



**Australian Government**  
**Department of Health  
and Aged Care**

**2023 COVID-19 Aged Care Support Program  
Grant Opportunity Guidelines  
GOXXXX**

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

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# 1 2023 COVID-19 Aged Care Support Program grant opportunity processes

**The 2023 COVID-19 Aged Care Support Program is designed to achieve Australian Government objectives.**

This grant opportunity is part of the above grant program which contributes to the Department of Health and Aged Care's (the department) Outcome 3.3: Aged Care Quality. 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 the eligibility criteria to be considered for a grant.



**We assess all grant applications**

We assess the applications against eligibility criteria.



**Grant decisions are made**

The decision maker makes a decision about the grant(s).



**We notify you of the outcome**



**We enter into a grant agreement**

If you are successful, we will enter into a grant agreement with you. The type of grant agreement is based on the nature 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 you provide to us and that we collect from various sources.

## 1.1 Introduction

These guidelines contain information for the 2023 COVID-19 Aged Care 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

This grant opportunity contributes to outcome 3.3: Aged Care Quality.

The purpose of the 2023 COVID-19 Aged Care Support Program grant opportunity is to support providers to transition towards managing the costs of COVID-19 outbreaks as part of their business-as-usual arrangements. The Program will reimburse approved aged care providers to maintain preparedness for, and respond to, outbreaks in the 2023 calendar year for eligible expenditure incurred in managing direct impacts of COVID-19 up to a maximum grant value per operational place for residential aged care providers or number of home care packages for home care providers.

The objective of the program is to:

- support the provision of safe and quality care for older Australians in their choice of care through regulatory activities, collaboration with the aged care sector and consumers, as well as capacity building and awareness raising activities

The intended outcomes of the program are:

- consumers of Aged Care Services directly impacted by COVID-19, experience safe and quality care; and
- the financial costs of managing direct impacts of COVID-19 are reduced for eligible Aged Care services.

Table 1: Performance indicators

Performance indicator	Measure
Assessment of applications	90% of applications are assessed within 12 weeks from submission date
Advice of outcome	Applicants will receive an outcome letter from the department within 20 days of finalisation of an assessment.

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

## 3 Grant amount and grant period

### 3.1 Grants available

The Australian Government has announced a total of \$428.78 million (GST exclusive) for the 2023 COVID-19 Aged Care Support Program.

The grant opportunity will provide financial support to aged care providers by reimbursing eligible costs associated with managing COVID-19 outbreaks between 1 January 2023 and 31 December 2023 inclusive.

Under these Grant Opportunity Guidelines, there will be two streams of funding available: a reimbursement stream; and invitation only stream.

For the reimbursement stream, the government will reimburse up to a capped amount based on the number of operational places for residential aged care providers or number of home care packages for home care providers.

This includes:

- Residential Aged Care and NATSIFACP services, the maximum grant value has two components: a base funding allocation of \$20,000 plus a funding allocation of \$2,000 for each operational place.
- Home Care services the maximum grant value has a single component: a funding allocation of \$650 per client.

The baseline cap (maximum grant value) represents the Government's maximum contribution towards provider costs associated with managing a COVID-19 impact period, irrespective of provider costs exceeding the value of the baseline.

A provider may be invited to apply for:

- up to \$15,000 per application if they have participated in the department's outbreak prevention audit (or on the advice of the Aged Care Quality and Safety Commission) and require support with associated costs to implement audit outcomes; or
- grant funding, where a service has experienced significant and/or prolonged COVID-19 outbreaks where the eligible costs associated with an application exceeds the maximum grant value (baseline cap).

You are responsible for any eligible expenditure you incur that exceeds your maximum grant value plus any ineligible expenditure.

Table 1: Grant Opportunity Funding Available

<b>Total \$ M (GST exclusive)</b>
<b>428.78</b>

### 3.2 Grants claim period

The grant is available for eligible applications with an impact period between 1 January 2023 and 31 December 2023, inclusive.

The impact period is between the Trigger Date and End Date for that service.

**The earliest possible Trigger Date is 1 January 2023.** The Trigger Date is the date of a test for COVID-19 of a resident or care recipient that returns a positive result.

The End Date for each impact period is when the direct COVID-19 impacts are resolved, either:

- the last day that residents/ clients are isolating with symptoms, or
- 7 days from the date of the last positive test result.

**The latest possible end date for an impact period will be 31 December 2023, irrespective of when the impact period commences.**

## 4 Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria. We cannot waive the eligibility criteria under any circumstances.

### 4.1 Who is eligible to apply for a grant?

To be eligible you must be an:

- approved Residential Aged Care provider with one or more services directly impacted by COVID-19;
- approved NATSIFACP provider with one or more services directly impacted by COVID-19; and/or
- approved Home Care provider with one or more services directly impacted by COVID-19; and

submits an application that is greater than \$650.00 and less than the baseline cap, as applicable.

For the **Invitation Only** stream you must have received an email invitation from the department to apply.

**NOTE: Directly impacted services are those with one or more COVID-19 infected residents or clients in the period between 1 January 2023 and 31 December 2023, inclusive.**

### 4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an approved Residential, NATSIFACP or Home Care provider who plans and prepares to manage COVID-19 but does not experience a direct impact;
- a directly impacted approved Residential, NATSIFACP, or Home Care provider with Business Interruption Insurance including COVID-19 coverage;
- a directly impacted approved Residential, NATSIFACP or Home Care provider who is funded and/or operated by a state or territory government;

- an approved Residential Aged Care provider that is not directly impacted but has experienced a decline in the rate of entry resulting in reduced occupancy rates and financial viability issues;
- a non-approved aged care service provider;
- a Commonwealth Home Support Program (CHSP) service provider; and/or
- 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*'.

## 5 What the grant funds can be used for under this grant opportunity

### 5.1 Eligible grant activities: Reimbursement Stream

Eligible activities must directly relate to the grant opportunity. Grant funds will reimburse eligible providers for costs incurred in undertaking eligible activities up to the value of the maximum grant limit per service per eligible impact period.

#### 5.1.1 Residential Aged Care Providers and NATSIFACP Providers

Eligible activities are activities associated with managing direct impacts of COVID-19 between 1 January 2023 to 31 December 2023, including the following:

- providing increased staff to manage care of a service with residents/clients who are infected or isolated due to COVID-19; and
- accessing equipment and resources required to manage a service in an infection control environment including Personal Protective Equipment (PPE), disinfection and cleaning agents.

Increased staff may include any positions that provides **direct** quality care and services to a Residents/Clients e.g., registered nurses, direct care staff, hotel services staff (catering and cleaning), Allied Health (including social workers to support communication with families), Leisure and Lifestyle staff, and Administration staff.

#### 5.1.2 Home Care Providers

Eligible activities are activities associated with managing direct impacts of COVID-19 between 1 January 2023 to 31 December 2023, including the following:

- providing increased staff to manage care and broader requirements in a service with clients who are infected or isolated due to COVID-19; and
- accessing resources to manage infection control for staff including PPE.

Increased staff may include any positions that provides direct quality care to a Residents/Client e.g., registered nurses, direct care staff, Allied Health (including social workers to support communication with families), Leisure and Lifestyle staff, and Administration staff.

## 5.2 Eligible grant activities: Invitation Only Stream

Eligible grant activities under this stream will be determined by the decision maker when applicants are invited to apply.

## 5.3 Eligible expenditure: Reimbursement Stream

You can only be reimbursed for eligible expenditure you have incurred on eligible activities as defined at section 5.1.

Eligible expenditure items are:

- salary and wages for existing and new employees including full time, part time and casual staff;
- contractor expenses;
- expenses for purchase of equipment and resources for managing infection control; and
- travel and accommodation for additional staff who are not usual employees of the service. This includes staff brought in from other services the provider may operate including flights, accommodation, taxis, and ridesharing services.

### 5.3.1 Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of additional hours and overtime undertaken by employees you directly employ who support the direct care and services required to ensure safe quality care of care recipients. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the Australian Taxation Office (ATO). We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on eligible activities during the agreed project period.

### 5.3.2 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30% allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.

Evidence you will need to retain can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary; and/or
- ATO payment summaries, pay slips and employment contracts.

### 5.3.3 Agency Staff expenditure

All costs for additional staff, charged by workforce agencies, are eligible for reimbursement. This includes COVID-19 surcharges and high hourly rates.

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation; and/or
- an individual who is not an employee but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter, or purchase order which specifies the:

- nature of the work they perform; and
- applicable fees, charges, and other costs payable.

Invoices from Agencies must contain:

- a detailed description of the nature of the work;
- the hours and hourly rates involved; and
- any specific expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

#### 5.3.4 Equipment and Resources expenditure

Equipment and Resources eligible expenditures for the project may include:

- Rapid Antigen Testing (RAT): for claims with an impact period within 1 January 2023 to 31 December 2023 inclusive, the department will consider costs for RATs purchased up to 3 months immediately prior to the trigger date of an eligible impact period and used during the impact period as eligible for the grant;
- PPE, including masks, gowns, gloves additional to usual purchase: for claims with an impact period within 1 January 2023 to 31 December 2023 inclusive, the department will consider costs for PPE purchased up to 3 months immediately prior to the trigger date of an eligible impact period and used during the impact period as eligible for the grant;
- cleaning services (during and up to 1 week after the End Date. (Refer to item 3.2);
- hand sanitiser/ anti-bacterial wipes;
- alginate laundry bags;
- increased general waste (includes waste collection up to 1 week after the End Date. (Refer to item 3.2);

Other specific expenditures may be eligible as determined by the Decision Marker.

Evidence you must retain can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies.

Not all expenditure on managing direct impacts of COVID-19 may be eligible for grant funding. The Decision Marker who is the Senior Executive Officer in the department with responsibility for the program makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must be:

- a direct cost of managing direct COVID-19 impacts; and

- incurred by you for required eligible activities – see section 5.1.

#### **5.4 Eligible expenditure: Invitation Only Stream**

The Decision Maker may consider additional items to those listed at 5.3 if identified through an Infection Prevention and Control (IPC) audit and recommended as a preventive measure.

#### **5.5 What the grant money cannot be used for under this grant opportunity**

This section provides guidance on what we consider ineligible expenditure. We may update this advice from time to time.

The Decision Maker may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- labour expenditure for leadership (such as CEOs, CFOs, Executive staff, accountants, and lawyers);
- labour expenditure for Doctors/GPs, General Service Manager, Facility Manager, Residential Service Manager, Aged Care Group Manager, Procurement staff, Media /Communication staff, Security and Maintenance staff;
- teams of staff to manage administrative tasks such as workforce allocation and Contact Tracing;
- costs of employing usual roster of staff required to provide services in a regular (not COVID-19 impacted) environment;
- sick leave or paid pandemic leave for staff not attending the service during an outbreak;
- recreational leave for staff not attending the service during an outbreak;
- paying vulnerable staff (over 50, Indigenous, or with chronic illness) that you have not had working at the service but are paying their wage;
- paying quarantine or isolation payments for staff (in the form of salary, leave or special payments);
- media relations or crisis management staff/consultants;
- financing costs, including interest;
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities);
- debt financing;
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations;
- maintenance costs;
- Any food or drink items;
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges; and/or
- costs related to preparing the grant application and preparing any project reports.

This list is not exhaustive and applies only to the expenditure of grant funds. Other costs may be ineligible where the decision maker decide that they do not directly support the

achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

For guidance on ineligible expenditure, see **Appendix B**.

## 6 How to apply

Before applying, you must read and understand these guidelines and the Application Form.

These documents are found on [GrantConnect](#). Any alterations and addenda<sup>1</sup> will be published on [GrantConnect](#) and by registering on this website, you will be automatically notified on any changes. [GrantConnect](#) is the authoritative source for grants information.

To apply, you must:

- complete the online application form;
- complete the cost calculator;
- provide all the information requested;
- address all eligibility criteria;
- include all necessary attachments; and
- submit your application by the closing date and time using the Online Application Form document on [GrantConnect](#).

You can make multiple applications for the same service while the Grant Opportunity is open; however, you cannot make more than one application for the same service covering the same impact period (unless you withdraw the previous application, or it was assessed as ineligible).

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 Act 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately on [grant.atm@health.gov.au](mailto:grant.atm@health.gov.au). We do not have to accept any additional information, nor requests from you to correct your application, and we will not accept any additional information once your application is assessed.

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.

If you need further guidance around the application process, or if you are unable to submit an application online, contact us via email at [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au).

You must keep a copy of your application and any supporting documents. You will receive automatic email acknowledgement once your application has been submitted. If you need

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<sup>1</sup> 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

further guidance around the application process, please contact us at [grant.atm@health.gov.au](mailto:grant.atm@health.gov.au).

## 6.1 Attachments to the application

You must complete and provide the following document on the most up to date template provided on GrantConnect with your application:

- an **Aged Care Support Costs Calculator**– Impact period costs, outlining the incurred expenditure for the impact period. The Trigger Date and End Date is accurately reflected (refer to section 3.2 *Grants claim period* for information on eligible criteria for a trigger date and end date). Where there is more than one resident or client testing positive to COVID 19 and an impact period extends beyond 7 days, you must complete a test register. You must ensure that all required fields are complete as per the instructions on the Calculator. Your application may be assessed as ineligible if the required information is not provided.

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

## 6.2 Timing of grant opportunity processes

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

Table 2: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	April 2023 to 31 March 2024
Earliest commencement date of grant activity	1 January 2023
End date of grant activity	31 December 2023
End date of grant commitment	30 June 2024

## 6.3 Questions during the application process

If you have questions relating to clarification of information of the available grant, technical issues, or process during the application period, please contact [grant.atm@health.gov.au](mailto:grant.atm@health.gov.au). The department will respond to emailed questions within five working days.

Requests for clarification may form the basis of a response that will be posted on the [GrantConnect](#) website in Frequently Asked Questions document relating to this grant opportunity. Any 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 determine eligibility (for the Reimbursement Stream only). The department cannot assist you to complete your application (both streams).**

# 7 The grant selection process

Your application will be considered through a demand driven grant process.

Departmental Officials will:

- review your application against the eligibility criteria and determine your grant amount based on your incurred eligible expenditure and the maximum grant value per service calculated as outlined in section 3.1; and
- assess your suitability to receive a grant by reviewing the information and documents listed in Section 6.

We will make a funding recommendation to the decision maker.

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

The officials recommend to the Decision Maker which organisation/s are suitable to receive a grant.

When assessing the extent to which the application represents value for money, we will have regard to the:

- overall objective/s to be achieved in providing the grant;
- relative value of the grant sought; and
- extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.

Eligible applications will be considered successful provided sufficient grant funding is available.

### **7.1 Who will approve grants?**

The Assistant Secretary of the Aged Care COVID-19 Grants Branch (the Decision Maker), or their delegate, 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; and
- grant funding amount to be awarded.

## **8 Notification of application outcomes**

We will advise you of the outcome of your application in writing.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) service while the Grant Opportunity is open. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it.

## 9 Successful grant applications

### 9.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the letter of agreement in this program. Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the Department of Finance's website.

The Community Grants Hub will send you a letter of agreement advising that your application has been successful and providing you with an offer. You accept the offer by signing and returning the letter of agreement to the Community Grants Hub. The agreement will be considered executed (take effect) from the date you sign the letter. The letter of agreement will state the maximum grant amount to be paid.

### 9.2 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 pay 100% of the grant on execution of the grant agreement.

You will receive a single grant payment for each eligible application.

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

### 9.3 Grants Payments and GST

Payments will be GST exclusive. All amounts claimed by applicants and all amounts approved for reimbursement are GST exclusive. We will not add GST to your grant payment.

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 particular taxation circumstances.

## 10 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](#).

## 11 How we monitor your grant activity

### 11.1 Keeping us informed

You should let us know if anything is likely to affect your 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.

## 11.2 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 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.

We may contact you up to two years after you finish your grant for more information to assist with this evaluation.

## 11.3 Audit Capability

The department will undertake a combination of random and targeted audits throughout the grant process, and you must give the Commonwealth, or any persons authorised in writing by the Commonwealth, material relating to the activity specified by the Commonwealth. For the avoidance of doubt, this may include the provision of documents including:

- Employment records and supporting evidence concerning the employment and work hours for eligible employees.
- Evidence of funding between Agency and provider; and
- Invoices relating to the claim.

As a general rule, requests will be made in writing to the grant applicant with evidence required to be provided within 28 days of request.

If a provider is affected directly by COVID-19, they may contact the department and seek a deferral.

Among other things, audits may be conducted taking into account risk assessments and/or irregularities are found. For example, in the data supplied.

## 11.4 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 project received grant funding from the Australian Government.’

## 12 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 Commonwealth Grant Rules and Guidelines.

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

## 12.1 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](mailto: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 investigate 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](mailto:ombudsman@ombudsman.gov.au)

Website: [Commonwealth Ombudsman](#)

## 12.2 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:

1. professional, commercial, or personal relationship with a party who is able to influence the application process, such as an Australian Government employee;
2. relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
3. 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](#).

## 12.3 Privacy

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

1. what personal information we collect;

2. why we collect your personal information; and
3. 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* 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.

#### **12.4 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 nondisclosure of our confidential information in a form we consider acceptable.

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

1. the committee and other Commonwealth employees and contractors to help us manage the program effectively;
2. employees and contractors of our department so we can research, assess, monitor, and analyse our programs and activities;
3. employees and contractors of other Commonwealth agencies for any purposes, including government administration, research, or service delivery;
4. other Commonwealth, state, territory, or local government agencies in program reports and consultations;

5. the Auditor-General, Ombudsman or Privacy Commissioner;
6. the responsible Minister or Parliamentary Secretary; and
7. 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.

## **12.5 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](mailto:foi@health.gov.au)

## 13 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all the grant administration processes
baseline cap	The baseline cap (maximum grant value) represents the Government's up to contribution towards provider costs associated with managing a COVID-19 impact period, irrespective of provider costs exceeding the value of the baseline.
commencement date	the expected start date for the grant activity (1 January 2023)
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 <a href="#">CGRGs</a> contain the key legislative and policy requirements and explain the better practice principles of grants administration
completion date of activity	the expected date that the grant activity must be completed (31 December 2023)
completion date of funding/program commitment	The expected date that the grant funds will be available (30 June 2024)
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> <ul style="list-style-type: none"> <li>○ under which relevant money<sup>2</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>3</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>○ which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant 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	the individual/organisation which receives a grant
National Redress Scheme	the <a href="#">National Redress Scheme</a> 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.

<sup>2</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>3</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Operational Place	means a capacity within an aged care service for provision of residential care or flexible care to an individual, which is subsidised by the Commonwealth or as defined by the <a href="#">Aged Care Act 1997 (legislation.gov.au)</a>
PBS Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , 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 levels, 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.
<i>Public Governance, Performance and Accountability Act 2013 (PGPA Act)</i>	the <a href="#">PGPA Act</a> 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	<p>a. money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity; or</p> <p>b. money that is held by the Commonwealth of a corporate Commonwealth entity.</p>
service	<p>Service (in relation to approved provider) – The business run by an approved provider through which Commonwealth funded aged care services and supports are provided. An approved provider may have multiple services.</p> <p>An approved provider can exist without a service; however, a service must be linked to an approved provider.</p> <p>An approved provider and a service will have its own individual National Approved Provider System ID.</p>

Term	Definition
value for money	<p>value for 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"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and</li> <li>• the potential grantee’s relevant experience and performance history.</li> </ul>

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<b>Eligible Categories</b>
<b>Labour Expenditure</b>
<p><b><u>Staff Category</u></b>  <b><u>Eligible roles include any positions that provides direct quality care or services to a Residents/Client. This could include:</u></b></p> <ul style="list-style-type: none"> <li>* Care staff (e.g., PCA, AIN)</li> <li>* Nursing staff (e.g. RN, EN)</li> <li>* Clinical/Nurse Leader</li> <li>* Allied health staff (including social workers to support communication with families)</li> <li>* Leisure and lifestyle staff (e.g. activity staff)</li> <li>* Food service / kitchen staff / chef</li> <li>* Laundry / cleaning / 'hotel services</li> <li>* Admin staff</li> <li>* Support staff (cleaners, Laundry and hospitality)</li> <li>* IPC lead (additional hours above usual paid work)</li> </ul> <p>Usual rate only ( usual hourly rate, usual overtime / weekend rates)</p>
<b>Agency Labour</b>
All costs for additional staff, charged by workforce agencies, are eligible for reimbursement. This includes COVID surcharges and high hourly rates.
<b>Equipment and Resources</b>
<b>Rapid Antigen Testing (RAT).</b> (For claims with and impact periods from 1 January 2023 onwards the Department will consider costs for RATs purchased up to three months immediately prior to the trigger date of an eligible impact period and used during the impact period as eligible for the grant
<b>PPE –</b> masks, gowns, gloves, face shield, shoe covers etc additional to usual purchase. (For claims with an impact from 1 January 2023 onwards the Department will consider costs for PPE (only) purchased up to three months immediately prior to the trigger date of an eligible impact period and used during the impact period as eligible for the grant
Cleaning services (during and up to <u>1 week</u> after the end date)
Alginate laundry bags
Hand sanitiser/ anti-bacterial wipes
Increased clinical and general waste accumulated as a result of the impact period (includes waste collection up to 1 week after the end date of an impact period)
Freight and Delivery fees incurred for eligible Equipment and Resources.
<b>Purchase or hire of air scrubbers / air purifiers (preventative stream only)</b> Reimbursement for the full cost of hire of air purifiers / scrubbers during the impact period. Reimbursement of 50% of the cost of purchase of air purifiers / scrubbers (for each item), up to a maximum of \$1000 per item.

## Travel Expenditure

Travel and accommodation for additional staff who are not usual employees of the service. This includes staff brought in from other services the provider may operate and / or agency staff and eligible costs include flights, accommodation, taxis, Ubers, car hire

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<b>Ineligible Items Under the Grant</b>
<b>Labour Expenditure</b>
<p><b><u>Staff Category</u></b>  <b><u>Any salary incentives (COVID allowance, higher hourly rates to incentivise staff to work, COVID loadings etc) to incentivise staff to work during an impact period - impact periods are now BAU</u></b></p> <p><b><u>Roles that will no longer be eligible to claim:</u></b></p> <ul style="list-style-type: none"> <li>* Infection control specialists/Outbreak Consultants</li> <li>* Support staff (e.g. security staff and maintenance staff)</li> <li>* CEO/ Executive team</li> <li>* Accountant and lawyers</li> <li>* Clinical / nurse advisors</li> <li>* Media /Communication staff</li> <li>* Doctors / GPs</li> <li>* Facility Managers/ Regional Facility Managers</li> <li>* Procurement staff (to source PPE and other bulk items)</li> <li>* Teams of staff to manage administrative tasks like workforce allocation / IPC / Contact Tracing</li> <li>* Costs of employing usual roster of staff required to provide services in a regular (not COVID-19 impacted) environment-</li> <li>* Sick leave or paid pandemic leave for staff not attending the service during an outbreak</li> <li>* Recreational leave for staff not attending the service during an outbreak</li> <li>* Paying vulnerable staff (over 50, Indigenous, with chronic illness) that you have not had working at the service but are paying their wage.</li> <li>* Paying quarantine or isolation payments for staff (in the form of salary, leave or special payments)</li> <li>* Media relations or crisis management staff/consultants</li> <li>* Superannuation contributions for regular staff (is already factored into the 30% on costs increase we allow</li> <li>* Pre screening of staff prior to the commencement of a shift. e.g. RAT</li> </ul>
<p>30% on costs for staff employed through an agency (contractors)  *Quarantine payments for agency staff</p>
<b>Equipment and Resources</b>
Rapid Antigen Testing - As a stand-alone item / activity (where there is no direct impact of COVID-19 on the service) RAT is not eligible.
Telephone devices used for staff communication (including mobile phones, headsets, USB chargers) lines or expenses, comms and DECT phones, walkie talkies, communication badges etc.
Cleaning products additional to usual purchase. This includes all wipes such as cloth or paper towel, mops, buckets, brooms, dustpan, duster, cleaning spray, oven cleaner, glass cleaner, multipurpose cleaner, disinfectant, detergent, bleach, floor cleaner, lens cleaner, rubber gloves, spray bottles, scrub /toilet brush, Isopropyl Alcohol, hand wash, air freshener/spray, bins, bin liners etc
Purchase of furniture and furniture repairs
Entertainment items i.e. televisions, board games, Remote Music Therapy, subscription to Zoom concerts and other online activities, Gift Cards
General waste removal additional to usual purchase
Internet expenses, IT hardware and Software, apps, prescriptions

Oxygen cylinders, Oxygen concentrators, oxygen accessories or costs of any kind
Uniforms- including scrubs
Vacuum cleaner, Whitegoods (including fridge, kettles, microwave),
Any food or drink items
Air Fresheners and Vapour Dispensers
Medical Equipment such as, Blood pressure cuffs and monitors, Thermometers, thermal scanners
Linen and bedding additional to usual purchase. Includes purchase of additional items and additional laundry to wash bedding and towels etc.
Hire costs for essential care equipment additional to usual purchase
Storage items to ensure PPE is readily available near resident rooms e.g. bi-fold or trestle tables, over-door shoe holders if used for PPE storage, protection storage units etc.
iPad/portable communication devices - laptops and mobile phones
Personal products- shampoo, conditioner, body wash, toothpaste, body wipes, moisturiser etc
Care items for managing and / or preventing pressure injuries including protective wound dressings, bed cradles, heel / hip / head protectors, replacement mattresses such as the Aspire Active Air 8 Mattresses.
Chemicals used in Vapour / Air Freshener Dispensers
Purchase or hire of air scrubbers / air purifiers - only available for 'prevention' stream
Any paper or disposable product E.g- tissues, toilet paper, hand towel, napkins, tray liners, , cups, plates, cutlery, stationery, printing
<b>Travel Expenditure</b>
Accommodation / local transport for existing staff of a service during an impact period so they did not have to return home to their families whilst working in a residential aged care service during an outbreak
Car hire/transport for standard operating business
Parking fees
Food, alcohol, or meal allowance associated with travel / accommodation
Fees (credit card fees, corporate booking fees, airline booking fees, car rental fees)