



Australian Government

Department of Health and Aged Care

Cancer Patient Support Program Grant Opportunity Guidelines

| | |
|------------------------------------|--|
| Opening date: | TBC |
| Closing date and time: | 2:00pm (Canberra time) on TBC |
| Commonwealth policy entity: | Department of Health and Aged Care (department) |
| Administering entity: | Community Grants Hub |
| Enquiries: | If you have any questions, contact the department via email: Grant.ATM@health.gov.au Questions should be sent no later than 5:00pm (Canberra time) 5 business days before the close date of each Submission Period. |
| Type of grant opportunity: | Open Competitive |

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DRAFT

1. Cancer Patient Support Program: grant opportunity processes

The Cancer Patient Support Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the department's 2023-24 Budget Measure: *Improving Cancer Outcomes: Cancer Care Nursing and Navigation*, under PBS Outcome 1, *Program 1.5: Preventative Health and Chronic Disease, Priority 22: Cancer Screening and Management Services*. The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).



The grant opportunity opens

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



You complete and submit a grant application

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



We assess all grant applications

We assess the applications against eligibility criteria. We assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



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

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and will be proportional to the risks involved.



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 grant opportunity

We evaluate your specific grant activity and the grant opportunity as a whole. We base this on information provided by you and collected from various sources.

1.1 Introduction

These guidelines contain information for the Cancer Patient Support Program grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

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

2. About the grant program

The Cancer Patient Support Program (the program) contributes to the 2023-24 Budget Measure: *Improving Cancer Outcomes – Cancer Care Nursing and Navigation*, under PBS Outcome 1, *Program 1.5: Preventative Health and Chronic Disease*, Priority 22: *Cancer Screening and Management Services*.

With a funding allocation of \$16.5 million, the program will run until 2026-27.

Cancer is a major cause of illness and death in Australia and has a substantial social and economic impact on individuals, families, and the community. It is estimated more than 165,000 people will be diagnosed with cancer in Australia during 2023. By 2033, annual cancer cases in Australia are projected to exceed 200,000 due to an increasing population and estimated increasing rates of cancer.¹

People diagnosed with cancer often face significant anxiety and stress when navigating their detection, treatment, care, and support needs.

The program aims to fund initiatives and projects that provide national leadership on emerging priorities that will provide for equitable support and resources across the cancer control continuum to improve cancer outcomes for all Australians, and support patients better navigate their cancer journey.

To maximise the impact of this program, organisations will be funded to deliver key objectives consistent with the Australian Cancer Plan and/or the Aboriginal and Torres Strait Islander Cancer Plan.

The objectives of the program are to:

- build equity across the cancer control spectrum by providing funding opportunities to organisations that specifically focus on:
 - increasing equity across tumour types, and/or
 - priority population groups.
- ensure a diverse range of evidence-based projects are funded that assist in addressing gaps in the system, ensuring that any investment through this opportunity is complementary, and not duplicative to existing Government funded programs.

¹ Australian Institute of Health and Welfare (2023) Cancer, AIHW, Australian Government, accessed September 2023 (see [Cancer data in Australia, Overview of cancer in Australia, 2023 - Australian Institute of Health and Welfare \(aihw.gov.au\)](https://www.aihw.gov.au/cancer-data-in-australia/overview-of-cancer-in-australia-2023)).

The intended outcomes of the program are:

1. healthcare providers have access to nationally consistent, high quality, evidence-based resources and information in prevention, detection, treatment, and living with and beyond cancer;
2. resources that aid in improving cancer patient outcomes across the cancer control spectrum are readily available through multiple channels;
3. activities align with the strategic objectives of the Australian Cancer Plan and/or the Aboriginal and Torres Strait Islander Cancer Plan; and
4. improved cancer outcomes across Australia.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).

2.1 About the grant opportunity

This grant opportunity seeks to ensure that all Australian's living with cancer have access to high-quality and culturally safe support throughout their cancer experience. Acknowledging the existing national cancer screening programs and funding provided for more commonly diagnosed cancers, this grant opportunity will prioritise activities that focus on increasing equity across tumour types and/or priority populations.

The program will support, one-off, time-limited activities that provide national leadership on emerging priorities across the cancer control continuum.

Assessment and notification of outcomes will be divided into three Submission Periods during the life of this program. Each Submission Period will include assessment of applications that have been submitted to the grant opportunity over the preceding Submission Period.

Table 1: Expected dates for each Submission Period

| | |
|---|---|
| Three assessment Submission Periods are proposed under this grant opportunity as follows: | |
| Submission Period 1 | All applications submitted to the grant opportunity between the open date and by 2:00pm AEST on TBC. |
| Submission Period 2 | All applications submitted to the grant opportunity between 2:01pm AEST on TBC and by 2:00pm AEST on TBC. |
| Submission Period 3 | All applications submitted to the grant opportunity between 2:01pm AEST on TBC and by 2:00pm AEST on TBC. |

Applications for each Submission Period will be ranked using the assessment criteria (see section 6). Applications that are unsuccessful in being offered a funding opportunity are welcome to reapply in a subsequent Submission Period, where available, prior to expected close dates (see Table 1).

If there are not enough suitable applications to meet the program's objectives, we will carry over funding to subsequent grant opportunities or periods within this grant opportunity.

If multiple suitable applications are received, those receiving the highest ranking within the assessment period will receive an offer of funding, with all other suitable applicants invited to resubmit in subsequent Submission Periods.

All applications must align with one or more of the strategic objectives of the Australian Cancer Plan, and/or the Aboriginal and Torres Strait Islander Cancer Plan, including:

- Maximising Cancer Prevention and Early Detection
- Enhanced Consumer Experience
- World Class Health Systems for Optimal Care
- Strong and Dynamic Foundations
- Workforce to Transform the Delivery of Cancer Care, and/or
- Achieving Equity in Cancer Outcomes for Aboriginal and Torres Strait Islander People.

Funded activities under this program may include (but are not limited to):

- activities directed at improving services through the education and training of medical professionals and/or patients;
- activities that contribute to improving awareness, prevention, detection, treatment, and living with and beyond cancer, (this could include development of decision-making tools and resources that help consumers better navigate the cancer patient journey, such as awareness campaigns, national roadmaps and guidelines, optimal care pathways and support and wellbeing forums); and
- activities which provide services and resources to cancer patients or disseminate cancer related information, via the internet, television, radio, or telephone.

Clinical, treatment and research-based initiatives will not be considered as part of this grant opportunity.

The objectives of the grant opportunity are to:

- build equity across the cancer control spectrum by providing funding opportunities to organisations that specifically focus on:
 - increasing equity across tumour types, this may include:
 - determining the need for funding of a specific tumour type
 - considering what/if any previous funding has been received
 - demonstrating how funding will assist in improved cancer outcomes², and/or
 - priority population groups.

²AIHW, Overview of cancer in Australia, 2023 provides insights into mortality and incidence and changing cancer rates over time(Cancer data in Australia, About - Australian Institute of Health and Welfare (aihw.gov.au))

- ensure a diverse range of evidence-based projects are funded that assist in addressing gaps in the system, ensuring that any investment through this opportunity is complementary, and not duplicative to existing Government funded programs.

Priority populations, as defined in the [Australian Cancer Plan](#) include:

- Aboriginal and Torres Strait Islander People (please align your application with the objectives in the Aboriginal and Torres Strait Islander Cancer Plan)
- Adolescents and Young Adults (between 15-24 years)
- Children (up to 14 years)
- People from Culturally and Linguistically Diverse (CALD) Backgrounds
- People Living with Disability
- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, and Asexual (LGBTIQA+) people
- People in Lower Socioeconomic Groups
- People living with a mental illness
- Older Australians (people aged 65 years and older, or 50 years and over for Indigenous Australians), and
- People living in Rural and Remote Areas.

Funding proposals must demonstrate scale and reach, maximising the impact of proposed activities for priority population groups and/or increasing equity across tumour types.

The intended outcomes of the grant opportunity may include:

- healthcare providers have access to resources and information in prevention, detection, treatment, and living with and beyond cancer;
- resources that aid in improving cancer patient outcomes across the cancer control spectrum, are readily available through multiple channels;
- program activities align with the strategic objectives of the Australian Cancer Plan and/or the Aboriginal and Torres Strait Islander Cancer Plan; and
- improved cancer outcomes across Australia.

The Activity will be measured against the below Performance Indicators.

Table 2: Performance Indicators

| Performance Indicator | Measure |
|---|---|
| All requirements in the Grant Agreement have been met. | Information is provided in the performance reports, Activity Work Plans, and budgets. |
| Grant activities are completed and can demonstrate national leadership in cancer support initiatives, and alignment with the Australian Cancer Plan (ACP) and/or the Aboriginal and Torres Strait Islander Cancer Plan. | Key Performance Indicators (KPI's) will be incorporated in the Activity Work Plan report and monitored through regular progress reports throughout the duration of the activity. |
| Demonstrated evidence that grant activities align with a priority population group and/or provides for increased equity across tumour types. | The department and the grantee agree that activities outlined in regular progress reports and Activity Work Plan have been completed as specified, with reference to priority population group and/or increased equity across tumour types. |

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$16.5 million (GST exclusive) until 2026-27 for the Cancer Patient Support Program.

Under this opportunity grants are available over three Submission Periods.

Grant funding will range between minimum \$400,000 and maximum \$1,000,000 million (GST exclusive), allocated per eligible organisation, depending on the scope, complexity, and duration of the grant activity proposed.

If there are not enough suitable applications submitted during a submission period, funding will be carried over to the next submission period.

Table 3: Grant Opportunity Funding Available (GST exclusive)

| 2023-24 FY \$ M | 2024-25 FY \$ M | 2025-26 FY \$ M | 2026-27 FY \$ M | Total \$ M |
|--------------------|--------------------|--------------------|--------------------|---------------|
| 2.4 | 4.7 | 4.7 | 4.7 | 16.5 |

3.2 Grant period

The maximum grant period will be funded to 2026-27, inclusive of evaluation.

All project activities must be completed by 2027.

4. Eligibility criteria

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

We cannot provide a grant if you receive funding from another government source for the same purpose.

4.1 Who is eligible to apply for a grant?

To be eligible you must be one of the following:

- Indigenous Corporation (*registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)*)
- a registered charity or not-for-profit organisation
- Cancer advocacy groups
- Community Organisations
- Company
- Cooperative
- Incorporated Association
- Statutory Entity, or
- Partnership.

If you are applying as a Trustee on behalf of a Trust, the Trustee must have an eligible entity type as listed above.

Applications from consortia are acceptable providing there is a lead organisation that is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above. Only the lead organisation can submit the application form and

enter into a grant agreement with the Commonwealth. Eligible organisations can form a consortium with ineligible organisations, with the exception of those organisations deemed ineligible because they are included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an individual
- an unincorporated association
- an overseas resident/organisation
- a for profit association/company/organisation
- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'

4.2.1 Unincorporated Associations

Non-legal entities such as an Unincorporated Association may be able to receive funding where a legal parent organisation, or a legal entity connected to the Unincorporated Association, can enter into a legally binding agreement on its behalf.

Alternatively, a person representing the Unincorporated Association can enter into the agreement and assume the legal liability.

4.3 What qualifications, skills or checks are required?

The department recognises the Australian Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse, and the [Commonwealth Child Safe Framework](#). As such, the department expects that all grant recipients comply with all Australian law relating to employing or engaging people who work or volunteer with children. This includes working with children checks and mandatory reporting; and the department may request an annual statement of compliance with this requirement. If successful, these details will be outlined in the grant agreement.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your grant activity must be for a project that will provide improved outcomes for Australian's living with cancer. Your activity should:

- provide access to high-quality and culturally safe resources and/or care throughout the cancer experience, where applicable;
- be supported by evidence to align with a priority population group and/or increasing equity across tumour types;
- align with the strategic objectives as identified in the Australia Cancer Plan and/or the Aboriginal and Torres Strait Islander Cancer Plan; and
- demonstrate national applicability.

Eligible activities may include:

- activities directed at improving the provision of medical services through the education and training of medical professionals.

- activities that contribute to the prevention, detection, and support of cancer (this could include development of decision-making tools and resources that help consumers better navigate the cancer patient journey, such as awareness campaigns, national roadmaps and guidelines, optimal care pathways and support and wellbeing forums).
- activities which provide services to cancer patients or disseminate cancer related information and resources, via the internet, television, radio, or telephone. Resources must be culturally safe and appropriate for their intended audience, including Aboriginal and Torres Strait Islander people and culturally and linguistically diverse communities (CALD).

5.2 Eligible expenditure

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

Eligible expenditure items are operating, and administration expenses directly related to the delivery of activities. Examples include:

- recruitment, salaries, and related costs of professional and support staff to oversee and manage the project;
- costs associated with engaging and consulting with stakeholders and the community;
- administration and management functions integral to the grant objectives and outcomes;
- governance and program management to support grant delivery, including evaluation activities; and
- activity development and implementation.

Not all expenditure on your grant activity may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure.

Expenditure must be incurred on your grant activities between the start date and end or completion date for your grant activity for it to be eligible.

Grant activities and costs will be specified in more detail in Activity Work Plans, to be developed in consultation with the Department of Health and Aged Care.

5.3 What the grant money cannot be used for

You cannot use the grant for any activities not mentioned in section 5.1.

You cannot use the grant for:

- research focused projects, including clinical trials;
- clinical, telehealth or other nurse or navigation-based services that provide cancer services directly to patients, including those delivered by the Australian Cancer Nursing and Navigation Program;
- cancer medicines or treatment;
- activities not directly related to providing cancer-based support and awareness programs (*for example, activities targeting a chronic disease broadly, would not be considered nor would the provision of non-cancer related services*);
- purchase of land;
- paying ransom for ransomware, cyber-attack, or any other type of cybercrime;
- major capital expenditure, major construction/capital works;
- the covering of retrospective costs;

- costs incurred in the preparation of a grant application or related documentation;
- subsidy of general ongoing administration of an organisation such as electricity, phone, and rent;
- overseas travel;
- activities for which other Commonwealth, state, territory, or local government bodies have primary responsibility; and
- activities seeking ongoing commitment beyond the term of the grant.

6. The assessment criteria

You must address all the following assessment criteria in the application. We will assess your application based on the weighting given to each criterion.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The application includes word limits and applicants must adhere to these.

Only applications that score average or above against each of the four assessment criteria (based on the Rating Scale in section 8.1) will be considered for funding, in the first instance.

Table 4: Assessment Criteria and weighting

| Criteria | | Weighting |
|--------------|--|-------------|
| 1. | Ability of the project to meet the objectives and outcomes of the Cancer Patient Support Program | 40% |
| 2. | Ability to demonstrate the evidence and need for the project and how success will be measured | 40% |
| 3. | Organisational capacity and capability to deliver project | 15% |
| 4. | Proposed budget | 5% |
| Total | | 100% |

Assessment Criterion 1: Ability of the project to meet the objectives and outcomes of the Cancer Patient Support Grant Program (up to 1000 words).

The weighting for this criterion is 40%.

Describe how the grant activity will contribute to the outcomes and objectives of the grant opportunity (see section 2). Response should include:

- What is your project and how will it support people affected by cancer?
- What is its anticipated outcome and who will it benefit?
- Alignment with grant objectives and outcomes.
- Alignment with the Australian Cancer Plan and/or the Aboriginal and Torres Strait Islander Cancer Plan key objectives.

Assessment Criterion 2: Ability to demonstrate the evidence and need for the project activity/ies, and how success would be measured (up to 1000 words).

The weighting for this criterion is 40%.

Describe how the grant activity will contribute to the need for the grant opportunity. Response should include:

- Evidence that supports the need for this project, and how it will benefit priority population groups and/or provide equity across tumour types. Consider scale and reach of proposed activity.
- How will success be measured? Consider potential risks, and how you will measure outcomes and progress.

Assessment Criterion 3: Organisational capacity and capability to deliver project (up to 500 words).

The weighting for this criterion is 15%.

Demonstrate the capacity of your organisation to deliver the proposed activities to ensure grant outcomes would be met. Response should include:

- High level organisational overview including governance structure and how this will be leveraged to achieve proposed project.
- Demonstration of existing experience in delivering support or developing resources and programs aimed at improving cancer outcomes.

Assessment Criterion 4: Proposed budget (up to 500 words).

The weighting for this criterion is 5%.

Describe how the project would be implemented and managed, including deliverables and risks. Response should include:

- Demonstration of efficient, effective, economical, and ethical use of grant funds.
- Proposed budget (assessed on a value with/for money basis).

7. How to apply

Before applying, you must read and understand all documents and information relating to this grant opportunity found on [GrantConnect](#). Any alterations and addenda³ will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information, however the department takes no responsibility if a registered user fails to become aware of any addendum notices or of other published material. Registered users are encouraged to regularly check GrantConnect for updates.

To apply you must:

- read all available documentation about the grant opportunity provided on GrantConnect
- complete the application form on GrantConnect
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments, and
- submit your application by the closing date and time for the specific Submission Period (see [Table 1](#)) using the red **Submit Application** button on GrantConnect.

We will not provide application forms or accept application submissions for this grant opportunity by email.

If you need assistance with the application process or find an error in your application after submission (before the closing date and time), you should contact us via email Grant.ATM@health.gov.au. For technical assistance when submitting your application through GrantConnect please contact the GrantConnect Helpdesk:

- Phone: 1300 484 145
- Email: GrantConnect@finance.gov.au

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

The department does not have to accept any additional information, or requests from you to correct your application after the closing time. If you find an error in your application after submitting it, you should contact us immediately at Grant.ATM@health.gov.au.

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

You should keep a copy of your application and any supporting documents. You will receive an automated email notification acknowledging the receipt of your application.

³ Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

7.1 Attachments to the application

All of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment.

We require the following documents with your application:

- Letters of support (if you are applying as a consortium, see Section 7.2).

For applications made on behalf of a Trust, the application must be made in the name of the Trustee as listed in the Trust Deed. The applicant must be prepared to provide a copy of the Trust Deed as in force at the time the application is made if requested, and other information (including financial information) for both the Trust and the corporate Trustee.

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

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

7.2 Joint (consortium) applications

We recognise that some organisations may want to join as a group to deliver a grant activity. In these circumstances, you must appoint a lead organisation.

Only the lead organisation can submit the application and enter into a grant agreement with the department. The application must identify all other members of the proposed group. The lead organisation must have the authority to submit an application on behalf of the group. The grant agreement will outline the lead organisation's obligations with regard to the group members.

The lead organisation must fulfil the eligibility requirements, but it is not a requirement of other members of the group. This is with the exception of those organisations deemed ineligible because they are included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

If your application is successful, you must have a formal arrangement in place with all parties prior to execution of the agreement in the form of a letter of support.

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation, and any other partner organisations in the group to successfully complete the [grant activity or project/services]
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- outline how partners will demonstrate to the lead organisation that they comply with all Australian law relating to employing or engaging people who work or volunteer with children, in line with the Commonwealth Child Safe Framework, and
- details of a nominated management level contact officer.

7.3 Timing of grant opportunity processes

Table 5: Expected timing for this grant opportunity.

| Activity | Timeframe |
|--|--|
| Application Submission Periods | See Table 1 above |
| Assessment of applications | Within 6 weeks from Submission Period close date |
| Notification of outcomes | Within 12 weeks from Submission Period close date |
| Negotiations and award of grant agreements | Within 16 weeks from Submission Period close date |
| Earliest start date of grant activity | TBC |
| End date of grant activity or agreement | As stated in your grant agreement, if successful Note all activity must be complete by TBC. |

Note: the above timeframes are indicative only and will depend on the number and quality of applications throughout the submission period. Missing/incorrect information within applications may cause delays during the assessment process.

7.3.1 Late applications

We have three Submission Periods and close dates available for applications (see Table 1). Following Submission Period 3 close date (see Table 1) we will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable;
- beyond the applicant's control; and/or
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

Applicants seeking to submit a late application will be required to submit a late application request via email to Grant.ATM@health.gov.au with "Late Application Request – GOXXXX" in the subject line.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The assessment committee Chair or their appointed representative will determine whether a late application will be accepted. Once the outcome is determined, the department will advise the applicant if their request is accepted or declined.

7.4 Questions during the application process

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

Questions close at 5.00pm (Canberra time) five business days before the application period closes. This allows a reasonable period for the department to respond with information that applicants can consider for their application. The department will continue to assist with technical related enquiries regarding the submission of applications beyond the question close deadline.

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

The department cannot assist you to address assessment criteria, determine eligibility or complete your application.

8. The grant selection process

8.1 Assessment of grant applications

The submission of applications will be split into three separate Submission Periods and therefore this grant opportunity will have three separate assessment processes, independent of one another.

We first review your application against the eligibility criteria (see section 4).

Only eligible applications will move to the next stage. We consider eligible applications through an open competitive grant process.

We will then assess your application against the assessment criteria (see section 6). We consider your application on its merits and against other applications, based on:

- how well it meets the criteria
- how it compares to other applications, and
- whether it provides value with relevant money.⁴

We will rate your application using the Assessment Criteria Scoring Matrix.

Table 6: Assessment Criteria Scoring Matrix

| Rating (for individual criterion) | Score |
|---|-------|
| Excellent – response to this criterion, including all sub-criteria, exceeds expectations. | 5 |
| Good – response to this criterion addresses all or most sub-criteria to a higher-than-average standard. | 4 |
| Average – response against this criterion meets most sub-criteria to an average but acceptable level. | 3 |
| Poor – poor claims against this criterion but may meet some sub-criteria. | 2 |
| Does not meet criterion at all – response to this criterion does not meet expectations or insufficient or no information to assess this criterion. | 1 |

⁴ See Glossary for the definition of 'relevant money'.

A score out of 5 will be applied to each of the four assessment criteria. A total of 20 is the highest score any application can receive.

Only applications that score average or above against each of the four assessment criteria (based on the above rating scale) will be considered for funding, in the first instance.

When assessing the extent to which the application represents value with money⁵, we will have regard to:

- the overall objective/s to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- the relative value of the grant sought, and
- how the grant activities will target groups or individuals, and/or provide equity across tumour types.

8.2 Who will assess applications?

The department will establish an assessment team to assess eligible applications. The assessment team may comprise of staff from across the department and could include contractors/consultants who will undertake training to ensure consistency in assessment.

After applications are assessed, they will be quality assured and referred to an assessment committee for further consideration, including value with money. The assessment committee will be made up of staff within the Cancer Policy and Projects Branch of the department and may include representatives from other areas of the department and from outside of the department, as appropriate.

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you that is available through the normal course of business.

The assessment committee recommends to the Decision Maker which applications to approve for a grant.

8.3 Who will approve grants?

The Assistant Secretary, Cancer Policy and Projects Branch (the Decision Maker) decides which grant(s) to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant opportunity.

The Decision Maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded, and
- the terms and conditions of the grant.

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

⁵ See Glossary for the definition of 'value with money'.

9. Notification of application outcomes

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

If you are unsuccessful, we will give you an opportunity to receive feedback. A request for individual feedback should be made by responding to the outcome email from the department, within 10 days of being notified. We will respond to your request for feedback in writing within 45 days.

You can submit a new application for the same grant (or a similar grant) in any future Submission Periods under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, we will carry over funding to subsequent grant opportunities or Submission Periods within this grant opportunity.

If multiple suitable applications are received, those receiving the highest ranking within the assessment period will receive an offer of funding, with all other suitable applicants invited to resubmit in subsequent periods.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the whole-of-government grant agreement templates in this program and will select the most appropriate depending on the size and complexity of your grant activities.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the [Department of Finance's website](#). The department will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you ('execute' means both you and the Commonwealth have signed the agreement) before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk.

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

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

Standard Grant Agreement

We will use a standard grant agreement.

You will have 20 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Decision Maker.

10.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you may be requested to demonstrate compliance with the relevant legislation/policies/industry standards such as the Commonwealth Child Safety Framework.

To be eligible for a grant, you must declare in your application that you comply with these requirements.

You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

10.2.1 The Multicultural Access and Equity Policy

The Australian Government's [Multicultural Access and Equity Policy](#) obliges Australian Government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

10.2.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the [Commonwealth Child Safe Framework \(CCSF\)](#).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause will be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children, and/or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement or notified to the successful applicant prior to execution of the grant agreement.

Irrespective of the child safety obligations in the grant agreement, you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

10.2.3 National Redress Scheme

The [National Redress Scheme](#) for Institutional Child Sexual Abuse Grant Connected Policy makes Non-Government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse that do not join the Scheme, ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.

10.3 How we pay the grant

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

10.4 Grants Payments and GST

Payments will be GST Exclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

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](#). We do not provide advice on your taxation circumstances.

11. Announcement of grants

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

12. How we monitor your grant activity

12.1 Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

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

12.1.1 COVID-19

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

12.2 Reporting

You must submit reports in line with the grant agreement. We may provide sample templates for these reports as appendices in the grant agreement. We will expect you to report on:

- progress against agreed milestones and outcomes, including a summary of key activities undertaken, and
- expenditure of the grant.

Grant activities and costs will be specified in more detail in an activity work plan, to be developed in consultation with the department.

The amount of detail you provide should be relative to the size, complexity, and grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information, or request an independent audit of claims and payments.

Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes, and include an updated activity work plan.
- show the total eligible expenditure incurred to date including an updated budget; and
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities). Report due dates will be advised in your funding agreement.

You must discuss any reporting delays with us as soon as you become aware of them.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, interim evaluation findings, or any significant delays or difficulties in completing the grant activity.

12.3 Financial reporting

You must submit financial reports in line with the grant agreement.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by writing to your Funding Arrangement Manager (FAM) as advised by the department.

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.

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

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

12.8 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

'Cancer Patient Support Program – an Australian Government initiative'.

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

'This Cancer Patient Support Program received grant funding from the Australian Government.'

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 amended periodically by the department. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

The department's [Complaint Handling Process](#) applies to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to Grant.ATM@health.gov.au.

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: [Home - Commonwealth Ombudsman](#)

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, an advisor, and/or you or any of your personnel:

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

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

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

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

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

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, and
- who we give your personal information to.

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

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

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

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

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, your employees, agents or subcontractors to give a written undertaking relating to non-disclosure of our confidential information in a form we consider acceptable.

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

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

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

- 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/or
- 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 documents held by Australian Government entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. Access may be refused if a document contains “exempt” material, such as commercially valuable information or the personal or business information of a third party.

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 and Aged Care
 GPO Box 9848

14. Glossary

| Term | Definition |
|--|--|
| accountable authority | see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 |
| administering entity | when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes |
| 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 |
| Commonwealth Child Safe Framework | in response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the Commonwealth Child Safe Framework , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities |
| 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 |
| <i>Commonwealth Grants Rules and Guidelines 2017 (CGRGs)</i> | establish the Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. The CGRGs contain the key legislative and policy requirements and explain the better practice principles of grants administration |
| completion date | the expected date that the grant activity must be completed, and the grant spent by |
| co-sponsoring entity | when two or more entities are responsible for the policy and the appropriation for outcomes associated with it |
| date of effect | can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable |
| decision maker | the person who makes a decision to award a grant |
| eligibility criteria | refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria |

| Term | Definition |
|---------------------------|--|
| grant | <p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money⁶ or other Consolidated Revenue Fund (CRF) money⁷ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives |
| grant activity/activities | refers to the project/tasks/services that the grantee is required to undertake |
| grant agreement | sets out the relationship between the parties to the agreement, and specifies the details of the grant |
| GrantConnect | is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs |
| grant opportunity | refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process |
| grant program | a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program |
| grantee / grant recipient | the individual/organisation which has been selected to receive a grant |
| National Redress Scheme | the National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021. |

⁶ Relevant money is defined in the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), chapter 1, section 8 Dictionary.

⁷ Other CRF money is defined in the PGPA Act. See section 105 Rules in relation to other CRF money.

| Term | Definition |
|--|---|
| PBS Program | described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities. |
| Priority Population Groups | as defined in the Australian Cancer Plan priority populations include: <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander People (aligned with objectives of the Aboriginal and Torres Strait Islander Cancer Plan) • Adolescents and Young Adults (15-24 years) • Children (up to 14 years) • People from Culturally and Linguistically Diverse (CALD) Backgrounds • People Living with Disability • Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, and Asexual (LGBTIQA+) people • People in Lower Socioeconomic Groups • People living with a mental illness • Older Australians (people aged 65 years and older, or 50 years and over for Indigenous Australians) • People living in Rural and Remote Areas. |
| <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act) | the PGPA Act establishes a system of governance and accountability for public resources with an emphasis on planning, performance and reporting. It applies to all Commonwealth entities and Commonwealth companies. |
| relevant money | a. money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity; or b. money that is held by the Commonwealth of a corporate Commonwealth entity. |
| 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. |

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

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