



Australian Government
Department of Health

**Support for Aged Care Workers in COVID-19
(SACWIC)
Grant Opportunity Guidelines GO4215**

Opening date:	4 August 2020
Closing date and time:	2:00pm Canberra local time on 31 May 2021 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Health
Administering entity	Department of Social Services: Community Grants Hub
Enquiries:	If you have any questions, contact the Department of Health via email at: GrantATM@health.gov.au Questions should be sent no later than 24 May 2021
Date guidelines released:	31 May 2021
Type of grant opportunity:	Demand-driven (Eligibility-based)

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1. COVID-19 Aged Care Support Program: Support for Aged Care Workers in COVID-19 (SACWIC) grant processes

The COVID-19 Aged Care Support program is designed to achieve Australian Government objectives

This grant opportunity is part of the COVID-19 Aged Care Support Program which contributes to Department of Health's Outcome 6. The Department of Health works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



The grant opportunity opens

We publish the grant guidelines on GrantConnect and at: www.health.gov.au



You submit a grant application

You address all the eligibility criteria in the application form and submit it for consideration. You can apply for multiple funding streams as set out in Section 3.1 of this document.



We assess grant applications

We assess the applications against eligibility criteria.



Grant decisions are made

The decision maker makes a decision about the grant(s) which are awarded, and entered into by the Commonwealth represented by the Secretary of the Department of Health, under section 83-1 of the *Aged Care Act 1997 (Cth)*.



We notify you of the outcome

A letter of agreement will be sent to successful applications



Delivery of grant

You undertake the grant activity as set out in your Letter of Agreement. The Community Grants Hub manage the grant by working with you, monitoring your progress and making the payment. You submit a financial acquittal at the completion of the grant, and reimburse funds if required.



Evaluation of the COVID-19 Aged Care Support Program: Support for Aged Care Workers in COVID-19 (SACWIC) Grant Opportunity

We evaluate the specific grant activity and COVID-19 Aged Care Support program as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Support for Aged Care Workers in COVID-19 (SACWIC) Grant Opportunity.

This grant opportunity was announced as part of the COVID-19 Aged Care Support Program.

You must read this document before applying for a grant.

This document sets out:

- the purpose of the grant opportunity
- the eligibility criteria
- how grant applications are considered and selected
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Health.

2. About the grant program

The COVID-19 Aged Care Support Program (the Program) will run over two years from 2019-20 to 2020-21. The Program was announced as part of the Australian Government's Aged Care COVID-19 preparedness measure.

The first grant opportunity available under the Program was GO3844, which was designed to support eligible aged care services directly affected by COVID-19. For more information about that grant opportunity, please refer to Grant Opportunity Guidelines GO3844 available at [GrantConnect](#).

- An example of an aged care service that is directly affected by COVID-19 is a service that is required to replace existing workers who are infected or isolated in response to an outbreak of COVID-19 in their aged care service.

The SACWIC grant opportunity is the second grant opportunity to be established under the Program. It is designed to minimise the risk of an infection occurring in the aged care sector.

- Examples of eligible workforce costs under SACWIC are those that will support eligible workers:
 - who normally work at multiple residential aged care facilities, but will be working solely at the facility being applied for;
 - who are not to attend work because they have been experiencing COVID-19 symptoms, have been diagnosed as COVID-19 positive, require testing or are subject to self-isolation or quarantine requirements; or
 - to undertake training in the event a skills gap arises from where existing workers are not to work due to experiencing COVID-19 symptoms, or are subject to self-isolation or quarantine requirements.

Table 1 provides an overview of the two grants available under the Program.

Name of Program	Grant Opportunity ID	Eligibility based on type of COVID-19 impact	Grant claim – start date	Grant claim – end date
COVID-19 Aged Care Support Program	GO3844	Aged care services that are directly affected by COVID-19	24 February 2020	31 May 2021
Support for Aged Care Workers in COVID-19 (SACWIC)	GO4215	Eligible workforce costs for aged care services related to minimising the risk of a COVID-19 outbreak	15 July 2020	31 May 2021

The SACWIC Grant Opportunity is designed to complement, but not duplicate, the existing COVID-19 grant opportunities available across the aged care sector, including:

- Aged Care Support Program (Grant Opportunity 3844),
- Aged Care Workforce Retention Payment (Grant Opportunity 4068),
- Commonwealth Home Support Programme (CHSP) – Emergency Support for COVID-19 (Grant Opportunity 3877)
- Victorian Government (or other relevant State/Territory Government) initiatives.

We administer the Program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

2.1 About the Support for Aged Care Workers in COVID-19 (SACWIC) Grant Opportunity

The purpose of the SACWIC grant opportunity is to minimise the risk of infection to aged care workers, residents and other consumers of aged care services.

The objectives of the SACWIC grant opportunity are to:

- assist approved Residential Aged Care providers, approved National Aboriginal and Torres Strait Islander Flexible Aged Care Program (NATSIFACP) providers and approved Home Care providers to manage the impact of COVID-19 on their workforce to ensure consumers of aged care services continue to experience safe quality care;
- minimise the financial burden for approved Residential Aged Care providers, approved NATSIFACP providers and approved Home Care providers by:
 - engaging and training additional workers where existing workers are not to attend work due to self-isolation or quarantine restrictions or other COVID-19 health related measures (including workers being unavailable due to having elected to work at another, different service), and
 - who are not to attend work because they have been experiencing COVID-19 symptoms, have been diagnosed as COVID-19 positive, require testing or are subject to self-isolation or quarantine requirements.
- to minimise the financial burden for approved Residential Aged Care and approved NATSIFACP aged care providers as a result of supporting residential and NATSIFACP workers¹ to work at a single site.
 - An underlying principle is that the worker is not to be disadvantaged as a result of working at a single site.

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

The intended outcomes of the SACWIC are to:

- reduce the risk of:
 - residents, other consumers of aged care services in the declared hotspots² and workers in hotspots from being exposed to COVID-19, and
 - residential and NATSIFACP aged care workers unintentionally transmitting COVID-19 by working across multiple sites.
- reduce the financial costs of managing the impacts of COVID-19 before an outbreak occurs for eligible aged care services.

This grant program will also enable providers located in the hotspots identified in Appendix 1 to implement the decision by the Fair Work Commission in relation to Paid Pandemic Leave³ for the Aged Care Award 2010, the Nurses Award 2010 and Health Professionals and Support Services Award 2020 (Health Professionals Award).

The SACWIC grant opportunity will be available for eligible activities from 15 July 2020 through to 31 May 2021.

Throughout this period, providers located in emerging hotspots may become eligible for this grant opportunity. As these areas are identified, providers will be able to:

- apply for funding for the period outlined in Appendix 1,
- apply at any point once the impacts can be identified and costed – either before, during or at the end of the period specified in Appendix 1,
- apply for multiple aged care facilities/services in the one application form - If additional facilities/services are subsequently impacted by workforce costs related to COVID-19, the provider may submit additional applications,
- apply even if they have previously experienced an outbreak of COVID-19 at the facilities/services they intend to apply for,
- submit another application at a later occasion for eligible grant activities that they did not previously apply for.

Applicants should take care not to artificially rearrange workers schedules to make a worker eligible for support. The Department may audit or survey grant recipients, and/or use other data collected by the Australian Government, to identify such instances, and determine whether action should be taken by the Australian Government to recover grant funds or take other remedial action.

Providers are able to seek support through this grant opportunity for aged care workers who are not to attend work due to self-isolation or are in quarantine only if costs related to wages exceed the financial support that is made available through alternative sources, for example the Australian Government's JobKeeper payment. Aged Care providers should seek support for their employees through this grant rather than advising their employees to apply for the paid leave disaster payment. Employees who received the SACWIC grant are not eligible for the paid leave disaster payment.

² See Appendix 1 for definition and more information

³ See glossary for definition and further information on the Fair Work Commission's decision

If the service is directly impacted by COVID-19 after the provider has submitted an application form, the provider may be able to apply for further assistance under the Aged Care Support Program Grant Opportunity (GO3844) in relation to costs for direct impacts (i.e. personal protective equipment).

Industry representatives, with support from government and unions have developed Guiding Principles designed to assist residential providers keep residents and workers safe by working at a single site. It is the Australian Governments’ expectation that residential providers who apply for support through this grant opportunity are adopting the principles at Attachment A.

3. Grant amount and grant period

The Australian Government announced support of \$101.2 million under the Aged Care Preparedness Measure. This funding will be drawn on for this grant opportunity.

3.1 Grants Available

Providers will be able to apply for the amount of funding necessary within the scope of the eligibility criteria. However, the Department will use the following thresholds when considering applications to determine if additional information is required from the grantee to support the application.

Funding stream	Funding calculation	Threshold
<p>1. Supporting aged care workers to work at a single site.</p>	<p>Funding is available for out of pocket expenses incurred by the provider to enable workers to work at a single site.</p> <p>The funding amount is determined by calculating the difference between the expected wage costs for the activity period of the grant the wage costs for an equal period immediately prior to the grant.</p> <p>Providers can apply for the full entitlements of the worker they are applying for funding, including superannuation, workers compensation, long-service leave provisions (note the exclusions detailed in Appendix 2)</p>	<p>If the applicant requests more than an average of \$1,400 per week, per worker.</p>
<p>2. Supporting aged care workers who are not to attend work because they have been experiencing COVID-19 symptoms, have</p>	<p>As it is difficult to predict the number of staff who cannot work prior to the event, a formula has been developed to calculate the grant amount that can be requested by each provider. The calculation is based on:</p>	<p>Nil – as the formula is calculated on actual staff.</p>

<p>been diagnosed as COVID-19 positive, require testing or are subject to self-isolation or quarantine requirements.</p>	<ul style="list-style-type: none"> the number of casual staff at a service (assuming they have no leave entitlements). the number of permanent workers employed by the provider who have access to less than 10 days personal leave entitlement at the commencement date. <p>A grant of \$1,500.00 will be allocated for every one in five staff who fall into one of the above staff categories. This amount will be prorated based on the number of workers.</p> <p>If your costs under this stream exceed the initial grant provided, you can apply for a variation to your grant (see Section 9.4).</p>	
<p>3. Training additional staff where existing aged care workers are not to attend work due to self-isolation, quarantine or single site requirements.</p>	<p>Training costs should be calculated on the needs of workers engaged during the activity period to address skill gaps as a result of workers not attending work due to self-isolation, quarantine or single site requirements.</p>	<p>If the applicant requests more than an average of \$700 per worker and/or more than 10% of the workforce requires training.</p>

3.2 Grant period

This grant opportunity will open on 4 August 2020, to cover eligible activities from the date specified in Appendix 1. While the grant opportunity closes on 31 May 2020, providers will only be able to apply for assistance for the time they are in a ‘hotspot’ as declared in Appendix 1.

By submitting the application, the applicant is offering to enter into a Letter of Agreement and acknowledging their agreement to utilise the grant funding on eligible expenditure (for further information see Section 5.3). A Letter of Agreement is a binding grant agreement between the applicant and the Commonwealth.

Once the application has been received and processed, a Letter of Agreement will be sent to the successful applicants. A two business days opt out (or cooling off) period will be provided prior to the payment being made to the nominated bank account of the successful applicant.

Decisions as to successful applications and the grant amounts payable are at the discretion of the Secretary of the Department of Health or their delegate.

4. Eligibility criteria

We cannot consider your application if it does not satisfy the eligibility criteria under Section 4.1 and Section 4.1.2.

We cannot provide a grant if you receive funding from another government source for the same purpose, unless out of pocket costs remain.

4.1 Who is eligible to apply for a grant?

We can only accept applications from a body corporate that is:

- an approved Residential Aged Care provider⁴
- an approved Home Care provider⁵
- providers delivering aged care services under the Commonwealth National Aboriginal and Torres Strait Islander Flexible Aged Care Program (an approved NATSIFACP provider).

4.1.2 Additional eligibility requirements

In addition to the above eligibility criteria, eligible applicants must satisfy at least one of the criteria below:

- An approved **Residential Aged Care provider** or approved **NATSIFACP provider** who, for the period being applied for, provides aged care services in a facility located:
 - inside a hotspot and is likely to be incurring additional costs as result of supporting *eligible workers* (eligible workers are set out in Section 4.3):
 - who normally work at multiple residential aged care facilities, but will be working solely at the facility being applied for,
 - who are under award wages and need to take 'Paid Pandemic Leave',
 - who need to take leave for testing, quarantine or self-isolation and don't have access to or adequate personal leave provisions,
 - who need to take leave due to symptoms or being diagnosed as COVID-19 positive and don't have access to or adequate personal leave provisions, or
 - to undertake training in the event a skills gap arises from where existing workers take leave due to experiencing COVID-19 symptoms, or are subject to self-isolation or quarantine requirements.⁶
 - outside a hotspot and is likely to be incurring additional costs as a result of eligible workers who work inside a hotspot:
 - who normally work at multiple residential aged care facilities, one of which is in a hotspot and will be working solely at the facility outside being applied for;

⁴ See glossary for definition

⁵ See glossary for definition

⁶ Please see Section 5.3 for more information on eligible training expenditure

- to undertake training in the event a skills gap arises from where existing workers take leave due to experiencing COVID-19 symptoms, or are subject to self-isolation or quarantine requirements.⁷
- An approved **Home Care provider** who provides home care services to clients who also reside inside a hotspot and is likely to be incurring additional costs as result of supporting eligible workers:
 - who need to take leave for testing, quarantine or self-isolation and don't have access to or adequate personal leave provisions
 - who are not to attend work due to symptoms or being diagnosed as COVID-19 positive and don't have access to or adequate personal leave provisions, or
 - to undertake training in the event a skills gap arises from where existing workers are not to attend work due to experiencing COVID-19 symptoms, or are subject to self-isolation or quarantine requirements.

Note, while present tense is used, providers can apply for eligible expenditure retrospectively for costs incurred from dates specified in Appendix 1.

The eligibility for grant funding will depend on the type of aged care provider and the location of their workers (see table for further guidance).

Table 2: Eligibility for grant funding

		Support to a single-site access	Support for Training	Support for staff without leave to isolate or self-quarantine
Inside a hotspot	Residential	✓	✓	✓
	Home Care		✓	✓
Outside a hotspot but with staff who work inside a hotspot at a different service	Residential	✓	✓	
	Home Care			

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- any organisation not included in Section 4.1

⁷ Please see Section 5.3 for more information on eligible training expenditure

- a Commonwealth, state, territory or local government agency or body (including government business enterprises)
- a Commonwealth Home Support Programme (CHSP) service provider. See [Commonwealth Home Support Programme \(CHSP\) News Australian Government Department of Health](#) for information on assistance for CHSP providers.
- an operator of aged care services that are located outside Australia
- an approved Residential Aged Care provider, approved NATSIFACP provider or approved Home Care provider who:
 - has Business Interruption Insurance including COVID-19 coverage; and/or
 - is funded and/or operated by a State or Territory Government;
- an approved Residential Aged Care provider, approved NATSIFACP provider or approved Home Care provider who requires replacement workers for reasons outside the scope of the Program, including because:
 - one or more existing workers members have voluntarily elected to isolate
 - you have issued a termination notice to one or more existing workers members
- a non-approved aged care service provider;

The grant will not cover any increase to usual salary or hourly rates or conditions or incentives which took effect on or after Wednesday 15 July 2020. Pay increases or incentives put in place since the work on single site principles commenced will be borne by the provider in full.

4.3 Which aged care workers are covered under this grant opportunity?

The following are eligible workers:

- i. workers (permanent employees and regular casuals) providing aged care-related services of the relevant type listed below for the applicant during the activity period.

Approved Residential Aged Care provider, or NATSIFACP provider eligible workers of the following type:

- Registered nurses
- Enrolled nurses
- Direct care workers
- Hotel services workers (catering and cleaning)
- Diversional therapy and activities workers
- Allied health workers⁸
- Maintenance workers
- Administrative workers

⁸ See glossary for definition

Home Care

- Registered nurses
- Enrolled nurses
- Direct care workers
- Case management workers
- Diversional therapy and activities workers
- Allied health workers⁹
- Administrative workers

5. What the grant money can be used for

Appendix 2 provides detailed information on what the grant can be used for including eligible and ineligible grant activities and expenditure.

5.1 Eligible grant activities

Eligible activities are activities associated with managing workforce impacts of COVID-19 including the following:

- For approved Residential Aged Care providers and approved NATSIFACP providers only:
 - paying additional wages and entitlements to enable workers to work at a single site and to ensure a provider has sufficient workforce.
- For approved Residential Aged Care providers and approved NATSIFACP providers and approved Home Care providers:
 - paying wages for workers who do not have access to or sufficient pandemic or personal leave entitlements and who are not to attend work due to symptoms, being diagnosed as COVID-19 positive, testing, quarantine or self-isolation,
 - undertaking and paying the cost of training additional workers who may be needed if existing workers are not to attend work due to isolation, quarantine, COVID-19 positive requirements, and
 - implementing other eligible workforce measures that may arise due to new requirements or directions from the Australian Government or State/Territory governments. Grant Opportunity Guidelines will be updated to describe 'other workforce costs' as they arise.

Funding will not be provided for additional workers in the event that a worker is not to attend work due to self-isolation or quarantine, unless there are additional costs. It is expected that funding for additional workers will not be required as the provider will have available budget which would have been otherwise used to pay the worker who cannot work.

5.2 Ineligible activities

Ineligible activities include any activities that:

⁹ See glossary for definition

- are not directed at managing the workforce impacts of COVID-19, and do not contribute to ensuring the safety and continuity of care for aged care clients of, an eligible applicant,
- are illegal or promote or condone illegal conduct,
- promote or condone any form of discrimination, including on the grounds of race, ethnic group, language, sex, religion or disability, or
- are likely to bring the applicant or the Australian Government or its agencies into disrepute.

5.3 Eligible expenditure

Subject to section 5.5, you can only spend the grant on eligible expenditure incurred on eligible activities as described at section 5.1.

You must incur expenditure during the activity period for it to be eligible unless the Australian Government approves otherwise.

In relation to funding to eligible approved Residential Aged Care and approved NATSIFACP providers (Section 4.1.2) to enable workers to work at a single site, eligible expenditure includes:

- payment to workers to match or increase the number of hours that would usually have been worked in approved residential aged care facilities, if the provider is out of pocket for its overall wage costs:
 - If the employer does not have sufficient rostered hours to employ the worker for their usual hours, they should offer them supernumerary hours¹⁰, while also ensuring compliance with Work Health and Safety obligations and the relevant industrial instrument.
 - The employer can then make a declaration to the Commonwealth for reimbursement of the supernumerary paid hours that have been worked by that worker.
 - It is expected that workers will work at the site where they can work the most hours for the duration of the activity period. Once a worker begins working at a single site, they should continue to work at that site for the duration of the activity period.

In relation to funding to eligible approved Residential Aged Care providers, approved NATSIFACP providers and approved Home Care providers (Section 4.1.2) for workers who are not to attend work due to symptoms, being diagnosed with COVID-19, testing, self-isolation and quarantine, eligible expenditure includes:

- paying workers under award wages who need to take 'Paid Pandemic Leave'¹¹
- paying workers who need to take leave for testing, quarantine or self-isolation and don't have access to or adequate personal leave provisions

¹⁰ See glossary for definition

¹¹ See glossary for definition and further information on the Fair Work Commission's decision

- paying workers who are not to attend work due to symptoms or being diagnosed as COVID-19 positive and don't have access to or adequate personal leave provisions.

In relation to funding to approved Residential Aged Care providers, approved NATSIFACP providers and approved Home Care providers for training additional workers (where existing workers are not to attend work due to self-isolation/quarantine requirements), eligible expenditure includes:

- training for workers of providers located in hotspots where skills gaps emerge because usual staff are not to attend work because of quarantine and self-isolation or because workers have selected to work at an alternative facility.

While the grant round is open we may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies, unless otherwise agreed with the Australian Government.

Not all expenditure on managing workforce impacts of COVID-19 may be eligible for grant funding. The Decision Maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur eligible expenditure during the dates specified in Appendix 1, which is your activity period.

5.4 What the grant money cannot be used for

In relation to funding to approved Residential Aged Care providers and NATSIFACP providers to enable workers to work at a single site, grant money cannot be used:

- for increases to usual salary or hourly rates or conditions or incentives which took effect on or after Wednesday 15 July 2020
- for hours usually worked outside the residential aged care sector
- for contractors or agency staff to work at a single site (other than as replacement workers), and
- for annual leave, personal leave and other leave that would have accumulated at the secondary employer.

In relation to funding to eligible approved Residential Aged Care, NATSIFACP and approved Home Care providers (Section 4.1.2) for workers who are not to attend work due to symptoms, being diagnosed with COVID-19, testing, self-isolation and quarantine, grant money cannot be used in the following circumstances.

- Workers with personal paid leave entitlements are not eligible to be supported by this category of funding unless they have insufficient personal or sick leave balances or where personal or sick leave cannot be taken under the Award or conditions of employment.

In relation to funding to approved Residential Aged Care providers, approved NATSIFACP providers and approved Home Care providers for training additional workers where existing workers are not to attend work due to self-isolation/quarantine requirements, grant money cannot be used for:

- Training programs that are not delivered by a registered training organisation.

- Training programs that are not directly relevant to the impacts of COVID-19.
- Training that cannot be completed during the activity period.

Other ineligible items

- administrative costs arising from the implementation of the principles
- purchase of land
- major capital expenditure
- the covering of costs before the commencement date
- the covering of costs outside of the dates that an area is designated a hotspot in Appendix 1
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration expenses of an organisation or facility or routine operational expenses, such as communications, office computing expenses, electricity, phone, rent, stationery, finance and rent bank charges, depreciation costs, overheads and significant renovation and maintenance costs
- major construction/capital works
- the making of gifts or donations or bonus or incentive payments
- debt financing or investments
- overseas travel,
- activities, equipment, expenses or supplies that are funded in whole or part, or supplied free of charge, through other external sources (eg from other Commonwealth or State, Territory or local government sources, National Medical Stockpile supplies, through donations from benefactors, PPE donated by third parties, job program costs or funding etc), and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

5.5 Grant funds not spent or committed on eligible expenditure

Subject to this section 5.4, grant funds must not be spent, committed or retained by you for expenditure for any purpose, or on any other expenditure items, other than those that are permitted in sections 5.1 and 5.3.

The Commonwealth intends that the grant should be simple to administer, and so seeks to strike an appropriate apportionment of responsibility, risk and efficiency in the cost of administering the program. It is for this reason that if, following the end of the activity period, a successful applicant has not spent or committed the entire grant amount to meet the cost of eligible expenditure items, the Department will allow the grantee to retain an amount up to 10% of the total grant amount to be used for on COVID-19 related expenditure, excluding any of the items/activities listed in section 5.3 or otherwise notified to you by the Department, or as otherwise approved by the Department.

However—noting that the purpose of the grant is to minimise the risk of COVID-19 unintentionally transmitting in the aged care sector — it is not the intention of the program to

permit successful applicants to deliberately structure their finances and staffing arrangements in order to obtain any undue benefit (however minor). Although the risk of artificial structuring is assessed as very low, the Department may audit or survey grant recipients, and/or use other data collected by the Australian Government, to identify such instances, and determine whether action should be taken by the Australian Government to recover grant funds or take other remedial action.

For the avoidance of doubt, under no circumstances is a successful applicant permitted to spend or commit an amount of grant funds, other than in accordance with the Letter of Agreement (which includes these guidelines).

6. How to apply

Before applying, you must read and understand these guidelines, and the Letter of Agreement template issues with these guidelines.

These documents may be found at [GrantConnect](#). Any alterations and addenda¹² will be published on GrantConnect and by registering on this website you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the online grant opportunity application form available via the secure portal on GrantConnect;
- provide all the information requested in the application form;
- address all eligibility criteria; and
- include all necessary attachments.

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

If you find an error in your application after submitting it, you should contact us immediately on grant.atm@health.gov.au or call (02) 6289 5600.

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

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

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

We will acknowledge that we have received your application within two working days.

¹² Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

If you need further guidance around the application process or if you are unable to submit an application via email, please contact us at grant.atm@health.gov.au or by calling (02) 6289 5600.

6.1 Attachments to the application

The following document must be included with your application:

1. SACWIC Application Spreadsheet.
2. Declaration of supernumerary hours worked.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

6.2 Timing of grant opportunity

You can submit an application at any time over the duration of the grant opportunity. The grant opportunity will run from 15 July 2020 to 31 May 2021.

Table 3: Expected timing for this grant opportunity

Activity	Timeframe
Review of applications	Aim to review within five (5) days but could take up to four (4) weeks depending on volume.
Recommendation to Decision Maker	1 week
Award of letter of agreements	2 weeks
Notification to unsuccessful applicants	2 weeks from submission of application
Earliest start date of grant activity	15/07/2020
Submit financial acquittal	2 weeks from the end of activity period
Reimburse Commonwealth unspent funds	by due date advised by the Commonwealth
End date of grant opportunity	31/05/2021

6.3 Questions during the application process

If you have questions relating to clarification of information of the available grant, technical issues or process during the application period, please contact:

- The Department at grant.atm@health.gov.au. The Department will aim to respond to questions within two (2) working days
- The Support Hub Hotline at 1800 491 793

Requests for clarification may form the basis of a response that will be posted on GrantConnect in a Frequently Asked Questions document relating to this grant opportunity. Any questions will be de-identified.

The Department cannot assist you to address eligibility criteria/determine eligibility or complete your application.

6.4 Addenda: changes to terms and conditions

All applicants and prospective applicants are advised that the terms and conditions for eligibility may change as consequence of changed pandemic conditions and the measures needed to be implemented to address those changed conditions. If eligibility conditions are to change, addenda will be posted to GrantConnect.

7. The grant selection process

Your application will be considered through a demand driven grant process.

We will check your application to ensure it meets the eligibility criteria and for completeness. The assessment team will consist of representatives of the Department of Health.

7.1 Who will approve grants?

For the purposes of this grant opportunity, the decision maker will be a First Assistant Secretary in the Department of Health acting as a delegate of the Secretary of the Department under section 83-1 of the *Aged Care Act 1997* (Cth) (Decision Maker). The Decision Maker decides which grants to approve taking into account the availability of grant funds for the purposes of the grant program.

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

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

There is no appeal mechanism for decisions to approve or not approve a grant.

8. Notification of application outcomes

We will advise you of the outcome of your application in writing. For successful applicants this will be done through a Letter of Agreement and unsuccessful applicants will be notified in writing. If you are unsuccessful, you will be notified and have the chance to request feedback.

By submitting an application, you are offering to receive and expend the funds under the terms of the Letter of Agreement.

9. Successful grant applications

9.1 The Letter of Agreement

A Letter of Agreement is a legally binding grant agreement between the applicant and the Commonwealth. The Commonwealth may recover grant funds in accordance with the terms of the Letter of Agreement.

The template Letter of Agreement is issued with these guidelines. The Letter of Agreement between the applicant and the Commonwealth will comprise:

- the cover letter and its attachments;
- any alteration or addenda issued by the Commonwealth as published on GrantConnect;
- the Support for Aged Care Workers COVID-19 Program Grant Opportunity Guidelines GO4215;
- the Guiding Principles for residential aged care – keeping Victorian residents and workers safe dated 22 July 2020 (or as relevant to other States and Territories);
- any frequently asked questions published on GrantConnect in relation to grant opportunity;
- any other document referenced or incorporated in the abovementioned Grant Opportunity Guidelines; and
- your application.

If there is any inconsistency between any of these documents, the document higher in the above list takes precedence to the extent of the inconsistency.

Letter of Agreement

Upon receipt of the Letter of Agreement, the applicant has a two business days cooling off period to opt-out of the grant. After this time, a single payment will be deposited to the nominated bank account.

9.2 How we pay the grant

The Letter of Agreement will state the amount of funding to be provided in relation to the application.

The funding amount specified in an application is the maximum amount of grant funding that the applicant may receive in respect of its application. The Commonwealth may, at its absolute discretion, specify in an applicant's Letter of Agreement:

- a grant amount that is less than the amount requested in the applicant's application; and/or
- some, but not all of, the grant activities and expenditure items referred to in the applicant's application; and
- each applicant is required to agree, when submitting their applications, that it will undertake the activities and expenditure items, for the grant amount, specified in the Letter of Agreement.

Unless the applicant opts out of the grant arrangement, the payment specified in the Letter of Agreement will be made into the relevant account after the two business days cooling off period following the date of the Letter of Agreement. If required, the Commonwealth may agree to funding or other variations to the Letter of Agreement and any such funding variation will be paid following departmental processing.

Financial acquittal report and declaration

Following the termination of the Letter of Agreement or completion of the activity period, the Commonwealth may, by notice in writing, require you to repay any grant amounts not spent or committed by you to meet the cost of eligible activities or expenditure items. However, if you have conducted the Activity in accordance with the Letter of Agreement and there are unspent and uncommitted funds at the end of the activity period you must promptly repay all of those funds to the Department unless they equal 10% or less of the total grant amount. If they are 10% or less of the total grant amount, you are permitted to retain and use that amount for expenditure on COVID-19 related expenses at your services/facilities approved by the Department. You may be required to account for any such expenditure to the Commonwealth if required and repay those funds if not spent on COVID-19 related expenses at your services/facilities.

The Commonwealth may require you to submit one or more financial acquittal reports and declarations to account for and verify that you spent the grant in accordance with the Letter of Agreement.

9.3 Specific legislation, policies and industry standards.

Whilst you are required to be compliant with all relevant laws and regulations, approved Residential Aged Care providers and approved NATSIFACP providers will need to be acting in accordance with industry principles ([Attachment A](#)) that have been developed to minimise the potential risk of workers unintentionally transmitting COVID-19 by working across multiple sites.

9.4 Letter of Agreement variations

We recognise that COVID-19 may indirectly impact your service for a longer period than initially anticipated, in these circumstances, you can request a variation to your Letter of Agreement. You can request a variation by contacting your Funding Arrangement Manager. It is important that you contact your Funding Arrangement Manager at least two weeks before the end date of your activity period. This will allow the Commonwealth time to consider varying your current Agreement and avoid the necessity of a new application process. The Grants Management System may finalise your Agreement if you do not allow time for an extension to occur.

Should you notify your Funding Arrangement Manager of the need for additional funding, you will be asked to resubmit the spreadsheet attached to your original application. This will enable you to justify your request for additional funding and provide the Commonwealth with an opportunity to review your case.

Should your application to extend your Letter of Agreement be approved by the Commonwealth, your Funding Arrangement Manager will issue you with a Variation detailing the additional funding amount and revised end date.

The financial acquittal process will be delayed until the conclusion of the revised end date of the Varied Agreement. Within two weeks of the final end date you will be required to provide a financial acquittal of the total amount of funds provided by the Commonwealth both under the initial Agreement and under the varied Agreement.

This variation process may be repeated depending on the length of time your service/facility are indirectly impacted by COVID-19.

You should not assume that a variation request will be successful. We will consider your request based on the impact COVID-19 is having on the Aged Care sector at that point in time, provisions in the Letter of Agreement, available funds and the likely impact on achieving program outcomes.

9.5 Grant Payments and GST

Payments will be GST Inclusive. If you are registered for the Goods and Services Tax (GST), where applicable, we will add GST to your grant payment and issue you with a Recipient Created Tax Invoice.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office.¹³ We do not provide advice on your particular taxation circumstances.

9.6 Audit Capability

The Department may undertake audits throughout the grant process and you must give the Commonwealth, or any persons authorised in writing by the Commonwealth, material relating to the activity and access to premises where the activity is being performed and/or where material relating to the activity is kept within the time period specified by the Commonwealth. For the avoidance of doubt, this may include the provision of documents or access relating to the following:

- employment records and supporting evidence concerning the employment and work hours for Eligible Aged Care Workers; and
- evidence of the payment of wages and entitlements for workers.

As a general rule, requests will be made in writing to the grant applicant with evidence required to be provided within 28 days of request.

Among other things, audits may be conducted taking into account risk assessments and/or if irregularities are found, for example in the data supplied.

¹³ <https://www.ato.gov.au/>

10. Announcement of grants

If successful, your grant will be listed on the [GrantConnect](#) website within 21 days after the date of effect¹⁴ as required by section 5.3 of the [CGRGs](#).

11. How we monitor your grant activity

You must inform us of any changes to your:

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

11.1 Record keeping

You must keep records relating to the expenditure of the Grant and the conduct and management of the activity and provide copies of the records to the Commonwealth upon request.

11.2 Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

12. Probity

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

Whilst the grant opportunity is open these guidelines may be changed from time-to-time by the Department of Health. When this happens the revised guidelines will be published on GrantConnect, if you are registered with GrantConnect you receive notification via email.

12.1 Enquiries and feedback

The Department's [Complaint Handling Process](#) apply to complaints about this grant opportunity. All complaints about a grant process must be lodged in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to grant.atm@health.gov.au

If you do not agree with the way the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the department.

¹⁴ See glossary

The Commonwealth Ombudsman can be contacted on:

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

12.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Department's workers, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel;
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department in writing immediately.

Conflicts of interest for Australian Government workers will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the *Public Service Act 1999*. Committee members and other officials including the decision maker must also declare any conflicts of interest.

The Conflict of Interest policy is available on the [Australian Public Service Commission's website](#).

12.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect;
- why we collect your personal information; and
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government

business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department of Health would breach an Australian Privacy Principle as defined in the Act.

12.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your workers, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the Letter of Agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively;
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The Letter of Agreement may also include any specific requirements about special categories of information collected, created or held under the Letter of Agreement.

12.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the Freedom of Information Act 1982 (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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

By mail: Freedom of Information Coordinator
 FOI Unit
 Department of Health
 GPO Box 9848
 CANBERRA ACT 2601

By email: foi@health.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <u>Public Governance, Performance and Accountability Act 2013</u> (PGPA Act)
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
activity period	the period that eligible costs were incurred or are expected to be incurred while an area was designated a hotspot as per Appendix 1
aged care service	an aged care facility owned and operated by an approved aged care provider.

Term	Definition
allied health worker	<p>Includes:</p> <ul style="list-style-type: none"> • Audiologists • Chiropractors • Diabetes educators • Dietitians • Exercise physiologists • Mental health workers • Occupational therapists • Osteopaths • Physiotherapists • Podiatrists • Psychologists • Speech pathologists
approved Residential Aged Care Provider	An entity that is approved to provide residential aged care services under the <i>Aged Care Act 1997</i>
approved Home Care Provider	An entity that is approved to provide home care services under the <i>Aged Care Act 1997</i>
commencement date	the expected start date for the grant activity
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
<u>Commonwealth Grants Rules and Guidelines</u>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it

Term	Definition
COVID-19 work restrictions affecting the grantee's eligible workers	when one or more of the applicant's eligible workers are not to perform work due to self-isolation or quarantine restrictions imposed because the services they would otherwise be performing are located in a designated 'hotspot'.
date of effect	can be the date on which a grant agreement (including a Letter of 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.
direct care workers	workers who provide care directly to care recipients as a core component of their work, includes occupations such as: Nurse Practitioner, Registered Nurse, Enrolled Nurse, Community Care Workers, Allied Health Professionals, Allied Health Assistants.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant.
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money¹⁵ or other <u>Consolidated Revenue Fund</u> (CRF) money¹⁶ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project /tasks /services that the grantee is required to undertake
<u>GrantConnect</u>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs

¹⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹⁶ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
hotspot	Please see Appendix 1 for a full list of hotspots under this grant opportunity, including the dates they were designated as hotspots.
hotel services workers	<p>Includes:</p> <ul style="list-style-type: none"> • Cooks and kitchen hand workers • Catering workers • Cleaners
isolation	<p>someone who must go into mandatory isolation due to a health directive.</p> <p>Isolation continues until advised by a Public Health Unit to end isolation and return to normal activities.</p>
Letter of Agreement	<p>means the letter of agreement which will be issued to successful applicants, which sets out the relationship between the parties and which includes:</p> <ul style="list-style-type: none"> - the cover letter and its attachments; - any alteration or addenda issued by the Commonwealth as published on GrantConnect; - the Support for Aged Care Workers COVID-19 Program Grant Opportunity Guidelines GO4215; - the Guiding Principles for residential aged care – keeping Victorian residents and workers safe dated 22 July 2020 (or other relevant State or Territory); - any frequently asked questions published on GrantConnect in relation to grant opportunity; - any other document referenced or incorporated in the abovementioned Grant Opportunity Guidelines; and - your application.

Term	Definition
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
paid pandemic leave	<p>on 29 July 2020, the Fair Work Commission issued determinations varying the Aged Care Award, the Nurses Award and the Health Services Award. The determinations insert a temporary new Schedule, which applies from the first pay period on or after 29 July 2020 until 29 October 2020.</p> <p>The Schedule provides access to paid pandemic leave for eligible residential aged care employees covered by the Aged Care Award, Nurses Award and Health Services Award.</p> <p>For more information please see the Fair Work Ombudsman website here.</p> <ul style="list-style-type: none"> • Under this grant opportunity, providers can use grant funding provided under Funding Stream 2 to pay Paid Pandemic Leave to residential aged care workers
quarantine	someone who has been directed by a public health authority to go into quarantine because they may have been in contact with someone who had COVID-19
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria
supernumerary hours	workers' hours that exceed the usual, stated or prescribed hours by their employer.

Term	Definition
symptoms	<p>Symptoms include:</p> <ul style="list-style-type: none"> • Loss or changes in sense of smell or taste • Fever • Chills or sweats • Cough • Sore throat • Shortness of breath • Runny nose • Loss of sense of smell or taste <p>In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.</p>
training	<p>Additional staff may need training if existing workers are not to attend work due to isolation requirements and/or more intensive staff models are required to manage infected residents</p>
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.
worker	<p>A worker is a person paid a regular salary or wage, out of which a provider makes regular tax instalment deductions. The term ‘worker’ includes permanent, part-time and casual staff. The worker must not have paid sick leave to be eligible to receive support under this grant opportunity.</p> <p>These workers must not be receiving financial assistance through alternative arrangements.</p>

Appendix 1: SACWIC COVID-19 Hotspots

Designated hotspots, as determined by the Department, for the purpose of this grant opportunity, will be updated as necessary.

Hotspot location	Period of hotspot designation
Greater Melbourne	15 July 2020 to 28 September 2020
Mitchell Shire	15 July 2020 to 28 September 2020

Appendix 2: Expenditure and Eligibility Clarification

The purpose of this document is to provide clarification on the eligible and ineligible expenditure for the Support for Aged Care Workers in COVID-19 (SACWIC) Grant. The information in this document is supplementary to the Grant Opportunity Guidelines to support the intention of the Grant.

We may update this advice from time to time. The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

This is guidance and is not a substitute for the Grant Opportunity Guidelines.

Definitions provided within the Glossary of the Grant Opportunity Guidelines apply to this appendix.

Guidance on funding

The below provides more detail on each of the funding streams and the eligible expenses that the grant can be used for.

i. Supporting aged care workers to work at a single site

Eligible Expenditure Guidance	Ineligible Expenditure Guidance
<p>Providers will be required to submit what their labour costs were prior to the implementation of the Guiding Principles and a total calculated amount for their new labour costs for the period of the grant. The funding provided will be the difference of the out-of-pocket expenses.</p> <p>Detailed summary</p> <p>Funding is available for out of pocket expenses incurred by the provider to enable workers to work at a single site and ensure they have access to sufficient workforce.</p> <ul style="list-style-type: none">○ This includes additional hours worked that would have usually been worked in other residential aged care facilities, if the provider is out of pocket for its overall wage costs.	<p>The following are examples of ineligible expenditure for this funding component to provide further guidance on what the funding cannot be used for.</p> <ul style="list-style-type: none">● Home care providers are ineligible to apply for this category of funding as home care workers are not covered by the principles which apply to workers working at a single site.● Pay bonuses or other incentives that are designed to incentivise workers to choose a single worker.

<ul style="list-style-type: none"> ○ If the employer does not have sufficient rostered hours to employ the worker for additional hours, they should offer them supernumerary hours¹⁷, while also ensuring compliance with Work Health and Safety obligations and the relevant industrial instrument. ○ The employer can then make a declaration to the Commonwealth for reimbursement of the supernumerary paid hours that have been worked by that worker. ○ If the additional hours worked include overtime or penalty rates these will be claimable, if the provider is out of pocket for its overall wage costs. ● Funding can be used for casual, part-time, or permanent workers. ● Providers should consider the full entitlements of the worker they are applying for funding, such as superannuation, workers compensation, long-service leave provisions. ● <u>It is expected that workers will work at the site where they can work the most hours for the duration of the activity period.</u> Once a worker begins working at a single site, they should continue to work at that site for the duration of the activity period.' <p>Example: If a provider has ten workers who work across multiple sites, five of them may elect to work with you and the other five may elect to work a different site. The provider is expected to attempt to find additional hours for the five workers who have elected to work with you, equal to the number of hours that they work across all sites. The provider is eligible to apply for funding to cover the out of pocket expenses of the additional hours.</p> <p>Formula (example)</p>	<ul style="list-style-type: none"> ● Does not cover hours worked in jobs outside of residential aged care facilities.
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¹⁷ See glossary for definition

$$\begin{array}{r} \text{Regular costs} \\ \text{of the ten} \\ \text{staff} \end{array} - \begin{array}{r} \text{New total} \\ \text{cost of five} \\ \text{staff} \end{array} = \begin{array}{c} \text{Difference in} \\ \text{staff costs.} \end{array}$$

If the results is a deficit
the provider is eligible to
apply for funding to
cover out of pocket
expenses

- The provider is eligible to apply for grant funding if there are any out of pocket expenses after considering the above calculation

Evidence that may be required to verify request or for auditing purposes

Providers may be required to provide information to support their calculation.

This information might include:

- ATO payment summaries
- Payslips
- Workings / Calculation sheet with commentary
- Personal leave balances
- Employer contracts

- ii. **Supporting aged care workers who are not to attend work because they have been experiencing COVID-19 symptoms, have been diagnosed as COVID-19 positive, require testing or are subject to self-isolation or quarantine requirements.**

Eligible Expenditure Guidance	Ineligible Expenditure Guidance
<p>The following are examples of eligible expenditure for this funding component to provide further guidance on what the funding can be used for.</p> <p>Summary</p> <ul style="list-style-type: none"> • It is recognised that it will be difficult for providers to predict the amount required for this category of funding. As a result, the provider will be allocated an amount of grant funding based on the formula below to ensure workers who have insufficient personal leave or no personal leave entitlements can paid their regular salary entitlements due to symptoms, self-isolation or quarantine. • As part of the application, the provider will be required to submit: <ul style="list-style-type: none"> ○ Total number of casual workers employed by the provider; and ○ Total number of permanent workers employed by the provider who have access to less than ten days personal leave entitlement at the grant date. • Providers will be allocated \$1,500.00 for one in every five workers that meet the above criteria. • Workers who do not have access to or adequate personal leave should be paid their regular salary/wage amount in the event they are required to self-isolate or quarantine. <p>Formula</p> $ \left[\begin{array}{l} \text{Number of} \\ \text{casual worker} \end{array} + \begin{array}{l} \text{Number of} \\ \text{permanent} \\ \text{workers with} \\ \text{less than ten} \\ \text{days personal} \\ \text{leave} \end{array} \right] \times \frac{\text{One worker}}{\text{Five worker}} \times \$1500 = \boxed{\text{Funding allocation for this category.}} $	<p>The following are examples of ineligible expenditure for this funding component to provide further guidance on what the funding cannot be used for.</p> <ul style="list-style-type: none"> • Workers with access to personal leave entitlement are not eligible to be supported by this category of funding until the personal leave balance has been extinguished.

- Refer to the Grant Opportunity Guidelines for information on what to do with unspent grant funds.

- The grantee can apply for a variation to cover the balance of out of pocket expense incurred during the grant period in the event that the upfront grant allocation is not sufficient to pay workers to self-isolate or quarantine where workers do not have access to or adequate personal leave provisions.

Evidence required to verify request or for auditing/acquittal purposes

- ATO payment summaries
- Payslips
- Workings / Calculation sheet with commentary
- Personal leave balances
- Employer contracts
- Relevant leave approval documentation

iii. Training additional staff where existing aged care workers are not to attend work due to self-isolation, quarantine or single site requirements.

Eligible Expenditure Guidance	Ineligible Expenditure Guidance
<p>The following are examples of eligible expenditure for this funding component to provide further guidance on what the funding can be used for.</p> <ul style="list-style-type: none"> • Grant funding can be applied for in the event that there are skills gaps created by self-isolation, quarantine or single site requirements. • Training undertaken should be completed during the activity period. • Providers not in a hotspot are eligible to apply for funding in the event that training is needed to cover a skill shortage should a worker from within a hotspot, who works across multiple facilities (with at least one of them in a hotspot), elects to not work at your facility. <p>Evidence required to verify request or for auditing/acquittal purposes</p> <p>The following is a guiding list of items that might be requested to verify the grant application or as part of the acquittal or auditing process. This is guidance and is not a substitute for the Grant Opportunity Guidelines.</p> <ul style="list-style-type: none"> • Quotes or receipts for the cost of training. • Training overview, summary of learning objectives or program summary. • Evidence of training completion date. • Contact details of training provider. 	<p>The following are examples of ineligible expenditure for this funding component to provide further guidance on what the funding cannot be used for. These examples are not intended to replace the detailed ineligibility criteria in the Grant Opportunity Guidelines.</p> <ul style="list-style-type: none"> • Training that is not provided by a registered training organisation. • Training programs that are not directly relevant to the impacts of COVID-19 or the upskilling of replacement workers as a result of self-isolation, quarantine or single site requirements. • Training that cannot be completed during the period of the grant agreement.