



**Australian Government**

**Department of Health**

**Health Workforce Program  
Australian General Practice Training Program –  
General Practice Workforce Planning and  
Prioritisation  
Grant Opportunity Guidelines  
GO5310**

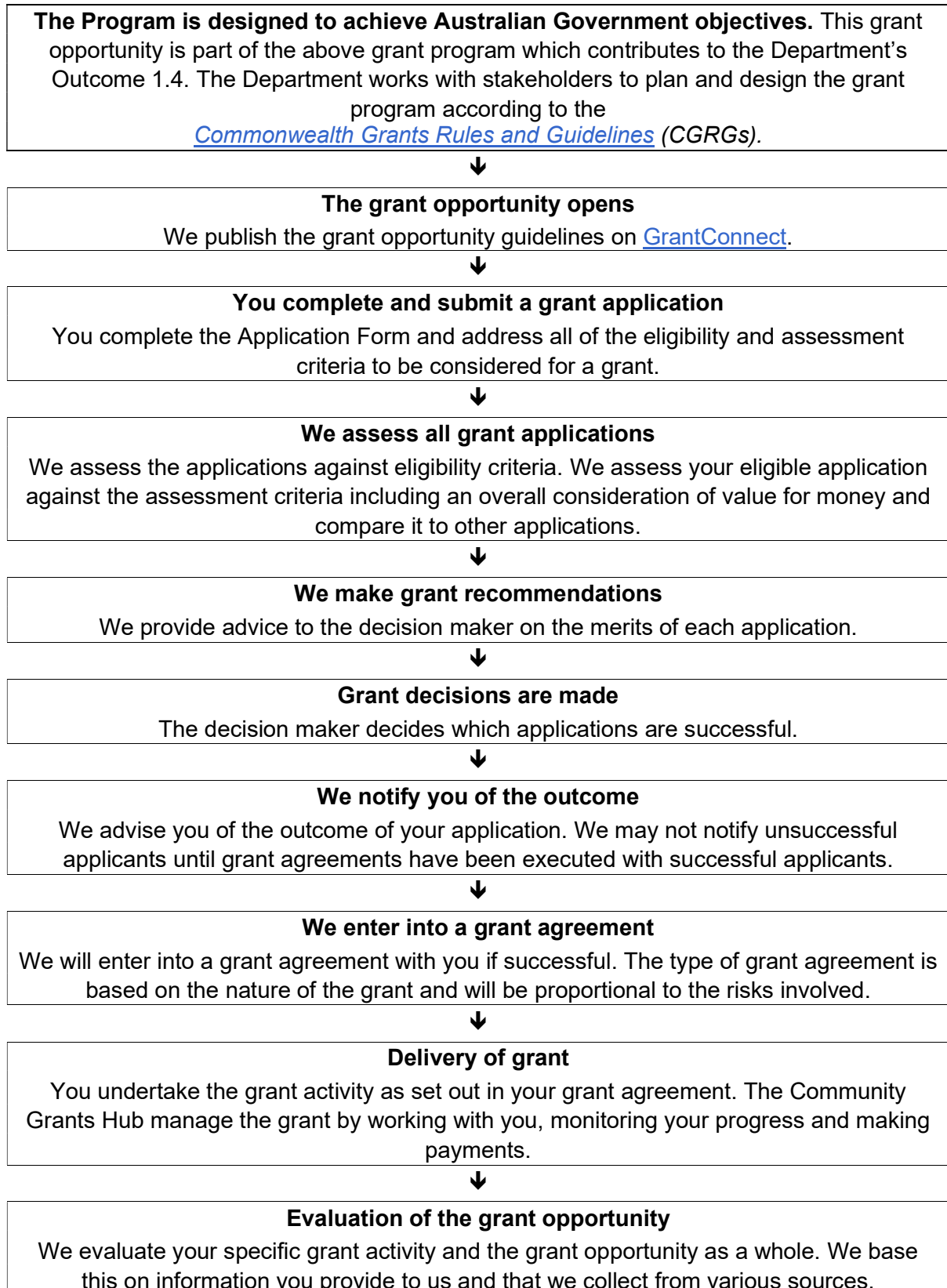
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<b>Enquiries:</b>	If you have any questions, contact the Department via email: <a href="mailto:grant.atm@health.gov.au">grant.atm@health.gov.au</a> . Questions should be sent no later than 5:00pm (Canberra time) on 9 February 2022.
<b>Type of grant opportunity:</b>	Open Competitive

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# 1. Health Workforce Program: Australian General Practice Training Program – General Practice Workforce Planning and Prioritisation Grant Opportunity Process



## 1.1 Introduction

These guidelines contain information for the Health Workforce Program: Australian General Practice Training Program – General Practice Planning and Prioritisation grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

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

## 2. About the grant program

The Health Workforce Program (the program) is an Australian Government initiative administered by the Department of Health (the Department) to deliver health workforce outcomes and support rural outreach health services.

The objectives of the Health Workforce Program (the Program) are to strengthen the capacity of the health workforce to deliver high quality care by:

- ensuring Australia's health workforce is well distributed through incentives, regulation and targeted training
- filling gaps in the distribution of the workforce, supporting access to health services for rural Australians through outreach services; and
- improving the quality of the health workforce through training programs, policy settings and support for national regulatory arrangements.

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

### 2.1 About the grant opportunity

The purpose of the grant opportunity is to support transition to College-led General Practice (GP) training by providing funding for the provision of advice on planning and prioritisation of GP training placements to meet current and future GP workforce needs.

In 2017, the Minister for Health announced that the responsibility for the Commonwealth funded Australian General Practice Training (AGPT) program would transfer from the Department to the General Practice (GP) colleges (the Australian College of Rural and Remote Medicine (ACRRM) and the Royal Australian College of General Practitioners (RACGP)).

The AGPT Program is a postgraduate vocational training program for medical practitioners wishing to pursue a career in general practice and/or rural and remote medicine in Australia. The AGPT Program is a three to four-year training program that offers 1,500 training places each year. Selection into the AGPT Program is a competitive merit-based process.

The AGPT Program GP Workforce Planning and Prioritisation grant will inform distribution targets set in grant agreements with the RACGP and ACRRM for delivery of the AGPT Program. The analysis produced through this activity will be a key input to AGPT Program training placement decisions that balance current and future community need, current and future training capacity, and registrar preferences.

This grant opportunity continues and builds on workforce planning and distribution activities currently delivered by Regional Training Organisations, to be delivered by organisations selected through an open competitive process.

The objectives of the AGPT Program GP Workforce Planning and Prioritisation grant opportunity are for grant recipients to work within specified Primary Health Network (PHN) boundaries to:

- Deliver robust, independent, evidence-based recommendations to the Department on AGPT training placement priorities at the GP catchment level, to meet the community’s current and future GP workforce needs.
  - For each PHN region, document the analysis underlying recommendations: current and future community health needs, current training capacity, requirements to develop future training capacity, and pathways for registrars to complete all training within the region.
- Foster collaboration with relevant stakeholders in the PHN region to integrate their data, insights and expertise into the formulation of advice.

The Activity should incorporate the essential activity elements in Appendix A.

The intended outcomes of the grant opportunity are:

- Greater visibility of GP training opportunities to support GP registrars to complete their training in a single region as they progress through the medical pathway.
- A well distributed GP workforce to service all Australian communities.

**Table 1: Performance Indicator/s (PIs) – AGPT Program GP Workforce Planning and Prioritisation**

Performance indicator	Measure
All of the requirements in the Grant Agreement have been met.	Information is provided to an acceptable standard in the performance reports, Activity Work Plans and budgets.
Activities are completed according to the scope, timeframes and budget defined in the Activity Work Plan.	The Department and your organisation agree that the requirements outlined in the Activity Work Plan have been completed as specified.
Robust, independent, evidence-based recommendations are provided to the Department on AGPT training placement priorities at the GP catchment level, to meet the community’s current and future GP workforce needs.	Report provided for each Primary Health Network region, documenting the analysis underlying recommendations: current and future community health needs, current training capacity, requirements to develop future training capacity, and pathways for registrars to complete all training within the region

Performance indicator	Measure
AGPT training placements in priority GP catchments	AGPT Program data shows improvement from baseline
Community and stakeholder engagement are completed according to the agreed Activity Work Plan.	The Department and your organisation agree that community and stakeholder engagement activities outlined in the Activity Work Plan have been completed as specified.

### 3. Grant amount and grant period

#### 3.1 Grants available

The Australian Government has announced a total of \$695.83 million (GST Exclusive) over four years for the transition to College-led GP training. For this grant opportunity up to \$42.0 million (GST exclusive) is available over four years.

There is no maximum grant amount, but grants cannot exceed the amount of available funds. We expect budgets will range from \$400,000 to \$600,000 over each 12 month period for each region, or \$1.2 million to \$1.8 million over the three and a half year grant period. Most budgets are expected be \$400,000 or less. It is anticipated that PHN regions that are geographically larger and cover rural and remote areas may have higher costs.

Table 2: Grant Opportunity Funding Available (GST Exclusive)

2022-23 FY	2023-24 FY	2024-25 FY	2025-26 FY	Total
\$ M	\$ M	\$ M	\$ M	\$ M
7.0	14.0	14.0	7.0	<b>42.0</b>

#### 3.2 Grant period

The maximum grant period is 3 and a half years, commencing on 1 July 2022 and finishing on 31 December 2025.

### 4. Eligibility criteria

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

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

To be eligible you must be one of the following entity types:

- a company<sup>1</sup>
- a cooperative
- an incorporated association
- a partnership<sup>2</sup>

<sup>1</sup> Company is a company incorporated under the *Corporations Act 2001* (Cth).

<sup>2</sup> Partnership – the individual partners will enter into the agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested.

- Local Government<sup>3</sup>
- an Indigenous corporation<sup>4</sup>
- a Commonwealth company
- a Corporate Commonwealth entity
- a Corporate State/Territory entity
- a non-corporate Commonwealth or State/Territory entity
- a non-corporate Commonwealth or State/Territory Statutory Authority
- a statutory entity.

If you are applying as a Trustee on behalf of a Trust<sup>5</sup>, the Trustee must be an eligible entity type as listed above.

Joint (consortium) applications are encouraged and are acceptable as long as you have a lead applicant/organisation (see section 7.2 for further details). The lead organisation must satisfy all of the eligibility criteria.

#### 4.1.1 Unincorporated Associations

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

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

You are not eligible to apply if you are:

- any organisation/entity type not included in section 4.1; 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'.

#### 4.3 What qualifications, skills or checks are required?

The Department recognises the Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse, and the [Commonwealth Child Safe Framework](#).

As such, the Department expects that all grant recipients comply with all Australian law relating to employing or engaging people who work or volunteer with children. This includes working with children checks and mandatory reporting; and the Department may request an annual statement of compliance with this requirement. If successful, these details will be outlined in the grant agreement.

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<sup>3</sup> Includes New South Wales local governments created as body politics.

<sup>4</sup> an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and /or Torres Strait Islander) Act 2006;

<sup>5</sup> Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form. Trustees must be an eligible entity type as stated in section 4.1. Both the Trust's and Trustee's details will be collected in the application form.



## 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:

- Development of an approach to systematically gather information about local community needs and educational opportunities at local GP practices.
- A methodology for integrating existing Department of Health workforce information (from HeaDS UPP) with locally gathered information.
- Preparation of GP training planning and prioritisation reports, including data collection and analysis.
- Establishment of a governance framework for collaboration with key stakeholders (for example a Partnership Governance Model).
- Stakeholder management and engagement.
- Project management, including administrative activities relating to the grant.

### 5.2 Eligible locations

Grant activities will occur within PHN regions<sup>6</sup>. There are 31 PHN regions across Australia. Your application must specify the PHN region(s) where you propose to undertake the grant activity. You may apply for more than one PHN region.

PHN boundaries are well known and established and are used in Department of Health workforce data tools. Applicants should use the [PHN locator map](#) and the PHN contacts list to confirm PHN boundaries. The analysis required as part of this grant activity will primarily occur at the GP catchment level. Please see the list of GP catchments within each PHN region provided in Appendix A.

### 5.3 Eligible expenditure

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

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.

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's objectives and outcomes
- governance and business processes to support delivery of the grant (development of guidelines, surveys, and data and reporting activities)

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<sup>6</sup> Department of Health, Your Local Primary Health Network, <https://www.health.gov.au/initiatives-and-programs/phn/your-local-phn>

- costs associated with stakeholder consultations, for example venue hire and catering
- local travel costs to undertake consultation or data gathering.

#### 5.4 What the grant money cannot be used for

You cannot use the grant for the following costs:

- purchase of land
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility
- grant activities outside of Australia
- the purchase or repair of equipment or motor vehicles, excluding routine maintenance, except where approved in writing by the Commonwealth and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

## 6. The assessment criteria

You must address all of the following assessment criteria in the application. You should address criterion 1 and 2 **once**. You should address criterion 3 and 4 **for each PHN region you are applying for**.

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 character limits.

We will only award funding to applications that score Average against all assessment criteria, in the first instance.

### **Criterion 1: Alignment with grant opportunity objectives and outcomes**

Describe how the grant activity contributes to the objectives and outcomes of the grant opportunity as described at Section 2.1 (Character limit: 6,000).

You should demonstrate this through identifying:

- how the activities proposed in your organisation's application align with the grant opportunity's objectives and outcomes and essential activity elements outlined in **Appendix A**.
- how your organisation will contribute to meeting the Outcomes Framework for the AGPT Program (included in **Appendix A**), in particular Outcome 2.
- if you propose to deliver the activity across multiple PHN regions, please briefly address how your approach is relevant across multiple regions and any benefits from delivering across multiple regions.

You will be required to submit an activity work plan to detail activities to be undertaken in your response to this criterion. The activity workplan should include key stakeholder engagement activities.

### **Criterion 2: Organisational capacity**

Demonstrate the capacity of your organisation to deliver the proposed activities to ensure grant outcomes will be met. (Character limit: 3,500).

Your response should include details of:

- your governance arrangement for the delivery of the activity including your organisational structure.
- if applicable, the organisational capacity of partner organisations including roles/responsibilities of the partner organisation and plans for collaboration.
- experience delivering similar activities.
- existing workforce and infrastructure for delivery of the proposed grant activities (including evidence of workforce size and experience levels, and the physical and other support facilities that will enable effective delivery and management of grant activities).

You will be required to submit the following documents in your response to this criterion:

- a proposed organisational chart and
- a risk management plan (see template on GrantConnect).

**You must address criterion 3 and 4 for each PHN region you are applying for.**

### **Criterion 3: Regional engagement and delivery**

Describe how your organisation will engage with local stakeholders to develop robust advice tailored to the PHN region. (Character limit: 6000 per PHN region). Your response should include:

- your organisation (or consortium) existing workforce/footprint within the relevant PHN region.
- your (or your consortium) existing links with key stakeholders in the region.
- how your organisation will engage and collaborate with relevant stakeholders in the region to formulate robust advice, including generating local insights for GP catchments in the PHN region. Please include specific reference (but not be limited) to: PHNs, Rural Workforce Agencies, Jurisdictional Coordination Units and General Practice Colleges.
- if applying for multiple regions, key elements of your approach (if any) that will be tailored to the specific PHN region and why.

### **Criterion 4: Efficient, effective, economical and ethical use of relevant money**

Describe how you will ensure the efficient and economical use of grant funds when delivering your activities. (Character limit: 3,500).

You will be required to submit an indicative activity budget **for each PHN region**.

## **7. 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>7</sup> 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.

To apply you must:

- 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 using the Online Application Form Link and do this by the closing date and time as specified on GrantConnect.

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.

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) or call (02) 6289 5600. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

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 automatic acknowledgement via email of your online application form submission. If you need further guidance around the application process or are unable to submit your application via the online link, please contact us at [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) or by calling (02) 6289 5600.

## 7.1 Attachments to the application

We require the following documents with your application:

- an activity work plan that includes stakeholder engagement
- a proposed organisational chart
- a risk management plan
- an indicative budget for each PHN region you are applying for.

**Please note:** Each attachment must not exceed 2Mb and maximum number of attachments for each application is five.

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<sup>7</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.

Multiple files/documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

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

You must attach supporting documentation to the 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.

## 7.2 Joint (consortium) applications

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

Only the lead organisation will enter into a grant agreement with the Department and will be responsible for submitting an application on behalf of the consortium. The lead organisation must have the authority to do so on behalf of consortium members.

The application must identify all other members of the proposed group and a formal agreement must be in place between all consortium members and provided to the Department in the form of a letter of support as part of your application.

Each letter of support should include:

- details of the partner organisation
- a brief overview of the partner organisation's proposed role
- details of a nominated management level contact officer.

It is the responsibility of the lead organisation to ensure that all parties and subcontractors comply with the relevant aspects of the written agreement.

## 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 July 2022.

Table 2: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	9 weeks
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	July 2022
End date of grant activity or agreement	31 December 2025

## 7.4 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 three working days.

Questions close five full days before the end of the application period. This allows the Department to disseminate information to applicants with sufficient time for the applicant to consider the impact of the response on their application.

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 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 grant process.

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

- how well it meets the criteria
- how it compares to other applications and
- whether it provides value with relevant money.<sup>8</sup>

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

Table 3: Assessment Criteria Scoring Matrix

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

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<sup>8</sup> See Glossary for the definition of 'relevant money'.

<b>Does not meet criterion at all</b> – response to this criterion does not meet expectations or insufficient or no information to assess this criterion.	1
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Because you can apply to deliver activities across more than one PHN region, grants will not be awarded to applications with the largest total score but based on an assessment of the relative merit against regionally-focussed criteria 3 and 4. A score out of 5 will be applied to each of the four assessment criteria. You will only need to address criterion 1 and 2 once. You are required to address criterion 3 and 4 for each PHN region you are applying for. This means that you will only receive a score for criterion 1 and 2 for your application, and will receive a score for criterion 3 and 4 **for each PHN region you apply for.**

When assessing the extent to which the application represents value for money<sup>9</sup>, we will have regard to:

- the overall objective/s to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- the relative value of the grant sought
- the extent to which the geographic location of the application matches identified priorities and
- how the grant activities will target groups or individuals.

## 8.2 Who will assess applications?

The Department will establish assessment team(s) to assess eligible and compliant applications.

The assessment team may comprise staff from across the Department and could include contractors/consultants who will undertake training to ensure consistency in assessment.

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

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

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by 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.

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<sup>9</sup> See Glossary for the definition of 'value for money'.

### 8.3 Who will approve grants?

The Assistant Secretary, Health Training Branch (the Decision Maker) decides which grant(s) to approve taking into account the recommendations of the assessment committee/expert panel 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.

The Department will provide general feedback about the quality of applications after completion of the assessment process. General feedback will be published on the Department of Health website.

### 9.1 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, the Department may consider undertaking a subsequent targeted grant opportunity.

## 10. Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use two types of grant agreements in this program. Our selection will depend 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.

### Standard Grant Agreement

We will use a standard grant agreement.



You will have 20 days from the date of a written offer to execute this grant agreement with the Commonwealth ('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 The Multicultural Access and Equity Policy**

The [Multicultural Access and Equity Policy](#) obliges Australian Government agencies to ensure that cultural and linguistic diversity is not a barrier for people engaging with government and accessing services to which they are entitled. For example, providing access to language services where appropriate.

### **10.2.2 Commonwealth Child Safe Framework**

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

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

- services directly to children; 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 published with this grant opportunity 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.

The Australian Government has commissioned the Australian Human Rights Commission to develop a series of tools and resources to assist organisations to implement the [National Principles for Child Safe Organisations](#).

### 10.2.3 National Redress Scheme

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

### 10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- any in-kind contributions you will make
- any financial contribution provided by a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

#### Progress payments

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity or project.

### 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 particular 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 COVID-19**

As a result of COVID-19, organisations may need to identify alternative methods of service delivery. The Department will support flexibility in the delivery of planned 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 will provide sample templates for these reports as appendices in the grant agreement. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes
- contributions of participants directly related to the grant activity
- expenditure of the grant.

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.

### **Activity Work Plan**

An Activity Work Plan must be submitted by the relevant report due date (you can submit reports ahead of time if you have completed relevant activities) and include:

- Activity Work Plan (outline the planned actions, objectives and milestones for the Activity listed for the upcoming year)
- Forward budget.

### **Progress reports**

Progress reports must:

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

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.

### **Ad-hoc reports**

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

### **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 and
- be submitted within 60 days of completion in the format provided in the grant agreement.

### **12.3 Financial acquittal report**

We may ask you to provide a non-audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement and declare unspent funds.

### **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 to your grant agreement, including:

- changing milestones
- extending the timeframe for completing the grant
- changing key performance indicators
- changing grant activities and
- reducing grant funds.

Proposed changes to the grant agreement must be provided in writing before the grant agreement end date. You can request a variation by contacting your Funding Arrangement Manager for further information.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

### **12.5 Compliance visits**

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

### **12.6 Record keeping**

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

### **12.7 Evaluation**

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us

understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

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

## 12.8 Acknowledgement

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

‘This General Practice Training initiative is funded by the Australian Government.’

## 13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the CGRGs.

### 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](mailto:grant.atm@health.gov.au) with the word ‘Complaint’ clearly marked in the subject line.

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](mailto:ombudsman@ombudsman.gov.au)

Website: [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 or
- 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* 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
- 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  
                      GPO Box 9848  
                      CANBERRA ACT 2601

By email:         [foi@health.gov.au](mailto:foi@health.gov.au)

## 14. Consultation

The Department of Health recorded and published an industry briefing session. This was made available on the [Department of Health](#) website.

The Department also undertook consultation on the draft of the AGPT Program GP Workforce Planning and Prioritisation essential activity elements (**Appendix A** of this document).

This consultation opened on 3 November 2021 and closed 17 November 2021. The Department received 33 submissions from peak bodies, training organisations, State/Territory Governments, GPs and registrars and has refined Appendix A on the basis of the feedback.



## 15. 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 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 <a href="#">Commonwealth Child Safe Framework</a> , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
<i>Commonwealth Grants Rules and Guidelines 2017 (CGRGs)</i>	establish the Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. The <a href="#">CGRGs</a> 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

Term	Definition
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"> <li>a. under which relevant money<sup>10</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>11</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. 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 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	the individual/organisation which has been selected to receive a grant

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<sup>10</sup> Relevant money is defined in the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), chapter 1, section 8 Dictionary.

<sup>11</sup> Other CRF money is defined in the PGPA Act. See section 105 Rules in relation to other CRF money.

Term	Definition
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.
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 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</i> (PGPA Act)	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	<ul style="list-style-type: none"> <li>a. money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity; or</li> <li>b. money that is held by the Commonwealth of a corporate Commonwealth entity.</li> </ul>
selection criteria	comprise eligibility criteria and assessment criteria
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.

Term	Definition
value 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>

## Appendix A – AGPT Program GPWPP Essential Activity Elements

Attached separately on GrantConnect