



Australian Government

Department of Health and Aged Care

Drug and Alcohol Program

Alcohol and Other Drug Treatment Services for the regions of Ceduna (SA), Bundaberg-Hervey Bay (QLD), East Kimberley and the Goldfields (WA)

Grant Opportunity Guidelines

GOXXXX

Opening date:	[dd mmmm yyyy]
Closing date and time:	2:00pm (Canberra time) on [dd mmmm yyyy]
Commonwealth policy entity:	Department of Health and Aged Care (department)
Administering entity:	Community Grants Hub
Enquiries:	<p>If you have any questions, contact the department via email: Grant.ATM@health.gov.au</p> <p>Questions should be sent no later than 5:00pm (Canberra time) 5 business days before the close date.</p>
Type of grant opportunity:	[Targeted Competitive]

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Drug and Alcohol Program: Alcohol and Other Drug Treatment Services for the regions of Ceduna (SA), Bundaberg-Hervey Bay (QLD), East Kimberley (WA) and the Goldfields WA grant opportunity guidelines

The Drug and Alcohol Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the department's Outcome 1: Health Policy, Access and Support, Program 1.5: Preventive Health and Chronic Disease Support. 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 (applicants will have 6 weeks to respond)

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

The department will also publish a pre-recorded online briefing presentation on [GrantConnect](#) to enable interested stakeholders to learn more about the grant opportunity. This briefing will provide summary information on the process to apply for funding and the expectations of the department for delivery of the project.



You complete and submit a grant application and required attachments

You complete the Application Form available on [GrantConnect](#) to apply for funding as a Brokerage Organisation for your local region. You must address all the eligibility and assessment criteria to be considered suitable for this role.

Applicants can seek further information on eligibility and assessment criteria at Sections 5 and 6.



We assess all grant applications

We determine eligibility of applications against eligibility criteria. Then we assess all eligible applications against the assessment criteria, which includes an overall consideration of value for money and comparison with 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 successful applicants of the outcome

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

There will be one Brokerage Organisation selected for each of the four eligible regions as specified in section 4.1 which include: Ceduna (SA), Bundaberg – Hervey Bay (QLD), East Kimberley (WA) and the Goldfields (WA).



We notify unsuccessful applicants

We will notify unsuccessful applicants of the assessment outcome once grant agreements have been executed with the successful applicants (Brokerage Organisations).



Delivery of grant

You will undertake the grant activity as set out in your grant agreement. A portion of the total grant funding will be allocated to each Brokerage Organisation in accordance with the grant agreement to facilitate your role for the project period.

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 you provide to us and that we collect from various sources.

1. Introduction

These guidelines contain information for the Alcohol and Other Drug (AOD) Treatment Services for the regions of Ceduna (SA), Bundaberg-Hervey Bay (QLD), East Kimberley (WA) and the Goldfields (WA) 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

This grant opportunity is available under the Drug and Alcohol Program (the program) which supports the Australian Government's continued commitment to building safe and healthy communities by reducing the impact of AOD use on individuals, families and communities. The program contributes to the department's Outcome 1: Health Policy, Access and Support, Program 1.5: Preventive Health and Chronic Disease Support.

The objectives of the program are to:

- support AOD treatment services across Australia to reduce the impact of substance use on individuals, families, carers and communities;
- support prevention and early intervention activities and promotion of evidence-based information about drugs and alcohol through education;
- support the development of drug and alcohol data to support evidence-based treatment, national policy and service delivery; and
- support service linkages between AOD treatment services and mental health services, as well as with social, educational, and vocational long-term support services.

The intended outcomes of the program are:

- to improve health and social outcomes for individuals, families, and communities at risk of, or currently affected by substance use in Australia.

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

2.1 About the grant opportunity

This grant will be a targeted competitive grant opportunity to identify and fund one Brokerage Organisation in each of the four regions. These organisations will partner with their local communities and government to manage funding of AOD treatment service-related activities.

The objectives of the grant opportunity are to address gaps in AOD treatment services in the four regions of Ceduna , Bundaberg-Hervey Bay, East Kimberley and the Goldfields, by increasing:

- access to evidence based, culturally safe and appropriate AOD treatment and support services;
- the workforce and resource capacity of non-government AOD treatment and support services with a focus on employment, education and training and retention of local First Nations staff; and
- awareness of AOD related harms in the four regions, to encourage treatment seeking behaviours and reduce stigma associated with seeking AOD treatment services.

The intended outcomes of the grant opportunity are:

- improved access to needs based, community led, holistic and culturally safe AOD treatment and related programs and services in the four regions;
- reduced harms associated with AOD use in the four regions;
- access to safe and accessible AOD treatment services through fit-for-purpose health infrastructure; and
- recruitment and retention of health professionals.

These outcomes will be met by providing funding to the four regions to implement community designed AOD treatment activities.

To reach these outcomes, the selected four Brokerage Organisations will:

- facilitate a community design plan of treatment needs in partnership with relevant community stakeholders;
- manage delivery of a community grant opportunity to fund AOD treatment related activities in their respective regions;
- manage grant agreements with local organisations in accordance with the CGRGs and reporting requirements in partnership with the department.

A portion of the total grant funds will go directly to each of the Brokerage Organisations to support their role in administering the funding to the four regions.

2.2 About the community design approach

In response to consultation findings and aligned with the Government's commitments to the National Agreement on Closing the Gap,¹ the grant opportunity will be informed by a community design approach.

This approach will identify and commission four Brokerage Organisations (one in each of the four regions) to partner with community stakeholders and government to develop a Community Design Plan of AOD treatment activities to address local needs. More details on the Community Design approach and principles are provided at **Appendix A**.

The Community Design Plan will form part of the contract deliverables of the grant agreement, and be assessed by the department in accordance with the timeline at section 7.3

The Brokerage Organisations will subsequently manage a grant opportunity for community stakeholders in their region to fund the delivery of activities detailed within the Community Design Plans. Brokerage Organisations will be responsible for ongoing management of grant

¹ July 2020 National Agreement on Closing the Gap (accessed online at <https://www.closingthegap.gov.au/national-agreement/national-agreement-closing-the-gap>) 16/10/23

agreements with the successful grantees. This will be done with the support of the department to ensure alignment with the Commonwealth Grant Rules and Guidelines.

Projects recommended for funding by Brokerage Organisations, will be sent to the departmental delegate (decision-maker) for final approval prior to the release of funding for projects by the Brokerage Organisations.

The Community Grants Hub and the department will manage the department's grant agreement with each of the Brokerage Organisations.

The success of this activity will be measured through assessment of the activities of the Brokerage Organisations as well as the grant activities of community organisations. A range of key performance indicators will be included in individual contract agreements, and examples are provided below. The final key performance indicators will be negotiated between the Brokerage Organisation and the grantees.

Table 1: Performance Indicator/s (Examples only*)

Domain	Performance Indicators	Measure
Outcomes	Improved cultural safety	<p>Percentage of client and staff reporting positive feedback (before and after comparison).</p> <p>Number of local community and users are involved in and approve design of new facility (before and after comparison).</p> <p>Level of recognition and understanding of purpose of the project by local community members (before and after comparison).</p>
	Improved effectiveness and linkages	<p>Reduction in AOD related harms to individuals, families, carers and communities (before and after comparison).</p> <p>Improved integration of AOD stakeholders collaborating to deliver more effective AOD treatment (before and after comparison).</p> <p>Evidence based treatment, national policy and service delivery (before and after comparison).</p> <p>Improved accessibility of evidence-based information about alcohol and other drug treatment services (before and after comparison).</p>
Outputs	Demonstrated established Financial Management system and Governance Structure	<p>Improved appropriate organisational structure to oversee and monitor delivery of projects.</p> <p>Demonstrated financial solvency, accurate record keeping and financial management systems.</p>

Domain	Performance Indicators	Measure
	A fit for purpose AOD treatment service is delivered.	<p>Timeliness and budget delivery.</p> <p>Adherence to legislative requirements for infrastructure.</p> <p>Building meets all national and local building codes and standards.</p>

3. Grant amount and grant period

3.1 Grants available

Total funding of up to \$49.256 million (GST Exclusive) is available for this grant opportunity. Of this total funding, Brokerage Organisations (one per region) will receive an amount of up to \$1.2 million (GST exclusive) at the discretion of the department over the project period to undertake their role.

The remaining funding will be distributed fairly evenly across the identified four regions (Ceduna (SA), Bundaberg Hervey-Bay (QLD), East Kimberley (WA) and the Goldfields (WA)) as agreed between the department and the Brokerage Organisations. While it is anticipated that each region will receive similar amounts of funding, the total funding allocation will be determined in accordance with the approved Community Design Plans and at the discretion of the department.

Community organisations will not be limited in how much funding they can apply for to implement AOD treatment activities. However, the total amount of approved funds cannot exceed the amount allocated to each region. Brokerage Organisations should take into consideration how the allocation of funds to activities in their region might impact the broader community.

Table 2: Grant Opportunity Funding Available (GST exclusive)

2024-25 FY \$ M	2025-26 FY \$ M	2026-27 FY \$ M	Total \$ M
xx	xx	xx	49.256

3.2 Grant period

The grant activity will be available for an initial period of three years, with the option of extension at the discretion of the Commonwealth. The grant opportunity will commence from approximately September 2024, subject to approval processes. A confirmed completion date will be determined by the department's delegate.

It is expected that Brokerage Organisations participate in ongoing evaluation and meet regular reporting requirements.

3.3 Role of the Brokerage Organisations

The role of Brokerage Organisations is to work in partnership with key stakeholders in their respective regions to develop a Community Design Plan of activities in response to AOD treatment needs in their region. The Brokerage will then manage a grant opportunity for local organisations to apply for funding to deliver the activities identified in the Community Design Plan and will enter into and manage funding agreements with each successful grant recipient in their region. Funding provided to the Brokerage Organisations upon execution of a grant agreement is to support administrative and any other eligible expenditure associated with this role. Further details of eligible activities for Brokerage Organisations are provided at Section 5.1.

Brokerage Organisations are not eligible to apply for funding as AOD treatment service delivery organisations but will receive funds to support expenses related to their role as a Brokerage Organisation.

The Brokerage Organisations will assess and identify the suitable funding applications from the community for the implementation of the Community Design Plans. These recommended projects will be submitted to the department for a final decision on funding. All processes are to comply with the Commonwealth Grant Rules and Guidelines, and the department will assist the Brokerage Organisations to ensure compliance.

More details are provided in **Appendix A**.

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 entity types:

- an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and /or Torres Strait Islander) Act 2006;
- a company incorporated in Australia;
- a company limited by guarantee;
- an incorporated trustee on behalf of a trust;
- an incorporated association;
- a partnership;
- a registered charity or not-for-profit organisation;
- an unincorporated sole trader, who is a permanent resident or citizen of Australia;
- an Australian local government body; or
- a joint (consortium) application with a lead organisation²

² 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. Only the lead organisation can submit the application form.

Eligible organisations can form a consortium with ineligible organisations, with the exception of 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'.

In addition to the above eligibility criteria organisations must also:

- Have an Australian Business Number (ABN).
- Be registered for the purposes of GST.
- Have an account, in your name and which you control, with an Australian financial institution.
- Have evidence of the organisation's commitment to building cultural capability and delivering culturally safe services. This could be demonstrated by the provision of letter/s of support from relevant cultural organisations in your community, and/or a proposal for staff to undertake cultural training.
- Be located in, and servicing either:
 - Ceduna region, South Australia (also known as Far West Coast Region of South Australia),
 - Bundaberg-Hervey Bay region, Queensland
 - East Kimberley region, Western Australia (Shire of Halls Creek and Shire of Kununurra), or
 - The Goldfields region, Western Australia.

Eligible applicants may also be:

- a current Brokerage Organisation located within one of the four regions that funds and/or delivers community-led grant activities to that particular region,
or
- an Aboriginal Community-Controlled Organisation based in one of the relevant regions,
or
- a non-Indigenous organisation with evidence of a formal partnership³ with either a local Aboriginal Community-Controlled Organisation or other appropriate local Aboriginal and Torres Strait Islander organisation with a significant role in the delivery of the organisations' programs.

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'.

4.1.1 Additional eligibility requirements

Any non-Aboriginal Community Controlled Organisations who wish to apply, will need to provide evidence of a formal partnership with an Aboriginal Community Controlled

³ see section 7.2 for partnership guidance.

Organisation and details of their organisation's commitment and capacity to deliver culturally safe, holistic and trauma informed services with and for First Nations peoples.

The department requires that all Commonwealth funded AOD treatment service providers are compliant with the National Quality Framework for Drug and Alcohol Treatment Services (NQF). Services that are not yet compliant with the NQF are still eligible to apply. However, they must provide evidence of progress towards compliance with the NQF, or justification as to how the requirements of the NQF are otherwise being met.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- 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'
- an non-corporate Commonwealth entity;
- an Australian state or territory government body;
- an individual or partnership, unaffiliated with a business;
- an unincorporated association;

The department will not accept your application unless you:

- have rectified any issues of previous non-compliance with existing Commonwealth agreements to the satisfaction of the Commonwealth, or be in the process of rectifying any issues of non-compliance with existing Commonwealth agreements to the satisfaction of the Commonwealth; and
- are financially viable to the department's satisfaction. The application form has questions about financial viability. The department may undertake its own enquiries in relation to the applicant's financial viability.

4.2.1 Additional requirements for Infrastructure Projects

Brokerage Organisations may be required to manage grants approved for infrastructure as part of their role. For infrastructure projects to be funded through this grant opportunity, grantees must comply with all relevant laws and regulations. The department may request that applicants demonstrate compliance with the following legislation/policies/industry standards, including the Australian Building Code, National Construction Code, Medical Standards for Ventilation in Specialist Health Care Context (AS/NZS 1668.2 -2112 Part 5).

Brokerage Organisations must ensure that any infrastructure projects are undertaken by licensed and appropriately qualified persons.

You must also ensure that works carried out are fit for purpose and comply with the regulatory requirements of the relevant state and territory and local governments.

4.2.2 Designated Use Period

Where funding is provided for infrastructure activities a clause requiring a 'Designated Use Period' may be inserted into the funding agreement. The purpose of this clause would be to ensure that the infrastructure funded is used for the purpose(s) for a period of time which allows for the Commonwealth to obtain value for the quantum of funds provided.

4.3 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the grant activity must maintain the following registration/checks:

- Working with Vulnerable People registration for the jurisdiction in which services are delivered.
- Working with Children check for the jurisdiction in which services are delivered.
- Compliance with child safety requirements consistent with the Commonwealth Child Safe Framework.

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

The Brokerage Organisations will receive funds to cover costs associated with their activities aligned with the Brokerage Role. This will include activities to develop Community Design Plans (such as administration, transport, venue hire, communication costs), and costs associated with the delivery of a grant opportunity for community organisations. Eligible expenditure will also include costs of providing independent support to community organisations to write and submit their grant applications for the funding opportunity.

Brokerage Organisations can also spend funds on capacity building costs for their staff.

Brokerage Organisations will *not* be eligible for funding as AOD treatment service providers but will administer the grants with the community organisations and work with the department to facilitate the delivery of the grant funds in accordance with the Commonwealth Grant Rules and Guidelines 2017 (CGRGs).

All funding for this project is to support the objectives and outcomes of the Drug and Alcohol Program (Program). You must use the grant funds to deliver approved activities that meet the objectives and intended outcomes of the Program.

To be eligible, Brokerage Organisation activities must deliver:

- community engagement, community design and consultation activities;
- evidence of AOD treatment needs for the particular region – such as reference to data and reports to support the recommended community design plans;
- research and design activities;
- monitoring and evaluation activities;
- community collaboration and communication;
- project management including promotion of the community grant opportunity, assessment of grant applications, governance and administrative activities relating to the management of grant delivery in the region;

- specific workforce development/capability training for staff to undertake the responsibilities of the Brokerage role; and
- an independent grants liaison officer (to assist community organisations with writing and submitting funding applications).

5.2 Eligible locations

Your organisation and grant activities must be based in and service (at least) one of the following locations and surrounding areas.

- Ceduna region, South Australia (Far West Coast Region of South Australia);
- Bundaberg-Hervey Bay region, Queensland;
- East Kimberley region, Western Australia (Shire of Halls Creek and Shire of Kununurra); or
- Goldfields region, Western Australia.

5.3 Eligible expenditure

You must only spend the grant funds on eligible activities (see section 5.1) undertaken in association with your role .

As advised, up to \$1.2 million (GST exclusive) at the discretion of the department will be provided to each Brokerage Organisation (one per region) to support expenditure associated with the Brokerage role for the duration of the grant period.

Eligible expenditure may include but is not limited to:

- regional travel/accommodation costs;
- administrative costs – communication costs, internet and phone expenses;
- promotion of the grant opportunity for the community grants process;
- local language translation costs as required;
- community workshop expenses for development of a community design plan (including venue hire and facilitation costs, transport costs, stationery, administrative and communication expenses);
- engagement of an independent Community Grants Liaison officer (noting that this person cannot be involved in the assessment of community grant applications);
- engagement of a Capital Works Advisor and/or Project Manager to oversee approved infrastructure projects;
- costs associated with assessment of funding applications for community grants;
- training for paid and unpaid staff involved in the management of the project;
- costs associated with monitoring and evaluation of the funded projects and/or with the identification of priority AOD needs in your community; and
- other expenditure as negotiated with and approved by the Decision Maker.

You may need to provide additional evidence such as quotes for major expenditure included in your project budget. Not all expenditure in your budget may be eligible for funding.

The department's Decision Maker makes the final decision on eligible expenditure for your project and may give additional guidance on eligible expenditure if required.

You must incur the expenditure on your grant activities between the start date and completion date of the grant agreement for it to be eligible for payment.

5.4 What the grant money cannot be used for

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

- purchase of land
- purchase, maintenance and operation of motor vehicles⁴⁴;
- paying ransom for ransomware, cyber-attack or any other type of cybercrime
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- overseas travel, and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The assessment criteria

Applicants will be assessed against the assessment criteria outlined below. You must address all of the following assessment criteria in your application. We will assess your application based on the weighting given to each criterion outlined in Section 8.

The amount of detail and supporting evidence you provide should be relative to the size, complexity and grant amount requested. You should aim to limit your response to recommended word limit per criteria as indicated. Additional information can be provided in an attachment. Attachments are not included in word limits.

Only applications that are scored a minimum of Average or above against each of the three assessment criteria will be considered for funding.

Assessment Criterion 1: Locally based organisation with demonstrated knowledge and experience of the region, strong engagement with community AOD services, understanding of AOD treatment needs, and capacity to co-design an approach to address community needs. (max 600 words)

You must demonstrate:

- your understanding of local population needs and AOD sector related priorities, and ability to partner with organisations to address regional priorities (as listed in Section 2.2);
- your understanding of existing state, territory and Commonwealth government services,
- an assessment of your capacity to leverage this investment and providing/accessing complementary services, and
- your experience and knowledge of the co-design (Community Design) process.

Assessment Criterion 2: Demonstrated Cultural competency

⁴⁴ Applications for expenditure on motor vehicles must be submitted in writing and may be considered by the Decision Maker on a case by case basis. If approved, purchase of motor vehicles would be considered an asset and managed as such in accordance with CGRGs.

Demonstrate your organisation's capacity to administer allocated funds for organisations to deliver culturally safe AOD treatment services within the local community. (max 600 words)

You must demonstrate this by:

- providing a detailed description of your organisation's linkages with AOD treatment service delivery with and for First Nations peoples and other priority populations in your region; and
- providing evidence of how your organisation demonstrates cultural safety, diversity, and trauma-informed approaches as an organisation.

Assessment Criterion 3: Organisation capability and collaboration (max 800 words)

You must demonstrate this by:

- explaining your organisation's capability to support the implementation of the grant opportunity and meet the intended outcomes of the Program (refer section 2.1);
- providing an overview of the proposed activities, the delivery methodology (including existing infrastructure and relationships that will support project activities), and the key outputs. This should include:
 - your organisation's history of building partnerships and collaborating with key stakeholders, including other providers, employers, state /territory /local governments in the region, to deliver outcomes;
 - demonstration of your organisation's approach to risk management, including information about your organisation's governance framework, risk management plan and how risks are reported;
 - the risk management plan (template provided on GrantConnect) for the grant activity and how you will monitor, measure and manage performance and risks of your region's activities (including infrastructure projects);
 - your current/past history of delivering grant activities funded by Commonwealth, state, territory or local government bodies;
 - your commitment to building the capacity of First Nations organisations, such as Aboriginal Community Controlled Organisations.

ADDITIONAL SUBCRITERIA

- your organisational capability for assessing suitability of and managing applications for **infrastructure projects**, including:
 - your organisation's experience/expertise in assessing health infrastructure projects;
 - Your organisation's ability to engage and/or source expertise in appropriate project construction management skills;
 - How you will provide suitable governance and oversight of a successful health infrastructure project.

All items in this criteria will be considered holistically and if your organisation can not submit a response to the additional criteria, this will not affect the overall weighting. You organisation may submit a response to assessment criteria 3 with or without the additional subcriteria and if your organisation can not submit a response to the additional criteria (due to the criteria not being relevant, for instance) this will not affect the overall weighting.

7. How to apply

Before applying, you must read and understand all documents and information relating to this grant opportunity found on [GrantConnect](#) at www.grants.gov.au

Any alterations and addenda⁵ 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 GrantConnect⁶
- complete the application form on GrantConnect
- provide all the information requested by the department
- address all eligibility criteria and assessment criteria
- include all necessary attachments (see section 7.1), and
- submit your manual application by the closing date and time using the red **Submit Application** button on GrantConnect.

If you need assistance with the application process or find an error in your application after submission but 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. If you do not receive a confirmation email within 48 hours, contact the department at Grant.ATM@health.gov.au.

Your application should demonstrate your understanding of local AOD treatment needs, (e.g. by providing examples, an evidence base, data or findings from local sources) and reference

⁵ 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.

to how you will build upon or leverage existing AOD treatment activities (for example existing Local Services Plans⁷ developed for your region).

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. Templates are provided on GrantConnect with the grant opportunity documents where applicable.

We require the following documents with your application:

- **An indicative budget**
- **Entity Type**
 - proof of entity type
 - bank verification⁸ (acceptable forms of verification include a recent bank statement, issued in the last 6 months, in a non-editable format. The bank account must be in the name of the organisation applying for funding. The transaction details and balances can be hidden but the BSB, Account Number and Account Name must be visible)
- **Evidence of Formal Partnership arrangements**
 - Any non-Indigenous organisation applying for funding **must** submit evidence that a formal partnership has been established with a local Aboriginal Community Controlled Organisations or other appropriate local Aboriginal and Torres Strait Islander organisation. Acceptable documents include any of the following:
 - A signed Memorandum of Understanding (MOU),
 - A signed letter of support, or
 - A fully executed Partnership Agreement or similar contractual agreement.
 - Any non-Indigenous organisation applying for funding must submit documentation outlining the roles of the project partners as well as what the contribution of the local Aboriginal Community Controlled Organisation or other appropriate local Aboriginal and Torres Strait Islander organisation will be providing to the project (such as funding, staff, and any other contributions).
 - It is acceptable for this information to be included in the submitted Partnership Agreement or similar contractual agreement, letter of Support or MOU, or for this information to be outlined in a separate, standalone document.
 - Any Aboriginal Community Controlled Organisations or other appropriate Aboriginal and Torres Strait Islander organisations undertaking a project together should also establish a formal partnership and submit evidence of that partnership with their application. Acceptable documents include any of the following:

⁷ As part of the abolition of the Cashless Debit Card (CDC), the Department of Social Services Minister was required to develop Local Services Plans (LSPs) for each of the former CDC locations – Ceduna, East Kimberley, Goldfields and Bundaberg and Hervey Bay.

⁸ You may be contacted by the Community Grants Hub seeking additional information to support the verification of your bank account details.

- A signed Memorandum of Understanding (MOU),
- A signed letter of support, or
- A fully executed Partnership Agreement or similar contractual agreement.
- **Risk Management Plan**
 - All applicants must submit a risk management plan on the template provided on GrantConnect for your project.
 - The plan should include the identification of any policies relevant to your project to manage compliance with accreditations, qualifications, industry standards, insurance, working with vulnerable people and child safe framework.

7.2 Joint (consortium) applications

We recognise that some organisations may want to join as a group to deliver a grant activity, to encourage the capacity building of local organisations, or the sharing of resources.

To be eligible for funding under this grant opportunity, all consortium applicants will need to partner with a local Aboriginal Community Controlled Organisations (Aboriginal Community Controlled Organisations) or other appropriate local Aboriginal and Torres Strait Islander organisation.

The consortium partner must have a significant role in the project and evidence of a formal Partnership Agreement that is consistent with the National Agreement on Closing the Gap must be provided as part of your application submission. If you do not already have a similar agreement in place, it is expected you demonstrate progress towards establishing such an agreement.

The Partnership Agreement will need to be signed by all parties, and outline:

- who the parties are, including full legal names and ABNs;
- what their roles on the project are;
- what the purpose and objectives of the partnership are;
- what is in scope of shared decision-making;
- what the reporting arrangements and timeframes are;
- the monitoring, review and dispute mechanisms; and
- be structured in a way that allows Aboriginal and Torres Strait Islander parties to agree the agenda for discussions that lead to any decisions.

If you are applying as partnership agreement, you **must** appoint a 'lead organisation'. The lead organisation must be one of the eligible organisation types at Section 4.1.

The application **must identify** all other members of the proposed group. While only the lead organisation will enter into a grant agreement with the department, it must have the authority to do so on behalf of the partnership members.

Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.

7.3 Timing of grant opportunity processes

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

If you are successfully shortlisted as a Brokerage Organisation, further details will be specified in your Letter of Offer.

Table 3: Expected timing for this grant opportunity

Activity	Expected Timeframe
Grant opportunity open to applicants (anticipated mid 2024) (6 weeks)	Early June 2024
Assessment of eligible applications	1-2 weeks
Approval of outcomes of selection process	1 week
Negotiations and award of grant agreements to commence Community Design Plan	3-4 weeks
Notification to unsuccessful applicants	1 week
Development of Community Design Plan	3 months
Variation to funding agreements with Brokerage Organisations to enable funding to be granted to community organisations in line with the approved Community Design Plan	3-4 weeks
Implementation of the Community Design Plan and management of funding agreements with community organisations by the Brokerage Organisations.	Ongoing

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.

7.4 Late applications

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.

7.5 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

We first review your application against the eligibility criteria in section 4.

Only eligible applications will move to the next stage. We consider eligible applications 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.⁹

The department will carefully assess each proposal to prevent any possibility of grantees accessing funding from multiple government sources for the same activity. The department may consider other sources of funding that may be available.

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

Table 4: Assessment Criteria Scoring Matrix

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria, exceeds expectations.	5

⁹ See Glossary for the definition of 'relevant money'.

Rating (for individual criterion)	Score
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

A score out of 5 will be applied to each of the 3 assessment criteria. A total of 15 is the highest score any application can receive.

Only applications that score Average or above against each of the 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 money¹⁰, 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
- the extent to which the geographic location of the application matches identified priorities, and
- how the grant activities will target groups or individuals.

8.2 Who will assess applications?

The department will establish an assessment team(s) to assess eligible and compliant applications. The assessment team may comprise of staff from across the department including representatives from the Population Health Division and First Nations Health Division, and may include representatives from other areas of the department or from outside of the department, as appropriate.

This 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 Alcohol and Other Drugs Branch of the department and may include representatives from other areas of the department and from outside of the department, as appropriate.

We may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

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

¹⁰ See Glossary for the definition of 'value with money'.

you as referees. The assessment committee may also consider information about you that is available through the normal course of business.

The assessment committee will provide the panel's recommendations to the Decision Maker for final decision to approve a grant.

Decisions on suitability will be informed by relevant sources in addition to assessment against the required criteria. The department may also seek advice from other government departments with connections to the regions, to advise on suitability of the grant applicants.

8.3 Who will approve grants?

The appropriate Decision Maker for the grant will be the Assistant Secretary, Alcohol, and Other Drugs Branch, of the Department of Health and Aged Care.

The Decision Maker will make the final decision in all matters, including:

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

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

Please see [Appendix A](#) for details of the Community Design Plan process and assessment.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing, following a decision by the decision maker. 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 within 30 days of advice of an unsuccessful outcome. We will respond to your request for feedback in writing within 30 days.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities 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 may decide to administer further grant opportunities at a later date.

Alternatively, an open competitive grant opportunity round for the affected location/s will be considered to identify potential providers to work with communities to design and implement AOD and related services aligned to community needs.

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 website](#). We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you 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.

You will have 20 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). 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

To be eligible for a grant, you must declare in your application that you comply with the requirements listed at section 4.3.

For Infrastructure grants, please refer to sections 4.2 and 4.3 .

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.

Grant agreements will be executed between the Department of Health and Aged Care and eligible Brokerage Organisations for each four regions.

Brokerage Organisations will be primarily responsible for executing grant agreements, carefully administering the funds and managing funding delivery to successful AOD service grantees in their region.

An amount of the funds will be provided to the Brokerage Organisation to cover the costs of administering support to community service delivery of the grant activities.

If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement.

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.

The following details will be published on GrantConnect:

- Organisation name
- Value awarded
- Grant term

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, project/services or organisation.

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

You must also inform us of any changes to your:

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

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

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

12.1.1 COVID-19 and Environmental Considerations

As a result of COVID-19, unforeseen events or impacts of seasonality have an effect on plans, some 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 will be required to periodically report on the overall progress and performance of your activity, and against the key performance indicators established in your grant agreement.

The frequency and content of reporting requirements will depend on the funded activity and will be contained in the grant agreement. The department will also source a range of data and information to inform its assessment of performance. In completing performance reports, you are encouraged to be open about the status of the activity, any service delivery risks and issues, and to provide evidence to support any claims made. This instils confidence in your management reporting systems and allows the department to better work with you to improve performance, if necessary.

The Brokerage Organisation could use an 'on-the-ground' strategy to monitor AOD treatment services grantees and activities. This can involve site visits, discussions with community members and service recipients, discussions with regional First Nations community/ies or groups and other key stakeholders, and ongoing contact with the grantees. A priority for the Brokerage Organisation is active engagement to assist with early identification and treatment of activity delivery risks and other issues as they arise.

You must submit reports in line with the [grant agreement](#). We may provide sample templates for these reports as appendices in the grant agreement.

12.2.1 Progress/performance reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes;
- show the total eligible expenditure incurred to date; and
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities)

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

12.2.2 Ad-hoc reports

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

The amount of detail you provide in your reports 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.

12.3 Financial reporting

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

We will ask you to report on the expenditure of the grant using a financial declaration and/or an income and expenditure statement and/or an audited income and expenditure statement.

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 contacting your Funding Arrangement Manager (FAM) listed on your grant agreement. 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.

Brokerage Organisations will have a crucial role in providing information and data through reporting for the evaluation. We will evaluate each grant activity against performance indicators to assess the extent to which the outcomes and objectives have been achieved. This information will be included into the grant agreement. By entering into the grant agreement, you agree to implement the monitoring and evaluation requirements by the Department.

We may request additional information from you to help us understand the programs impact and to evaluate the effectiveness in achieving the objectives of the program.

12.8 Acknowledgement

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 [name of grant activity] 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:

- 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
- 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
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

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

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

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

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
 CANBERRA ACT 2601

By email: foi@health.gov.au

14. Consultation

The department commissioned two consultations to inform the approach to funding in the four regions. The first by Fifty-five 5 and Cultural and Indigenous Research Centre Australia (CIRCA) to identify service gaps in 2021-22, and a second consultation in 2022-23 by CIRCA to inform parameters of these grant opportunity guidelines.

The consultation included interviews with representatives from across the First Nations health and AOD sectors, local service providers, jurisdictional health departments and community representatives. Throughout the consultation process, 25 interviews occurred with key representatives from Commonwealth and state drug and alcohol funding bodies and sector experts. There were 47 in-community interviews with community level stakeholders, First Nations community leaders, and health and drug and alcohol treatment services, including Aboriginal Community Controlled Health Organisations.

In December 2022, CIRCA was commissioned by the department to undertake further consultation to seek input on draft parameters of these grant opportunity guidelines. This consultation process took place in a staged approach from the national level to the local community level from April – June 2023 and built on the previous community consultation, to ensure the guidelines would be fit for purpose.

The consultation included 25 interviews with key representatives from Commonwealth and state drug and alcohol funding bodies and sector experts. There were 47 in-community interviews with community level stakeholders, First Nations community leaders, health and drug and alcohol treatment services, including Aboriginal Community Controlled Health Organisations (ACCHOs). Community level consultations were led by CIRCA's team of First Nations researchers who have strong cultural ties to each of the four communities.

The report outlines the overall findings from the consultations, and the specific findings that are relevant to each community. In line with community expectations, the funding is to build on and complement existing AOD treatment services and maximise efficiency and effectiveness of service delivery.

In addition to consulting with Commonwealth agencies (the National Indigenous Australians Agency, Department of Social Services) and the National Aboriginal Community Controlled Health Organisation, the department has engaged with AOD peak bodies, AOD experts, state health departments, Primary Health Networks, Aboriginal Community Controlled Health Services, AOD services and local First Nations community representatives to develop and gauge acceptability and appropriateness of these grant opportunity guidelines in responding to community needs at the local level.

14.1 General Consultation Findings

Key findings of a series of stakeholder consultations conducted between 2021 and 2023 identified AOD treatment service gaps across each CDC location predominantly related to four main areas:

- Limited access to general AOD treatment services – such as inpatient rehabilitation, and a need for outreach services in all areas.
- Lack of targeted AOD treatment services – to support the needs of specific groups, such as First Nations peoples, youth and women.
- Workforce shortages - notably a lack of First Nations staff and difficulty attracting and retaining qualified staff
- Infrastructure and social support – a high demand for employment and housing across all areas creating challenges for services to tackle AOD specific issues when basic needs are unmet.¹¹

There were many consistencies in the social and health issues identified across the four regions. Some specific AOD needs however were particular to each of the locations. Drug use was considered more problematic in some areas, while broader health and social issues were more prominent concerns in others.

The Final Report of consultations undertaken in 2021-22, 'Consultation to Inform Funding for Alcohol and Other Drug Treatment Services to Support Cashless Debit Card Trial Participants', is available on the Department's website at:

<https://www.health.gov.au/resources/publications/consultation-to-inform-funding-for-alcohol-and-other-drug-treatment-services-to-support-cdc-trial-participants?language=en>

¹¹ Department of Health (2022) Consultation to Inform Funding for Alcohol and Other Drug Treatment Services to Support CDC Trial Participants. Accessed online 09/01/23 at <https://www.health.gov.au/resources/publications/consultation-to-inform-funding-for-alcohol-and-other-drug-treatment-services-to-support-cdc-trial-participants?language=en>

15. 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
Aboriginal Community Controlled Health Services (ACCHS)	an ACCHS that delivers primary health care initiated and operated by the local Aboriginal community. The service is to deliver holistic, comprehensive, and culturally appropriate health care to the community, managed by the community through a locally elected Board of Management.
Aboriginal Community Controlled Organisation (ACCO)	an ACCO delivers services, including land and resource management, that builds the strength and empowerment of Aboriginal and Torres Strait Islander communities and people and is: <ul style="list-style-type: none"> a. incorporated under relevant legislation and not-for-profit b. controlled and operated by Aboriginal and/or Torres Strait Islander people. c. connected to the community, or communities, in which they deliver the services. d. governed by a majority Aboriginal and/or Torres Strait Islander governing body
AOD	Alcohol and other drugs
Brokerage Organisation	an organisation selected in each region with capacity to work in partnership with community stakeholders to deliver a Community Design Plan in response to identified AOD treatment needs. The Brokerage Organisation will be capable of managing the delivery of a grant opportunity for the community organisations to access funds to implement the design plan activities. Brokerage Organisations are ineligible for funding to deliver AOD treatment related activities and services, but will be funded by the department to fulfil their specific role.
CDC	Cashless Debit Card

Term	Definition
Community Design (formerly 'co-design')	is an approach that actively involves all stakeholders in the design process to help ensure the result meets their needs and is successful. It invites the users of the services and the communities, to have an active role in the development of the activities that impact them.
commencement date	the expected start date for the grant activity
Commonwealth Child Safe Framework	The Commonwealth Child Safe Framework is 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 date by which the grant activity must be completed, and the grant monies spent.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
cultural safety	A culturally safe environment is spiritually, socially and emotionally safe, as well as physically safe for people; where there is no assault, challenge or denial of their identity, of who they are and what they need. Only the person who is recipient of a service or interaction can determine whether it is culturally safe.
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
double-dipping	occurs where a grantee is able to obtain funding for the same grant activity from more than one source. Consideration should be given to the possibility of 'double-dipping' by a grantee.
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> <p>a. under which relevant money¹² or other Consolidated Revenue Fund (CRF) money¹³ is to be paid to a grantee other than the Commonwealth; and</p> <p>which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives</p>
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
major capital expenditure	Money spent by an organisation on alterations, repairs, replacements and/or improvements to fixed assets such as buildings, vehicles, equipments or land. This may be with respect to all or any portion of the Property.
major capital works	consist of the purchase or construction of new clinics and/or clinical staff housing, the demolition (whether or not followed by the replacement) of the majority of existing premises, and extensive renovation projects, and works that extend beyond the existing footprint of the current premises.
minor capital works	consist of minor/general repair, maintenance and/or upgrade projects that contribute to improving clinic and clinical staff facilities, and/or emergency works that will assist with the safety and accessibility of the primary health care clinic. These works must not change the footprint of current premises. P
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.

¹² Relevant money is defined in the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), chapter 1, section 8 Dictionary.

¹³ Other CRF money is defined in the PGPA Act. See section 105 Rules in relation to other CRF money.

Term	Definition
<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.
shared decision making	occurs when Aboriginal and Torres Strait Islander people are empowered to share decision-making authority with governments to accelerate policy and place-based progress on Closing the Gap through formal partnership arrangements. ¹⁴
trauma-informed	Is the knowledge and understanding of how trauma affects people's lives, their service needs and service usage.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources, and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.

¹⁴ Closing the Gap – Definitions – accessed online at <https://www.closingthegap.gov.au/national-agreement/national-agreement-closing-the-gap/12-definitions> - 3May2024

Appendix A: Next Steps for Approved Brokerage Organisations

Brokerage Briefing Session

The department will arrange a briefing/s for the selected Brokerage Organisations to discuss the objectives, process and expectations of the Community Design Plan prior to commencement. Brokerage Organisation briefing sessions may be in person or online. Dates and times for sessions will be confirmed with successful applicants.

1. Community Design Plan

The Community Design Plan approach is consistent with the findings of consultation undertaken across the four previous cashless debit card trial sites. This approach to engaging community in the decisions that affect them also responds to the Australian Government commitment to implement Priority Reform 1 under Closing the Gap: shared decision making and formal partnerships between governments and local stakeholders. A definition of community-design is included in Section 14: Glossary. Further details including assessment criteria for a Community Design Plan will be provided within grant agreements executed between the department and the Brokerage Organisations.

2. Community Grant Opportunity

The Brokerage Organisations in each region will be responsible for conducting a grants process to enable community organisations to apply for funds to implement activities outlined in the Community Design Plan. Only activities detailed in the approved Community Design Plan, and aligned with the overall objectives of the Drug and Alcohol Program are eligible for funding.

Brokerage Organisations will be required to establish guidelines to inform potential applicants of the eligibility criteria, grants process and how to apply. The eligibility criteria and assessment criteria will be used to determine which applications are suitable for funding to implement the Community Design Plan. The department will provide guidance materials to Brokerage Organisations they can utilise to ensure guidance materials align with the Community Grants Rules and Guidelines (CGRGs).

3. Eligible Community Grant Activities

The community grants can be used for activities that include, but are not limited to the following treatment streams:

- early intervention via assessment, screening and/or brief intervention;
- withdrawal management;
- residential rehabilitation (including pre-and post-residential support);
- counselling (including out-patient rehabilitation);
- case management, care co-ordination and support;
- workforce development, recruitment, retention, capability and capacity building (particularly of the Aboriginal and/or Torres Strait Islander workforce);
- outreach;

- pharmacotherapy;
- harm reduction activities such as opioid substitute programs;
- health promotion, information and education relating to AOD issues, to facilitate prevention;
- infrastructure.

Applications with a focus on priority areas are encouraged. These include, but are not limited to;

- holistic approaches to treatment that are trauma-informed, culturally safe, competent and respectful (such as on-Country activities, bush camps, cultural yarning, traditional healing, etc);
- models of care that are person-centred and consider social and emotional wellbeing, engaging family and friends as appropriate.

Further details will be provided in your grant agreement.

The Brokerage Organisations will manage grant agreements and funding to eligible organisations in support of their projects that correspond to the Community Design Plan and overall objectives of the Drug and Alcohol Program.

4. Assessment Criteria for Community Grants

The funding will prioritise and support evidence-based projects that correspond to the Community Design Plan and demonstrate strong linkages to the overall AOD program objectives and specific regional needs for improved health outcomes.

The grant opportunity will not fund ongoing AOD treatment related services and activities. The department encourages applicants to consider how their projects will be sustained in the long term when submitting their proposals for funding.

Each application will be assessed against the same criteria and must demonstrate:

- how well the applicant has considered the regional priorities;
- how the projects will meet the Drug and Alcohol program objectives,
- priorities for the department and whole of Australian Government.

Government departments delivering related programs may be consulted during the assessment process to ensure projects align with government priorities and funding is not duplicative.

An example of potential assessment criteria that Brokerage Organisations may use, is included below:

Criterion 1 - Details of your proposed activity and the priority treatment stream it corresponds to;

Describe in detail, the types of activities that you expect will be delivered.

In responding to this criterion you should include:

- a description of the types of needs and where enhancing existing services or providing a necessary service are planned and the expected time frame;
- how the initiative is linked to the Community Design Plan of your region;

- a description of how you will ensure proposals accurately reflect community need and do not duplicate existing services; and
- details about who will benefit and the intended outcomes.

Criterion 2 - Organisational capacity/Governance

Demonstrate your organisation's capability to carefully and responsibly administer the funding allocated.

In responding to this criterion you should include:

- a description of your organisation's prior experience, in particular in managing similar grant agreements in the past.
- an outline of the staffing capacity of your team and those who will take responsibility for delivery and reporting to the department.
- a description of how you will measure the project's success.

The assessment of the proposal will consider whether:

- the types of expenditure proposed represent value for money, and align with the objectives of the project; and
- the level of risk associated with the administration of the funding is manageable and/or acceptable.

Appendix B: Other Related Australian Government Funding Programs

The National Indigenous Australians Agency (NIAA) and the Commonwealth Department of Social Services (DSS) also have funding programs in place to support AOD treatment. The department is working closely with these agencies to avoid duplication and complement activities, while prioritising health specific needs. Separate to this grant opportunity, NIAA are providing \$66 million (to 2024-25) for the Strengthening First Nations Alcohol and Other Drugs Treatment Services initiative to improve outcomes for First Nations people and communities directly and indirectly impacted by harmful substance use. These funds are in addition to the approximately \$70 million Indigenous Advancement Strategy funding per year to support up to 70 culturally safe AOD treatment and support services in Australia.

As part of the CDC abolition, the Australian Government has committed \$35 million Community-led Support Fund (CLSF) from 1 June 2023 through to 30 June 2026, administered through the Department of Social Services. The purpose of the CLSF grant opportunity is to: provide short-term funding that meets the immediate needs for each of the former CDC locations – Ceduna, East Kimberley, Goldfields and Bundaberg and Hervey Bay identified in Local Services Plans; and support the implementation or expansion of support services aligned with community needs. These LSPs outline the current support services available and include service gaps, social issues and priority needs that have been identified by the community in each of the former CDC locations. <https://ministers.dss.gov.au/media-releases/14416>