

October 2022

# Mobile Animal Care Services (MACS) Grant Program 2022

## Program Guidelines

*The Mobile Animal Care Services (MACS) 2022 Grant Program aims to improve animal welfare outcomes by strengthening NSW's mobile animal care capacity to respond during natural disasters/emergencies and for proactive provision of animal care services in at-risk locations across regional NSW.*

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### Background

The NSW Government has committed a total of \$2.5 million in one-off funding towards mobile animal care services (e.g trucks or vans) to respond during natural disasters/emergencies and for proactive provision of animal care services in at-risk locations across regional NSW.

The Mobile Animal Care Services (MACS) Grant Program 2022 aims to improve access to animal care services in areas of need and demand across the state.

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### Impact

Mobile animal care vehicles play an important role in supporting rural and remote communities of NSW through providing direct access to animal care services during natural disasters/emergencies and through delivery of community outreach programs.

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### Objectives

The MACS Grant Program 2022 aims to improve animal welfare outcomes by strengthening the mobile animal care capacity to respond during natural disasters/emergencies and for proactive provision of animal care services in at-risk locations across regional NSW.

The strategic objectives of the program are to:

- Support the provision of mobile animal welfare assistance to companion animals and livestock during emergency responses when required, to support the NSW Government coordinated response;
- Support delivery of routine mobile animal care services to companion animals and livestock through regional community outreach;
- Promote positive animal welfare outcomes.

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## Key Dates

### MACS Grant Program – one round, two stages

Grants up to \$2,500,000

Stage 1 – Applications	
Applications open	14 October 2022
Applications close	10.00 am 11 November 2022
Stage 2 – Assessment and Award	
Assessment process	Applications will be competitively assessed against the criteria contained in the Guidelines
Successful Applicants notified	By Letter of offer and confidentiality document
Announcements	Public announcement by the Minister for Agriculture and Western NSW at any time after the applicant has been notified of a successful outcome
Commencement	The project will commence once both parties have signed the Funding Deed
Successful Applicants may submit claims for Eligible Costs until:	30 June 2023* <small>*In extenuating circumstances, this may be extended at the sole discretion of the Department having considered the circumstances</small>

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## Eligibility Criteria

You are ineligible to apply for MACS funding if:

- you are a government entity, including local government;
- you only offer wildlife services;
- your organisation cannot commit to operating a mobile animal care service for a minimum of 3 years;
- you or your organisation hold a criminal conviction for animal cruelty offences or are the subject of criminal proceedings that have commenced for animal cruelty offences.

### Eligible Applicants

Applications for the MACS 2022 grants program must show how projects will deliver on the strategic objectives of the program.

To be eligible for funding applicants must affirm and provide evidence that they:

- hold an Australian Business Number (ABN), Australian Company Number (ACN) or be registered with NSW Fair Trading under the *Associations Incorporation Act 2009* or other Act;
- are a non-government incorporated Not For Profit (NFP) organisation;
- hold relevant NSW vehicle registration, or capacity for vehicles to be registered in accordance with applicable legislation;

- have capacity to comply with any relevant legislative instruments as appropriate and obtain relevant insurances (e.g. vehicle insurance, public indemnity, workers compensation, etc) (if proposing to provide veterinary clinic services then must also comply with Veterinary Practitioners Board (VPB) of NSW licensing requirements);
- provide evidence of their \$20 million Public Liability Insurance or confirmation that a Public Liability Insurance Policy of at least \$20 million will be taken out prior to the execution of the Funding Deed;
- have ability and are willing to travel to and operate within rural and regional locations across NSW;
- are willing to commit to the mobile animal care service for at least 3 years\*, including attending and assisting in the NSW Government response to animal welfare emergency situations across NSW (e.g., floods, storms and bushfires) when required\*\*, and undertaking animal welfare assistance through regional community outreach;
- have capacity and capability and are willing to provide routine treatment and preventative care for companion animals and/or livestock (such as vaccinations), first aid, mobile/portable holding and transport of companion animals, or mobile veterinary clinic services;
- are able to show how the proposed project will deliver on the strategic objectives of the program.

Mobile vehicles must also be:

- able to access sealed or gravel roads; and
- fit for purpose and capable of transporting equipment and/or supplies and/or animals and of operating safely in varying weather conditions.

*\* Applicants that can demonstrate sustainability of the project beyond 3 years will be highly regarded during assessment.*

*\*\* Applicants with previous experience in emergency response will be highly regarded during assessment.*

## **Emergency Response**

Successful applicants must commit for 3 years to attending and assisting in the NSW Government response to animal welfare emergency situations across NSW (e.g., floods, storms and bushfires) when required.

The Department manages effects of all emergencies impacting on agriculture and animals as Agriculture and Animal Services Functional Area (AASFA).

Should the need arise, your organisation will be formally requested to provide assistance by the Department (as AASFA). Only activities undertaken via formal request directly associated with the emergency can be reimbursed by the Department. Eligible services and costs are outlined in the [Natural disaster finance guide](#).

Once the Funding Deed is finalised, the Department will acknowledge your organisation as a participating organisation. Your organisation will receive regular communication and updates, be invited to participate in emergency planning and committees and have access to training provided by the Department and other government organisations.

For further information regarding emergency management resources and publications, please visit the Departments [website](#). The website also contains the policies and procedures your organisation will be required to comply with during emergency response.

## Eligible Costs

There are items that you can and cannot include in project cost estimates in your MACS grant application. The following table lists what the Department will and won't consider when reviewing applications.

WHAT CAN BE FUNDED	WHAT CANNOT BE FUNDED
<ul style="list-style-type: none"><li>• <b>new or existing vehicle(s), including upgrade or enhancement of existing vehicle(s)</b></li><li>• <b>direct operating costs for delivery of the mobile facility service operations – including operation and maintenance of the vehicle and salary and expenses for associated staff while undertaking mobile service delivery*</b></li><li>• <b>facilities and equipment that form part of the mobile animal care services e.g., temporary animal housing, refrigeration and storage for supplies and drugs, or power source and backup supplies for servicing remote locations</b></li></ul> <p><b>See Application Form for further examples.</b></p>	<ul style="list-style-type: none"><li>• passenger vehicles used solely for transport of personnel</li><li>• projects with activities and services delivered outside of NSW (some cross-border activity will be considered at the sole discretion of the Department)</li><li>• requests to cover costs for existing debts and/or budget deficits</li><li>• vehicles utilised solely for wildlife services</li><li>• requests for ongoing program funding</li><li>• projects and/or activities that are not related to animal welfare</li></ul>

*\* Some exclusions may apply in relation to emergency response work. Costs funded under the grant cannot also be claimed for reimbursement under emergency response reimbursement. Eligible emergency costs not covered by the grant funding can be claimed through AASFA.*

Applications will be required to be submitted by the closing date to be considered eligible. Any submissions received after the closing time will be set aside and may not be assessed. In extenuating circumstances, late applications may be accepted for assessment at the sole discretion of the Department, having considered the circumstances and material fairness to other applicants as a whole group.

For those applicants that meet the above eligibility requirements, their applications will progress to assessment against the criteria described below.

## Assessment criteria

Applicants must complete a detailed application that meets all requirements for seeking funding approval.

Applications will be competitively assessed against the criteria outlined below.

### Assessment criteria

Criteria	Criteria seeks to determine	Applicants must show
<b>Capability and experience</b>	<p><b>Proven experience in animal welfare &amp; skilled resources</b></p> <p>That the applicant has developed processes to ensure good animal welfare practices</p> <p>That the applicant has diverse experience in animal species</p> <p>That, given its scope, the project is resourced with experienced and qualified personnel</p>	<p>Provide an overview of the applicant’s experience in delivering positive animal welfare outcomes for a variety of animal species, including mobile service delivery and/or capability</p> <p>Key personnel and partners have appropriate skills and experience, and roles are clearly defined</p> <p><i>Note: Applicants with previous experience in emergency response will be highly regarded</i></p>
<b>Capacity and commitment to deliver</b>	<p><b>Adequacy of resources and planning</b></p> <p>Given its scope, the project is deliverable within the budget and to projected timeline and quality standards</p> <p>That key management activities required to ensure a successful project (resourcing, time management, risk management and project management) have been identified and addressed to the appropriate degree</p> <p>That key engagement activities have been considered to ensure success of the project</p>	<p>Provide a detailed project plan which includes:</p> <ul style="list-style-type: none"> <li>• Clear objectives and scope</li> <li>• Proposed project schedule and milestones including reserve allowances</li> <li>• Identification and documentation of risks, including mitigations</li> <li>• Roles, responsibilities, and accountabilities of project team members</li> </ul> <p>Provide a Communications and Stakeholder Engagement Plan for the project</p> <p>Readiness to purchase new vehicle(s), upgrade existing vehicle(s), or utilise existing vehicle(s) for additional services and acquit funds by end FY 22/23*</p> <p><i>*In extenuating circumstances, this may be extended at the sole discretion of the Department having considered the circumstances</i></p>

<p><b>Impact and support of public benefit</b></p>	<p><b>Achievement of objectives and public benefit</b></p> <p>That proposed project completion will achieve the MACS objectives</p> <p>That community support for the project has been demonstrated and documented</p> <p>That there are clear ongoing community benefits of the project</p>	<p>Expected deliverables and how they will contribute to improved animal welfare outcomes, including uplift/increase in services (where the applicant seeks to upgrade existing vehicles or utilise existing vehicles for additional services)</p> <p>Benefits the funding will provide to the community, including relevant consultation with the community</p> <p>How the project will improve awareness and understanding of animal welfare</p>
<p><b>Value for money &amp; financial viability</b></p>	<p><b>Project viability and longevity</b></p> <p>If the proposal is best value for money proposition for meeting the service need</p> <p>If there are sufficient and appropriate resources allocated to deliver the project</p>	<p>All costs throughout the life of the project have been identified, quantified (where possible), validated and included in the analysis</p> <p>Budget includes clear allocation for project management costs and appropriate project reserves (on a per vehicle basis)</p> <p>The ongoing sustainability of the project has been considered and shown to be viable for 3 years minimum. <i>Note: Applicants that can demonstrate sustainability of the project beyond 3 years will be highly regarded</i></p> <p>The applicant has the ability to manage cash flows and/or take responsibility for unexpected issues</p> <p>Capacity to cover any proportion of mobile animal care services not funded by the grant, including evidence of sufficient revenues for ongoing maintenance and operational costs</p> <p>Most recent 3 years accounting statements and/or a business case to support revenue forecasting and expenditure of grant funds</p>

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## Application and Assessment Process

Applications must be received by 10.00am on 11 November 2022.

Applications must be completed via the Application Form, accessible via this [\[weblink\]](#), with attachments submitted via email to [animal.welfare@dpi.nsw.gov.au](mailto:animal.welfare@dpi.nsw.gov.au) as directed in the form.

The submission of an application that meets the eligibility criteria does not guarantee funding.

It is strongly recommended that you review the Frequently Asked Questions and Application Form (which includes guidance) provided on our website as soon as possible so that you become familiar with the information required.

The Application and Assessment process will occur in two stages:

1. Stage One: Applications
2. Stage Two: Assessment and Approval.

### Stage One: Applications

In your application you will need to describe your project activities, why you are doing it, who is involved in delivery, who it benefits, and the outcomes you hope to achieve. Applicants can only submit one application and will be required to provide information as detailed in the Application Form to determine their eligibility for the Program, including:

- a project proposal detailing how the applicant and vehicle(s) will support mobile animal care service delivery for companion animals and/or livestock.
- a description of the proposed vehicle(s) make/model and the services the vehicle(s) will be used for.
- a budget, including any additional sources of funding for the proposal.
- a Project Plan including a timeline for delivery, and a Communications and Stakeholder Engagement Plan for the proposal.
- expected deliverables and a detailed explanation of how the grant will provide and/or improve animal welfare outcomes across regional NSW.
- 3 years accounting statements and/or a business case to support revenue forecasting and expenditure of grant funds.

Applicants have a right to request detailed feedback on their application.

### How much funding can you apply for?

The total amount of funding available is \$2.5 million. Applicants can apply for the full amount of funding, or a portion of the total pool. Applicants who apply for the full amount for multiple vehicles may be provided a partial amount on a per vehicle basis. All grants are exclusive of GST.

### Stage Two: Assessment and Approval

Subject to the below, Applications will be assessed by staff within the Department simultaneously.

If an Application is missing information or is incomplete, the Department may, in its sole discretion, work with applicants to clarify any missing or incomplete information. For post application clarifications, applicants will be required to provide requested information within 48 hours of the

request. The Department will not start assessing the Application until, in the Department's sole opinion, the Application is complete.

Applications will be considered by a Department Assessment Panel, who will provide recommendations to the Director General, Department of Primary Industries who will be the final decision maker. The Minister for Agriculture and Western NSW will announce the successful grantee/s.

Applicants will be notified of the outcome of their applications. Successful applicants will be notified by letter of offer and confidentiality document. No binding legal relationship exists between the parties until such time as both parties have signed the Funding Deed. Unsuccessful Applicants will be provided an opportunity for feedback by the Department.

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## Successful Applications

Successful Applicants will be provided with a letter of offer and required to enter into a Funding Deed with the Department and submit claims for Eligible Costs as per the conditions outlined in the Funding Deed.

The NSW Government typically receives far more applications than it can support. Applicants are not guaranteed funding even if the application is of high merit. Even if an application is successful, it may not be funded to the full amount requested.

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## Terms and Conditions

Successful Applicants will be required to enter into a Funding Deed with the Department prior to receiving funds or commencing any work.

The NSW Government makes no binding funding commitment to an Applicant unless and until both parties sign a Funding Deed.

### Funding terms and conditions

Successful applicants that receive a grant must:

- agree to the requirements outlined in these guidelines. Failure to do so may result in funding being withheld or an offer of funding being withdrawn;
- enter into a Funding Deed with the Department; which will include a commitment to operate the mobile animal care service for at least 3 years, including attending and assisting in the NSW Government response to animal welfare emergency situations across NSW (e.g., floods, storms and bushfires) when required\*, and undertaking animal welfare assistance through regional community outreach;
- submit an acquittal report and required supporting evidence for approval by the Department upon completion of the project; and participate in program evaluation
- agree that the Department reserves the right to recover any unspent funds;
- agree that no additional State funding will be required to complete the proposed project and if additional costs arise, they must be met by the applicant;
- agree that the Department reserves the right to audit grant funding within 7 years.

Mobile animal care services funded through this grant must also:

- comply with the requirements of national and state laws and regulations, including but not limited to the *Prevention of Cruelty to Animals Act 1979*, *Poisons and Therapeutic Goods Act 1966*, *Biosecurity Act 2016* and *Veterinary Practice Act 2003*.



\* This may also include the entering into of a Memorandum of Understanding with NSW DPI as a participating and supporting organisation under the Agriculture and Animal Services Functional Area (AASFA) Supporting Plan for emergency management arrangements

You should not enter into a contract or purchase vehicle(s) proposed in your application before we inform you of the application outcome, and before executing a Funding Deed.

These documents will clarify your obligations if you succeed in receiving MACS funding.

The Department reserves the right to make changes to the program to ensure it meets the objectives outlined in these guidelines and provides equitable funding support to applicants.

These guidelines are subject to change at any time at the sole discretion of the Department.

### **Acquittal requirements**

All successful applicants are required to submit an Acquittal Report to the Department to acquit their funding. The Acquittal Report must be signed and dated by two authorised representatives and must include the:

- Invoice for vehicle(s), equipment and supplies purchased (if relevant); and
- Financial statement for other operating costs eg. staff costs (salary and expenses for associated staff while undertaking mobile service delivery);
- Certificate of insurance(s).

Claims for Eligible Costs must be submitted to the Department by email to [animal.welfare@dpi.nsw.gov.au](mailto:animal.welfare@dpi.nsw.gov.au)

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## **Public Acknowledgement**

Once the successful grant has been announced the NSW Government must be acknowledged in any marketing/publicity collateral and at the site where the mobile services occur. Please review the Funding Acknowledgement Guidelines before submitting your application.

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## **Government Information (Public Access) Act**

Applicants should be aware information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the *Government Information (Public Access) Act 2009 (NSW)* (the GIPA Act). Information that is deemed to be commercially sensitive will be withheld.

The GIPA Act makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

Before information is released in response to an application under the GIPA Act, there will be an assessment of the public interest considerations in favour of and against disclosure of that information and there may be consultation requirements that apply.

Information may also be made publicly available as a result of an order for papers made by the NSW Legislative Council under Standing Order 52.

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## Complaints

Any concerns about the MACS Program should be submitted in writing to [animal.welfare@dpi.nsw.gov.au](mailto:animal.welfare@dpi.nsw.gov.au).

If you do not agree with the way the Department has handled the issue, you may wish to contact the NSW Ombudsman via [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au).

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## Getting Support

More information about this Program, including frequently asked questions are available at [www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare](http://www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare)

If you require assistance or advice with your application, please contact the Department via email [animal.welfare@dpi.nsw.gov.au](mailto:animal.welfare@dpi.nsw.gov.au)

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## Probity

The MACS Program has appointed a probity adviser to work with the program team to ensure that applications are assessed fairly and objectively and in line with relevant NSW Government guidelines on grant programs.

### Disclaimer

The Department does not guarantee or warrant, and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency or completeness of any material contained in this publication. Information in this publication is provided as general information only and is not intended as a substitute for advice from a qualified professional.

The Department recommends that users exercise care and use their own skill and judgment in using information from this publication and that users carefully evaluate the accuracy, currency, completeness, and relevance of such information. Users should take steps to independently verify the information in this publication and, where appropriate, seek professional advice.

These guidelines are subject to change at any time at the sole discretion of the Department.

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