

NSW Health

End of Life and Palliative Care NGO Grants Program

Grant Guidelines



Grant Program Details	
Program opening date and time	5/02/2024
Closing date and time	12pm 18/03/2024
Application outcome date (expected)	April 2024
Project delivery timeframe (for successful applications)	FY 2023/24 – FY 2026/27
Evaluation timeframe (for successful applications)	Successful grantees will provide biannual project reports throughout the life cycle of the grant, with an initial progress report due in August 2024.
Decision-maker	Ryan Park MP, Minister for Health, NSW Ministry of Health
NSW Government Agency	NSW Ministry of Health
Type of grant opportunity	Open, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	Up to \$4 million over four years, with individual grants of \$320,000 - \$800,000 available.
Enquiries	<p>Enquiries and grant applications*: MOH-PalliativeCare-NGOGrants@health.nsw.gov.au</p> <p>Contracted Probity Advisor: Tiffany Blackett Procure Group Pty Ltd Telephone: 0408 238 693 Email: tblackett@procuregroup.com.au</p> <p>*For general questions and enquiries, please access the Frequently Asked Questions page on the program website. This will be updated frequently throughout the advertisement period.</p>

Contents

Overview	1
1 Overview	2
1.1 Program Aim	2
1.2 Grant Objectives.....	2
1.3 Grant Value.....	3
Selection criteria	4
2 Selection criteria	5
2.1 Eligibility criteria	5
2.2 Assessment criteria.....	7
Application process	10
3 Application process	11
3.1 How to apply	11
Assessment process	13
4 Assessment process	14
4.1 Assessment of grant applications	14
4.2 Notification of application outcome	15
Feedback on applications [and appeal process].....	15
4.3 Publication of grants information	16
Successful grant applications	17
5 Successful grant applications	18
5.1 Grant agreement.....	18
5.2 Grant payment.....	18
5.3 Unspent funds	18
5.4 Indicative reporting and acquittal requirements	19
5.5 Evaluation.....	19
Additional information and resources	20
6 Additional information and resources	21
6.1 Glossary.....	21
6.2 Complaint handling.....	24
6.3 Access to information.....	24
6.4 Ethical conduct.....	25
6.4.1 Conflict of interest management	25
6.4.2 Confidentiality	25
6.4.3 Disclaimer	25

NSW Health acknowledges Aboriginal Peoples as the Traditional Custodians of Country throughout NSW. We pay our respect to Elders past and present and extend that respect to all Aboriginal people today.

1

Overview

1 Overview

NSW Health is continuing to invest in initiatives that strengthen its delivery of the World Class End of Life Care Commitment. An important element of this investment is the commitment to promoting opportunities for collaboration and co-design with the non-government (NGO) sector.

NSW Ministry of Health (the Ministry) is seeking grant applications from multiple NGOs, including Aboriginal and Torres Strait Islander community-controlled organisations (ACCOs) and Aboriginal community-controlled health organisations (ACCHOs) to support and strengthen collaboration with the NGO sector.

NSW Health End of life and Palliative Care NGO Grants program (NGO Grants) provides one-off grants for NGO activities to be run over a four-year period from FY2023/2024 – FY2026/2027 to increase community capacity to engage with death and dying. These grants are open and competitive.

Grant applications are open to NGOs incorporated under relevant legislation to support activities and projects that align with the vision of the [NSW End of Life and Palliative Care Framework 2019-2024](#) (the Framework) and [Future Health Guiding the next decade of care in NSW 2022-2032: report](#) (the Future Health Report).

1.1 Program Aim

The Ministry is seeking to engage organisations with suitable experience, capability and skills to deliver culturally safe and trauma-informed palliative and end-of-life information, education and/or activities.

NGO Grants aim to complement NSW Health palliative and end of life care services by supporting community initiatives.

Over-arching aims of the NGO Grants

- Strengthen capacity and capability of the NGO sector to increase community ability to engage with death and dying.
- To fund grants that align with NSW Health policy objectives, whilst enhancing community support in palliative care and end of life.
- A diverse range of activities with broad reach and impact across NSW, including rural and regional areas.
- Programs providing enhanced support for a variety of priority populations identified within [the Framework](#).
- Culturally safe palliative and end of life care supports for relevant priority populations including Aboriginal and culturally and linguistically diverse communities.
 - New and improved collaboration and partnerships in palliative and end of life care between communities, services, programs and organisations.
- Strategies promoting sustainability beyond the funding period.

1.2 Grant Objectives

Projects may include but are not limited to development or delivery of resources, programs and initiatives that address one or more of the following objectives:

- increase death and grief literacy in the community
- promote knowledge and implementation of Advance Care Planning
- provide increased support for bereavement, grief and loss for families and carers within NSW.

1.3 Grant Value

A total of up to **\$4 million** in funding is available over four years (FY2023/2024 – FY2026/27), with \$1 million available per financial year.

In this grant round, one application can be submitted per organisation and applications must be for grant amounts between **\$320,000 - \$800,000** (i.e. \$80,000 and \$200,000 per year).

A minimum of **\$800,000** (\$200,000 per year) will be awarded to ACCHOs or ACCOs.

This approach has been taken based on stakeholder consultation to support culturally safe services for Aboriginal and Torres Strait Islander people. This aligns with Priority Reform 2 of the *National Agreement on Closing the Gap*, with its commitment to increasing funding for Aboriginal organisations as a means of improving outcomes for Aboriginal people.

2

Selection criteria

2 Selection criteria

2.1 Eligibility criteria

Who can apply

To be eligible for NGO Grants funding you must:

- Be a non-government organisation incorporated under relevant legislation, including:
 - the Associations Incorporation Act 2009 (NSW)
 - the Corporations Act 2001 (Cth)
 - the Corporations (Aboriginal and Torres Strait Islander) Act 2006
- For ACCOs or ACCHOs that are incorporated under the above, you must demonstrate that your organisation is:
 - controlled and operated by Aboriginal and Torres Strait Islander people
 - connected to the community, or communities, in which they deliver the services
 - governed by a majority Aboriginal governing body.
- Be a not-for-profit organisation
- Ensure the activity or service location where grant funds will be utilised is within NSW.
- Submit your application by the due date (applications received after the due date will be marked as a late submission and may only be considered by the assessment panel in extenuating circumstances).
- Submit your application in full, providing all required documents and completing all relevant fields (incomplete application forms may not be assessed).
- Ensure your application is not over 15% of the nominated word count.
- Be applying for a grant between \$80,000 – 200,000 per year, over four years (FY2023/24 – 2026/27).
- Align your proposed project with one or more of the grant objectives.

Who cannot apply

You cannot apply if you are:

- an individual/s
- a Federal, State, or local government agency or body
- a for-profit organisation
- an unincorporated organisation or group
- duplicating the work or objectives of existing programs or resources covered under an existing funding agreement with the Federal or NSW Government, or one of its agencies
- an organisation that has not met project requirements, including acquittal and reporting, for previous funding commitments within the last two years
- organisations with redress sanctions, as described in the National Redress Scheme

- organisations applying for funding towards capital infrastructure or administration.

Alignment with policies and standards of care

Activities and services provided under NGO Grants must be safe, accessible, and welcoming and align with a range of NSW Health, Commonwealth and other agency guidelines and agreements, specifically:

- [NSW Future Health report](#)
- [NSW End of Life and Palliative Care Framework 2019-2024](#)
- [National Palliative Care Standards](#)
- [National Agreement on Closing the Gap](#)
- [2022-2024 NSW Implementation Plan for Closing the Gap](#)
- [NSW LGBTIQ+ Health Strategy 2022-2027](#)
- [NSW Health Youth Health Framework 2017-24](#)
- [NSW Aboriginal Health Plan 2013-2023](#)
- [NSW Health Integrated Trauma Informed Framework](#)
- [Communicating Positively: A Guide to Appropriate Aboriginal Terminology](#)
- [NSW Regional Health Strategic Plan 2022-2032.](#)
- [Towards Zero Suicides - Aboriginal Healing resources](#)

Project timelines

Date	Milestone
5 February 2024	Applications open
14 March 2024	Final date to submit queries regarding the NGO Grants
18 March 2024	Applications close
March - April 2024	Selection panel meets
April 2024	Applicants are notified of the outcome of their application
May 2024	Grant agreements finalised (expected)
May 2024	Projects commence (expected)
July 2024	Initial project/implementation plan/progress report due
Financial year 2024/25 to 2026/27	Biannual project report due each financial year
2027	Final project report due

2.2 Assessment criteria

This is an open and competitive grants program. Applications will be assessed and competitively ranked against the assessment criteria below.

Assessment panel members will individually score each application, then the panel will meet to finalise consensus scores and develop an order of merit.

Applications with the highest scores are most likely to be funded. The assessment panel may use discretion however, when choosing the final pool of preferred applicants from the order of merit. This will ensure a diverse breadth of projects are selected that align with the overarching aims of the grants program (listed under section 1.1).

We want to make the process as easy as possible for applicants. Please remain within the word limits provided for each assessment criterion.

Assessment criteria

Criteria	Information to be provided and word length
Project overview, background and scope (300 words)	Provide a brief overview of the proposed project including background and scope. What is the project or activity you are proposing and how will it align with an objective, or multiple objectives, of the NGO Grants? Objectives of the NGO grants are as follows: <ul style="list-style-type: none"> • Increase death and grief literacy in the community. • Promote knowledge and implementation of Advance Care Planning. • Provide increased support for bereavement, grief and loss support for families and carers within NSW.
Implementation plan (500 words)	Please outline the implementation plan for your project or activity, including: <ul style="list-style-type: none"> • A project timeline, including start/end date. • Planning for monitoring and evaluation of outcomes, key milestones and performance measures. • Evidence of readiness and capability to deliver project outcomes within reasonable timeframes. • Goals, rationale and project-specific objectives for the proposed program/ project. • Sound planning for monitoring, evaluation, and outcome performance measures. • Governance arrangements.

Criteria	Information to be provided and word length
	<ul style="list-style-type: none"> • Recruitment, induction and training of staff. • Developing operational policies, procedures and guidelines. • Setting up data and reporting systems. • Any other information the applicant deems relevant to implementation. <p>Applications that demonstrate experience in and have the operational capacity to implement project outcomes will attract higher scores.</p>
<p>Reach, impact and/ or sustainability (100 words)</p>	<p>Projects with broader reach or impact will be considered desirable. Please outline the reach and impact of the proposed project across the end of life and palliative care sector, your specified target audience or across different geographical areas within NSW.</p> <p>AND/ OR</p> <p>Demonstrate sustainability of the program beyond the funding period.</p>
<p>Project budget (300 words)</p>	<p>Applicants should include a project budget and amount of funding requested for each year of the proposed project.</p> <p>This should highlight efficient, effective and transparent budgeting and implementation to produce quality outcomes and value for money.</p> <p>Project budgets may include but are not limited to the following:</p> <ul style="list-style-type: none"> • Set up costs within the first year of the project. • Income and funding (including this grant). • Staff costs (including staffing mix, training and development). • Administrative costs including staff travel and accommodation, motor vehicles. • Demonstrated ability to report on project outcomes. <p>Project budgets should be between \$320,000 and \$800,000 over four years.</p> <p><i>Note: grant funding may be released to grantees on a pro rata basis within the first financial year (2023-24) of the program, relative to the budget and implementation plan and will be outlined in the grant agreement.</i></p>
<p>Capacity to provide culturally safe services for Aboriginal and</p>	<p>If Aboriginal people will form part of your service users, please describe how you will ensure your project will be</p>

Criteria	Information to be provided and word length
<p>Torres Strait Islander communities. (300 words)</p>	<p>culturally safe and respond to the needs of Aboriginal and Torres Strait Islander people.</p> <p>Applicants should provide details on how they engage and partner with Aboriginal and Torres Strait Islander people, organisations and/or community representatives and how they will continue to do this with respect to the proposed grant activity.</p> <p>If you believe Aboriginal people will <u>not be</u> clients of your proposed project, please explain this.</p> <p>*ACCOs/ACCHOs are not required to provide information for this criterion.</p>
<p>Please outline the target audience. (200 words)</p>	<p>Information should be provided on the intended target audience for the project and how this aligns with aims and objectives of the NGO grants program, along with the priorities for the Future Health Report and NSW End of Life and Palliative Care Framework.</p> <p>Consideration should be given within applications for priority populations, as outlined in <u>the Framework</u>.</p>

3

Application process

3 Application process

3.1 How to apply

Applications for the NGO Grants will be open for six (6) weeks and will be assessed following the application process below.

All applications must be submitted via email to MOH-PalliativeCare-NGOGrants@health.nsw.gov.au by the closing date, 12pm midday 18th March 2024. All applications must be submitted via email to MOH-PalliativeCare-NGOGrants@health.nsw.gov.au by the closing date, **12pm midday 18 March 2024.**

Applications must be complete and signed by the CEO, or appropriate senior management, to be eligible for consideration for the NGO Grants.

Step 1. Confirm your organisation's eligibility

Ensure your organisation's grant proposal meets the eligibility criteria outlined in Section 2.1 of these guidelines.

The Ministry will undertake organisation eligibility checks. Organisations that do not meet the eligibility criteria may not progress to assessment by the assessment panel.

Step 2. Prepare your application

Organisations are encouraged to read all available information about the NGO grants before applying.

Frequently Asked Questions will be listed on the [NSW Health End of Life and Palliative Care website](#) and regularly updated during the grant application period. Organisations are encouraged to check the website frequently as there may be limited capacity to respond to individual enquiries.

Organisations should not assume the grant assessment panel has prior knowledge of any organisation or the service it provides. Please respond to the grant requirements in detail within the stated word guide.

Please download the application form listed on the End of Life and Palliative Care NGO Grants Program page on the [NSW Government Grants and Funding website](#). Please note, you do not need to submit this form to the Ministry, however, please ensure that all required information, including responses to the selection criteria outlined in this form, are submitted as part of your application in an appropriate format as detailed below.

Step 3. Submit the application

Organisations may submit applications anytime from 12pm on the opening date of 5 February 2024 up to and no later than the application closing date of **12pm Monday 18 March 2024.**

Applications must be submitted to the Community Care and Priority Populations, Health and Social Policy Branch via email to MOH-PalliativeCare-NGOGrants@health.nsw.gov.au

Please use subject heading in your application email: **Submission Palliative and End-of-life NGO Grants Application.**

Applications received after the closing date will be registered as a late response. The Ministry may allow assessment of late responses if there is evidence that the late submission is due to circumstances outside the control of the applying organisation.

The Ministry will provide confirmation of each received application via return email to the applying organisation. Organisations that do not receive confirmation of receipt of application are to consider the application incomplete and are responsible for contacting the Ministry.

Applications must be submitted in full, inclusive of all required documents, in Microsoft Word format (with file name ending in “.doc” or “.docx”) or Adobe Acrobat (*.pdf).

Applications must include approval from a person or persons in the organisation that has the delegated authority to provide grant application endorsement and approval.

Validity Period

The application is to be valid for three (3) months from the lodgement/closing date. Applicants are to note that applying for a grant/s is made at its own cost, and that NSW Health, whilst inviting applications in good faith, is not obliged to proceed with this project.

Frequently Asked Questions

To protect the integrity of the assessment process, all communications must be directed to the NGO Grants email inbox listed above.

Grant questions emailed to the NGO Grants inbox will be responded to via the Frequently Asked Questions page on the [NSW Health Palliative Care website](#). [NSW Health Palliative Care website](#).

The final date for questions will be **5pm 14 March 2024**.

4

Assessment process

4 Assessment process

4.1 Assessment of grant applications

This is an open and competitive grants program. Applicants will be assessed and scored against the criteria. Applications with the highest scores are more likely to be funded, with consideration to be given by the assessment panel to ensure adequate diversity and breadth of successful grants that meet the aims of the program. The table below outlines the assessment process and governance structure of the grants program.

Type	Assessment	Assessor
Eligibility assessment	Assessment of individual application eligibility against eligibility criteria	Prepared by the secretariat comprised of Senior Ministry staff from Community Care and Priority Populations, Health and Social Policy branch and passed to the assessment panel for final approval
Assessment panel	Assessment of all applications scored against the assessment criteria and final recommendations to the NSW Minister for Health	A grant assessment panel comprised of Senior Ministry and NSW Health Staff
Reviewer	Review and endorsement the assessment report, to be progressed to MO for sign-off	Executive Director, Health and Social Policy Branch, NSW Ministry of Health
Decision maker	Final decision on funding based on panel recommendations	NSW Minister for Health

The Minister for Health is the final decision maker for funding. The Minister will consider the recommendations of the assessment panel in this decision-making.

Ministry staff may request additional information and/or clarification from applicants at any time during the assessment process.

Probity

The Ministry has appointed an independent probity advisor for the NGO Grants. The probity advisor is directly accountable to Community Care and Priority Populations Unit, Health and Social Policy Branch.

The role of the probity advisor is to monitor procedural integrity (probity) and provide assurance throughout all phases of the grant process. The Probity Advisor is not part of the assessment panel but is an independent observer of the assessment process.

Applicants may contact the probity advisor in writing and in circumstances where they have concerns as to probity or the conduct of the grants administration process. Any contact with the Probity Advisor may be disclosed to NSW Health.

The details for the Probity Advisor and contact person are as follows:

Organisation: Procure Group Pty Ltd

Name: Tiffany Blackett

Telephone: 0408 238 693

Email: tblackett@procuregroup.com.au

4.2 Notification of application outcome

This grant opportunity is administered by Community Care and Priority Populations, Health and Social Policy Branch, within the Ministry.

The NGO grants administrative team will contact all applicants to confirm receipt of application. If you do not receive acknowledgment from the NGO Grants team, please contact the NGO Grants inbox (listed on page 2) to confirm receipt of your application. The NGO Grants team may contact you for further information as part of the application assessment process.

You (the applicant) accept that by applying for this grant you are in agreement with NSW Health abiding by the requirements for expenditure of public money in NSW, as well as laws and policies that govern ethical behaviour. In line with the [NSW Grants Administration Guide](#), grants awarded will be published on the [NSW Government Grants and Funding Finder](#).

It is expected that the NGO Grants team will contact all applicants to notify them of the outcome of their application in April 2024.

Contract Management

Successful grant applicants will enter into contract negotiation with NSW Health.

The contract may include key milestones, payment schedule and performance indicators to be developed in negotiation with successful applicants and the successful applicants will be accountable for delivery of services that contribute to the overarching aims of the grants program, along with the grant objectives.

A copy of the long-form grant agreement template can be found within the [Administration of NSW Health Grand Funding for Non-Government Organisations](#) policy. [More information about performance reporting can be found at NSW Health Palliative and End of life Care webpage. A copy of the long-form grant agreement template can be found as an attachment to these guidelines.](#)

Feedback on applications

Unsuccessful applicants will receive a letter advising them of the outcome of their application. The NGO Grants team will facilitate debriefing of any applicant who requests such.

The debriefing will be conducted by the Chair and at least one member of the secretariat and will advise the unsuccessful applicant/s on the following:

- background to the assessment process
- general comments regarding the assessment of the applicant's submission by the Panel against the eligibility and assessment criteria (but not against other applicants)
- general feedback regarding their submission (both positive and negative).

At no time will any response be compared specifically with any other response, in the debriefing session and no scoring details will be provided.

Any probity issues raised at a briefing will be forwarded to the probity advisor by the Chair or secretariat.

4.3 Publication of grants information

The Grants Administration Guide requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access information under the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved or declined.

All records in relation to this decision will be managed in accordance with the requirements of the *State Records Act 1998* (NSW).

5

Successful grant applications

5 Successful grant applications

5.1 Grant agreement

Successful applicants within the End of Life and Palliative Care NGO grants program are required to enter into a grant agreement with NSW Health (as the auspicing body) for the funds awarded to be released. Grant agreements will include:

- Agreed funding amount to be provided to the grantee, including dates for transfer of funding instalments pending required reporting documentation.
- Agreed implementation plan, including start and completion dates, along with key milestones of the project.
- Requirements regarding repayment of unspent funding.
- Grantees responsibility for costs above the agreed funding amount or outside the agreed project scope.
- Acknowledgement of the support provided by the NSW government in accordance with the funding acknowledgement guidelines.

Project variations may be accepted where the requested change aligns with the Program Guidelines and the original intent of the approved project.

5.2 Grant payment

First year grant funding will be paid to successful applicants upon sign off the grant agreement and the flow of monies will be dependent on the nature of the funded project.

Organisations should show consideration for any additional set up or other costs within the first financial year and detail the expected timeframe for acquittal of these expenses in their application.

Given the timeframe for grants administration and to expend funding this financial year (FY 2023-24), grants may be awarded on a **pro rata basis within the first financial year**, dependent on the nature of the project, its budget and implementation plan. Proposed budgets and implementation costs must be realistic and specific to the project.

Following this, grants will be paid biannually for the remainder of the four-year grants program, pending receipt of 6-monthly progress reports from the grantee.

5.3 Unspent funds

If a grant recipient's project is completed and there are unspent funds remaining, these should be returned to the Ministry.

Concession may be given for **carry-over of funds by NGOs** if deemed appropriate and where applicants can justify how unspent funds will be used in the following year.

Grantees will need to request carry over of unspent funds above the amount listed in the grant agreement in writing to the Ministry and these requests will be considered on a case-by-case basis. Carry over of unspent funds in subsequent years of the program will be considered in-line with the *Administration of NSW Health Grant Funding for Non-Government Organisations Policy*.

5.4 Indicative reporting and acquittal requirements

Successful applicants will be required to provide regular reporting, and include the following at a minimum:

- An initial progress report at the end of FY2023-24.
- Biannual progress reports from FY2024-25 to FY2026-27 (reporting templates will be provided upon signing of the grant agreement and will be tailored to individual grantees).

It is expected that the minimum required reporting information will include:

- invoices / financial reports on how funds are spent
- key milestones or targets and progress towards these
- project/ program reporting requirements, including biannual progress reports on agreed performance measures and project outputs
- information and data that captures and demonstrates reach and impact of the program e.g. reported experience from consumers or community, volume of use or distribution and stories of success
- regular communication with the Ministry throughout the grant program to advise the status of the project, changes or significant delays to project start or completion dates and on completion of the project.

5.5 Evaluation

The Ministry will review each project in relation to the overall purpose and objectives of the end of life and palliative care NGO grants program.

6 Additional information and resources

6.1 Glossary

ACCOs and ACCHOs

Aboriginal and Torres Strait Islander community-controlled organisations (ACCOs) and Aboriginal and Torres Strait Islander community-controlled health organisations (ACCHOs).

Assessment criteria

The specified requirements, principles or standards, against which applications will be marked. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.

Assessment panel

The assessment panel consists of representatives with appropriate policy and program and/or delivery knowledge review to assess applications and provide advice and recommendations to the delegate on who to fund and not fund.

Assessment process

The process where applications are assessed, moderated and quality checked.

Assessment report

A report that provides a summary of all applicants and their assessment results. This report is provided the Reviewer (Executive Director, Health and Social Policy Branch) to endorse, then progressed to the Decision Maker (The Minister for Health) for final sign-off.

Capability

The demonstrated ability for an organisation to perform an activity.

Capacity

The ability of an organisation to undertake grant activities. It includes human resources and financial capacity measures.

Delegate

The person responsible for approving all organisations recommended to fund and not to fund. This person may be a minister or another person that has delegated authority to approve through the appropriate delegation instrument.

Eligibility criteria

Eligibility criteria refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria apply in addition to eligibility criteria.

Financial acquittal

A grantee report accounting for their expenditure of grant funds against the relevant grant agreement requirements.

Grant

An arrangement for the provision of financial assistance by NSW Health:

- under which relevant money is to be paid to a grantee
- which is intended to help address one or more of NSW Health's policy outcomes while assisting the grantee to achieve its objectives.

Grant agreement

Sets out the relationship between the parties to the agreement and specifies the details of the grant. It is also used as a collective noun for grant agreement, schedule and activities.

Grant opportunity

A notice published on NSW Government Grants Finder website advertising the availability of NSW Government grants.

Grant opportunity documents include:

- the application guidelines and form
- assessment information
- draft grant agreements
- templates for reporting or acquittals.

Grant guidelines

Refers to a document(s) containing the relevant information required for a potential grantee to understand:

- the purpose, outcomes and objectives of a grant
- the application and assessment process
- the governance arrangements (including roles and responsibilities)
- operation of the grant.

Grant program

Delivers funding for projects to meet a policy initiative.

Grantee (*grant recipient, funding recipient or service provider*)

An organisation that has entered into a grant agreement with NSW Health.

Grant administration

All processes involved in the grant's lifecycle, including:

- design of grant opportunities and activities
- assessment and selection of grantees
- establishment of grants
- ongoing management of grantees and grant activities
- evaluation of grant opportunities and activities.

Incorporated association

An association that has been incorporated or registered as an incorporated association under the relevant incorporated association's legislation in the state or territory in which they were formed.

Aboriginal corporation

Aboriginal and Torres Strait Islander organisations registered as corporations under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) (CATSI Act).

Milestones

A point that must be achieved by the grantee. It may be a reporting or payment milestone.

Minister

A government minister responsible for the program (The NSW Minister for Health).

NGO Grants

Refers to the End of Life and Palliative Care Grants program as a whole.

NSW Government Administration of NSW Health Grant Funding for Non-Government Organisations Policy Directive

The policy directive which provides NSW Health agencies with guidance on the requirements for effective and consistent grant administration when dealing with non-government organisation (NGO) partners.

NSW Government Grant Finder website

The NSW whole-of-government grants information system.

NSW Government Grants Administration Guide

The NSW Government Grants Administration Guide contains the key legislative and policy requirements and explain the better practice principles of grants administration. The guidelines are an important feature of an accountable and transparent NSW public sector.

NSW Ministry of Health (*the Ministry*)

The Ministry of Health guides the development of services and investments in the NSW public health system to ensure that the health priorities of the NSW Government are achieved for the community of NSW.

Open competitive selection process

Open competitive funding rounds have open and closed nominated dates, with eligible applications being assessed against the nominated assessment criteria. The delegate may select to fund some or all applications.

Payments (grants)

This is a payment associated with a particular grant agreement (through a grant schedule or activity level).

Performance measures

Data that measures grant activity performance and contributes to evaluating program performance indicators. Recorded measures may be qualitative or quantitative.

Policy

A statement of intent to achieve change of a situation. Government uses policy to tackle a wide range of issues impacting on their citizens. Policies may be implemented as programs.

Probity

Safeguards that are in place during the grant allocation process to ensure activities and processes are transparent and robust and can withstand scrutiny.

Priority Populations

As set out within the NSW End of life and Palliative Care Framework:

- People from culturally and linguistically diverse (CALD) backgrounds
- Aboriginal communities
- Paediatrics
- Young adults
- People experiencing homelessness

- New migrants and refugees
- People living with a disability
- Care leavers and people affected by forced adoption or removal including the Stolen Generations
- People with a mental health condition
- People who are socially isolated
- People who identify as LGBTQI (lesbian, gay, bisexual, transgender, queer or questioning, intersex)
- NSW Health End of life and Palliative Care NGO Grants (NGO Grants) provide one-off grants for NGO.

Public Governance, Performance and Accountability Act 2013 (PGPA Act 2013)

An Act about the governance, performance and accountability of, and the use and management of public resources by government agencies for related purposes.

Public governance, performance and accountability rules

Rules made under section 101 of the *PGPA Act 2013* provide power for the finance minister (by legislative instrument) to make rules prescribing matters:

1. required or permitted by the *PGPA Act 2013* to be prescribed by the rules
2. necessary or convenient to be prescribed for carrying out or giving effect to this act.

Sustainability

Sustainability i.e. financial sustainability is the assessment that a project will have ongoing impact or use once the funding period ends.

Target Audience

The specified target audience or a project, refers to the population, community or group at which a project proposal is aimed.

Value for money

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.

6.2 Complaint handling

Any complaints should be sent in writing to MOH-PalliativeCare-NGOGrants@health.nsw.gov.au.

6.3 Access to information

The GIPA Act provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency (which includes Ministerial offices). Access to government information is only to be restricted if there is an overriding public interest against disclosure.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the

papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the Legislative Council.

Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

Provide any relevant contact details or other sources of information for individuals seeking information from the relevant agency about the GIPA Act and/or Standing Order 52.

6.4 Ethical conduct

6.4.1 Conflict of interest management

The following procedures will be put in place to manage any conflicts of interest between NGO Grants officials, the Ministry and applicants.

Conflicts of Interest are managed in accordance with the NSW Health code of conduct and Conflicts of Interest and Gifts and Benefits Policy, and declarations are made and recorded by all persons involved in performing functions related to the assessment process.

6.4.2 Confidentiality

Information relating to the successful applications will be included in:

- the NSW Grants finder website
- communications sent to Peak bodies and other relevant stakeholders within the End-of-life and palliative care sector.

This information may include the name of the applicant and their business, a description of the funded project, and the funding amount.

Applicants should be aware that information provided to the Ministry may be made publicly available under the Government Information (Public Access) Act 2009 (NSW). 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.

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.

6.4.3 Disclaimer

Every effort has been made to ensure that this publication is free from error and/or omission at the date of publication. The authors, publisher and any person involved in the preparation of this publication take no responsibility for loss occasioned to any person acting or refraining from action as a result of information contained herein.