



## Individual Placement and Support – Workforce Development Grant Opportunity Guidelines

<b>Opening date:</b>	<b>11 February 2021</b>
<b>Closing date and time:</b>	11.00 PM AEDT on 11 March 2021
<b>Commonwealth policy entity:</b>	Department of Social Services
<b>Administering entities</b>	The Department of Social Services and Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5:00 PM AEDT on 4 March 2021
<b>Date guidelines released:</b>	11 February 2021
<b>Type of grant opportunity:</b>	Targeted competitive

## Contents

<b>1. Individual Placement and Support (IPS) - Workforce Development processes</b>	<b>4</b>
1.1 Introduction	6
<b>2. About the grant program</b>	<b>6</b>
2.1 About the IPS Workforce Development grant opportunity	7
<b>3. Grant amount and grant period</b>	<b>8</b>
3.1 Grants available	8
<b>4. Eligibility criteria</b>	<b>8</b>
4.1 Who is eligible to apply for a grant?	8
4.2 Who is not eligible to apply for a grant?	8
<b>5. What the grant money can be used for</b>	<b>9</b>
5.1 Eligible grant activities	9
5.2 Eligible expenditure	9
5.3 What the grant money cannot be used for	10
<b>6. The assessment criteria</b>	<b>10</b>
<b>7. How to apply</b>	<b>11</b>
7.1 Timing of grant opportunity processes	12
7.2 Questions during the application process	12
<b>8. The grant selection process</b>	<b>13</b>
8.1 Assessment of grant applications	13
8.2 Who will assess and select applications?	13
8.3 Who will approve grants?	14
<b>9. Notification of application outcomes</b>	<b>14</b>
9.1 Feedback on your application	14
<b>10. Successful grant applications</b>	<b>14</b>
10.1 The grant agreement	14
10.2 Commonwealth Child Safe Framework	15
10.3 Multicultural access and equity	15
10.4 How we pay the grant	15
10.5 Grant payments and GST	15
<b>11. Announcement of grants</b>	<b>16</b>
<b>12. How we monitor your grant activity</b>	<b>16</b>
12.1 Keeping us informed	16
12.2 Reporting	16
12.3 Financial declaration and audited financial acquittal report	16
12.4 Compliance visits	17
12.5 Record keeping	17
12.6 Evaluation	17

<b>13. Probity</b> .....	<b>17</b>
13.1 Enquiries and feedback .....	17
13.2 Conflicts of interest .....	18
13.3 Privacy .....	18
13.4 Confidential Information .....	19
13.5 Freedom of information.....	19
<b>14. Glossary</b> .....	<b>21</b>
<b>Appendix A. IPS Practice Principles</b> .....	<b>24</b>

# 1. Individual Placement and Support (IPS) Workforce Development processes

**The IPS Workforce Development is designed to achieve Australian Government objectives.**

This grant opportunity is part of the above grant program which contributes to the Department of Social Services' Outcome 3.1 Disability Mental Health and Carers Program: Community Mental Health. The Department of Social Services works with stakeholders to plan and design the grant program according to the

[Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



**The grant opportunity opens**

We publish the grant guidelines on [GrantConnect](#) and [Community Grants Hub](#) websites.



**You complete and submit a grant application**

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



**We assess all grant applications**

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then 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, through the Selection Advisory Panel to the decision maker on the merits of each application.



**Grant decisions are made**

The decision maker decides which applications are successful.



**We notify you of the outcome**

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



**We enter into a grant agreement**

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



**Delivery of grant**

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



**Evaluation of the IPS Workforce Development**

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

## 1.1 Introduction

These guidelines contain information for the IPS Workforce Development grant.

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
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Department of Social Services (the department) and Community Grants Hub.

## 2. About the grant program

The IPS Workforce Development (the program) will run over 4 years from 2020–21 to 2023–24. The program is a component of the broader IPS program as this grant will select an organisation to undertake activities relating to the development of the workforce required to deliver the IPS program at headspace sites.

The program grant opportunity contributes to Outcome 3.1: Disability Mental Health and Carers Program: Community Mental Health Activity of the department's Portfolio Budget Statement.

The Disability Mental Health and Carers Program provides support and community-based initiatives for people with disability or mental illness and for carers so they can develop their capabilities and actively participate in community and economic life.

The IPS program integrates employment and vocational support with clinical mental health and non-vocational support, and focuses on the individual needs of people with mental illness who are seeking to enter or remain in education or employment.

Critical to the success of IPS nationally is the creation of a sustainable workforce with the skills, knowledge and ability to effectively deliver the IPS model to the targeted cohort. Since the IPS program was first launched as a trial in 2016, the availability of suitable vocational specialists has remained a challenge for some providers. The success of the program is dependent on IPS program sites being able to attract and retain 2 full time equivalent vocational specialists at all times.

The objectives of the IPS program are:

- Deliver the IPS model of vocational assistance to young people with mental illness up to the age of 25 within the selected headspace sites.
- Provide specialist vocational assistance that adheres to the 8 core IPS Practice Principles (these can be located in Appendix A).

The intended outcomes of the IPS program are as follows:

- Through early intervention, the IPS program assists young people with mental illness aged up to 25 years, to achieve and maintain sustainable participation in vocational education and competitive employment by:
  - achieving 4, 12 and 26 week employment placements, recognising a 26 week placement as a sustainable employment outcome
  - improving the health and wellbeing of participants
  - establishing networks and partnerships with key local stakeholders
  - maintaining a best practice caseload of 20 young people at any time per vocational specialist
  - improving financial wellbeing of participants, with a reduced reliance on government welfare benefits.

The department and Community Grants Hub administer the program according to the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

## **2.1 About the IPS Workforce Development grant opportunity**

The IPS Workforce Development grant opportunity will seek a provider to develop and implement a framework for a workforce development program, with the aim of building the necessary workforce for IPS providers in a competitive market environment.

The objectives of the grant opportunity are:

- to support the expansion of the IPS program, delivered in headspace centres, by developing and implementing a workforce development strategy to increase workforce availability, capacity and capability, to enable efficient and effective delivery of the IPS program and meet the needs of IPS program participants:
  - the workforce development strategy is to include new and innovative ways to develop the workforce needed to support the expansion of the program.
- identifying and addressing the challenges with recruiting and retaining vocational specialists in a national setting
- using this workforce development strategy to design, develop and implement a training and accreditation pathway for the role of vocational specialist, in the context of the IPS model and working with vulnerable people experiencing mental health issues. Training and accreditation pathway to consider flexible modes of delivery including face to face delivery and online learning platforms.

The intended outcomes of the grant opportunity are as follows:

- headspace centres delivering the IPS program are able to access the vocational specialist workforce needed to meet participant demand and required caseloads.
- The department will retain the intellectual property rights to training and accreditation model and retains the right to determine delivery of the model.

### 3. Grant amount and grant period

#### 3.1 Grants available

For this grant opportunity up to \$3.8 million (GST exclusive) is available over 4 years (2020–21 to 2023–24) to 30 June 2024. This opportunity is a single grant with annual funding amounts as follows:

- An amount of up to \$500,000 (GST exclusive) is available in 2020–2021 for the development of a workforce strategy.
- An amount of up to \$1.1 million (GST exclusive) per year (pro rata) is available over 3 financial years to 2023–2024 for the implementation of the strategy.

Funding must only be used for the purpose for which it will be provided.

### 4. Eligibility criteria

This grant opportunity is a targeted competitive grant selection process. The department considers that this is an appropriate type of selection process for the grant activity for the following reasons:

- Orygen have provided the department with proposals on the strategies to develop the workforce for IPS providers, and have proven knowledge of the IPS model. Orygen also has direct and relevant experience in delivering the IPS program at its headspace centre and has expertise and knowledge in youth mental health research, policy, education and clinical care.
- headspace National has established expertise and knowledge in relation to the sites delivering the IPS program, and due to its national coverage of headspace sites, is well positioned to be able to develop and implement workforce development programs.

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

To be eligible you must be one of the listed invited organisations and have received an invitation to apply through [GrantConnect](#).

Invited Organisation	Rationale for Invitation
Orygen	Have demonstrated a sound knowledge of the IPS model and its practical considerations, in addition to submitting proposals to government for the strategies to further develop the IPS workforce, to ensure sustained positive program outcomes.
headspace National	headspace National, due to their national coverage of sites, a number of whom deliver the IPS program, have a well-established knowledge of the IPS model. As a result, the organisation is also well positioned to develop and roll out workforce development programs.

No further organisations will be invited to apply.

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

You are not eligible to apply for this grant opportunity if you have not received an invitation to apply through [GrantConnect](#) and are not listed as an eligible invited organisation at section 4.1.



## 5. What the grant money can be used for

### 5.1 Eligible grant activities

The grant activity funding may only be used for projects and activities that will directly contribute to the intended outcomes of the grant opportunity. The activities must provide collective benefit to the IPS program and its workforce generally. Collaboration and partnerships, including with IPS providers, is encouraged so long as the benefits can be clearly demonstrated as to having positive flow-on effects on the IPS program and the workforce broadly.

Activities may include, but are not limited to:

- developing educational programs and materials that will deliver increased workforce availability, capacity and capability
- developing and disseminating practical information and resources to assist providers, participants and/or the workforce to understand opportunities and increase their capability
- changing perceptions about working in the vocational sector and mobilising workers to enter the workforce
- increasing the capability of the vocational specialists entering the IPS workforce, enabling them to deliver quality supports to participants
- research and scoping studies that build the evidence base on workforce growth
- information and programs that link potential workers with IPS providers and related career opportunities
- other activities that contribute to the growth of the IPS vocational specialist workforce, in both capacity and capability.

### 5.2 Eligible expenditure

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

Eligible expenditure items are:

- staff salaries and on-costs, which can be directly attributed to the provision of the IPS Fidelity Reviewer in the identified sites as per the grant agreement
- operating and administration expenses directly related to the delivery of services such as:
  - materials and equipment directly relating to service delivery
  - telephones
  - rent and outgoings
  - computer/IT/website/software
  - insurance
  - utilities
  - postage
  - stationery and printing
  - accounting and auditing
  - travel/accommodation costs.

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

You cannot use the grant for the following activities:

- purchase of land
- major capital expenditure
- 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
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

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

## 6. The assessment criteria

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

The application form includes character limits – up to 3,500 characters per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

### **Criterion 1 – Development and Implementation of Proposal (3,500 character limit)**

Demonstrate your ability and capacity to develop and implement processes and frameworks to provide solutions for workforce development. Your response should include:

- your organisation's relevant knowledge, expertise and experience in developing and rolling out effective workforce development solutions
- your organisation's relevant knowledge, expertise and/or experience in relation to the IPS model of vocational support
- high-level description of your organisation's proposed framework, outlining expected outputs and outcomes
- description of how you will evaluate outcomes and disseminate results.

### **Criterion 2 – Experience in Service Delivery (3,500 character limit)**

Demonstrate your organisation's capacity and your staff capability (experience and qualifications) to deliver the activity objectives. Your response should outline:

- your organisation's capacity to administer the grant
- the relevant experience and skills of the members of your organisation who will be involved in delivering the project
- your organisation's ability to work effectively with IPS program providers and the department.

## 7. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement, and Questions and Answers.

These documents are found on the [GrantConnect](#) website. Any changes to grant documentation are published on both sites and addenda<sup>1</sup> will be published on [GrantConnect](#). By registering on [GrantConnect](#), you will be automatically notified of any changes. [GrantConnect](#) is the authoritative source for grants information.

Only invitees can access these documents including the application form. You can only submit one application form for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress.

To apply, you must:

- complete the online application form on [GrantConnect](#)
- provide all the information requested.
- address all eligibility criteria and assessment criteria.
- complete all required templates.
- include all necessary attachments.
- submit your application/s to the Community Grants Hub by 11.00 PM AEDT on 11 March 2021.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

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

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The department does not have to accept any additional information, or 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 something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

---

<sup>1</sup> Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications and Questions and Answers documents.

## 7.1 Timing of grant opportunity processes

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

### 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
- unable to be managed or resolved within the application period.

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

### How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub via [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

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.

Written requests to lodge a late application will only be accepted within 3 days after the grant opportunity has closed.

The Policy Branch Manager or their appointed representative will determine whether a late application will be accepted. The decision of the Policy Branch Manager will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

### Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around May 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	May 2021
End date of grant activity	30 June 2024

## 7.2 Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub on 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). Only invited applicants' questions will be responded to during the application submission period.

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions are posted on [GrantConnect](#).

The question period will close at 5:00 PM AEDT on 4 March 2021. Following this time, only questions about using and/or submitting the application form will be answered.

## 8. The grant selection process

### 8.1 Assessment of grant applications

The Community Grants Hub will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through a targeted competitive grant process.

If eligible, the department will then assess your application against the assessment criteria (see section 6).

We will consider your application on its merits, based on:

- how well it meets the assessment criteria
- how it compares to other applications.

A Selection Advisory Panel will consider:

- whether it provides value with relevant money.<sup>2</sup>

When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will have regard to:

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

### 8.2 Who will assess and select applications?

The department will assess each eligible and compliant application on its merit and compare it to other eligible applications. Assessment will be undertaken by the department's personnel, who will undertake training to ensure consistent assessment of all applications.

Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The Selection Advisory Panel may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. Assessment personnel may also consider information about you or your application that is available through the normal course of business.

---

<sup>2</sup> See glossary for an explanation of 'value with money'.

The Selection Advisory Panel recommends to the decision maker which applications to approve for a grant.

### 8.3 Who will approve grants?

The Deputy Secretary of the department (the decision maker) decides which grants to approve based on the assessment outcomes and the availability of grant funds for the purposes of the grant program.

The decision maker's decision is final in all matters, including the:

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

## 9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

### 9.1 Feedback on your application

Individual feedback will be available. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

## 10. Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Simple Grant Agreement for this grant opportunity.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on [GrantConnect](#) as part of the grant documentation. 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. You must not start any IPS Workforce Development activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

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

#### **Commonwealth Simple Grant Agreement**

We will use a Commonwealth Simple Grant Agreement.

You will have 20 business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until 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 changes to make sure they do not affect the grant as approved by the decision maker.

## 10.2 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.

## 10.3 Multicultural access and equity

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. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications.

## 10.4 How we pay the grant

The grant agreement will state the maximum grant amount to be paid.

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.

## 10.5 Grant payments and GST

Payments will be GST inclusive. 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 activities or organisation.

We need to know of any 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 because of these changes.

You must also inform us of any changes to your:

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

If you become aware of a breach of the 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.

### 12.2 Reporting

Grantees must have systems in place to meet their reporting obligations outlined in their grant agreement.

You must submit reports in line with the grant agreement. It is expected that reports are of a high standard and submitted in a timely manner. We will expect you to report on:

- financial acquittal (12 months)
- Activity Work Plan (12 months).

Where relevant, you will be supplied with reporting templates by the department. The amount of detail you provide in your reports should be relative to the size and complexity of the grant and the 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, ask for more information or request an independent audit of claims and payments.

### 12.3 Financial declaration and audited financial acquittal report

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.



## 12.4 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.

## 12.5 Record keeping

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

## 12.6 Evaluation

We will evaluate the IPS Workforce Development to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also 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.

Your grant agreement requires you to provide information to help with this evaluation.

# 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 changed by the department. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

## 13.1 Enquiries and feedback

### Complaints about this grant opportunity

The department's [complaints procedure](#) applies to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

### Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service(s) or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the complaints form on the Department of Social Services website, by phone or mail.

Phone:	1800 634 035
Mail:	Complaints GPO Box 9820 Canberra ACT 2601

### Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or 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 Community Grants Hub or the department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: ombudsman@ombudsman.gov.au  
Website: www.ombudsman.gov.au

### 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 and the Community Grants Hub staff, any member of a committee or 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 (or member of an external panel)
- 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
- 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 think there is an actual, apparent, or perceived conflict of interest, you must inform the department and the Community Grants Hub 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 [Community Grants Hub](#) 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
- who we give your personal information to.

In submitting a grant application under this opportunity, you agree to the Australian Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information we cannot assess your grant application.

The Australian Government may also use and disclose information collected about you 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 in your application, including personal information, with other Commonwealth entities, the responsible Minister, Assistant Ministers and their staff, and with

Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by Australian law.

As part of your application, you also 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 Australian Government 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 give out 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; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the 3 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.
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:

- 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
- 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 that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian

Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail:           Freedom of Information Team  
                      Government and Executive Services Branch  
                      Department of Social Services (DSS)  
                      GPO Box 9820  
                      Canberra ACT 2601

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

## 14. 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 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.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key 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 2 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.
funding arrangement manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>3</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>4</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.
grantee	the individual/organisation which has been selected to receive a grant.
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 [entity] Portfolio Budget Statement Program.
Portfolio Budget Statement (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.

<sup>3</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>4</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
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.
value with money	<p>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 the:</p> <ul style="list-style-type: none"> <li>▪ quality of the project proposal and activities</li> <li>▪ fit for purpose of the proposal in contributing to government objectives</li> <li>▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>▪ potential grantee's relevant experience and performance history.</li> </ul>

## Appendix A. IPS Practice Principles

All IPS services must subscribe to a set of Practice Principles that underpin delivery of support to participants. IPS is a highly defined form of supported employment and has 8 core Practice Principles:

1. **Focus on Competitive Employment:** IPS services are committed to competitive employment as an attainable goal for participants with mental illness seeking employment.
2. **Eligibility Based on Participants Choice:** Participants are not excluded from the IPS service on the basis of readiness, diagnoses, symptoms, substance use history, psychiatric hospitalisations, level of disability, or legal system involvement.
3. **Integration of Rehabilitation and Mental Health Services:** The IPS model is based on a close integration of mental health treatment teams, including clinical care.
4. **Attention to Participant Preferences:** Services are based on participants' preferences and choices, rather than headspaces' judgments.
5. **Personalised Benefits Counselling:** Vocational specialists help participants obtain personalised, understandable, and accurate information about their government entitlements (fear of losing benefits is a major barrier to employment).
6. **Rapid Job Search:** The IPS model is based on a rapid job search approach to help participants obtain jobs directly, rather than providing lengthy pre-employment assessment, training, and counselling.
7. **Systematic Job Development:** Vocational specialists build an employer network based on participants' interests, developing relationships and partnerships with local employers.
8. **Time-Unlimited and Individualised Support:** Follow-along supports are individualised and are continued for as long as the participant wants and needs the support.