



**Australian Government**  
**Department of Health**

**Rural, Regional and Other Special Needs Building Fund  
Capital Funding Grant Opportunity Guidelines  
GO2790**

|                                    |   |
|------------------------------------|---|
| <b>Opening date:</b>               | 18 December 2020  |
| <b>Closing date and time:</b>      | 11:59pm Canberra local time on 18 March 2021  |
| <b>Commonwealth policy entity:</b> | Department of Health  |
| <b>Administering entity:</b>       | Community Grants Hub  |
| <b>Enquiries:</b>                  | If you have any questions, contact the Department via email at:<br><a href="mailto:ACAR@health.gov.au">ACAR@health.gov.au</a><br><br>Questions should be sent no later than 11:59 pm Canberra local time on 11 March 2021 |
| <b>Date guidelines released:</b>   | 18 December 2020  |
| <b>Type of grant opportunity:</b>  | Targeted competitive  |

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## 1. Rural, Regional and Other Special Needs Building Fund: Capital Funding Grant opportunity process

**The *Rural, Regional and Other Special Needs Building Fund* is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to Department of Health's Outcome 6 – Ageing and Aged Care.



**The grant opportunity opens**

We publish the grant guidelines and application materials on the Department of Health's [website](#) as part of the Aged Care Approvals Round (ACAR). The grant opportunity is also published on the [GrantConnect](#) website.



**You complete and submit a grant application**

You complete the application form(s) and address all of the eligibility and assessment criteria to be considered for a grant (with or without an associated application for residential aged care places).



**We assess all eligible grant applications**

We assess the applications against eligibility criteria. We assess eligible applications against the assessment criteria including an overall consideration of value with money. Your application will be compared to other applications received.



**We make grant recommendations**

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



**Grant decisions are made**

The decision maker decides which applications are successful.



**We notify you of the outcome**

All successful and unsuccessful applicants will be advised of the outcome of your application.



**We enter into a grant agreement**

We will enter into a grant agreement with you if successful.



**Delivery of grant**

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



**Evaluation of the *Rural, Regional and Other Special Needs Building Fund***

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

## 1.1 Introduction

These guidelines contain information for the *Rural, Regional and Other Special Needs Building Fund*: Capital Funding Grant opportunity.

You must read these guidelines before filling out a 2020 Aged Care Approvals Round (ACAR) application.

These guidelines should be read in conjunction with the following documents:

- Part 5.1 of the [Aged Care Act 1997](#) (the Act)
- Part 2 of the [Grant Principles 2014](#) (the Grant Principles)
- The [2020 ACAR Essential Guide](#)

This document sets out:

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

This grant opportunity and process will be administered by the Department of Health as part of the 2020 ACAR. Once grants are executed, the grant is administered by the Community Grants Hub on behalf of the Department.

## 2. About the grant program

The ACAR is a competitive application process that enables prospective and existing Approved Providers of aged care to apply for a range of new Australian Government funded aged care places (residential care and Short-Term Restorative Care places) and financial assistance in the form of a capital grant.

The three level process of the ACAR is set out in Act and the Aged Care Principles:

- the creation of the number of places in each jurisdiction by the Minister, through a Ministerial Determination published on the Department's [website](#);
- the targeting of specific geographic locations, Special Needs Groups and Key Issues by the Secretary of the Department of Health (the Secretary); and
- the Secretary's allocation of those places and capital funding to specific providers after a competitive selection process. Applications are assessed in accordance with the criteria specified in the legislation.

Before applying for a capital grant, you must read and understand these guidelines, the 2020 ACAR Essential Guide and the application form(s) available on the Department's [website](#).

### 2.1 The Rural, Regional and Other Special Needs Building Fund

This Capital Funding Grant Opportunity was announced as part of the 2020 ACAR, with \$150 million made available for capital grants to fund suitable proposals, which specifically aim to improve access to quality residential aged care in regional, rural and remote locations and/or improve access to care for any of the Special Needs Groups under the Act, in any areas.

The Australian Government residential aged care funding framework assumes that, in normal circumstances, providers have access to funding through Commonwealth Government subsidies, residents' accommodation payments, investors or by borrowing, sufficient to finance capital works.

Some residential care providers however, cannot accumulate sufficient reserves, or service the debt required, to meet some, or all, of the necessary capital works costs. The *Rural, Regional and Other Special Needs Building Fund* (the Fund), is a capital grants program which addresses this issue. The Fund specifically supports access to residential care and continuity of care in a region or area, or for a Special Needs Group, where access would otherwise be at risk.

The Special Needs Groups as defined in the Act and the Grant Principles are as follows:

- (a) people from Aboriginal and Torres Strait Islander communities
- (b) people from culturally and linguistically diverse backgrounds
- (c) people who live in rural or remote areas<sup>1</sup>
- (d) people who are financially or socially disadvantaged
- (e) veterans
- (f) people who are homeless or at risk of becoming homeless
- (g) care leavers
- (ga) parents separated from their children by forced adoption or removal
- (h) lesbian, gay, bisexual, transgender and intersex people.

It is important to note:

- most capital works in the aged care sector proceed without a capital grant
- capital grants are allocated through the ACAR
- each ACAR is a new process and applications from previous rounds are not taken into account
- there are no predetermined amounts for allocation per state or territory
- priorities for funding can shift from ACAR to ACAR, and
- where an application is for both residential care places and a capital grant, each component is assessed against the respective criteria, but are considered as an integrated proposal in terms of priority, level of need and value-for-money for the Commonwealth.

## 2.2 The objective of the Fund

The objective of the Fund is to facilitate equitable access to residential care across Australia.

The Fund's objective is to provide capital grants to facilitate equitable access to residential care where access is impeded by virtue of:

- geographic location, and/or
- inadequate supply of residential care, including for people with special needs, and
- lack of access to sufficient non-grant funding by an Approved Provider.

To increase access to residential care which may otherwise not be available, the Fund provides capital grants for the construction or upgrade of residential aged care buildings:

- in rural, regional and remote areas of Australia, and/or
- which specifically focus on the provision of residential care to people from Special Needs Groups or concessional, supported, assisted or low-means residents (as defined under the Act), including in major cities, and/or

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<sup>1</sup> These areas comprise inner regional, outer regional, remote and very remote locations as per the Australian Bureau of Statistics' Australian Standard Geographical Classification Remoteness Structure.

- in a location where there is a demonstrated need for additional residential aged care services.

The main outcomes delivered by the Fund are new residential care buildings, and the upgrade of existing residential care buildings which, without the assistance of capital grants provided under the Fund, would otherwise not be available. The Fund also supports access to residential care and continuity of care in a region or area, or for a Special Needs Group, where access would otherwise be at risk.

## 2.3 Priorities for the 2020 ACAR

In the 2020 ACAR, the Australian Government strongly encourages applications focussed on:

- assisting the development of residential care places previously allocated but not yet operational in rural/regional areas
- improving access to dementia care and improving service environments to be more dementia friendly
- reducing shared rooms/facilities to improve:
  - resident amenity;
  - service viability; and
  - infection prevention and control
- other measures to improve infection prevention and control

## 2.4 How the fund is administered

The Fund is administered by the Department under the provisions of Part 5.1 of the Act, and Part 2 of the Grant Principles. It is highly recommended that you also familiarise yourself with the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>2</sup>.

Full copies of the Act and the Grant Principles are available at [www.comlaw.gov.au](http://www.comlaw.gov.au).

Should the following guidelines be inconsistent with the provisions of the Act or Grant Principles in any way, the Act and the Grant Principles will prevail. These guidelines may be revised and updated for future ACARs.

## 3. Grant amount and grant period

### 3.1 Grants available

The Australian Government has announced that funding of up to \$150 million in the form of capital funding is available as part of the 2020 ACAR under this grant opportunity.

### 3.2 Grant amount

Capital grants are allocated on a national basis through an targeted competitive process. The Department aims to distribute the capital funding amongst the state and territories as evenly as possible, where possible. However, there is no set amount of capital funding made available to any particular state or territory.

The success of an application for the limited funding available relates to whether you can demonstrate a more urgent need for the capital works (in relation to access to residential care places), and a lack of capacity to fund the capital works from all other sources, including debt financing, when compared with other applications.

In deciding the amount of the grant, the Department will consider the cost of the proposed project and the extent to which you have a demonstrated lack of capacity to fund the proposed works, taking into consideration all possible sources of finance.

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<sup>2</sup> <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

If you are not proposing to contribute any funds to the project, the Department will consider your lack of capacity to contribute in determining the capital grant amount.

The Department may offer you a capital grant amount which is less than the capital grant amount sought. It is up to you whether to accept any capital grant offer.

### **3.3 Applicant contribution**

In deciding the amount of a capital grant, the Department will consider the amount that your organisation is able to contribute to the project. This amount is called the Applicant Contribution.

When developing your proposal you should determine how much you are able to contribute, either directly or by borrowing. You should aim for an amount that you can reasonably provide, without causing undue financial risk to your organisation's financial position.

If you are not proposing to contribute funds to the project, you must demonstrate in your proposal that you do not have the capacity to contribute anything.

Please note pointing to a range of other capital works projects being undertaken by your service or parent organisation as the reason you cannot fully fund, or contribute to, the capital works does not appropriately demonstrate a lack of capacity to fund.

### **3.4 Grant reduction**

The grantee is expected to meet its contribution to the capital works project even if total expenditure on the project is less than the amount stipulated in the Agreement. In this circumstance, the grant will be reduced to the point that the grantee meets its minimum contribution requirement.

### **3.5 Grant increase not possible**

Grants cannot be increased in any circumstance. An additional grant may be applied for through a competitive ACAR, should a future ACAR be held. However, no grant will be made in respect of any project which has commenced, been contracted or has been completed.

### **3.6 Grant period**

The grant period commences 2020/21, with completion dependent on the number of projects funded and the scale and complexity of those projects.

Successful applicants will be required to enter into a grant agreement with the Department which includes Conditions specified under the Act. One such condition may be a requirement that the grantee must continue to provide residential care at the service to which the grant relates for a specified period after the project is completed (Designated Use Period).

The Department will consider the inclusion of a Designated Use Period condition on a case-by-case basis, taking into account factors such as: the amount of the grant, the grantee's contribution to the project, the location of the project and the grantee's record as an Approved Provider of aged care.

## **4. Eligibility criteria**

Applications which meet the eligibility criteria set out below will be assessed and prioritised by the Department on a competitive basis, consistent with the provisions of the Act and the Grant Principles.

To be considered for a grant you must meet all of the below eligibility criteria:

- Applicant eligibility
- Financial eligibility
- Project eligibility



## 4.1 Applicant eligibility

To receive a capital grant you must:

- be incorporated
- be the Approved Provider<sup>3</sup> of residential aged care for the residential aged care service to which the grant relates (and, if an existing Approved Provider, have a history of appropriate conduct), and
- hold an allocation, or receive an allocation of residential aged care places through the 2020 ACAR, at the residential aged care service to which the application relates, and at the time the grant is allocated, and
- not be a state or territory government, or an authority of a state or territory government, and
- not hold an allocation of Extra Service Status (ESS) (see [Section 4.1.3](#)) at the residential aged care service which is seeking capital funding, and
- also meet the financial eligibility criteria (see [Section 4.2](#) below), and
- also meet the project eligibility criteria (see [Section 4.3](#) below).

### 4.1.1 Conduct as an Approved Provider

If you are an existing Approved Provider<sup>4</sup>, the Department will consider previous and current non-compliance (including but not limited to sanctions and notices of non-compliance) at any service operated by you. Non-compliance will also be considered in relation to services operated by related Approved Providers. Approved Providers may be regarded as related if they have key personnel in common.

The matters the Department will consider in determining the past conduct of an Approved Provider or a related Approved Provider include, but are not limited to:

- the nature of the non-compliance
- how recently the non-compliance occurred
- the frequency of any non-compliance
- the timing and effectiveness of the response to the non-compliance
- the extent of the non-compliance across services operated by the Approved Provider or services operated by related Approved Providers
- the current period of accreditation for the Approved Provider's services, and
- whether the Approved Provider has demonstrated a sustained commitment to improvement over time.

In addition to these matters, the Department may also consider other aspects of an Approved Provider's past conduct record such as past history of meeting conditions attached to an allocation of places, a capital grant or a zero real interest loan.

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<sup>3</sup> You do not need to be an Approved Provider at the time you apply for a capital grant, but you do need to have been approved as a provider of residential aged care under the Act, and have an allocation of residential aged care places at the service, before a capital funding grant can be allocated.

<sup>4</sup> Further information on how to become an Approved Provider can be accessed at the following webpage link, [Approved Provider Information](#).

#### 4.1.2 State or territory government or entity

Under Section 7-3 (c) of the Grant Principles, Approved Providers which are state or territory governments, or authorities of state or territory governments, are not eligible to receive a capital grant under the Fund.

#### 4.1.3 Extra Service Status

Under Section 72-1(4)(c) of the Act, if a service, or a distinct part of the service, to which the grant would apply, has an allocation of places with Extra Service Status (ESS), the service is ineligible for capital grant funding under the Act.

This is the case regardless of the number of places with ESS, whether or not the places with ESS are operational, and where ESS has been suspended but not relinquished.

If you are unsure whether your service holds a grant of ESS, contact the Department at: [ACAR@health.gov.au](mailto:ACAR@health.gov.au).

**Please note:** If a service with ESS wishes to apply for a capital grant, it may (if it meets all other eligibility requirements) become eligible by relinquishing the ESS entirely before applying. Suspending, rather than relinquishing, ESS will not result in eligibility.

The relinquishment of ESS does not mean the relinquishment of the residential care places to which the status is attached. Providers retain the residential care places and continue to receive subsidy if there are residents in the places.

However, the decision to relinquish ESS is entirely a business decision for the provider. Once relinquished, ESS cannot be reactivated. You should also note that relinquishing ESS has an effect on eligibility to apply only. If you relinquish your ESS you are not guaranteed a grant, or given preferential consideration in any way, under the grant assessment process.

##### *How to relinquish ESS*

ESS may be relinquished at any time via the Variation to Places form available on the Department's website: [Apply to Vary](#)

This form should be submitted to your relevant State Office of the Department well before you submit your ACAR capital grant application. **Do not submit the Variation to Places form with, or at the same time as, your ACAR application. You must be eligible at the time the Invitation to Apply/Grant Opportunity closes.**

You should ensure you have written (email) confirmation of relinquishment of ESS from your relevant State Office of the Department before applying for a capital grant.

## 4.2 Financial eligibility

In addition to the Applicant eligibility criteria above, in order to be eligible for a capital grant, you must be able to demonstrate:

- your ongoing financial and organisational viability, and
- that you do not have the capacity to fund, including through debt (mortgage) funding, all or part of the project without a capital grant, and
- if your service is part of a parent organisation, that your parent organisation does not have the capacity to fund the works, including through debt funding, and
- that you also meet the project eligibility criteria (see [Section 4.3](#) below).

Assessment against the financial eligibility criteria will take account of information provided in your application and any other information available to the Department from internal records or available publicly.

#### **4.2.1 Independent financial assessment**

The information provided by applicants for a capital grant will be assessed by an independent financial analyst to assist the Department in coming to a view about:

- the financial viability, sustainability and overall robustness of the financial situation of the organisation and service
- your use of accommodation bonds, refundable accommodation deposits, refundable accommodation contributions and other sources of funding
- sensitivity of your debt servicing capacity to interest rate fluctuations
- your capacity to complete any capital works associated with the proposal with or without a capital grant, taking into account all possible sources of funding including debt finance.

The independent financial analyst engaged by the Department is subject to the CGRGs when assessing applications.

#### **4.2.2 Demonstrated ongoing financial and organisational viability**

Under 7-3(a) of the Grant Principles, the Department must be satisfied that you are financially viable (and so will be able to continue to deliver residential aged care into the future).

#### **4.2.3 Lack of capacity to fund all or part of the project without a residential care grant**

Under 7-3(b) of the Grant Principles, capital grants are only available to organisations that cannot afford to fund the proposed capital works without a grant from the Australian Government.

The Department must be satisfied, via the independent financial assessment, that you are unable to fund, including through debt funding, all of the proposed capital works without the assistance of a capital grant.

Where your organisation is part of a parent organisation, you are required to demonstrate that neither you nor your parent organisation can fund the works, including via debt funding.

Pointing to a range of other capital works projects being undertaken, as the reason you, or your parent organisation, cannot fund the capital works for which a grant is sought, does not appropriately demonstrate lack of capacity to fund.

### **4.3 Project eligibility**

In addition to the Applicant and Financial eligibility criteria above, to be eligible for a capital grant, the proposed works must:

- not have been contracted, started or completed (Section 7-4 of the Grant Principles), and
- be located in rural, regional and remote areas of Australia, or
- specifically focus on the provision of residential care to people from Special Needs Groups (see [4.3.1](#)) or concessional, supported, assisted or low-means residents, including in major cities (Section 7-2 of the Grant Principles), and
- consistent with the meaning of capital works as defined in Section 70-3 of the Act and not include any ineligible costs set out in Section 9(3) of the Grant Principles (see [Section 5](#)).

#### **4.3.1 Projects targeting care to Special Needs Groups**

If you are seeking funding for a specialist residential care service for people from a Special Needs Group community, you should ensure that your proposal demonstrates:

- why you wish to provide care for people from a Special Needs Group community in the chosen location

- the need for the care service for people from a Special Needs Group community, in light of any existing services in the area for people who are from the Special Needs Group community
- your knowledge and understanding of the particular aged care needs of the Special Needs Group community
- your track record of provision of care and services to the Special Needs Group community and/or established relationships with organisations that provide care and services to older people from the Special Needs Group community.

#### **4.3.2 Design and physical environment for Special Needs Groups**

When applying specifically for Special Needs Groups you should demonstrate how your physical environment has, or will, be tailored to the specific needs of your prioritised Special Needs Group. Consider any particular changes, improvements or innovations you propose to make. Where appropriate in your application, describe any design features that will be incorporated into your building, including the external environment, that will facilitate the provision of care for people from your Special Needs Group(s).

There are building design features that may be tailored when providing care to people from Special Needs Groups. Brief examples of design adaptations include:

- décor, furnishings and signage appropriate to differing backgrounds or cultures
- designated spaces/facilities for cultural practices and areas of worship
- space for memorial and/or commemorative displays
- facilities for private telecommunication (e.g. Skype) to maintain long distance relationships
- onsite facilities for hosting family and friends, and involving them in cultural practices
- outdoor space/facilities for gardening, poultry or other hobbies, and/or views to country
- strategies to minimise any institutional appearance of facilities.

#### **4.4 Who is not eligible to apply for a grant?**

You are not eligible to apply if you are unable to meet all of the above eligibility criteria.

### **5. What the grant money can be used for**

#### **5.1 Eligible grant activities**

As set out under Section 70-3 (1) of the Act, capital grants can be used to fund the cost of:

- acquiring land on which are, or are to be built, the premises needed for providing care
- acquiring, erecting, altering or extending those premises
- acquiring furniture, fittings or equipment for those premises
- altering or installing furniture, fittings or equipment on those premises.

#### **5.2 Eligible expenditure**

The capital works costs<sup>5</sup> relating to residential care include, but are not limited to, the following:

- the cost of acquiring land on which are, or are to be built, the premises needed for providing that care

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<sup>5</sup> Refer Section 70-3 of the [Aged Care Act 1997](#)

- (b) the cost of acquiring, erecting, altering or extending those premises
- (c) the cost of acquiring furniture, fittings or equipment for those premises
- (d) the cost of altering or installing furniture, fittings or equipment on those premises.

However, if:

- (a) those premises are, or will be, part of larger premises; and
- (b) another part of the larger premises is not, or will not be, connected with the provision of residential care
- (c) any costs that the Secretary is satisfied are attributable to the other part of the larger premises are taken not to be capital works costs relating to the residential care in question.

### 5.3 What the grant money cannot be used for

Under Section 9-3 of the Grant Principles, none of the following are to be treated as capital works costs for a capital grant:

- (a) costs of routine administration of the service to which the grant relates, whether or not the costs are related to the proposed capital works
- (b) the costs of acquiring and operating vehicles
- (c) the cost of rent, insurance and state and local government statutory charges (for example, rates)
- (d) normal overhead and operating costs
- (e) any tax payable by the service to which the grant relates, including any tax which is payable as a result of receiving the grant
- (f) costs associated with obtaining finance for the proposed capital works
- (g) the cost of interest related to any finance obtained for the project.

## 6. The assessment criteria

Applications which meet the eligibility criteria set out above will be assessed and prioritised by the Department on a competitive basis, consistent with the provisions of the Act and the Grant Principles. Part 2, Section 8 of the Grant Principles outlines the criteria for both assessing and determining priority between applications.

If you are seeking a capital grant and an allocation of residential care places for the same service, the two applications are treated as dependent.

If the assessment of need for residential care places that the capital grant will support (whether existing or new places) is not supported, the application for a capital grant will also be not supported.

### 6.1 Competitive assessment

In assessing applications, the Department will consider:

- the proportion of residents who will be supported, concessional, assisted or low-means residents
- the location of the residential aged care service, and particularly whether it is in a rural or remote area or where there is a demonstrated need for additional residential care services (for example, regions where the ratio of residential care places per 1,000 people aged 70 or over is significantly below the national average)
- the availability of other aged care services in the area

- the need for the grant to assist in establishing or upgrading the residential aged care service
- whether there is an urgent need for the grant due to unforeseen circumstances
- the extent to which the project meets the needs of residents living with dementia
- whether the project provides high quality accommodation for current or future residents
- whether the project offers significantly improved operational efficiency
- whether appropriate arrangements will be put in place for the provision of care to residents or other people while the project is being carried out.

## 6.2 Application priority

Subsection 8(2) of the Grant Principles provides that the Secretary must give priority to:

- projects that meet an urgent need for building, rebuilding, renovation or restoration work in order to improve or maintain access to residential care, including meeting changing care needs arising from the increased frailty of residents or the increased prevalence of dementia, and
- projects that offer the Commonwealth best value for money compared with other projects for which applications for the allocation of residential care grants have been made.

The above are not weighted, but rather are matters that must be considered by the Department when assessing which applications, on balance, demonstrate the greatest case for support.

## 7. How to apply

Before applying, you must read and understand these guidelines, the [2020 ACAR Essential Guide and the application form\(s\)](#). You are required to certify that you have read the relevant chapters of the 2020 ACAR Essential Guide prior to endorsing your application.

To apply you must:

- complete the application form(s) available on the Department's website
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments, and
- submit your application/s to [ACAR@health.gov.au](mailto:ACAR@health.gov.au) by 18 March 2021.

You are required to submit one signed copy of your application as part of your electronic lodgement to the above email address. Electronic signature blocks can be used when completing your application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#). Approvals based on false or misleading information may be revoked.

If you find an error in your application after submitting it, you should contact the Department immediately at [ACAR@health.gov.au](mailto:ACAR@health.gov.au). The Department does not have to accept any additional information, nor requests from you to correct your application after the closing time.

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

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

You should keep a copy of your application and any supporting documents.

The Department will acknowledge that we have received your application after the specified closing date and time for the lodgement of applications. As outlined in the 2020 ACAR Essential Guide, the receipt will be sent to the primary address provided in Part A, Q 1.3. If you do not complete this section a receipt will not be issued.

## 7.1 Check your eligibility before you start

Before starting an application for capital grant funding and/or aged care places, ensure you are eligible to receive the place type and/or grant for which you are applying. It is your responsibility to determine your eligibility and, with the exception of Approved Provider status\*, you must be eligible at the time the ACAR Invitation to Apply/Grant Opportunity closes.

**\*Please note:** Allocations of places and/or capital grants can only be made to organisations which are [Approved Providers](#) under the Act. While you can submit an ACAR application at the same time as you apply to be an Approved Provider, you cannot be allocated places or a grant until you are approved as an Approved Provider.

## 7.2 Instructions for email submission

There are limitations on the size of emails that can be accepted by the Department. The Department cannot guarantee acceptance of emails over 20mb. Additionally, your Internet Service Provider (ISP) may impose limitations on the size of emails being sent.

In submitting an application via email you must follow the steps below:

- a. complete the application form(s). Save the application form(s) in Microsoft Word as a 'doc' file.
- b. ensure the endorsement page in the Part A form is signed as per the instructions set out in Chapter 3 of the 2020 ACAR Essential Guide. Electronic signature copies and company seals can be inserted directly into your application form. However, should you wish to hand sign or affix your company seal on the endorsement page you are able to send that page as a PDF. The rest of the completed application form should be submitted in the correct Microsoft Word 'doc' file format.
- c. email the completed application form(s) and any associated attachments to [ACAR@health.gov.au](mailto:ACAR@health.gov.au). Your email should include your completed Part A, and appropriate Part B(s) and/or Part C(s) as attachments.

If you are submitting multiple applications, clearly and consistently:

- title each email, and
- name each electronic file in accordance with the guidance below.

This will assist the Department to identify all related applications.

### 7.2.1 Paper applications

The Department will only accept paper applications in exceptional circumstances. Permission must be sought from the Department prior to submission, and evidence to support the requirement for a paper application may be required.

Please contact the Department for further advice at [ACAR@health.gov.au](mailto:ACAR@health.gov.au).

## 7.3 Email subject line

- insert your organisation and service name as provided in your applications
- identify the type of application submitted, i.e. Residential/Capital.



## 7.4 Application file names

- use your organisation and service name as provided in your applications
- for your Part A application: Part A [organisation name] 2020 ACAR
- for each Part B application: Part B [organisation name and service name]

## 7.5 Attachments to the application

Some questions in the ACAR application form(s) ask you to provide attachments to enable assessment and/or as evidence that milestones have been achieved. Only include attachments which have been specifically requested as set out in the 2020 ACAR Essential Guide.

Letters of support from your local Member of Parliament, Senator or any other Parliamentarian(s) are not considered as part of the ACAR capital decision making process.

**Please note:** The Department is not required to seek any missing attachments from you if you do not include requested attachments to enable assessment, your application may be deemed incomplete and may not be considered in full.

## 7.6 Clarification of information

The onus is on you to provide sufficient information in your application and supporting documentation to allow the Department to assess your application. There is no requirement for the Department to seek clarification of any information provided in your application.

However, where the Department does request clarification, it is to allow consideration of your application as it was submitted, and is not an opportunity to supply materially different information. A request to clarify the information provided is not an indication of the likely outcome of your application.

If you receive a request for clarification, you will be allowed a specified amount of time in which to reply. If you do not reply within the timeframe your application will be assessed based on the information you initially provided.

## 7.7 Invalid applications

At the Department's discretion, your application may be deemed invalid for the following reasons:

- late submission
- not submitted on the approved application form
- not eligible to apply
- submitted on an altered application form
- not submitted by the appropriate applicant (see 2.1.1. Definition of 'Applicant' in the 2020 ACAR Essential Guide)
- contains false or misleading information
- is incomplete, which includes where:
  - all required questions are not answered
  - requested attachments are not provided
  - relevant endorsement tick boxes are not marked (Part A: Endorsement of Application)
  - for capital applications, the Cost certificate is not signed and dated by the relevant construction professional.

You will be notified in writing if your application(s) has been deemed invalid.



## 7.8 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We will not accept late applications..

If you are successful, we expect you will be able to commence your project once the grant agreement has been executed.

Table 1. Expected timing for this grant opportunity

| Activity   | Timeframe   |
|--|---|
| Applications in 2020 ACAR Open                         | 12 weeks  |
| Assessment of applications                             | Approximately 12 weeks (dependent on number of applications received) |
| Announcement of 2020 ACAR results                      | From June 2020  |
| Notification to successful and unsuccessful applicants | From June 2020  |
| Negotiations and award of grant agreements             | From June 2020  |
| Earliest start date of grant activity                  | Once grant agreement is executed                                      |

## 7.9 Questions during the application process

There are two ways you can seek assistance throughout the application period: by reviewing the 2020 ACAR Essential Guide and/or submitting a query to the Department (see [Section 7.9.2](#)).

### 7.9.1 Guidance materials

The 2020 ACAR Essential Guide document is available on the Department's website and has been developed to assist you throughout the process, as well as to help new ACAR applicants to understand:

- the aged care industry in Australia
- eligibility and application requirements for the ACAR process
- things to consider when applying in the ACAR
- special needs and key issue service provision/prioritisation, and
- what the Department considers when assessing applications.

If the Department experiences a high volume of queries related to the application materials, a Frequently Asked Questions (FAQ) document will be published on the Department's website.

The FAQs document will be updated as necessary between 18 December 2020 (the date of the Invitation to Apply/Grant Opportunity) and 11 March 2021 (one week before the closing date for applications, 11:59 pm AEST, 18 March 2021).

**Please note:** If you phone the Department with a query you will be directed to submit the question in writing to [ACAR@health.gov.au](mailto:ACAR@health.gov.au). This is because, once an ACAR opens, strict probity rules apply to the provision of information, similar to those of a tender process. These rules mean all applicants have access to the same information. It also allows the Department to update the publicly available FAQs document.

### 7.9.2 Submitting a query

If the 2020 ACAR Essential Guide and the FAQs do not sufficiently answer your question, you may decide to submit a query to the Department.

The Department may only provide advice on matters of fact and technical issues related to the completion or submission of your application. If you have any questions of this nature, you must submit them in writing to the Department at [ACAR@health.gov.au](mailto:ACAR@health.gov.au). Questions close one week before the grant opportunity closes.

The Department endeavours to address ACAR inbox queries within 48 hours.

**Please note:** The Department cannot provide assistance or advice to you about your application and business strategy during the application period. Departmental officers will not comment on the content or merit of your application.

## 8. The grant selection process

### 8.1 Assessment of grant applications

The [Public Governance, Performance and Accountability Act](#) (PGPA Act) and the Commonwealth CGRGs require all commitments of public resources to be efficient, effective, economical and ethical. For a grant, this includes assessing the merits of the application relative to the grant guidelines and the prime consideration of achieving value with relevant money.

For this Capital Funding Grant Opportunity, firstly we review your application against the eligibility criteria (set out in [Section 4](#)). Only eligible applications will move to the next stage. We consider eligible applications through a targeted competitive grant process.

As outlined in [Section 6](#), to ensure decisions are consistent with the legislative requirements and consider achieving value for money, the Department will consider:

- the proportion of residents who will be supported, concessional, assisted or low-means residents
- the location of the residential aged care service, and particularly whether it is in a rural or remote area or where there is a demonstrated need for additional residential care services (for example, regions where the ratio of residential care places per 1,000 people aged 70 or over is significantly below the national average)
- the availability of other aged care services in the area
- the need for the grant to assist in establishing or upgrading the residential aged care service
- whether there is an urgent need for the grant due to unforeseen circumstances
- the extent to which the project meets the needs of residents living with dementia
- whether the project provides high quality accommodation for current or future residents
- whether the project offers significantly improved operational efficiency
- whether appropriate arrangements will be put in place for the provision of care to residents or other people while the project is being carried out.

#### 8.1.1 Stages of assessment

There are two broad stages of the assessment process undertaken by the Department:

- Assessment (undertaken by the Departmental staff in the Health, Grants and Network states and territory offices) of individual applications to determine rating scores and undertake an initial ranking between applications, and prioritisation against the Department's objectives in the ACAR. This stage also includes the assessment of applicants' financial information by an independent financial analyst.
- Moderation and analysis (conducted by the national office in partnership with Departmental staff in the Health, Grants and Network state and territory offices) taking account of all available information.

The initial assessment of applications is done by rating their suitability against the relevant criteria, using a three-point-scale rating system ('does not meet', 'meets', 'exceeds'). Information that is considered in the rating process includes not only the content of the application, but also information from other sources available to the Department, particularly applicants' compliance record and financial viability.

The process produces an overall rating score that is used as the starting point of the ranking process. The state or territory office then considers the overall rating score against targeted priorities and may adjust the ranking of applications based on how these priorities will be addressed.

In ranking capital grant applications, the state and territory offices will consider matters outlined in [Section 3](#), [Section 4](#) and [Section 6](#) of these Guidelines.

After the initial assessment, the state and territory offices produce draft recommendations proposing which applications should be approved.

The draft recommendations from the state and territory offices are then discussed in a moderation process involving both the national office and the state and territory staff, referred to as the Recommendation Review Panel (RRP). This allows both a national approach to getting the best outcome from the ACAR, and risk management across the process. It includes consideration of information available nationally, moderation of applications across regions, and comparison of applications across the full ACAR process. This can result in adjustments to rankings and recommendations.

After the RRP has completed their review, recommendations are put forward to the delegate of the Secretary for approval (the decision maker). The decision maker is the First Assistant Secretary, Residential and Flexible Aged Care Division of the Department.

## 8.2 Who will assess applications?

All applications submitted as part of the 2020 ACAR are assessed by Department staff in the Health, Grants and Network state and territory offices.

The moderation and analysis of applications is conducted by the Department's national office in partnership with the Departmental staff in the Health, Grants and Network state and territory offices.

## 8.3 Who will approve grants?

All decisions on allocation of capital grants through the ACAR are made independently by the Secretary of the Department, or the Secretary's delegate (the decision maker). These decisions are based on the results of a competitive assessment process, as prescribed in the Act, the Grant Principles and these Grant Opportunity Guidelines.

Decisions on the allocation of residential care grants are decisions for the purposes of the [Administrative Decisions \(Judicial Review\) Act 1977](#). These are not reviewable decisions under the Act (s 85-1) and decisions are therefore not reviewable by the Administrative Appeals Tribunal.

The Minister for Aged Care and Senior Australians and Minister for Youth and Sport or any other Parliamentarian do not have a role in the assessment or allocation of capital grants or aged care places.

## 9. Notification of application outcomes

It is anticipated that the outcomes of the 2020 ACAR process will be announced from June 2021.

It should be noted, however, that announcing by this date is dependent on the number of applications received and the level of competition for new aged care places and capital grants.

Details of the allocations made to successful applicants will be made available on the Department's website and we will advise you of the outcome of your application in writing.

## 9.1 Feedback on your application

Following the announcement of the 2020 ACAR outcomes, the Department will provide a generic feedback document directly to all unsuccessful applicants. This document will also be available on the Department's website.

The document will provide general information on what constituted a good answer for each question. You will be able to compare your own submission(s) with this information to determine which areas you can strengthen.

## 10. Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Department (on behalf of the Commonwealth). The Deed of Agreement will also include conditions required by, and determined under, the Act.

You should note that capital grants cannot be made available for capital works which have been contracted, commenced, or completed prior to execution of a Deed of Agreement with the Department. Therefore, you should not enter into contractual arrangements with other parties before the execution of a Deed of Agreement with the Department.

#### 10.1.1 Specific legislation, policies and industry standards

You are required to certify that you are aware of your responsibilities prescribed in the Act and associated [Allocation Principles 2014](#) and/or Grant Principles. The Act, Allocation Principles and Grant Principles are available on the Australian Government Federal Register of Legislation [website](#).

You should note that, subject to certain thresholds, *Building Code 2016* (the Code) and the Australian Government Building and Construction WHS Accreditation Scheme (the Scheme), may apply to the proposed capital works project. Any requirements will be reflected in the Deed of Agreement.

Information about the Code can be found on the Department of Jobs and Small Business website at <https://www.jobs.gov.au/abcc-and-building-code>.

Information about the Scheme can be found on the [Federal Safety Commissioner](#) website.

#### 10.1.2 Ownership of land

If the land on which the project will be developed is not owned by the applicant (ie. a leasing arrangement is in place), funding will be provided to applicant only where the lessor of the land agrees to the proposal and guarantees the continued operation of the premises as a residential care service.

These conditions will form part of the Deed of Agreement and Conditions, and require a separate Deed of Acknowledgement between the lessor and the Commonwealth.

### 10.2 How we pay the grant

We will make payments according to an agreed schedule set out in the grant agreement (Condition of Grant).

Each grant agreement will state the:

- maximum grant amount to be paid
- any financial contributions you must make

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

Payments are subject to satisfactory progress on the grant project. Grants are paid in instalments on the achievement of development and construction milestones and the provision of documentary evidence of their achievement. Copies of supplier invoices may be required to demonstrate expenditure.

The payment of milestone instalments is processed by the Community Grants Hub on behalf of the Department.

### 10.3 Grants Payments and GST

Grant instalment payments will be GST inclusive.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).<sup>6</sup> We do not provide advice on your particular taxation circumstances.

## 11. Announcement of grants

The name, address and total grant offered for each successful grant applicant will be published on the Department's website as part of the 2020 ACAR results.

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

**Please note:** In addition, unless you have indicated otherwise in the Endorsement of Application section of your Part A form, if successful, your Proposal snapshot information (Part B: Q 1.2) will be made publicly available, and your contact details will be provided to your relevant parliamentary representative.

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

You should let us know if anything will significantly affect your grant project or organisation.

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

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

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

### 12.2 Reporting

Under the Conditions of Grant, you are required to make periodic reports to the Community Grants Hub on the progress of the capital works project for which the grant was allocated.

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<sup>6</sup> <https://www.ato.gov.au/>

### **12.2.1 Progress reports**

Progress reports must detail:

- progress against agreed project milestones
- include evidence of your progress towards completion of agreed activities and outcomes
- anticipate when future grant agreement milestones will be met
- show the total eligible expenditure incurred to date, including your contribution to project costs, and
- be submitted by the report due date.

Progress reports must be submitted every six months from when the grant agreement is signed until the completion date of the project. The submission of progress reports is not linked with milestones payments.

You must discuss any reporting delays with the Community Grants Hub as soon as you become aware of them.

### **12.2.2 Audited financial report**

Within three months of the completion date of the project, you are required to submitted an audited financial report to the Community Grants Hub. The audited financial report will verify that you spent the grant in accordance with the grant agreement.

## **12.3 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. A grantee can apply to the Secretary at any time to vary a condition attached to the Agreement. It is the grantee's responsibility to apply for a variation prior to breaching any grant condition.

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

Variations are a decision under the Act in accord with the provisions of Section 73-4 and 73-5.

## **12.4 Breach of the Conditions of grant**

Where the Conditions of Grant are not met, the Secretary may vary or revoke the grant. The grantee will be given an opportunity to make a submission on the matter before any decision to vary or revoke a grant is made.

## **12.5 Compliance visits**

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

## **12.6 Record keeping**

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

## **12.7 Evaluation**

The program may be evaluated as part of the close monitoring, review and refinement incorporated in the Government's ten year plan for aged care reform.

## **12.8 Acknowledgement**

The financial support from the Commonwealth must be acknowledge using the words:

'This [name of grant activity or project/services] was built with the assistance of the Australian Government.'

This requirement is outlined in the grant agreement.

## 13. Probity

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

These guidelines may be changed from time-to-time by the Department. When this happens, the revised guidelines will be published on the Department's website.

### 13.1 Enquiries and feedback

Any questions you have about grant decisions for this grant opportunity should be sent to [ACAR@health.gov.au](mailto:ACAR@health.gov.au).

If you do not agree with the way the Department has handled your complaint, you may lodge your complaint with the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### 13.2 Conflicts of interest

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

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer [or member of an external panel]
- 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 because the organisation receives a grant under the grant program/ grant opportunity.

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

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

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

The Conflict of Interest policy is available on the [Australian Public Service Commission's website](#).

### 13.3 Privacy

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

- what personal information we collect



- why we collect your personal information
- who we give your personal information to.

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

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

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

### 13.4 Confidential Information

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

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

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

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

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

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

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

### 13.5 Freedom of information

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



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

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

By mail: Freedom of Information Coordinator

*FOI Unit*

*Department of Health*

*GPO Box 9848*

*CANBERRA ACT 2601*

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

## 14. Glossary

| Term                      | Definition  |
|---------------------------|---|
| administering entity      | when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.  |
| Aged Care Approvals Round | The Aged Care Approvals Round (ACAR) is a competitive application process that enables prospective and existing Approved Providers of aged care to apply for a range of new Australian Government funded aged care places (residential care and Short-Term Restorative Care places) and financial assistance in the form of a capital grant for eligible providers. |
| assessment criteria       | are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.  |
| commencement date         | the expected start date for the grant activity.   |
| completion date           | the expected date that the grant activity must be completed and the grant spent by.   |
| date of effect            | can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.  |
| decision maker            | the person who makes a decision to award a grant.   |
| designated use period     | is the specified period after project works are completed that the grantee must continue to deliver residential care at the service. The Department will consider the inclusion of a designated use period in the grant agreement on a case-by-case basis.  |

| Term   | Definition   |
|--|--|
| eligibility criteria   | refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.   |
| Commonwealth entity  | a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.  |
| <a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a> | establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.  |
| grant  | for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> <li>a. under which relevant money<sup>7</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>8</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul> |
| grant activity/activities  | refers to the project/tasks/services that the grantee is required to undertake.  |
| grant agreement  | sets out the relationship between the parties to the agreement, and specifies the details of the grant.  |
| <a href="#">GrantConnect</a>                                     | is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.   |
| grant opportunity  | refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.  |

<sup>7</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>8</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

| Term  | Definition  |
|---|---|
| grant program   | a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.  |
| grantee   | the individual/organisation which has been selected to receive a grant.   |
| residential aged care                                 | <p data-bbox="671 524 1374 636">Residential aged care in Australia is subsidised by the Commonwealth Government and is governed by the <i>Aged Care Act 1997</i> (the Act).</p> <p data-bbox="671 674 1394 869">Residential aged care provides a range of care options and accommodation for older people who are unable to continue living independently in their own homes. The type of care provided ranges from personal care to assist with activities of daily living through to nursing care on a 24-hour basis.</p> |
| Rural, Regional and Other Special Needs Building Fund | The <i>Rural, Regional and Other Special Needs Building Fund</i> is a capital grants program which addresses this issue. The Fund specifically supports access to residential care and continuity of care in a region or area, or for a Special Needs Group, where access would otherwise be at risk.   |
| selection criteria                                    | comprise eligibility criteria and assessment criteria.  |
| selection process                                     | the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.  |