efficiency of the prevention, treatment, control and management of chronic conditions through the quality improvement of health services.
3. Inform health policy and/or improve practice through the use of disease registers, monitoring and surveillance activities and development of evidence based information.
4. Improve the quality of program and service provision, and increase capacity especially for targeted population groups.
5. Identify and address the community's health and health promotion needs through an evidence-based approach.

## **4) Funding available**

Up to \$19.263 million (GST exclusive) over four years, commencing in 2016-17, has been allocated to this Activity from the Program. These funding figures are indicative only and are

subject to change as the department reacts to emerging Government priorities. The duration and value of available grants may be advised in the relevant grant opportunity.

## 5) Timing

*Table A: Timing of an average grant opportunity*

Grant opportunities may be made available every three years.

Activity	Timeframes*
Application period	6 weeks
Assessment of applications	3 – 6 weeks after closing
Approval of outcomes of assessment	1 – 2 weeks after assessment
Award and negotiation of grant agreements	1 – 3 weeks after approval
Notification to unsuccessful applicants	After execution of grant agreements

\* Timeframes are indicative only.

## 6) Type of selection process

Eligible organisations are able to apply for funding through open competitive, targeted competitive or closed non-competitive grant opportunities. The bulk of grant funding for the Activity will be made available through open competitive grant opportunities. Targeted competitive rounds may be used to address gaps in policy objectives and to address emerging priorities as identified by Government. Targeted competitive and closed non-competitive rounds may be used to build on existing activities.

Definitions of each type of selection process can be found in [Part A, section 3.3](#). The grant opportunity provides detailed information on the applicable type of selection process.

## 7) Who is eligible for grant funding?

Unless otherwise specified in the grant opportunity for a grant, [Part A, section 2.1](#) of this document identifies the entity types which are eligible for funding.

## 8) What activities and items are eligible for grant funding?

Applications for funding should be consistent with the outcomes and objectives of the Activity. The following activities and items are eligible to receive funding under each of the priority areas:

**Raise community awareness and provide information:**

- community awareness campaigns addressing chronic conditions and associated risk factors and protective behaviours with a particular emphasis on activities that are aimed at high risk and/or special population groups; that address knowledge and/or skills gaps, health values, attitudes and/or behaviours; or that encourage primary or secondary prevention;
- identify preventive health and health promotion needs through an evidence-based approach that encompasses research and formative and outcome evaluation.
- development, provision and maintenance of support mechanisms, in online, telephone and print formats, including where appropriate, chronic conditions support group vehicles;
- person-centred approaches to managing chronic conditions, including activities that support patient self-management practices;
- activities that develop, promote and disseminate guidelines and approaches to addressing risk factors for chronic conditions; and
- maintaining web-based information relating to chronic conditions and responding to queries relating to these conditions.

**Develop & enhance clinical care:**

- best practice models for the prevention, treatment, control and management of conditions including pilot projects where appropriate;
- measures directed at improving the quality and efficiency of health services or use and dispensing of medicines including the development and/or review of guidelines for use by health professionals as well as activities that seek to identify and quantify benchmarks for clinical practice;
- promote health research and disseminate information to the health sector and the community via online, post, telephone or other innovative technology methods;
- activities that enable early detection of at risk individuals of chronic health conditions. (e.g. health checks and screening to assess a person's medical condition);
- support for the translation of research into clinical care; and
- development and improvement of medical treatments and patient care pathways and/or prevention control and management practices.

**Inform health policy and/or improve practice through the use of disease registers, monitoring and surveillance activities and development of evidence based information:**

- activities which engage stakeholders in the development of health policy in relation to prevention, treatment and control of conditions and the provision of health services;
- sponsor activities that promote population health policy, research and best practice implementation of health services;
- collecting and interpreting data for the purpose of informing Government, health professionals and the public, as well as for improving clinical processes;
- developing and publishing reports and web-based material relating to chronic conditions; and
- monitoring the effectiveness of programs including prevention, early detection and condition management approaches & reporting on data.

**Improve the health of targeted populations:**

- provide support to individuals affected by, or at risk of, chronic conditions with an emphasis on population cohorts over-represented in conditions prevalence (e.g. Aboriginal and Torres Strait Islanders), groups by service/treatment access factors (e.g.

remote populations and/or persons most prominently impacted by chronic conditions (e.g. the elderly);

- fund activities that provide opportunities to conduct health checks, disseminate relevant health information on chronic condition risk factors, protective measures and/or appropriate clinical management approaches;
- train health professionals including Aboriginal health workers and support agencies regarding identifying and addressing specific health issues;
- develop advice and provide programs for targeted populations where gaps in response rates and effectiveness are impacting on improvements in health outcomes;
- provide advice and develop programs for targeted population groups to assist with reducing health inequalities; and
- develop and implement activities aimed at addressing key risk factors and morbidities and that support primary and secondary prevention across a range of conditions (e.g. physical activity for the elderly).

Some grant opportunities may target a subset of these activities. In such cases the grant opportunity will identify which activities are eligible for funding.

## 9) What activities and items are not eligible for grant funding?

The following activities and items are **not** eligible for funding under the Activity:

- capital works, such as the purchase of any land, the purchase or construction of a completely new premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works including minor capital works;
- the purchase or repair of equipment or motor vehicles;
- delivery of diagnosis and treatment services;
- retrospective items/activities;
- lobbying and activities which support political parties or campaigns;
- activities which subsidise commercial activities; and
- clinical trials.

## 10) Selection criteria

Applications for funding under the Activity will be assessed against selection criteria based on the following questions:

1. Demonstrate how you will implement and deliver the Activity. Your response should address:
  - the key tasks your organisation will undertake to meet the objectives of the Activity; and
  - how you will optimise the uptake and/or impact of the Activity.
2. Outline the key risks or issues that may be encountered in undertaking the Activity and propose strategies or measures to mitigate their impact on the delivery of the Activity.

3. Discuss how you will ensure that the proposed approach to delivering the Activity reflects a collaborative approach. Your response should address the following:
  - details of the strategy for key stakeholder engagement, communication and existing or proposed network(s);
  - existing linkages that are in place that assist in the delivery of the activity; and
  - any proposed or new linkages that will be established to implement the activity.
4. How will the grant continue to benefit the Australian people beyond the funding period?
5. Outline the geographic area / target group you will reach and demonstrate how the Activity will address otherwise unmet needs within that area / group.
6. Complete the attached Budget template and outline the specific components of your organisation's resource requirements to undertake the Activity.
7. Summarise how your organisation will measure how it is achieving the Activity outcomes identified in selection criterion 1. Your response should address:
  - how you will monitor the uptake and/or impact of the Activity; and
  - any strategies you intend to implement to ensure your organisation achieves the activity outcomes.
8. Demonstrate how your organisation's governance, management structure, workforce and facilities will enable effective delivery, monitoring and management of the Activity.
9. Detail your previous experience in delivering similar activities and discuss example/s that demonstrate your past performance in delivering activity objectives and outputs.

Applicants may be required to address specific policies or strategies as part of their response. These questions will be included in the Grant Opportunity / Application Form.

## **11) Oversubscription / undersubscription**

Where the number of suitable applications is greater than the available funding, suitable applications will be ranked in order of policy priority.

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

## **12) Contractual arrangements**

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the department). The terms and conditions of the Standard Funding Agreement will apply to grants funded under this Activity.



### 13) Reporting requirements

Specific reporting requirements will form part of each funded organisation's agreement with the department. The default reporting requirements for the Activity include:

- an Activity work plan;
- six monthly performance reporting;
- annual income and expenditure reports; and
- a final report.

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

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

Grant recipients may also be required to report against a mixture of quantitative and qualitative performance indicators which measure how well the grant activities contribute to the objectives of the Activity and the outputs required in the individual grant agreement. Specific performance indicators with agreed performance targets will be included in the grant agreement.

# **ANNEXURE A4 – FAMILY PLANNING**

## **1) Activity summary**

The Family Planning Activity (the Activity) forms part of the Program.

The Activity contributes to the Program's objective to *address population health issues such as breastfeeding, family planning and reproductive health, men's, women's and children's health* by supporting projects that address the reproductive health and fertility management of individuals (men, women and couples) through activities such as public education and professional development, and monitoring of emerging evidence, to inform new policy directions and program development.

## **2) Activity outcomes**

The Activity aims to address family planning and reproductive health issues to allow individuals and couples to anticipate and attain their desired number of children and the spacing and timing of their births through the use of contraceptive methods and the prevention and treatment of involuntary infertility.

## **3) Activity objectives**

The objectives of the Activity are to:

1. Increase community awareness and knowledge of issues relevant to family planning and reproductive health.
2. Improve the quality of service provision within the sector including to special population groups.
3. Promote health research that is related to general family planning matters and its use across the sector and in policy development.

## **4) Funding available**

Up to \$4.071 million (GST exclusive) over four years, commencing in 2016-17, has been allocated to this Activity from the Program. These funding figures are indicative only and are subject to change as the department reacts to emerging Government priorities. The duration and value of available grants may be advised in the relevant grant opportunity.

## 5) Timing

*Table A: Timing of an average Grant Opportunity*

Grant opportunities may be made available every three years.

Activity	Timeframes*
Application period	6 weeks
Assessment of applications	3 – 6 weeks after closing
Approval of outcomes of assessment	1 – 2 weeks after assessment
Award and negotiation of grant agreements	1 – 3 weeks after approval
Notification to unsuccessful applicants	After execution of grant agreements

\* Timeframes are indicative only.

## 6) Type of selection process

Eligible organisations are able to apply for funding through open competitive, targeted competitive or closed non-competitive grant opportunities. The grant funding for the Activity will be made available through a targeted competitive round.

Definitions of each type of selection process can be found in [Part A, section 3.3](#). The grant opportunity provides detailed information on the applicable type of selection process.

## 7) Who is eligible for grant funding?

Unless otherwise specified in the grant opportunity for a grant, [Part A, section 2.1](#) of this document identifies the entity types which are eligible for funding.

## 8) What activities and items are eligible for grant funding?

Applications for funding should be consistent with the outcomes and objectives of the Activity. All activities under the Family Planning Activity **must** have a national focus or potential for national application and be evidence based. Activities **must** also complement the variety of Australian Government initiatives focussing on pregnancy and parenting support, sexual health and men's and women's health.

The following activities and items are eligible to receive funding under the Family Planning Activity:

### **Health Promotion and Community Education:**

- development and dissemination of community health promotion resources delivered through innovative technology for access nationally;
- provision of advice on general family planning options;

- activities that focus on reproductive health across the life course;
- activities including (but not limited to) the prevention of Sexually Transmitted Infections associated with infertility; and
- development of content and delivery of targeted support, education and training programs to specific population groups, including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people in rural and regional Australia and people living with a disability.

#### **Improved Service Standards:**

- development and delivery of professional development activities for health professionals involved in family planning, including doctors, nurses, allied health professionals, Aboriginal Health Workers, teachers and other education professionals, and community development professionals via the web or other innovative technology delivery systems; and
- activities such as the development of Guidelines aimed at ensuring clinical service standards are of a high quality and are comparable across organisations.

#### **Promote Health Research:**

- synthesis of current family planning research and data;
- activities that focus on building and consolidating alliances with family planning related research programs; and
- identification of current and emerging reproductive health trends and activities from national data and other sources of information, including clinical and service delivery data, where available, and dissemination of this information to relevant parties.

Some grant opportunities may target a subset of these activities. In such cases the grant opportunity will identify which activities are eligible for funding.

### **9) What activities and items are not eligible for grant funding?**

The following activities and items are **not** eligible for funding under the Activity:

- capital works, such as the purchase of any land, the purchase or construction of a completely new premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works including minor capital works;
- the purchase or repair of equipment or motor vehicles;
- delivery of diagnosis and treatment services;
- retrospective items/activities;
- lobbying and activities which support political parties or campaigns;
- activities which subsidise commercial activities;
- clinical trials;
- duplication of existing activities, including direct provision on an individual basis of support and advice to women and families;
- activities that solely focus on STI prevention;
- activities promoting family planning options that are not sufficiently evidence based;
- subsidising profits of a commercial entity;
- core organisational operating costs (excluding staff);
- acquisition of formal, tertiary qualifications for individuals; and
- research projects.

## 10) Selection criteria

Applications for funding under the Activity will be assessed against selection criteria based on the following questions:

1. Demonstrate how you will implement and deliver the Activity. Your response should address:
  - the key tasks your organisation will undertake to meet the objectives of the Activity; and
  - how you will optimise the uptake and/or impact of the Activity.
2. Outline the key risks or issues that may be encountered in undertaking the Activity and propose strategies or measures to mitigate their impact on the delivery of the Activity.
3. Discuss how you will ensure that the proposed approach to delivering the Activity reflects a collaborative approach. Your response should address the following:
  - details of the strategy for key stakeholder engagement, communication and existing or proposed network(s);
  - existing linkages that are in place that assist in the delivery of the activity; and
  - any proposed or new linkages that will be established to implement the activity.
4. How will the grant continue to benefit the Australian people beyond the funding period?
5. Outline the geographic area / target group you will reach and demonstrate how the Activity will address otherwise unmet needs within that area / group.
6. Complete the attached Budget template and outline the specific components of your organisation's resource requirements to undertake the Activity.
7. Summarise how your organisation will measure how it is achieving the Activity outcomes identified in selection criterion 1. Your response should address:
  - how you will monitor the uptake and/or impact of the Activity; and
  - any strategies you intend to implement to ensure your organisation achieves the activity outcomes.
8. Demonstrate how your organisation's governance, management structure, workforce and facilities will enable effective delivery, monitoring and management of the Activity.
9. Detail your previous experience in delivering similar activities and discuss example/s that demonstrate your past performance in delivering activity objectives and outputs.

Applicants may be required to address specific policies or strategies as part of their response. These questions will be included in the Grant Opportunity / Application Form.

## **11) Oversubscription / undersubscription**

Where the number of suitable applications is greater than the available funding, suitable applications will be ranked in order of policy priority.

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

## **12) Contractual arrangements**

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the department). The terms and conditions of the Standard Funding Agreement will apply to grants funded under this Activity.

## **13) Reporting requirements**

Specific reporting requirements will form part of each funded organisation's agreement with the department. The default reporting requirements for the Activity include:

- an Activity work plan;
- six monthly performance reporting;
- annual income and expenditure reports; and
- a final report.

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

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

Grant recipients may also be required to report against a mixture of quantitative and qualitative performance indicators which measure how well the grant activities contribute to the objectives of the Activity and the outputs required in the individual grant agreement. Specific performance indicators with agreed performance targets will be included in the grant agreement.

# **ANNEXURE A5 – NATIONAL PALLIATIVE CARE PROJECTS**



## **1) Activity summary**

The National Palliative Care Projects Activity (the Activity) forms part of the Program.

The Activity contributes to the Program's objectives by:

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

## **2) Activity outcomes**

The Activity aims to improve the quality of palliative care service delivery in Australia.

## **3) Activity objectives**

The objectives of the Activity are to support nationally focussed projects to:

1. Improve the quality of and access to palliative care service skill development for service providers.
2. Improve the quality of palliative care service delivery in community and acute care settings.
3. Build and enhance research and data collection capacity within the palliative care sector.
4. Strengthen understanding and increase uptake of advance care planning.
5. Improve knowledge within the palliative care sector and community awareness of palliative care.
6. Improve collaboration and linkages between the Commonwealth and State and Territory Governments' palliative care activities.
7. Improve the collation and dissemination of palliative care information across the sector.

## **4) Funding available**

Up to \$32 million (GST exclusive) has been allocated to this Activity over two years, from 2014-15. A further \$61.759 million (GST exclusive) over four years has been allocated to this Activity commencing 2016-17 from the Program. These funding figures are indicative only and are subject to change as the department reacts to emerging Government priorities. The duration and value of available grants will be advised in the relevant grant opportunity.

## 5) Timing

*Table A: Timing of an average grant opportunity*

Grant opportunities may be made available every three years.

Activity	Timeframes*
Application period	6 weeks
Assessment of applications	3 – 6 weeks after closing
Approval of outcomes of assessment	1 – 2 weeks after assessment
Award and negotiation of grant agreements	1 – 3 weeks after approval
Notification to unsuccessful applicants	After execution of grant agreements

\* Timeframes are indicative only.

## 6) Type of selection process

Eligible organisations are able to apply for funding through open competitive, targeted competitive or closed non-competitive grant opportunities. The bulk of grant funding for the Activity will be made available through open competitive grant opportunities. Targeted competitive rounds may be used to address gaps in policy objectives and to address emerging priorities as identified by Government. Targeted competitive and closed non-competitive rounds may be used to build on existing activities.

Definitions of each type of selection process can be found in [Part A, section 3.3](#). The grant opportunity provides detailed information on the applicable type of selection process.

## 7) Who is eligible for grant funding?

Unless otherwise specified in the grant opportunity for a grant, [Part A, section 2.1](#) of this document identifies the entity types which are eligible for funding.

## 8) What activities and items are eligible for grant funding?

Applications for funding should be consistent with the outcomes and objectives of the Activity. The following activities and items are eligible to receive funding:

- service provider skills development through education and training for frontline health providers;
- service delivery improvement in community and acute care settings;
- research and data collection that contributes to building and enhancing capacity within the palliative care sector;
- advance care planning activities that strengthen understanding among health workers and the community and increase patient uptake;

- knowledge building and awareness activities that improve sector knowledge and community awareness;
- activities that promote collaboration and co-ordination across the palliative care sector; and
- collation and distribution of palliative care information across the sector.

Funding proposals will only be considered from organisations that have the capacity to deliver ‘national’ activities that can demonstrate opportunities to positively impact on palliative care service delivery. ‘National’ is defined as the capacity to deliver the proposed activity (for which funding is being sought) in/for each State and Territory at the commencement of the funding agreement.

Funding applications that include collaboration and coordination with other national palliative care projects, State and Territory governments, and existing activities are supported.

Some grant opportunities may target a subset of these activities. In such cases the grant opportunity will identify which activities are eligible for funding.

## 9) What activities and items are not eligible for grant funding?

The following activities and items are not eligible for funding under the Activity:

- capital works, such as the purchase of any land, the purchase or construction of a completely new premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works including minor capital works;
- the purchase or repair of equipment or motor vehicles;
- funding of palliative care service delivery;
- retrospective items/activities;
- lobbying and activities which support political parties or campaigns;
- activities which subsidise commercial activities; and
- clinical trials.

## 10) Selection criteria

Applications for funding under the Activity will be assessed against selection criteria based on the following questions:

1. Demonstrate how you will implement and deliver the Activity. Your response should address:
  - the key tasks your organisation will undertake to meet the objectives of the Activity; and
  - how you will optimise the uptake and/or impact of the Activity.
2. Outline the key risks or issues that may be encountered in undertaking the Activity and propose strategies or measures to mitigate their impact on the delivery of the Activity.

3. Discuss how you will ensure that the proposed approach to delivering the Activity reflects a collaborative approach. Your response should address the following:
  - details of the strategy for key stakeholder engagement, communication and existing or proposed network(s);
  - existing linkages that are in place that assist in the delivery of the activity; and
  - any proposed or new linkages that will be established to implement the activity.
4. How will the grant continue to benefit the Australian people beyond the funding period?
5. Outline the geographic area / target group you will reach and demonstrate how the Activity will address otherwise unmet needs within that area / group.
6. Complete the attached Budget template and outline the specific components of your organisation's resource requirements to undertake the Activity.
7. Summarise how your organisation will measure how it is achieving the Activity outcomes identified in selection criterion 1. Your response should address:
  - how you will monitor the uptake and/or impact of the Activity; and
  - any strategies you intend to implement to ensure your organisation achieves the activity outcomes.
8. Demonstrate how your organisation's governance, management structure, workforce and facilities will enable effective delivery, monitoring and management of the Activity.
9. Detail your previous experience in delivering similar activities and discuss example/s that demonstrate your past performance in delivering activity objectives and outputs.

Applicants may be required to address specific policies or strategies as part of their response. These questions will be included in the grant opportunity / Application Form.

## **11) Oversubscription / undersubscription**

Where the number of suitable applications is greater than the available funding, suitable applications will be ranked in order of policy priority.

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

## **12) Contractual arrangements**

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the department). The terms and conditions of the Standard Funding Agreement will apply to grants funded under this Activity.

### 13) Reporting requirements

Specific reporting requirements will form part of each funded organisation's agreement with the department. The default reporting requirements for the Activity include:

- an Activity work plan;
- six monthly performance reporting;
- annual income and expenditure reports;
- a face to face presentation to the department; and
- a final report.

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

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

Grant recipients may also be required to report against a mixture of quantitative and qualitative performance indicators which measure how well the grant activities contribute to the objectives of the Activity and the outputs required in the individual grant agreement. Specific performance indicators with agreed performance targets will be included in the grant agreement.

# **ANNEXURE A6 – POPULATION HEALTH IMPROVEMENT**

## 1) Activity summary

The Population Health Improvement Activity (the Activity) forms part of the Program.

The Activity contributes to the Program's objectives by supporting projects that improve population health throughout the life course.

## 2) Activity outcomes

The Activity aims to reduce the incidence of preventable mortality and morbidity caused by health inequalities and specific population group health issues.

## 3) Activity objectives

The objectives of the Activity are to:

1. Increase the community's awareness, knowledge and understanding of population group health issues such as reproductive health, breastfeeding, children, men's and women's health.
2. Inform health policy and/or improve practice through the use of evidence based information about specific population group health issues.
3. Improve the health of targeted populations that experience health inequalities or social disadvantage including those based on gender, culture, age and disability.

## 4) Funding available

Up to \$28.466 million (GST exclusive) over four years, commencing in 2016-17, has been allocated to this Activity from the Program. These funding figures are indicative only and are subject to change as the department reacts to emerging Government priorities. The duration and value of available grants may be advised in the relevant grant opportunity.

## 5) Timing

*Table A: Timing of an average grant opportunity*

Grant opportunities may be made available every three years.

<b>Activity</b>	<b>Timeframes*</b>
Application period	6 weeks
Assessment of applications	3 – 6 weeks after closing
Approval of outcomes of assessment	3– 4 weeks after assessment
Award and negotiation of grant agreements	1 – 3 weeks after approval
Notification to unsuccessful applicants	After execution of grant agreements

\* Timeframes are indicative only.

## 6) Type of selection process

Eligible organisations are able to apply for funding through open competitive, targeted competitive or closed non-competitive grant opportunities. The bulk of grant funding for the Activity will be made available through open competitive grant opportunities. Targeted competitive rounds will be used to address gaps in policy objectives and to address emerging priorities as identified by Government. Closed non-competitive rounds may also be used to build on existing activities.

Definitions of each type of selection process can be found in [Part A, section 3.3](#). The grant opportunity provides detailed information on the applicable type of selection process.

## 7) Who is eligible for grant funding?

Unless otherwise specified in the grant opportunity for a grant, [Part A, section 2.1](#) of this document identifies the entity types which are eligible for funding.

## 8) What activities and items are eligible for grant funding?

Applications for funding should be consistent with the outcomes and objectives of the Activity. The following activities and items are eligible to receive funding under each of the priority areas:

### **Raise community awareness and provide information on population group health issues:**

- community awareness campaigns addressing health conditions with a particular emphasis on activities that are aimed at high risk and/or special population groups; that address knowledge/or skills gaps, health values, attitudes and/or behaviours; or that encourage primary or secondary prevention;
- identify preventive health and health promotion needs through an evidence-based approach that encompasses research, formative and outcome evaluation; and
- development, provision and maintenance of information and support mechanisms, in online, telephone and print formats, including where appropriate support groups.

### **Inform health policy and/or improve practice through the use of evidence based information:**

- activities which engage stakeholders in the development of health policy in relation to prevention, treatment and control of disease and the provision of health services;
- sponsor activities that promote population health policy, research and best practice implementation of health services;
- collecting and interpreting data for the purpose of informing Government and health professionals for the improvement of clinical processes, and the public by publishing reports on the internet;
- developing and publishing reports, curriculum and web-based material about health issues relating to specific populations; and
- monitoring the effectiveness of programs including prevention, early detection and disease management approaches and reporting on data.

### **Improve the health of targeted populations:**



- fund activities to targeted population groups that provide opportunities to conduct health checks, disseminate relevant health information including on protective measures and/or appropriate clinical management approaches;
- train health professionals and support agencies to identify and address specific health issues within specified population groups;
- develop advice and provide programs for targeted populations to address gaps in response rates and improve the effectiveness of existing activities; and
- provide advice and develop programs to targeted population groups to assist with reducing health inequalities.

Some grant opportunities may target a subset of these activities. In such cases the grant opportunity will identify which activities are eligible for funding.

## 9) What activities and items are not eligible for grant funding?

The following activities and items are not eligible for funding under the Activity:

- capital works, such as the purchase of any land, the purchase or construction of a completely new premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works including minor capital works;
- the purchase or repair of equipment or motor vehicles;
- funding of treatment services;
- retrospective items/activities;
- lobbying and activities which support political parties or campaigns;
- activities which subsidise commercial activities; and
- clinical trials.

## 10) Selection criteria

Applications for funding under the Activity will be assessed against selection criteria based on the following questions:

1. Demonstrate how you will implement and deliver the Activity. Your response should address:
  - the key tasks your organisation will undertake to meet the objectives of the Activity; and
  - how you will optimise the uptake and/or impact of the Activity.
2. Outline the key risks or issues that may be encountered in undertaking the Activity and propose strategies or measures to mitigate their impact on the delivery of the Activity.
3. Discuss how you will ensure that the proposed approach to delivering the Activity reflects a collaborative approach. Your response should address the following:
  - details of the strategy for key stakeholder engagement, communication and existing or proposed network(s);
  - existing linkages that are in place that assist in the delivery of the activity; and
  - any proposed or new linkages that will be established to implement the activity.

4. How will the grant continue to benefit the Australian people beyond the funding period?
5. Outline the geographic area / target group you will reach and demonstrate how the Activity will address otherwise unmet needs within that area / group.
6. Complete the attached Budget template and outline the specific components of your organisation's resource requirements to undertake the Activity.
7. Summarise how your organisation will measure how it is achieving the Activity outcomes identified in selection criterion 1. Your response should address:
  - how you will monitor the uptake and/or impact of the Activity; and
  - any strategies you intend to implement to ensure your organisation achieves the activity outcomes.
8. Demonstrate how your organisation's governance, management structure, workforce and facilities will enable effective delivery, monitoring and management of the Activity.
9. Detail your previous experience in delivering similar activities and discuss example/s that demonstrate your past performance in delivering activity objectives and outputs.

Applicants may be required to address specific policies or strategies as part of their response. These questions will be included in the Grant Opportunity / Application Form.

### **11) Oversubscription / undersubscription**

Where the number of suitable applications is greater than the available funding, suitable applications will be ranked in order of policy priority.

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

### **12) Contractual arrangements**

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the department). The terms and conditions of the Standard Funding Agreement will apply to grants funded under this Activity.

### **13) Reporting requirements**

Specific reporting requirements will form part of each funded organisation's agreement with the department. The default reporting requirements for the Activity include:

- an Activity work plan;
- six monthly performance reporting;
- annual income and expenditure reports; and

- a final report.

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

The department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

Grant recipients may also be required to report against a mixture of quantitative and qualitative performance indicators which measure how well the grant activities contribute to the objectives of the Activity and the outputs required in the individual grant agreement. Specific performance indicators with agreed performance targets will be included in the grant agreement.

