Australian Government

Department of Health

INDIGENOUS AUSTRALIANS' HEALTH PROGRAMME:

PRIMARY HEALTH CARE SERVICES

INVITATION TO APPLY (ITA) H1516G010

Information for Applicants

Closing Date & Time

Applications must be submitted by **2pm** Canberra time on **Wednesday 9 March 2016**.

Enquiries

All enquiries should be directed in writing to Grant.ATM@health.gov.au. Clarification questions should be received no later than five working days prior to the closing date.

Applicants must complete a separate application form for each region in which they are applying to deliver services.

Applicants may be interested in applying for funding under H1516G011 – Indigenous Australians' Health Programme – New Directions – Mothers and Babies Services. Further information can be found on the department's Tenders and Grants webpage.

This document must be read in conjunction with the Indigenous Australians' Health Programme Guidelines.

Addenda

Addendums will be posted to the Tenders and Grants site of the Department of Health Internet site. The same Addendums will only be sent to email addresses that have been registered to download the ITA documentation through the Tenders and Grants site of the Department of Health Internet site. It is the responsibility of the users to ensure their email addresses are correct and are monitored for the entire ITA open period.

How to Lodge

Email

Email to: Grant.ATM@health.gov.au

Note: If your application exceeds 20MB, please email application attachments separately. Do not zip or password protect your application or attachments.

The application should be submitted in Microsoft Word 2010 compatible document in Times New Roman font size 12. Attachments and images (charts) do not need to be provided in Times New Roman font.

Applicants **must** submit their funding application using the format outlined within Part D of this ITA. Applicants are responsible for ensuring that their application is completed accurately and meets all Eligibility Requirements. It is suggested that you retain a copy of your application for your records.

You may not alter the substance of your application following its submission, except if you discover an error in your application, in which case, you should email Grant.ATM@health.gov.au immediately. The Department of Health (the department) may seek information from you to clarify any aspect of your application, but it is not required to do so.

Receipt of Applications

After submitting your application, please ensure you receive a confirmation email. If you do not receive a confirmation email from the department, please call 02 6289 5600 within 48 hours of submitting your application (or question).

Late Applications

The department will normally only accept a late application if it is the direct result of mishandling by the department. In all other circumstances, in the interests of fairness, the department reserves the right to accept late applications. In considering whether it would be fair to accept a late application, the department will take into account the degree of lateness, whether the cause of the lateness was beyond the applicant's control and such other facts as it considers relevant.

The department may also ask the applicant to provide evidence to support its claims regarding the reasons for late submittal. If the applicant considers that their application will be late they should notify the contact officer prior to the closing time advising of the circumstances for the lateness. The chair of the assessment committee will take the reasons into consideration when deciding whether or not to accept the late application.

Contact Officer

All enquiries relating to this Invitation to Apply for Funding should be directed via email to Grant.ATM@health.gov.au by **2pm Canberra time on Wednesday 2 March 2016**.

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PART A - GENERAL INFORMATION FOR APPLICANTS

1. Funding Round Overview

The Australian Government is seeking applications for funding to continue provision of Primary Health Care Services Activity under the Indigenous Australians' Health Programme in the regions specified in Table 1 below **and in Part D Section 7**. The Australian Government is providing $32.9 million over two years, (2016/2017 to 2017/2018), for this Primary Health Care Services Activity. The policy overview for this Primary Health Care Services Activity is outlined in the Indigenous Australians' Health Programme Guidelines.

Table 1 shows indicative annual funding allocations for each of the regions (based on existing funding arrangements) that are the subject of this funding round. A list of communities currently receiving services under the Primary Health Care Services in each region can be found in **Part D Section 7**.

Table 1: Indicative funding by region

Region	Indicative Funding 2016-17 (GST Excl. Excludes indexation)	Indicative Funding 2017-18 (GST Excl. Excludes indexation)	Total Indicative Funding 2016-17 to 2017-18 (GST Excl. Excludes indexation)
Country WA	$2,259,819	$2,259,819	**$4,519,638**
Hunter New England and Central Coast*	$3,011,079	$3,011,079	**$6,022,158**
Nepean Blue Mountains	$604,548	$604,548	**$1,209,096**
North Coast*	$805,603	$805,603	**$1,611,206**
Northern Qld*	$179,348	$179,348	**$358,696**
Perth South	$1,201,611	$1,201,611	**$2,403,222**
South Eastern NSW	$484,538	$484,538	**$969,076**
Tasmania (North Western)*	$454,540	$454,540	**$909,080**
Tasmania (Southern)*	$67,225	$67,225	**$134,450**
Western Qld*	$7,268,283	$7,268,283	**$14,536,566**
Western NSW	$123,027	$123,027	**$246,054**

* Funding in this region is also available under the Indigenous Australians' Health Programme – Indigenous New Directions Mothers and Babies Services. Refer to the department's Tenders and Grants webpage for details.

Please note that the indicative funding allocations above are based on current agreements with existing providers, which cease on 30 June 2016. The information about regions and communities (listed in Part D, Item 7) serviced are to be used by applicants as a guide to the areas their application must cover. Any proposed changes to currently serviced communities within each region should be addressed in the applicant's response to the Selection Criteria, including the impact of withdrawing services from any communities.

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

2. Programme Purpose, Outcomes and Objectives

The Indigenous Australians' Health Programme aims to improve the health of all Aboriginal and Torres Strait Islander people through a variety of targeted activities focused on local health needs that are designed to achieve health equality between Indigenous and non-Indigenous Australians.

The purpose of the Primary Health Care Services Activity is to improve access for Aboriginal and Torres Strait Islander people to effective and high quality health care services essential to improving health and life expectancy, and reducing child mortality. It also aims to build a health system that continually improves quality and is responsive to the health needs of Indigenous Australians.

The objectives of the Primary Heath Care Activity are to enable Aboriginal and Torres Strait Islander people to receive primary health care that they need, when and where they need it, to support Aboriginal and Torres Strait Islander people to better manage their health conditions in the community and prevent disease and hospitalisation, and to provide the supporting infrastructure to facilitate health care organisations to provide effective and efficient care.

The outcome of Primary Health Care Services funding is access for Aboriginal and Torres Strait Islander people to effective, culturally appropriate health care services in urban, regional, rural and remote locations. This Activity contributes to closing the gap in life expectancy within a generation and to halving the gap in mortality rates for Indigenous children under five within a decade.

3. Funding Timeframes

The department anticipates that successful applicants will be selected and offered grant agreements in or around April or May 2016.

The department may not notify unsuccessful applicants until it has executed grant agreements with the successful applicants.

The funding period will commence on 1 July 2016 and run for two financial years. Funds made available under the Indigenous Australians' Health Programme for the Primary Health Care Services activity must be expended by the end of the funding period.

When will Funding be made Available?
The first payment of funding to the successful Applicants will occur in accordance with the executed Schedule to the Department of Health's Funding Agreement.

4. What entities will be Funded?

Applications are encouraged from a wide range of non-government and government entities that have demonstrated strong financial accountability for the use of government funds and have no previous record or history of non-compliance with contractual obligations.

The applicant's legal status must be one of the following:

- 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 *Corporations Act 2001 (Commonwealth of Australia)*;
- Partnership;
- Trustee on behalf of a trust;
- Australian Local government body; or
- Australian State/Territory government.

The department recognises that, where appropriate, some organisations could form consortia or partnerships to deliver activities. If submitting a joint application for funding or submitting on behalf of a consortium / collaboration, a member entity or a newly created entity must be appointed as the lead entity. Only the lead entity will enter into and be responsible for any subsequent contractual relationship with the department.

The lead entity must complete the Application Form and identify all other members of the proposed consortium in Part D, Section 2 and attach any letter(s) of support covering the requirements set out in Part C, Section 1.

5. What activities and items are eligible for funding?

In keeping with a holistic approach to Aboriginal and Torres Strait Islander health care services the Primary Health Care Services Activity provides funding for clinical, population health and organisational and clinical support services.

Organisations undertaking Primary Health Care Services activities will be funded to provide Aboriginal and Torres Strait Islander people with access to:

- clinical services including:
    - the diagnosis, treatment of acute illnesses, emergency primary health care, management of chronic conditions, specific interventions such as eyes, ears and oral health activities, health crisis intervention and referral;
- population health activities including:
    - antenatal care services may include: providing advice about healthy eating and physical activity; referrals to other health services; referrals to support services; referrals to specialists; parenting advice; social and emotional wellbeing; and antenatal consultations;
    - postnatal care services may include: breastfeeding support/information; parenting advice about providing supportive and nurturing healthy environments, nutrition and healthy eating support; and midwife consultations;
    - child health services may include: child health and development checks; breastfeeding support; hearing screening; provision of parenting advice to mothers and families with children up to five years of age; and responses to identified social and developmental health needs through referral to support services as well as early intervention services, improved linkages and collaboration with a range of early childhood services;

- child and adult immunisation;
- health assessments may be conducted for: diabetes, sexually-transmissible infections, cardio-vascular and renal diseases etc.;
- health promotion activities may include: nutrition, tackling smoking, physical activity, sexual health, blood borne viruses, holistic health services, women's health services, men's health services, harm and injury reduction activities;
- client/community assistance and advocacy on health-related matters;
- activities that support service delivery including:
  - access to secondary and tertiary health services and community services which may include: outreach, aged care and disability services;
  - system-level improvements to enhance service quality, and CQI such as Plan Do Study Act cycles, process mapping, clinical audits; training in CQI activities, including quality use of data systems for improvement and managing and leading change;
  - activities contributing towards higher standards of practice management, CQI and delivery of multi-disciplinary care;
  - strengthening organisational and governance capacity;
  - maintaining systems to support clinical and organisational accreditation;
  - establishing and strengthening partnerships and collaboration at the local, regional and national level to support, for example, cross-sectoral, holistic integrated care pathways;
  - monitoring, evaluation and research including collection and reporting of national key performance indicators and other data;
  - using patient and service data for planning activities, targeting patient care and reporting and accountability to their respective communities and governments.
  - development and dissemination of information including promotion of innovation and good practice;
  - information and computer technology;
  - development, employment and enhancement of workforce capacity;
  - transport services supporting access to primary health care; and
  - provision of health equipment, its insurance and maintenance.

Applicants should apply evidence-based and evidence-led approaches in the delivery of activities where possible; noting that not all approaches to health care can be evidence-based.

Applicants should also note that the concept of health in many Aboriginal and Torres Strait Islander communities is a holistic one which incorporates physical, social, emotional and cultural wellbeing.

6. What activities and items will **not** be funded?

Funding will **not** be provided for the following activities:

- social and emotional wellbeing counsellors;
- specialised drug and alcohol support services;
- surgical procedures (not including minor GP surgical procedures);
- hospital-based emergency care and/or medical evacuations;
- projects and activities that duplicate existing resources or initiatives;
- major capital projects; and
- research projects.

This is not an exhaustive list and other activities may not be funded at the discretion of the Approver.

7. Funding Agreement

Successful applicants will be required to enter into a Funding Agreement or Deed of Variation to an existing Funding Agreement with the Commonwealth (represented by the Department).

The Head Agreement for Multi Project Funding Terms and Conditions at **Attachment A** as updated from time to time will form the basis of the funding agreement offered by the department to successful applicants. Supplementary Conditions, which will override and/or amend and/or impose additional terms to the Head Agreement for Multi Project Funding, may be included.

The Schedule/s to the Funding Agreement will provide a detailed description of the activity/ies to be provided. These details will be based on the information provided in the application and negotiations between successful applicants and the department. Funding payments will be based on ongoing satisfactory performance in line with the agreement.

8. Insurance

Successful applicants will be required to take out and maintain, for the period specified in the funding agreement, all types and amounts of insurance necessary to cover the obligations of the organisation in relation to the activity.

Where the department deems appropriate, additional insurance requirements may be specified in the funding agreement.

9. Department's 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.

10. Grant Recipient's Reporting Requirements

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

- National Key Performance Indicator (NKPI) – six monthly;
- Online Services Report (OSR) – annually;
- Statement of income and expenditure – six monthly;
- Performance report – six monthly; and
- Final report – at end of funding period.

A list of the National Key Performance Indicators can be found on the Australian Institute of Health and Welfare's (AIHW) METeOR Metadata online registry webpage.

The On-line Services report (OSR) Data Collection Instrument 2012-13 is available on the AIHW webpage.

The information from the above reporting is aggregated and made available through the Australian Institute of Health and Welfare in the following national reports:

- [National Key Performance Indicators for Aboriginal and Torres Strait Islander primary health care national results](); and
- [Aboriginal and Torres Strait Islander health organisations: Online Services Report]().

PART B - ASSESSMENT OF APPLICATIONS

1. How Will Applications for Funding Be Assessed?

This is an open competitive grant round, with eligible applications being assessed against the assessment selection criteria and then prioritised against other eligible applications for the available funding.

Assessment Committee

An Assessment Committee will be established by the department to assess applications against the assessment criteria and shortlist applicants in accordance with the Funding Assessment Plan. The Assessment Committee will consist of officers from the department.

The assessment process will be undertaken in two stages as outlined below. Applications will also be assessed to ensure they deliver best value with relevant money.

Where higher than expected number of applications are received, assessment surge teams can be utilised for the appraisal of application.

Table 2: Assessment Committee Members

Role	Position	Branch
Chairperson	Senior representative of the Grants Assessment Section	National Programme Grants Branch
Member	Representative of the Grants Assessment Section	National Programme Grants Branch
Member	Representative of Indigenous Health Division	Strategy and Evidence Branch
Member	Representative of Regional Services Grants Branch	Grant Services Division

Table 3: Advisers (Non-Voting)

Role	Position	Division
Probity Adviser	Qualified representative of Grants Services Division	Grants Services Division
Indigenous Adviser	Technical Expert	To be confirmed

Assessment Process

The assessment process will be undertaken in two stages. Applications will also be assessed to ensure they deliver best value with relevant money.

Stage 1 - Eligibility Criteria

Each applicant should satisfy all of the Eligibility Criteria at Part D, Section 1 of the application in order to be considered for funding under this funding round. Applications that do not satisfy the Eligibility Criteria may not proceed to Stage 2 and be considered

further by the Assessment Committee against the Selection Criteria. However, the department may seek clarifying information about an applicant's eligibility.

Stage 2 - Selection Criteria
The Assessment Committee will undertake assessment of applications and will consider the applicant's response to each selection criterion specified in using the scale outlined in Table 4.

Each of the Selection Criteria has equal value - none is ranked higher than another. The overarching intention is to achieve grant programme outcomes and value with relevant money.

To assist with the assessment, the department may seek clarifying information about any aspect of an application. Potential funding recipients will be notified by email or post where further information is required.

Table 4: Ten-point rating scale to be used against the selection criteria

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria exceeds expectations. Additional evidence is available and confirms consistent superior performance against this criterion.	9-10
Good – response to this criterion, addresses all or most sub-criteria to a higher than average standard. Some additional evidence is available and confirms good performance against this criterion.	7-8
Average – response against this criterion, meets most sub-criteria to an average but acceptable level. Some additional evidence is available and provides some support for claims against this criterion.	5-6
Poor – poor claims against this criterion but may meet some sub criteria. Additional information available may be lacking detail and/or not directly relevant to the criterion.	2-4
Does not meet criterion at all – response to this criterion does not meet expectations or, insufficient or no information to assess this criterion. Little or no additional evidence available.	0-1

Only applications that receive an **overall** weighted score of "Good (score of 7-8)" or above may be recommended for funding.

The assessment against the selection criteria will be used to identify those applicants with the capability to best meet the policy priorities of the grant programme.

Value with Relevant Money
All applications will be assessed to ensure that they deliver value with relevant money. Successful projects must provide value with relevant money, demonstrate efficient use of funds, and utilise resources to achieve the aims and objectives of the activity/ies.

Value with relevant money will be assessed by considering the way in which the following matters are addressed in the application:
- the alignment of the application with the objective and outcomes of the programme;
- the applicants' capacity to fulfil the activity requirements;
- past performance in undertaking similar funding agreements;

- evidence that the application clearly supports key Indigenous service delivery principles, as outlined in the *National Aboriginal and Torres Strait Islander Health Plan (2013-2023)* and *National Indigenous Reform Agreement,* including:
    – the principle of Aboriginal and Torres Strait Islander community control and engagement; and
    – Engagement with Aboriginal and Torres Strait Islanders has been central to the design and delivery of programmes and services.
- whole of activity costs in relation to the deliverables and their contribution to achieving programme outcomes;
- the degree to which identified risk associated with the activity is managed effectively; and
- any efficiencies outlined in Criterion 8 in Section 3.

Other factors

In assessing an application, the Assessment Committee may consider the applicant's financial viability and the risk of the application, and may use material included in response to one criterion in the assessment of other criteria.

The Assessment Committee may seek information about any applicant from any other source, including from within the Commonwealth, whether or not the individuals or organisations contacted are nominated as referees by the applicant.

The Assessment Committee may also consider information about the applicant that is available through the normal course of the department's business.

If the assessment process identifies unintentional errors of form in an application, the applicant may be contacted to correct or clarify the errors, but they will not be permitted to make any material alteration or addition.

Oversubscription / undersubscription

In the event that the funding round is oversubscribed, applications will be shortlisted against the value with relevant money considerations in Part B, Section 1.

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

The Approver

The Approver for this funding round is the First Assistant Secretary for Indigenous Health Division. The Approver considers whether the application will make an efficient, effective, ethical and economical use of Australian Government resources, as required by Commonwealth legislation, and whether any specific requirements will need to be imposed as a condition of funding.

Notification of application outcomes

The department will offer grant agreements to preferred applicants following a decision by the Approver.

Unsuccessful applicants may not be notified until the Commonwealth has entered into grant agreements with successful applicants. Unsuccessful applicants will be notified in writing and will be given the opportunity to request feedback on their applications.

Feedback on applications

Unsuccessful applicants may request feedback on their applications from the department within a period of six months of being advised of the outcome. The department will provide feedback in writing within one month of receiving a request for feedback. The department reserves the right to not provide individualised feedback for each application in a grant funding round and may choose to offer general feedback. The process for seeking feedback will be outlined in the written notification to unsuccessful applicants.

PART C - HOW TO APPLY FOR FUNDING

1. Completing the Application Form

Applications for funding must be submitted on the application form in Part D.

The declaration in the application form must be signed by a person authorised to act on behalf of the applicant.

The application form must be completed in English.

If the applicant is a non-government or private sector organisation that has not previously received funding from the department, they must include in the application:

- one (1) copy of the organisation's Certificate of Incorporation; and

- one (1) copy of the organisation's financial statements (preferably audited) for the previous financial year. The department may ask for further information about the applicant's financial viability.

Applications from Consortia

If submitting a joint application for funding or submitting on behalf of a consortium/collaboration, the application should include a letter of support from each additional organisation (apart from the lead applicant) involved in the proposal. Each letter of support should include:

- an overview of how the organisation will work with the lead organisation and any other organisation(s) to support the successful completion of the activity and confirmation of agreement to the lead;
- an outline of the relevant experience and/or expertise the organisation will bring to the activity team;
- the roles/responsibilities the organisation will undertake, and the resources it will contribute (if any);
- details of a nominated management level contact officer; and
- details of the lead organisation.

2. Complete the Application Checklist

Before submitting an application, complete the following checklist to ensure that the application is complete.

Before You Begin

☐   Read this Invitation to Apply for Funding (including Part E "Frequently Asked Questions" and the Programme Guidelines).

☐   Ensure that you understand the Eligibility Criteria set out in Part D, Section 1 and the Selection Criteria set out in Part D, Section 3.

Completing the Application

☐   Use the template application form in Part D and complete every section.

☐   Complete the application form in English.

☐   Include a statement declaring any actual, potential or perceived Conflicts of Interest either in the process to develop the application, or that would exist if the applicant were successful, in Part D, Section 2.

☐   Indicate that the applicant makes the acknowledgements in Part D, Section 8 of the application form "Acknowledgements" by selecting 'YES'.

☐   Complete and sign the Declaration in Part D, Section 9 of the application form (Note: The Declaration must be signed by an authorised representative of the applicant).

Submitting Your Application

☐   Check that each Section of the application form is complete.

☐   Where an applicant has an existing Funding Agreement in place with the department, details must be included in the application under Part D, Sections 2 & 5.

Attach the following documents to your application:

      ☐ one (1) copy of the organisation's Certificate of Incorporation; and
      ☐ non-government applicants that have not previously received funding from the department should also include one (1) copy of the organisation's financial statements (preferably audited) for the previous financial year. The department may ask for further information about the applicant's financial viability.

For applicants submitting a joint/consortium application:

☐   Ensure that the nominated lead organisation (the applicant) is a legal entity capable of entering into a funding agreement with the department.

☐   Attach to the application a letter of support from each of the joint/consortium applicant organisations. Ensure that each letter of support includes the information required by Part C, Section 1.

Submitting an Application

Submit the application for funding in accordance with the methods on the cover page of the Invitation to Apply for Funding.

The applicant is responsible for ensuring that the application is completed accurately.

The applicant may not alter the substance of an application following submission. If there is an error in a submitted application, you should inform the department immediately in writing by email to Grant.ATM@health.gov.au. The department may, at its discretion, choose to seek information to clarify any aspect of the application.

Retain a Copy of the Application

It is recommended that you retain a copy of your application for record keeping purposes.

Taxation Implications

Applicants are responsible for ensuring compliance with appropriate taxation legislative requirements.

For general guidance on the taxation treatment of grants and funding from the Commonwealth, applicants may wish to refer to the Australian Tax Office website. However, applicants are advised to seek independent advice from a taxation professional on how funding provided under this programme would be treated for tax purposes.

Complaints Handling Process

The department's Complaints Handling Process can be found on the Grant and Procurement Complaints Procedures webpage.

PART D - APPLICATION FORM

All applications should be submitted on the following form.

ALL sections of the application form should be completed.

1. ELIGIBILITY CRITERIA

Applicants **should** satisfy **all** the following **Eligibility Criteria** in order to be considered for funding under this funding round.

Applications **may not be** further assessed if they do not satisfy the Eligibility Criteria.

1. The application must be completed in English using this application form.

2. Applicants must complete one Application Form for **each** region/activity (see Table 1) in which they are applying to deliver services

3. The Declaration is signed (Part D, Section 9) and Acknowledgement (Part D, Section 8) is completed.

4. The applicant's legal status is one of those specified in Section 2 (and a certificate of incorporation is attached, if necessary).

5. The applicant is an eligible entity as per Part A, Section 4.

6. The communities to be serviced within the region that is the subject of each application must be clearly identified in Part D, Section 2 of this Application Form (refer to Part D, Section 7 for a list of communities in each region).

Please note:
Selection Criterion 8 of Part D, Section 3, provides the opportunity to demonstrate efficiency gained by applying for **more than one region or activity** (i.e. New Directions – Mothers and Babies Services and Primary Health Care Services Activity).

2. APPLICANT DETAILS

1. What is the title of the Activity?

[Enter your response here]

2. Organisation entity type

Please indicate which of the following entity types describes your organisation:

- 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 Corporations Act 2001 (Commonwealth of Australia);
- Partnership;
- Trustee on behalf of a trust;
- Australian Local government body; or
- Australian State/Territory government.

[Enter your response here]

3. What is the legal name of your organisation?

This is the name that appears on all official documents and legal papers. It may be different to the trading name.

[Enter your response here]

4. What is the trading name of your organisation?

This is the name under which your organisation trades or provides services.

[Enter your response here]

5. Does your organisation have an Australian Business Number (ABN)?

[Enter your ABN here, if yes, otherwise enter no]

6. Has your organisation previously been funded by the Department of Health?

[Enter your response here]

If you responded "Yes" at Q6 provide either the name of the funding and/or the area from which you received the funding(s) (if applicable).

Grant Programme Name	Project Name	Total Value of Funding $ (excluding GST)	Project period
[Enter grant name here]	[Enter project name here]	[Enter total value of funding, excluding GST, here]	[Enter start and end dates of project here]

Grant Programme Name	Project Name	Total Value of Funding $ (excluding GST)	Project period
[Enter grant name here]	[Enter project name here]	[Enter total value of funding, excluding GST, here]	[Enter start and end dates of project here]
[Enter grant name here]	[Enter project name here]	[Enter total value of funding, excluding GST, here]	[Enter start and end dates of project here]
[Enter grant name here]	[Enter project name here]	[Enter total value of funding, excluding GST, here]	[Enter start and end dates of project here]

7. Is your organisation registered with the Australian Charities and Not-for-profits Commission?

[Enter your response here]

8. What is your organisation's physical address?

Enter the contact person's address if your organisation does not have its own registered address.

The physical address must <u>not</u> be a PO Box.

[Enter your physical address here]

9. What is the postal address of your organisation?

[Either enter same as above or enter your postal address here]

10. Is your organisation registered for GST?

[Enter your response here]

11. Who are the authorised Contact Persons for this application?

Required Information	Preferred contact	Alternate contact
Title	[Enter preferred contact's title here]	[Enter alternate contact's title here]
First name	[Enter preferred contact's first name here]	[Enter alternate contact's first name here]
Last name	[Enter preferred contact's last name here]	[Enter alternate contact's last name here]
Position in organisation	[Enter preferred contact's position here]	[Enter alternate contact's position here]
Telephone number	[Enter preferred contact's telephone number here]	[Enter alternate contact's telephone number here]
Mobile number	[Enter preferred contact's mobile number here]	[Enter alternate contact's mobile number here]
Business email address	[Enter preferred contact's business email address here]	[Enter alternate contact's business email address here]

12. Joint/Consortia Applications (if applicable)

List the legal name, ABN and role of each member of the consortium and attach signed letters of support for the project from each member. Letters should cover the elements listed in Part C, Section 1.

[Enter your response here]

13. Activity Name and Brief Description

Provide a brief description (maximum 100 words) of each activity:

[Enter the name of your activity/ies here]

14. List the communities you will service as part of this application

Clearly identify the communities you will service within the region that is the subject of this application. A list of communities in each region is at Part D, Section 7. Your application may identify all or some of the communities listed for one or more of the regions.

[Enter your response here]

15. Applicant's Main Business Function

Provide a brief description (maximum 300 words) of the applicant's main area of operations and relevant experience and expertise that demonstrates their capacity to deliver the activity and contribute to achieving the associated outcome(s).

[Enter your response here]

16. Are you aware of any perceived or actual Conflict of Interest that may arise by submitting this application?

[Enter yes or no here]

If YES, describe the conflict/s of interest that may occur from submitting this application.

[Enter your response here]

17. Other Sources of Funding

Does the applicant (or any potential consortium partner) **receive** funding for the activities that are the subject of this application from any other organisation or government department? Has the applicant (or any potential consortium partner) **applied** for funding for the activities that are the subject of this application from another organisation or government department? Is the applicant receiving funding from other government agencies including other Commonwealth agencies and state and territory governments?

[Enter yes or no here]

If YES, provide details of all funding sources, including the name of the funding source, the amount of funding, the start and end dates of the funding, a brief description of what the funding is for and the funding outcomes sought at Part D, Section 5.

18. Referees

Required Information	Referee 1	Referee 2
Name:	[Enter name of first referee here]	[Enter name of second referee here]
Company:	[Enter company where first referee works here]	[Enter company where second referee works here]
Position/Title:	[Enter position of first referee here]	[Enter position of second referee here]
Phone Number:	[Enter telephone number of first referee here]	[Enter telephone number of second referee here]
Email:	[Enter email address of first referee here]	[Enter email address of first referee here]
Relationship to Applicant, (e.g. name of previous projects etc.)	[Enter relationship between the applicant and first referee here]	[Enter relationship between the applicant and second referee here]

3. SELECTION CRITERIA

Applicants should address **all** selection criteria. All selection criteria are weighted equally. The response to each selection criterion is limited to a maximum of 500 words.

SELECTION CRITERION 1:

Provide a detailed description of the activities your organisation will undertake and explain how the activities align with the objectives of the Primary Health Care Services Activity.

[Enter your response here]

SELECTION CRITERION 2:

Provide details of your organisation's capacity and experience in successfully delivering similar activities within budget and planned timeframes including details of proposed governance arrangements throughout the grant funding period.

[Enter your response here]

SELECTION CRITERION 3*:*

Explain how your organisation will measure the effectiveness of its grant Activity in contributing to the outcomes and objectives of the Primary Health Care Services Activity.

[Enter your response here]

SELECTION CRITERION 4:

Outline how your organisation will identify and manage risks to the effective delivery of services under the grant Activity, including those relating to:
- **governance;**
- **performance management;**
- **issues management;**
- **viability;**
- **financial management; and,**
- **cultural accountability.**

[Enter your response here]

SELECTION CRITERION 5:

If the Primary Health Care Services Activity in the region you are applying for was previously undertaken by another organisation, provide a high level establishment and transition plan that demonstrates how your organisation will ensure primary health care service continuity, including details of tasks and milestones with indicative timeframes. If you are currently delivering this Activity in the region you are applying for, answer "N/A"

[Enter your response here]

SELECTION CRITERION 6:

Identify the region and communities for service delivery and demonstrate your organisation's understanding of the health needs, both existing and emerging, of Aboriginal and Torres Strait Islander people in the communities to be serviced under the grant Activity.

[Enter your response here]

SELECTION CRITERION 7:

Provide details of how your organisation will involve local Aboriginal and Torres Strait Islander people in the design and delivery of the Primary Health Care Services Activity.

[Enter your response here]

SELECTION CRITERION 8:

Describe any efficiencies that your organisation can achieve in relation to delivery of the Activity (if you are applying for funding in multiple communities and regions or for both Primary Health Care Services and New Directions, for example with staffing efficiencies and shared administration costs).

[Enter your response here]

4. PERFORMANCE INDICATORS

Complete the table below for your proposed project.

*Table 5: Performance Indicators**

Key Performance Indicators (KPI)	Proposed date/s for delivery	Activity Outcomes	Activity Outcome Measure
What key services, activities or products will you deliver? (Provide 5 measurable indicators or outputs from the nKPIs*)	When will this be done by?	What do you expect will change as a result of this Activity?	How will you measure what has changed?
[enter KPI here]	[enter delivery date/s here]	[enter activity outcomes here]	[enter activity outcome measure here]
[enter KPI here]	[enter delivery date/s here]	[enter activity outcomes here]	[enter activity outcome measure here]
[enter KPI here]	[enter delivery date/s here]	[enter activity outcomes here]	[enter activity outcome measure here]
[enter KPI here]	[enter delivery date/s here]	[enter activity outcomes here]	[enter activity outcome measure here]
[enter KPI here]	[enter delivery date/s here]	[enter activity outcomes here]	[enter activity outcome measure here]

* Note: Refer to Part A, Section 10, for national Key Performance Indicators for Aboriginal and Torres Strait Islander health care.

5. ACTIVITY FUNDING FROM ALL SOURCES

Complete Table 6 – Current Funding Sources below.

Organisations responding to this Invitation to Apply for Funding are required to state in their applications current sources of funding including those provided by other Commonwealth agencies and state and territory governments. Applicants must specify the name of the funding entity, funded period, amount of funding and activities for which funding is being provided.

Table 6: Current Funding Sources

Funding Source	Activity	Funding period	Total funding (\$ GST excl.)
[Enter name of funding source here]	[Enter description of activity here]	[Enter funding period here]	[Enter total funding here]
[Enter name of funding source here]	[Enter description of activity here]	[Enter funding period here]	[Enter total funding here]
[Enter name of funding source here]	[Enter description of activity here]	[Enter funding period here]	[Enter total funding here]
[Enter name of funding source here]	[Enter description of activity here]	[Enter funding period here]	[Enter total funding here]
TOTAL (GST EXCL):			[Enter total funding here]

(Note: The total funding must align with the funding sought in Section 5)

6. INDICATIVE ACTIVITY BUDGET

Complete one indicative budget table for each project. Alignment with the Standard Chart of Accounts (as used below) is preferred. Applicants may add or remove line items as required. All figures should exclude GST.

Table 7: Indicative Activity Budget

MYOB Account Number	Suggested Account Name	2016-2017 (GST exclusive)	2017-2018 (GST exclusive)
4-0000	Income (Heading)		
4-1010	Grants (C'wealth) Operating – Recurrent		
4-1100	Grants – Other		
	Total Income		
6-0000	Expenses (Heading)		
6-0010	Accounting Fees		
6-0020	Advertising & Promotion		
6-0025	Agency Temp Staff		
6-0040	Assets Purchased <$5,000		
6-0050	Audit Fees		
6-0110 to 6-0200	Client Support Services		
6-0210	Client Support Consumables		
6-0220	Computer Expenses		
6-0230	Consultancy Fees		
6-0320	Equipment Hire/Lease		
6-0400	Insurance - General		
6-0410	Insurance - Public Liability		
6-0420	Insurance - Professional Indemnity		
6-0480	Meeting Expenses		

MYOB Account Number	Suggested Account Name	2016-2017 (GST exclusive)	2017-2018 (GST exclusive)
6-0500	Motor Vehicle Expenses		
6-0520	Printing & Stationery		
6-0570	Rent		
6-0590	Repairs & Maintenance		
6-0600 to 6-0649	Salaries & Wages		
6-0680	Telephone & Fax Charges & Internet		
6-0700	Training & Development (Staff)		
6-0720	Utilities		
	Total Expenses		

7. COMMUNITIES SERVICED IN EACH REGION

The following is a list of communities currently serviced under the Primary Health Care Services activity in each region applicable to this funding round.

NEW SOUTH WALES

North Coast
- Tweed Heads and surrounds

Nepean-Blue Mountains
- Hazelbrook
- Katoomba
- Lawson
- Springwood

Hunter New England and Central Coast
- Armidale
- Ashford
- Coledale
- Glen Innes
- Gunnedah
- Guyra
- Inverell
- Moree
- Narrabri
- Quirindi
- Tamworth
- Tenterfield
- Tingha
- Uralla
- Walcha
- Walhallow
- Werris Creek

Western NSW
- Brewarrina

South Eastern NSW
- Batemans Bay
- Bega Valley
- Eden
- Mogo
- Moruya
- Narooma
- Wallaga Lake

QUEENSLAND

Western Queensland
- Alpha
- Aramac
- Barcaldine
- Bedourie
- Birdsville
- Blackall
- Boulia
- Burketown
- Camooweal
- Cloncurry
- Dajarra
- Doomadgee
- Isisford
- Jericho
- Julia Creek
- Jundah
- Karumba
- Longreach
- Mornington Island
- Mount Isa
- Muttaburra
- Normanton
- Stonehenge
- Tambo
- Urandangie
- Windorah
- Winton
- Yaraka

Northern Queensland
- Palm Island
- Mossman
- Kuranda and surrounds

TASMANIA

North Western Tasmania across the Mersey-Leven Community
- Central Coast
- Kentish
- Devonport
- Latrobe
- Meander Valley

Southern Tasmania
- Brighton
- Clarence
- Glenorchy
- Hobart
- Sorell
- Tasman

WESTERN AUSTRALIA

Perth South
- Armadale
- Belmont
- Canning
- Gosnells
- Serpentine-Jarrahdale
- South Perth
- Victoria Park
- Kwinana
- Mandurah
- Murray
- Rockingham
- Waroona

Country WA
- Broome
- Derby-West Kimberley
- Halls Creek
- Wyndham-East
- Kimberley

- Albany
- Augusta-Margaret River
- Beverley
- Boddington
- Boyup Brook
- Bridgetown-Greenbushes
- Brookton
- Broomehill-Tambellup
- Bruce Rock
- Bunbury
- Busselton
- Capel
- Chittering
- Collie
- Corrigin
- Cranbrook
- Cuballing
- Cunderdin
- Dalwallinu
- Dandaragan
- Dardanup
- Denmark
- Donnybrook-Balingup
- Dowerin
- Dumbleyung
- Gingin
- Gnowangerup
- Goomalling
- Harvey
- Jerramungup
- Katanning
- Kellerberrin
- Kent
- Kojonup
- Kondinin
- Koorda
- Kulin
- Lake Grace
- Manjimup
- Merredin
- Moora
- Mount Marshall
- Mukinbudin
- Nannup
- Narembeen
- Narrogin
- Narrogin
- Northam
- Nungarin
- Pingelly
- Plantagenet
- Quairading
- Tammin
- Toodyay
- Trayning
- Victoria Plains
- Wagin
- Wandering
- West Arthur
- Westonia
- Wickepin
- Williams
- Wongan-Ballidu
- Woodanilling
- Wyalkatchem
- Yilgarn
- York

8. ACKNOWLEDGEMENTS

If this application for funding is successful, the applicant acknowledges and agrees:

- that the activity name, brief activity description, the amount of the funding and name of the applicant's organisation may be:

    - included in the department's reporting on the internet in line with the Commonwealth Grants Rules and Guidelines and Senate Orders

    - used by the Commonwealth in media releases and other publications (such as Annual Reports); and/or

    - used to compile a consolidated report.

- that it will be required to provide proof that it has sufficient insurance cover to conduct the proposed activities specified in this application form if requested; and

- that the Standard Terms and Conditions or The Head Agreement for Multi Project Funding Terms and Conditions at **Attachment A** will form the basis of the funding agreement and they are not negotiable. In addition, supplementary conditions may be included in the Schedule to amend, remove or impose additional obligations to those in the relevant terms and conditions.

- The Schedule/s to the Funding Agreement will provide a detailed description of the activity/ies to be provided. These details will be based on the information provided in the application and negotiations between successful applicants and the department. Funding payments will be based on ongoing satisfactory performance in line with the agreement.

Please indicate whether the applicant makes the above acknowledgements.

[Enter YES or NO here]

If NO, please explain why the applicant has not made the above acknowledgements.

[If NO, enter explanation here]

9. DECLARATION

Guidance for completing this Declaration

This Declaration must be signed by an authorised representative of the applicant (or, if this application is a joint/consortia application, an authorised representative of the lead organisation). The authorised representative should be a person who is legally empowered to enter into contracts and commitments on behalf of the applicant.

An application which does not provide all required information or which contains false or misleading information may be excluded from consideration.

I hereby apply for a grant under the Indigenous Australians' Health Programme: Primary Health Care Services Activity of

$[insert GST exclusive amount of funding the applicant is applying for]

for [insert Activity title].

I certify that the information given in this application is complete and correct.

Signature

[Sign here]

[Enter name of signatory here in BLOCK LETTERS]

[Enter signatory's position in applicant organisation here]

[Enter date of signature here]

Giving false or misleading information is a serious offence

PART E - FREQUENTLY ASKED QUESTIONS

Can my organisation apply for more than one grant under this funding round?

Yes. This funding is available to organisations that can provide services in the regions listed in Part D, Section 7.

Will late Applications be accepted?

In the interest of fairness, the department reserves the right not to accept late applications. In considering whether it would be fair to accept a late application, the department will take into account the degree of lateness, whether the cause of the lateness was beyond the applicant's control and such other facts as it considers relevant. The department may also ask the applicant to provide evidence to support its claims regarding the reasons for late submittal.

When will my organisation find out if my Application has been successful?

The selection process may take some time to complete, but it is anticipated that applicants will be notified of the outcome by the end of April 2016.

Can a number of organisations submit a joint Application?

Yes. If the work or activity involves more than one organisation, you can submit a joint application. However, in order to manage the funds appropriately, if a joint application is successful, the department will enter into a grant agreement with the nominated lead organisation. The joint application should include letters of support in line with Part C, Section 1.

What is a lead organisation?

If you submit a joint application with one or more other organisations, nominate a lead organisation for the application. The lead organisation for the activity will, if your application is successful, sign the grant agreement, receive the funding and assume legal responsibility for performing the grant agreement.

A lead organisation must be a legal entity which is able to enter into the grant agreement and must meet the Eligibility Criteria in Part D, Section1.

Are there any GST or income tax-related issues involved in receiving funding?

Yes. The grant agreement will outline the taxes (including GST), duties and government charges for which successful funding applicants will be responsible.

Applicants are responsible for ensuring compliance with appropriate taxation legislative requirements.

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. However, applicants are advised to seek independent advice from a taxation professional on how funding provided under this programme would be treated for tax purposes.

When will my organisation receive the funding?

All payments of funding will be based on milestones (e.g. performance reports) as set out in the schedule to the grant agreement.

Who should I contact if I need more information?

If you have any other questions or you need more information, direct all queries in writing by email to the grant.ATM@health.gov.au inbox.

Ensure that you submit questions at least five days before the end of the application period. This allows the department to disseminate information to applicants with sufficient time for the applicant to consider the impact of the response on their application.