



Australian Government

**Department of Health
and Aged Care**

Health Workforce Program Leaders in Indigenous Medical Education (LIME) Network Grant Opportunity Guidelines GO5048

Opening date:	TBC
Closing date and time:	2:00pm (Canberra time) on TBC
Commonwealth policy entity:	Department of Health and Aged Care (department)
Administering entity:	Community Grants Hub
Enquiries:	<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:	Open Competitive

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1. Health Workforce Program: Leaders in Indigenous Medical Education (LIME) Network grant opportunity processes

The Health Workforce 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 Services, Program 1.4 Health Workforce.¹ 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 and assessment criteria to be considered for a grant.



We assess all grant applications

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



We make grant recommendations

We provide advice to the Decision Maker on the merits of each application.



Grant decisions are made

The Decision Maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

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



Delivery of grant

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



Evaluation of the grant opportunity

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

¹ <https://www.health.gov.au/sites/default/files/2023-05/health-portfolio-budget-statements-budget-2023-24.pdf>

1.1 Introduction

These guidelines contain information for the Leaders in Indigenous Medical Education (LIME) Network grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

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

2. About the grant program

The LIME Network grant opportunity is funded under the broader Health Workforce Program (the program). The program is an Australian Government initiative administered by the Department of Health and Aged Care (the Department) to ensure Australia has the workforce necessary to improve the health and wellbeing of all Australians. The program's key priorities include improving the quality, distribution and planning of the Australian health workforce to better meet the needs of the community and deliver a sustainable and well distributed health workforce.

The objectives of the program are to:

- increase the supply of health workers – considering the changing demographics of the Australian population and changing health needs to address current shortages,
- address health workforce shortages in rural, regional and remote Australia through outreach programs, rural workforce programs and targeted workforce incentives; and
- ensure a capable and qualified health workforce through training, development, registration, and accreditation.

The intended outcomes of the program are to:

- improve the capacity, quality and distribution of the health workforce to better meet the needs of the Australian community.
- increase the number of health workers delivering services in rural, regional and remote Australia; and
- support the First Nations health workforce in addressing the needs of First Nations peoples through activities that increase the capacity of the First Nations health workforce and the broader health workforce.

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

2.1 About the grant opportunity

The objectives of the grant opportunity are to support:

- First Nations medical students are supported to undertake medical education and professional development opportunities
- recruitment and retention initiatives tailored to First Nations medical students
- mentoring opportunities for First Nations medical students and
- relationships between the grant recipient and Aboriginal community-controlled health organisations and specialist medical colleges.

The intended outcomes of the grant opportunity are:

- increased number of First Nations medical students enrolled in tertiary medical education
- increased number of First Nations medical graduates
- increased number of mentoring opportunities for First Nations medical students
- increased capacity of the broader medical workforce to understand and address the needs of First Nations people.
- increased collaboration and relationships between Aboriginal community-controlled health organisations and specialist medical colleges.

The department with the grantee will create fit for purpose Performance Indicator/s during negotiations (with a baseline of 2025).

National Agreement on Closing the Gap

The [National Agreement on Closing the Gap](#) commits all governments to a new era of partnership and shared decision-making to close the gap in life outcomes for First Nations people. It recognises that First Nations people know what is best for their people and communities. It also acknowledges that the unique strengths of First Nations knowledges and cultures are critical to driving real change.

At the centre of the National Agreement are four Priority Reforms that focus on changing the way governments work with First Nations people. The Priority Reforms will:

- strengthen and establish formal partnerships and shared decision making,
- build the First Nations community-controlled sector,
- transform government organisations so they work better for First Nations people, and
- improve and share access to data and information to First Nations communities to make informed decisions.

The LIME Network program aligns with the new National Agreement and recognises self-determination, partnership and shared decision making as the best way to close the gap in health outcomes for First Nations people.

Transition to First Nations-led Organisation

In line with the Priority Reforms under the National Agreement, the Department is identifying programs delivering services to First Nations people, that, while not currently delivered by First Nations organisations, could be delivered by First Nations-led organisations.

The LIME program has been identified to transition to a First Nations-led organisation as the current Grantee is the Medical Deans Australia and New Zealand Incorporated. This will be achieved through this open competitive grant selection process, requiring applicants to meet

defined eligibility criteria for their application to be considered for assessment (refer to section 4.1 of these guidelines).

To support this, the Department has established a Transition Advisory Group which includes two external First Nations representatives, selected based on their expertise in the health sector and departmental staff. This group includes majority of First Nations members.

3. Grant amount and grant period

3.1 Grant available

The Australian Government has a total of \$2.72 million (GST Exclusive) over four years for this grant opportunity.

Table 1: Grant Opportunity Funding Available (GST exclusive)

2024-25 FY \$ M	2025-26 FY \$ M	2026-27 FY \$ M	2027-28 \$M	Total \$ M
0.68	0.68	0.68	0.68	2.72

3.2 Grant period

The maximum grant period is four years. You must complete your grant by 30 June 2028.

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?

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'. See also clause 7.2 Joint (Consortium) Arrangements for further information.

For the purposes of this Grant Opportunity, the definition of First Nations led organisation aligns with Chapter 12 in the National Agreement, that outlines what Aboriginal and Torres Strait Islander organisations (other than an Aboriginal and Torres Strait Islander community-controlled organisation) are:

- a business, charity, not-for-profit organisation, incorporated under Commonwealth, state or territory legislation, that has at least 51% Aboriginal and/or Torres Strait

Islander ownership and/or directorship and is operated for the benefit of Aboriginal and Torres Strait Islander communities².

Clause 44 of the National Agreement also states:

Aboriginal and Torres Strait Islander community control is an act of self-determination. Under this Agreement, an Aboriginal and/or Torres Strait Islander Community Controlled Organisation delivers services, including land and resource management, that builds the strength and empowerment of Aboriginal and Torres Strait Islander communities and people and is:

- i. incorporated under relevant legislation and not-for-profit.
- ii. controlled and operated by Aboriginal and/or Torres Strait Islander people.
- iii. connected to the community, or communities, in which they deliver the services.
- iv. governed by a majority Aboriginal and/or Torres Strait Islander governing body³.

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.
- a Commonwealth, state or territory government agency or body (including government business enterprises)
- an individual
- an unincorporated association
- an overseas resident/organisation
- any organisation not included in section 4.1.

4.3 What qualifications, skills or checks are required?

If you are successful, all personnel working on the grant activity must follow:

- compliance with child safety requirements consistent with the Commonwealth Child Safe Framework.

As part of the Commonwealth Child Safe Framework, all Commonwealth entities are required to establish measures to promote the protection of children in services and activities funded by the Australian Government. This means that, from 1 February 2020, organisations funded by the department are required to comply with child safety requirements consistent with the Commonwealth Child Safe Framework.

² <https://www.closingthegap.gov.au/national-agreement/national-agreement-closing-the-gap/12-definitions>

³ <https://www.closingthegap.gov.au/national-agreement/national-agreement-closing-the-gap/6-priority-reform-areas/two>

5 What the grant money can be used for

5.1 Eligible grant activities

Eligible activities must directly relate to the grant opportunity and may include:

- Delivering First Nations medical education best practice
- Recruiting and graduating First Nations medical doctors.
- Providing policy advice on First Nations medical education.
- Providing capacity building, networking, collaboration, publication, information sharing, and feedback opportunities.
- Collaboration that strengthens First Nations medical education networks.

5.2 Eligible locations

The grant opportunity activities must be delivered nationally, across Australia.

5.3 Eligible expenditure

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

Eligible expenditure items include:

- salaries and related costs of professional and administrative support staff to deliver the grant,
- administration and management functions integral to the support and overall achievement of the grant opportunity, and
- the preparation and delivery of project materials and resources; and associated meetings costs - venue hire, catering, accommodation and travel costs (national and overseas) for eligible participants.

Not all expenditure on your grant activity may be eligible for grant funding. The Decision Maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

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

5.4 What the grant money cannot be used for

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

You cannot use the grant for:

- purchase of land
- paying ransom for ransomware, cyber-attack or any other type of cybercrime
- major capital expenditure, major construction/capital works
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation.
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent, and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6 The assessment criteria

You must address all the following assessment criteria in the application. All criterion have equal weighting.

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

The application form includes word limits. Responses will not be read beyond the prescribed word limits. Do not include any additional appendices, unless specified, as they will not be considered.

Assessment Criterion 1: Alignment with Grant Opportunity Objectives and Outcomes

Character limit: 6,000, approx. word limit 900 words

Demonstrate how the proposed activities of your organisation, or consortium, align with the objectives and outcomes of the grant opportunity as described at Section 2.1 of this grant opportunity.

Assessment Criterion 2: Organisational capability to deliver the grant activities

Character limit: 6,000, approx. word limit 900 words

Describe your organisation's capability to deliver the grant activities and how your proposal addresses the risks involved in undertaking the grant activity.

A strong response will include:

- a detailed description of the proposed activities,
- the delivery methodology (including existing relationships that will support the project activities), and
- key outputs.

You must complete the activity work plan template (which can be found on Grantconnect) and include the:

- key tasks your organisation will undertake to meet the objectives of the grant opportunity within the timeframe,
- proposed outputs for the activity,
- performance measures for the activity,
- milestone timelines for the activity,
- employee requirements for the activity including number of employees (full-time and part-time) and position titles. The activity work plan does not count towards the word limit.

Assessment Criterion 3: Efficient, effective, economical and ethical use of grant funds

Character limit: 6,000, approx. word limit 900 words

Describe how your organisation will efficiently and economically use grant funds to deliver your grant activities.

A strong response will identify how the grant activities will achieve high-quality outcomes in a cost-effective way.

You must also complete the indicative budget template (which can be found on GrantConnect). The indicative budget does not count towards the word limit.

7 How to apply

Before applying, you must read and understand all documents and information relating to this grant opportunity found on [GrantConnect](#). Any alterations and addenda⁴ 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.

You can only submit one application for this grant opportunity. If more than one application is submitted, the application submitted latest, and within closing time and date, will progress to the next stage.

To apply you must:

- read all available documentation about the grant opportunity provided on GrantConnect
- complete the application form on GrantConnect
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments, and
- submit your application by the closing date and time using the **Online Application Form** document on GrantConnect.

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

If you need assistance with the application process, submitting an application, have any technical difficulties 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.

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.

⁴ Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

7.1 Attachments to the application

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

- proof of entity type,
- activity work plan (template available on GrantConnect),
- indicative budget plan (template available on GrantConnect) and
- letter/s of support, if applicable (see section 7.2 below)

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

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

7.2 Joint (consortium) applications

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

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

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

A letter of support from each member of a consortium must be attached to the application. A letter of support should include:

- details of the member organisation,
- an overview of how the member organisation will work with the lead organisation, and any other member organisations in the consortium to successfully complete the grant activity,
- an outline of the relevant experience and/or expertise the member organisation will bring to the consortium,
- the roles/responsibilities of the member organisation and the resources they will contribute (if any), and
- details of the member's management-level contact officer.

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. If you are successful, we expect you will be able to commence your grant activity around September 2024.

Table 2: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	6 weeks
Assessment of applications	1-2 weeks
Approval of outcomes of selection process	1-2 weeks
Negotiations and award of grant agreements	2 weeks
Notification to unsuccessful applicants	1 weeks
Earliest start date of grant activity	09/2024
End date of grant activity or agreement	30/06/2028

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

7.3.1.1 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 – GO5048" in the subject line.

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

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

7.4 Questions during the application process

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

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

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

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

8 The grant selection process

8.1 Assessment of grant applications

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 through an open competitive process.

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

- how well it meets the criteria,
- how it compares to other applications, and
- whether it provides value with relevant money.⁵

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

Table 3: Assessment Criteria Scoring Matrix

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria, exceeds expectations.	5
Good – response to this criterion addresses all or most sub-criteria to a higher-than-average standard.	4
Average – response against this criterion meets most sub-criteria to an average but acceptable level.	3
Poor – poor claims against this criterion but may meet some sub-criteria.	2

⁵ See Glossary for the definition of 'relevant money'.

Rating (for individual criterion)	Score
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 e.g., Average or above against each of the 3 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 money⁶, 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, and
- the relative value of the grant sought.

8.2 Who will assess applications?

The department will establish an assessment team to assess eligible and compliant applications. The assessment team will have a majority of First Nations people. This will comprise of departmental staff (including the Workforce Planning and Strategies Branch) as well as two independent First Nations health sector representatives.

The assessment team chair will be the Director First Nations Health Workforce in the Workforce Planning and Strategies Branch. Any member who is not a Commonwealth Official will be required/expected to perform their duties in accordance with the CGRGs.

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 have a majority of First Nations people. This will be made up of staff within the Workforce Planning and Strategies Branch of the department as well as two independent First Nations health representatives. The assessment committee chair will be the Director First Nations Health Workforce. 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 you as referees. The assessment committee may also consider information about you that is available through the normal course of business.

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

⁶ See Glossary for the definition of 'value with money'.

8.3 Who will approve grants?

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

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

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

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

9 Notification of application outcomes

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

If you are unsuccessful, we will give you an opportunity to receive feedback. A request for individual feedback should be made to the department within 7 days of being notified of the outcome by responding to the outcome email. We will respond to your request for feedback in writing within 21 days.

10 Successful grant applications

10.1 The grant agreement

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

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the [Department of Finance's website](#). 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

Whilst you are required to be compliant with all relevant laws and regulations, you may be requested to demonstrate compliance with the following legislation/policies/industry standards.

10.2.1.1 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.

10.2.1.2 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.

10.2.2 National Redress Scheme

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

10.3 How we pay the grant

The grant agreement will state the

- maximum grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances.

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](#).

12 How we monitor your grant activity

12.1 Keeping us informed

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

We 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.

12.1.1.1 COVID-19

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

12.2 Reporting

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

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.

Progress reports

You will be required to submit progress reports in line with your grant agreement.

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date, including an updated budget
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).
- any additional reporting required as outlined and agreed in the grant agreement.

We will only make grant payments when we receive satisfactory progress reports. You must discuss any reporting delays with us as soon as you become aware of them.

Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within 90 days of completion in the format provided in the grant agreement.

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 the 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 Record keeping

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

12.6 Evaluation

The Australian Government is committed to better evaluation of policies and programs affecting First Nations people. The [Indigenous Evaluation Strategy](#), released in 2020 by the Productivity Commission, sets out a new approach to evaluating policies and programs affecting First Nations people. The strategy is aimed at improving the quality and usefulness of evaluation, and ultimately the lives of First Nations people.

If a formal evaluation of the program was to occur, to measure how well the outcomes and objectives have been achieved, all stages of the evaluation would be developed in partnership with the successful grantee. In addition, early thinking about monitoring and evaluation will ensure the right information and data are able to be collected through-out the lifecycle of the program and will allow evaluation questions to align closely with program objectives.

12.7 Acknowledgement

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

'Leaders in Medical Education (LIME) network' – an Australian Government initiative'.

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

Consultation has been undertaken with the department's First Nations Health Workforce Division, Financial Management Division (First Nations Health Funding Transition Unit) as well as the LIME Transition Advisory Group.

Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings
commencement date	the expected start date for the grant activity
Commonwealth Child Safe Framework	in response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the Commonwealth Child Safe Framework , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities

Term	Definition
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
<i>Commonwealth Grants Rules and Guidelines 2017 (CGRGs)</i>	establish the Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. The CGRGs contain the key legislative and policy requirements and explain the better practice principles of grants administration
completion date	the expected date that the grant activity must be completed, and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁷ or other Consolidated Revenue Fund (CRF) money⁸ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs

⁷ Relevant money is defined in the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), chapter 1, section 8 Dictionary.

⁸ Other CRF money is defined in the PGPA Act. See section 105 Rules in relation to other CRF money.

Term	Definition
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program
grantee / grant recipient	the individual/organisation which has been selected to receive a grant
Medical education	course of study directed toward imparting to persons seeking to become physicians the knowledge and skills required for the prevention and treatment of disease ⁹ .
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.
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.
<i>Public Governance, Performance and Accountability Act 2013 (PGPA Act)</i>	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

⁹ [Medical education | Benefits, Challenges & Solutions | Britannica](#)

Term	Definition
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.
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.