



Veteran Wellbeing Centre Program Grant Opportunity Guidelines

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Enquiries:	If you have any questions, please contact veteranswellbeingcentres@dva.gov.au
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1. Program overview

1.1 Policy context

All current and former serving Australian Defence Force members (veterans) and their families should have convenient access to affordable, high quality, comprehensive wellbeing services. Accessing a range of wellbeing services provided in their local community will help veterans and their families live their best lives during and after their military service.

In April 2019, the Australian Government announced a plan to 'Respect and Support Veterans and their Families'. This plan included:

- Recognising the unique nature of military service;
- Providing funding to address mental health challenges for veterans and their families; and
- Supporting veterans through strong advocacy and welfare services.

As part of this plan, the government committed \$30 million over three years to establish a national network of Veteran Wellbeing Centres (Centre(s)).

The Centres will focus on coordinating services that improve or help maintain veterans and their family's wellbeing. Centres will provide integrated, coordinated essential wellbeing services needed by veterans and their families in local community areas.

The Commonwealth will partner with communities, State and Territory governments and Ex-Service Organisations (ESOs) to establish six Centres in Townsville QLD, Perth WA, Darwin NT, Nowra NSW, Adelaide SA and Wodonga VIC.

The intended outcomes of the Veteran Wellbeing Centre Program are to:

1. Improve the general health and wellbeing of veterans and their families;
2. Close identified service delivery gaps and improve access to key health and wellbeing services for veterans and their families based on local needs; and
3. Build stronger local community connections between government and non-government agencies, health services and community organisations that delivers coordinated and collaborative support for veterans and their families, including physical and mental health support, advocacy and social support including housing, education and training, employment and financial assistance.

Only projects identified by the Australian Government as part of the 2019 election commitment will be considered for funding. The Veteran Wellbeing Centre Grant Opportunity (VWCGO) is not a competitive grants program.

1.2 What is a Veteran Wellbeing Centre?

A Veteran Wellbeing Centre will provide veterans and their families with greater access to health and wellbeing services and support in their local community.

The Centres will act as a shopfront to provide simple and seamless access to services, which are tailored to local needs and opportunities. Dependent on local need, Centres could provide services to support transition, employment, homelessness, domestic violence, physical and mental health, as well as client and community engagement. The core purpose of the Government funding for the Centres is to provide support services for veterans and their families.

The Centres will operate by hosting services and support provided by Commonwealth and state and territory governments, ex-service organisation (ESOs) and other non-governmental organisations which can link veterans and their families with existing relevant services tailored to the needs and opportunities of the local area.

Centres will provide case management services to achieve beneficial outcomes for veterans and their families. This will include coordinating access to other services that the Centres do not provide, but the veteran or their families requires.

A Centre should be based in a location from which veterans and their families can access integrated and coordinated services that support their transition into civilian life, or support veterans and their families to maintain or improve their physical, mental health and overall wellbeing. Alternative models of service delivery such as, 'hub and spoke', mobile services and virtual service, can be developed when required to meet the needs of the local veteran community.

1.3 Program objectives

The objectives of the Veteran Wellbeing Centre Program are to:

- Provide coordinated service delivery that facilitate greater access to essential health and wellbeing services needed by local veterans and their families in the area and surrounds;
- Provide innovative and flexible models of service delivery that reach as many local veterans and their families as possible (as per the scope of services); and
- Achieve greater integration of government and non-government support for the wellbeing of veterans and their families.

1.4 The service delivery model

The Commonwealth believes that a standard service delivery model may not fit each Centre, and that each Centre's service delivery model could be unique.

The range of services provided at each Centre should be determined based on local veteran community needs. The services may address current gaps, complement and/or enhance the range of existing veterans’ services already provided.

Table 1 outlines the types of services that a Centre is to deliver.

Table 1: Veteran Wellbeing Centre service profile options

Service category	Description
Essential services	<p>Services that a Centre must provide access to are:</p> <ul style="list-style-type: none"> • Advocacy; • Transition support programs. The Centre can utilise existing transition support programs provided by ex-service organisations, Defence and the Department of Veterans’ Affairs; • Veteran and family support, leveraging community partners to provide services and support; • Access to other government services such as housing support, service desk, a digital MyService kiosk and personal assistance. • Open Arms providing community and peer advisors; • Personal employment support (e.g. CV Writing, skills training for local job opportunities); • Mental health services and support; and • Professional centre management services.
Desirable services	<p>Services that a Centre may provide access, to depending upon the community’s need include:</p> <ul style="list-style-type: none"> • Social support programs to facilitate social connections; • Space for community and commemorations activities; • Assistance with accessing DVA services and support (either virtual or in person); • Medical and allied health services; • Physical and mental health support services; • Alternative therapies; and • Partnering with community organisations to provide access to outreach programs in rural, regional or remote areas.
Connected Services	<p>Services that a Centre could facilitate access to include:</p> <ul style="list-style-type: none"> • Community organisations; • Outreach services in partnership with ESOs, Veterans Support Officers, the Defence Community Organisation and ADF Member Support Coordinators; • Local and State government services in addition to those defined as essential services; • Employment Service Providers; • Primary Health Networks, or to the National Centre for Veterans’ Healthcare.

A Veteran Wellbeing Centre Service Delivery Model should consider the following series of important characteristics in its operational design:

Table 2: Important Service Delivery Model Characteristics

Service category	Description
Case management	<ul style="list-style-type: none"> • Veterans and their families will have integrated multidisciplinary care delivered via case management to increase wellbeing and build stronger community connections.
Accessible, affordable and culturally appropriate care	<ul style="list-style-type: none"> • A Centre should provide accessible, affordable and culturally appropriate care. This includes being responsive to Aboriginal and Torres Strait Islander peoples' needs.
Clear organisational governance	<ul style="list-style-type: none"> • The Centres' governance should be established for the long term and support the need for ongoing community engagement required to continually adjust and improve upon the services offered in the Centre over time. • If the Centre delivers clinical services such as mental health counselling or medical services, the governance model must include clinical governance for these services.
Provide integration, coordination and community connections.	<ul style="list-style-type: none"> • Services should integrate with local programs and initiatives. They should demonstrate an enhanced coordination with other service providers and show a partnership approach to local service planning and coordination. • This may include connections to local health services, community organisations, and advocacy groups.
Value for money, with a sustainable business funding model.	<ul style="list-style-type: none"> • Services provided by the Centre should be affordable and of quality. The model may draw revenue from existing programs and initiatives, and potentially other sources such as community partners.
Provide an attractive work environment.	<ul style="list-style-type: none"> • A Centre's working environment should be appealing and offer working conditions that attract and retain a workforce, including volunteers.
Maximise existing investments where relevant.	<ul style="list-style-type: none"> • A Centre may incorporate existing infrastructure and programs for veterans' and their families.
Comply with activity specific legislation and industry standards.	<ul style="list-style-type: none"> • A Centre will ensure all staff working in the Centre hold all licences or permits required for their work and for those staff working with or contacting a Vulnerable Person.

It is expected that Centres will operate for a minimum of five days per week and for five hours per day. Daily Centre opening times should vary as required to optimise accessibility for a broad range of clients and meet the needs of the local community.

Centres may also coordinate outreach services to other areas to further strengthen the infrastructure for supporting veterans and their families. Alternatively, the Centres could be accessed by a range of health professionals from the surrounding areas. This could be described as a 'hub and spoke' type arrangements.

There may be a range of contributors to the services provided through the Centres including the Commonwealth, State, Territory, or local government, and private practitioners (through non-government or not-for-profit organisations). Centres can be located in facilities owned and operated by State, Territory or local governments.

1.5 Who may lead each jurisdictions project?

The Commonwealth has committed to work collaboratively with State and Territory governments to implement this program. Grant funding will be provided for each of the centres by the Commonwealth, however in some localities, State or Territory governments may also provide contributions towards establishing the Centre.

In South Australia and Queensland the State government will be the fund-holder and oversee the design and establishment of a Centre and then either operate the centre or install another entity to operate the centre.

For the Northern Territory, no entity has been identified as the fund-holder or lead organisation. The Department will lead a consultation process to identify a suitable organisation to construct/refurbish and operate the Centre. The organisation will then be asked to apply via:

- A Commonwealth led Invitation to Apply process; or
- A process administered jointly by the Commonwealth and the Northern Territory government.

For Western Australia, Victoria and New South Wales, the state Branch of the RSL has been chosen to lead the project.

In the event that further Centres are funded by the Commonwealth, following discussions with the relevant State or Territory Government, funds will be allocated via:

- A Commonwealth led Invitation to Apply process; or
- A process administered jointly by the Commonwealth and the Northern Territory government; or
- An open approach to the sector providing services to veterans and their families.

1.6 Consultation and community engagement

Local engagement and consultation will be essential throughout the process to design and deliver the Centres. Each funding recipient will be responsible for local stakeholder engagement prior to the establishment of their Centre.

The overarching objective of stakeholder engagement is to raise awareness, understanding and support for the Centres and ensure that local veterans' needs are met.

Consultation with a broad range of stakeholders will be critical to ensure that each of the Centres:

1. Delivers the best mix of services, coordination and support to meet identified gaps, or, to enhance the existing services to meet local needs;
2. Brings the right service providers together to deliver a service model that meets the local demand; and
3. Has a sustainable service delivery model that will be successful in the long term.

At a minimum, consultation will be required to be undertaken in the following areas:

1. Identification of current service provision and the veteran community's needs;
2. A proposed service delivery profile and/or model;
3. Facility design concept (where capital build and/or redevelopment of a building is required); and
4. Confirmation with stakeholders of the proposed service delivery profile and facility design concept.

A consultation framework to guide the process will be available from the Department but the use of this framework does not relieve an applicant from responsibility for carrying out relevant consultation with local veterans, their families, service providers and all other parties relevant at each site.

1.7 Governance arrangements

The service delivery model for each Centre will need to specify how the Centre will be governed to support and facilitate delivery of the Program Objectives and provide accountability for the expenditure of the government funds received.

These arrangements will need to reflect both organisational and clinical governance elements and compliance with Commonwealth and State and Territory legislation relating to the operation of the Centre.

1.8 Key deliverables

Each organisation will need to undertake a process to establish current service needs, undertake future state design and prepare a submission to receive DVA funding. This process will be the same for all Centres other than those managed by State and Territory governments where different arrangements apply.

Not all Centres will necessarily require a new facility to be built. This will be determined locally and depend upon the suitability of current facilities.

The outcome of this design process in each jurisdiction will determine the types of activities the grant funding will be used for, which will inform the deliverables required for each Centre.

The following lists the types of deliverables that will be required by the Commonwealth:

- Project Plan;
- Project Stakeholder Engagement Plan;
- Site Concept Plan;
- Business Case for DVA Funding;
- Grant finalised;
- Certification of Practical Completion;
- Certificate of occupancy; and
- Service Delivery Reports.

2. Eligibility

This grant opportunity has been established as a one-off or ad hoc grant. The Commonwealth considers that this is an appropriate type of selection process considering the nature of the grant is specifically related to the priorities announced as part of the Australian Government's 2019 Election Commitment and the six locations specified.

2.1 Eligible organisations

To be eligible an organisation must be invited to apply for this grant opportunity.

Organisations invited to apply have been determined to have:

- capability to deliver the project activities in the project locations and provide outreach services;
- existing infrastructure and relationships to support the project activities;
- knowledge of and capability to deliver or contribute to the project objectives and outcomes; and
- capacity to deliver a sustainable service model beyond the three years of funding available from this initiative.

The organisations have built networks in the community that will be leveraged during the implementation of their proposal. Their established administrative arrangements and infrastructure will help the Department deliver the project quickly and efficiently with maximum outcomes for veterans, their families and local communities.

The Commonwealth make no guarantee of continued funding once the program ceases. If any decision is made in the future to expand the program concept for broader implementation, competitive funding processes may be considered.

2.2 Eligibility criteria

To be eligible to apply an applicant:

- must have received an invitation to apply;
- have an Australian Business Number (ABN);
- have an account with an Australian financial institution and be one of the following entity types:
 - a company incorporated in Australia;
 - a company incorporated by guarantee;
 - an incorporated trustee on behalf of a trust;
 - an incorporated association;
 - a joint (consortia) with a lead organisation to enter agreement with Commonwealth;
 - a registered charity or not-for-profit organisation;
 - an Australian local government body; or

- an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*;
- a State or Territory Government or related entity.

If the applicant does not satisfy the eligibility criteria, it will not be considered.

2.3 Eligible grant activities

Eligible activities can include:

- the development of a Business Case outlining how the organisation will meet the objectives of the program to establish a Centre (limited to a maximum of \$50,000);
- purchase of Property or Lease of Property;
- design, development, extension, refurbishment, renovation and construction and fit-out of Property;
- attendance at relevant workshops initiated by the Department;
- essential equipment, information management and technology systems.
- establishment activities;
- provision of professional centre management services and activities related to managing a centre. For example wages and related costs for Centre staff, including for coordination activities such as case management and referral activities, accounting and auditing services for the Centre and training activities associated with the operation of the centre. This list is not definitive and can be clarified with the Department; and
- the costs associated with the operation of the centre such as rent, rates and taxes, insurance, Centre maintenance, vehicle operating costs associated with the centre management (but not service provision).

Staff employed by the Centre to coordinate care for veterans and their families, including following up to ensure service delivery, are deemed to part of the provision of professional centre management. Where such a staff member is employed part time at the Centre and also works for a service delivery organisation operating from the Centre, there must be clear delineation between the two roles and the Department may ask for evidence to support the delineation. For clarity, the grant funds are not available to deliver or subsidise direct service provision, such as employment services or housing support.

Grants can only be spent on eligible expenditure incurred on eligible grant activities. Expenditure must be incurred on grant activities between the start date and end or completion date of the grant for it to be eligible, unless otherwise agreed with the Department.

2.4 Ineligible grant activities

It is not the purpose of the Veteran Wellbeing Centre program to fund the purchase or subsidise the provision of services such as counselling, employment support and veteran and family support.

The following are examples of ineligible activities:

- the cost of providing direct (such as mental health counselling) or indirect services (such as funding the gap payment for services that attract an MBS refund) to veterans and their families;
- covering costs incurred prior to the execution of the grant unless they are ancillary to the grant (such as legal costs) and the Department gives explicit agreement in writing to the specific cost;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent, that is not directly related to the grant activity. eg. The payment of an administration or service fee to a related entity or third party;
- projects or items not consistent with DVA's Social Health Strategy, e.g. the upgrade and/or refurbishment of bar and gaming facilities, establishment of outdoor smoking facilities etc. unless they are required by law under relevant State or Territory statutes;
- overseas travel; and
- activities for which other Commonwealth, State, Territory or local government bodies have primary responsibility. This includes case management where the Department of Veterans' Affairs or other agencies, such as in health and aged care, have responsibility.

If in doubt about how grant funds can be used, applicants should seek clarification from the Department concerning their proposal. The Department encourages the exploration of different and flexible models of care and as this grant program is not competitive, the Department, at its discretion, may opt to provide guidance or clarification prior to an Invitation to Apply for funding is issued to an organisation

For clarity, any income derived from other government grant programs, service delivery, fund raising or other activities undertaken through the Centre are not part of the grant funds and the above restrictions do not apply.

3. Funding

3.1 What can the funding be used for?

The Commonwealth funding available under the Veteran Wellbeing Centre Program may be used for three purposes:

1. Seed funding: Limited to \$50,000 and for the purpose of developing a Business Case. This funding is part of the \$5 million allocated for each site;
2. Capital funding: includes the build of a new facility, or the redevelopment or upgrade of an existing facility; and
3. Operational funding to support the administration and operation of the Centre.

Commonwealth funding for this program will cease on 30 June 2022, regardless of when the Centre commenced operation.

The Commonwealth's current expectation is that each Centre will be viable and fully capable of operating without further funding from this program beyond 30 June 2022.

If this date is amended in the future, funding recipients with unexpended funds will be notified of a new deadline and arrangements for acquitting funds.

3.2 Goods and services tax (GST)

Where GST is payable, the Commonwealth will increase the funds payable to the funding recipient by the amount of GST that is payable for the purposes of the *A New Tax System (Goods and Services Tax) Act 1999* (GST Act).

For example, if payment due at a particular milestone is \$1.0 million, and GST is payable on this amount, then the Commonwealth will increase the amount provided to the funding recipient to \$1.1 million.

Applicants should consider the implications of the GST Act on the funding they may receive from the Commonwealth.

3.3 Conditions of grant funding

Funding will be provided upon execution of a grant agreement that outlines the terms and conditions upon which the funding has been provided.

It is the responsibility of the Applicant to familiarise themselves with the terms and conditions of the grant agreement. A template grant agreement will be released with the Invitation to Apply.

The conditions for funding will be included in the Commonwealth Grant Agreement. Below is a list of examples that the Grant Agreement will contain:

1. All Commonwealth monies payable under the Funding Agreement will cease on 30 June 2022;
2. Where the Commonwealth funding is for capital works, payments will be staged against agreed milestones. A sample of these milestones is set out in Attachment A, however milestones may vary depending on the particular circumstances existing at each location;
3. Commonwealth capital funding includes payments for building activities required to design and construct/refurbish the Centre, direct building costs associated with building new or upgrading existing premises (for example building, plumbing, electrical etc), purchase of an existing property, essential equipment, information management and technology systems and the purchase of land;
4. Commonwealth funding agreements are likely to require the funding recipient to use the Centre consistently with the Program Objectives for a 10-year period. Where funding is used for Centre operational costs then the 10 year period will be reduced in proportion to the funding used for capital works;
5. Centres will be expected to participate in the national program evaluation and report at regular intervals on operational activities; and
6. Funding recipients will assume responsibility for the proper and professional completion of all building or refurbishment works required to establish the Centre and the ongoing operation of the Centre.

The list above is indicative only and is not intended to be exhaustive. Further conditions may apply in the agreement.

4. The Business Case

4.1 What should a Business Case include?

The Veteran Wellbeing Centre program focuses on responding to local needs and priorities, and complementing existing health and wellbeing services, as set out in the Veteran Wellbeing Centre Program Objectives. Therefore, Business Cases will be expected to focus on describing how the services to be provided in the Centre will respond to local health needs and priorities.

A Business Case should demonstrate the link between the characteristics of the local community, health and wellbeing needs and priorities of the local veteran community, the proposed mix of services and proposed business and service delivery model.

Applicants will be required to provide evidence of support for the Centre from a variety of organisations within the local community and describe the processes followed in gaining that support. Demonstrations of support could include formal written support, MOUs or current formal agreements, which should be attached to the Business Case.

Centres must complement and enhance existing service delivery. The Business Case will need to consider the impact of the Centre on services already provided in the area. This includes outlining service providers already existing in the local area and detailing the extent to which the proposed Centre could have an impact on these existing services.

Applicants should carefully review the Invitation to Apply documentation to ensure they include all relevant information requested in Business Cases for that locality.

State Governments receiving funding under this Program will need to comply with the requirements under the Intergovernmental Agreement on Federal Financial Arrangements (IAFFA). The requirements for the Business Case will be negotiated on a case by case basis to reflect the intent of the IAFFA.

A sample Business Case form which shows the key areas that applicants need to address in responding to Invitation to Apply documentation is at [Attachment B](#).

4.2 What is the assessment process?

Business Cases for Veteran Wellbeing Centre program funding will be assessed by the DVA Veteran Wellbeing Centre Assessment Panel (Panel). The Panel may include external specialist advisors. The assessment may include a site inspection, meeting with the applicant or an invitation to present further information in person. Should this be deemed necessary, advance notice of at least one week will be given.

Business Cases will be considered and assessed in accordance with the terms and conditions contained in the Invitation to Apply documentation.

4.3 Grant assessment

The Business Case must provide sufficient information to allow assessment against the following criteria.

Criterion 1: How the proposed service model will contribute to the objectives of the Veteran Wellbeing Centre Program;

Criterion 2: The need for the particular grant in the particular location/demographic, or how the proposed grant addresses veterans' needs and improve wellbeing?

Criterion 3: Value for money;

Criterion 4: The built environment has the capacity to influence the interactions of people working in it with each other, and with veterans and their families. Any building or refurbishment plans will need to demonstrate that they will meet the regulatory requirements of State and Territory and local governments for that location. In addition, Centres should enable multidisciplinary care coordination and case management and provide opportunities for a wide range of providers to co-ordinate care around each veteran and their family.

Criterion 5: Capability and capacity of the applicant to administer the grant. This includes consideration of:

- the likelihood that the Veteran Wellbeing Centre can be delivered on time and to budget (as identified in supporting documents);
- whether the Veteran Wellbeing Centre has been appropriately costed (the level and detail of the costing should be commensurate with the value of the project);
- whether the level of risk associated with the Veteran Wellbeing Centre and its implementation is manageable and/or acceptable and it is acknowledged that risk may stem from a number of sources, such as the scale and/or complexity of the proposal/project;
- whether all required approvals are in place, applied for, or otherwise expected to be received in the necessary timeframe to complete the proposal/project;
- relevant and appropriately qualified organisational staff and previous experience/capacity with the management of projects of a similar size and nature to the proposal; and
- where relevant, evidence of support from consortium members and/or other organisations that are key to delivering the program outcomes.

Criterion 6: Financial viability of the applicant. The applicant is required to provide for their organisation:

- audited financial statements for the two most recent consecutive financial years, including balance sheets, profit and loss statements, cash flow statements and notes to the accounts to enable a financial viability assessment to occur;
- if available, evidence of successful contract fulfilment for other public funding bodies;
- confirmation of current licences (where these are appropriate); and

- where relevant, letters of support from consortium members and/or other organisations that are key to delivering the program outcomes.

4.4 Business Case timeframes

The dates on which the Invitation to Apply for each locality will open and close will vary. Each Invitation to Apply specification for each locality will set out the timeframes applicable to that Invitation to Apply. Applicants are responsible for carefully checking all documentation to ensure that they are familiar with all relevant timeframes.

5. Grant approval and related matters

5.1 Who will approve the grant?

The Decision Maker for the purposes of this grant opportunity is the Minister for Veterans' Affairs and Defence Personnel. The Decision Maker will make the final decision to approve a grant. No internal review will be available to review the Minister's decision.

The Minister's decision will be consistent with the *Public Governance, Performance and Accountability Act 2013*, and the Commonwealth Grants Rules and Guidelines (CGRGs).

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

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

5.2 Notification of the grant

Applicants will be advised of the outcome of the grant Business Case assessment in writing, following a decision by the Decision Maker. Where a grant is awarded, the applicant ('the grantee') will be advised of any specific conditions attached to the grant.

5.3 The grant agreement/Payment of the grant

A grantee must enter into a legally binding grant agreement with the Commonwealth. We use the Capital Grant Agreement where capital works are part of the project. If no capital funding is required a standard funding agreement for service provision will be used in place of a Capital Grant Agreement.

Each agreement has general terms and conditions and supplementary conditions that cannot be changed. A schedule will be used to outline the specific grant requirements.

The grant agreement will state the:

- maximum grant amount to be paid;
- where other funds are contributed, the proportion of eligible expenditure covered by the grant; and
- activities and costs specific to your project.

A grant agreement must be executed by both parties before any payments can be made. Grant activity must not commence until the grant agreement is executed, and the Commonwealth will not be responsible for any expenditure incurred before a grant agreement is executed.

A grant agreement may have specific conditions determined by the assessment process or other considerations made by the Decision Maker. These conditions will be identified in the grant agreement if applicable.

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

For State and Territory Government funding a Project Agreement will be negotiated under the provisions of the Intergovernmental Agreement on Federal Financial Relations.

5.4 Grant acquittal and reporting

The grantee must submit reports in line with the timeframes in the Grant Agreement. Sample templates for these reports will be contained as appendices within the Grant Agreement.

Reports will need to include:

- progress against agreed project milestones;
- contributions of participants directly related to the grant activity; and
- eligible expenditure of grant monies.

The grantee will also be responsible for:

- meeting the terms and conditions and supplementary conditions of the Grant Agreement and managing the grant activity efficiently and effectively;
- complying with record keeping, reporting and acquittal requirements as set out in the Grant Agreement; and
- participating in a grant program evaluation and reporting as specified in the Grant Agreement.

5.5 Announcement of the grant

Grants awarded will be listed on the [GrantConnect](#) website 21 days after the date of effect as required by Section 5.3 of the CGRGs.

5.6 Grant evaluation

The Department will evaluate the grant to measure how well the outcomes and objectives have been achieved. It is a condition of the grant agreement that a grantee will provide information to assist with this evaluation.

6. Glossary

Term	Definition
accountable authority	Each Commonwealth entity has an accountable authority. The accountable authority for a Department of State is the Secretary of the Department.
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	The specified principles or standards against which Business Cases will be judged. These criteria are used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
Business Case	The proposal from an organisation invited to apply for funding which sets out the need for Commonwealth funding to deliver the objectives of the Veteran Wellbeing Centre program.
case management	Case management is a collaboration process of assessment, planning, facilitation, care coordination, evaluation and advocacy for options and services to meet a veteran's and their families comprehensive needs through communication and available resources to promote wellbeing.
commencement date	The expected start date for the grant activity.
completion date	The expected date that the grant activity must be completed and the grant spent by.
Co-sponsoring entity	When two or more entities are responsible for the policy and the appropriation for outcomes associated with it.
date of effect	This will depend on the particular grant. It can be the date in 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	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria.

Term	Definition
Commonwealth entity	A department of state, 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.
Commonwealth Grants Rules and Guidelines (CGRGs)	The CGRGs establish the overarching Commonwealth grants policy framework and the expectations for all non-corporate Commonwealth entities in relation to grants administration.
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"> a) under which relevant money or other Consolidated Revenue Fund money is to be paid to a grantee other than the Commonwealth; and b) which is intended to help address one or more of the Commonwealth’s policy outcomes while assisting the grantee achieve its objectives.
grant activity	The project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
grant agreement	The contract template used by Commonwealth entities to set out the mutual obligations relating to the provision of the grant. The Commonwealth is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth.
GrantConnect	<p><u>GrantConnect</u> is the Commonwealth’s grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.</p> <p>Non-corporate Commonwealth entities must publish on GrantConnect to meet the grant publishing requirements under the CGRGs.</p> <p>Where information is published in more than one location, and there are inconsistencies, GrantConnect is the authoritative, auditable information source.</p>

Term	Definition
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants.
grant program	A group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program
Grantee	An individual/organisation that has been awarded a grant.
PBS Program	Described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	Comprise eligibility criteria and assessment criteria.
selection process	The method used to select potential grantees.
Value with money	<p>Value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.
veteran	<ul style="list-style-type: none"> • a person who is serving or has served in the Australian Defence Force for at least one full day. In these guidelines all references to veteran encompasses their families, dependents and carers, even if not expressly stated.
vulnerable person	<ul style="list-style-type: none"> • as defined in the relevant State and Territory legislation.

Attachment A

Sample payment of capital funding

Milestone	Payment Amount	Payment timing
1. Signing of the funding agreement by the recipient and the Commonwealth.	Payment 10% of the total capital works funds (inclusive of GST).	Within 30 days after acceptance of the requisite deliverable.
2. Confirmation that the organisation is ready to commence construction based on receipt by the Commonwealth of: <ul style="list-style-type: none"> • Project Plan and Project Budget including a Risk Management Plan. • Details identifying the property (title search). • Development consent or approval to the construction/refurbishment works by relevant government body or council. • Development consent or approval to the use of the property as a medical centre by the relevant government body or council. • Current town planning certificate. • Where appropriate, certificate of title; contract for purchase; lease agreement; or other evidence of occupation of the land. • Certificates of currency for insurances as specified in the funding agreement. 	Payment of 40% of the total capital works funds (GST inclusive) after provisions have been made for recurrent funding and relocation incentive payments.	Within 30 days after acceptance of the requisite deliverable.
3. Certification by an appropriately qualified person that the midpoint of construction or	Payment of 35% of the total capital works funds (GST inclusive) or amount required to complete this Milestone as nominated in	Within 30 working days of the Payment Milestone.

redevelopment has been completed.	the Project Budget, whichever is the lesser, after provisions have been made for recurrent funding and relocation incentive payments.	
4. Practical completion, based on receipt by the Commonwealth of certification by an appropriately qualified person that the Works have been carried out in compliance with the relevant government body's requirements and directions.	Payment of 10% of the total capital works funds (GST inclusive) together with any additional funds remaining from Milestone 3 to reach a total payment to date of 95% of the total capital works funds (GST inclusive) after provisions have been made for recurrent funding and relocation incentive payments.	Within 30 working days of the Payment Milestone
5. Receipt by the Commonwealth of Certificate of Occupancy.	Payment of 5% of the total capital works funds (GST inclusive) after provisions have been made for recurrent funding and relocation incentive payments.	Within 30 days after acceptance of the requisite deliverable.
6. Where applicable: Recurrent Funding – First payment made on commencement of operations and then may be paid quarterly. Payments cease on the 3 rd anniversary of the date of signing the funding agreement.	An amount payable quarterly equal to: <u>Total recurrent funding agreed</u> (number of years x 3)	Within 30 days after acceptance of the requisite deliverable.

Attachment B

Business Case Template

The following information is required before an assessment of the Business Case can be carried out. When preparing responses please keep in mind that the Department needs to understand what is proposed (services and buildings), why it is needed (consultation and research) and how it will be managed (governance, viability).

When addressing the selection criteria there may be information used against one criterion that is relevant to another criterion. The information should be repeated against each criterion to provide the relevant context.

If there is relevant information that is not captured against the above criterion, it should be included at the end of the Business Case, or, in the case of plans, reports etc., attached as an appendix.

Name of Organisation:

Name of Key Contact for all Communications:

Phone Number:

Email Address:

Physical Address:

Mail address, if different:

Organisation Details:

Trading Name, if relevant:

ABN:

Registered for GST: Yes / No

Banking Details: BSB and Account Number – this must be a separate account and used for no other activities than the grant.

Type of Organisation (please mark relevant entity type):

- a company incorporated in Australia.
 - a company incorporated by guarantee.
 - an incorporated trustee on behalf of a trust.
 - an incorporated association.
 - a joint (consortia) Business Case with a lead organisation¹;
-

- a registered charity or not-for-profit organisation;
- an Australian local government body.
- an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*;
- a State or Territory Government or related entity.

Has the Organisation previously received funding from the Department, and if so, from which program? Y / N If applicable, program: _____

If so, what was the last financial year funding was received?

The Business Case must provide sufficient information to allow assessment against the criteria in Section 4.3, page 17. Further guidance on some criteria is provided below.

Criterion 1: How the proposed service model will contribute to the objectives of the Veteran Wellbeing Centre Program;

Criterion 2: What is the need for the particular grant in the particular location/demographic, or how does the proposed grant address veterans' needs and improve wellbeing?

Statements of need should be supported by the use of data or evidence of need where possible. Details of consultations held, or proposed, should be detailed including numbers (if known), target groups, outcomes agreed etc.

Criterion 3: Value for money.

This criterion will be assessed to determine if the organisation is effectively deploying the funds to develop a sustainable Centre, any building or works are appropriate to the service model, aspects that attract and retain staff/service providers eg. staff lockers, showers, lunch room etc.;

Criterion 4: The built environment has the capacity to influence the interactions of people working in it with each other, and with veterans and their families. Any building or refurbishment plans will need to demonstrate that they will meet the regulatory requirements of State and Territory and local governments for that location. In addition, Centres should enable multidisciplinary care coordination and case management and provide opportunities for a wide range of providers to co-ordinate care around each veteran and their family..

Criterion 5: Capability and capacity of the applicant to administer the grant. This includes consideration of:

- the likelihood that the Veteran Wellbeing Centre can be delivered on time and to budget (as identified in supporting documents);
- whether the Veteran Wellbeing Centre has been appropriately costed (the level and detail of the costing should be commensurate with the value of the project);
- whether the level of risk associated with the Veteran Wellbeing Centre and its implementation is manageable and/or acceptable and it is acknowledged that risk may stem from a number of sources, such as the scale and/or complexity of the proposal/project;

- whether all required approvals are in place, applied for, or otherwise expected to be received in the necessary timeframe to complete the proposal/project;
- relevant and appropriately qualified organisational staff and previous experience/capacity with the management of projects of a similar size and nature to the proposal; and
- where relevant, evidence of support from consortium members and/or other organisations that are key to delivering the program outcomes.

Criterion 6: Financial viability of the applicant. The applicant is required to provide for their organisation:

- audited financial statements for the two most recent consecutive financial years, including balance sheets, profit and loss statements, cash flow statements and notes to the accounts to enable a financial viability assessment to occur;
- if available, evidence of successful contract fulfilment for other public funding bodies;
- confirmation of current licences (where these are appropriate); and
- where relevant, letters of support from consortium members and/or other organisations that are key to delivering the program outcomes.