



Australian Government

Department of Health

Residential Aged Care COVID 19 Employee
Vaccination Grant
Frequently Asked Questions (FAQs)

Version 4

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1. General Questions

1.1 What is the Residential Aged Care COVID-19 Employee Vaccination Support Grant?

The Australian Government announced the Residential Aged Care COVID-19 Employee Vaccination Support Grant on 28 June 2021, which will remain open until 29 October 2021. The grant aims to minimise financial impacts on the Residential Aged Care Sector (the Sector) by contributing to costs incurred by eligible residential aged care providers (Providers) supplying or facilitating COVID-19 vaccinations for staff.

1.2 Why are only casual workers eligible for payments?

The intent of the policy is to provide support for casual workers who may need to go off-site during their shift to receive a COVID vaccination. Casual workers may also receive support if they suffer side effects from a COVID vaccination, were rostered on over the next 24-48 hrs and couldn't work due to the side effects. Generally, employees have sufficient entitlements that will cover them if they need to go off-site to get a vaccination or require sick leave.

1.3 Which workers are eligible for payments under this grant opportunity?

Casual staff for whom the residential aged care facility is their primary place of work in the aged care sector and have been rostered on in the preceding four weeks, unless they were on annual or sick leave.

1.4 Which workers are not eligible for payments under this grant opportunity?

Staff who are **not** eligible under this grant opportunity include:

- Contractors
- Board Members
- Visiting GPs, Allied Health Workers, etc of the Residential Aged Care Facility
- Volunteers
- Home Care Workers (who do not also work at a Residential Aged Care Facility)

1.5 Who do I contact if I require more information?

If you have any questions or need more information about this grant opportunity, please contact the Department of Health by emailing Grant.ATM@health.gov.au.

2. Funding Questions

2.1 What funding is available?

A total of \$11 million (GST exclusive) is available in 2021-22. Providers can apply for funding under any or all of the following three categories:

Category		Amount
Category 1	A payment per dose for each casual staff member's off-site vaccination (maximum of 2 doses/payments per casual employee).	\$80.00
Category 2	One day of paid leave per casual staff member suffering from side effects following an on or off-site COVID-19 vaccination.	\$185.00
Category 3	A single payment per residential aged care facility to facilitate staff vaccinations (either on or off-site, applicable to all staff)	\$500.00

Example:

If a provider with 120 casual staff across 5 facilities opts to apply under all three categories, the maximum amount of funding available would be:

- **Category 1:** 120 casuals x \$160 (i.e. \$80 per dose) = \$19,200
- **Category 2:** 30 staff x \$185 = \$5,550
- **Category 3:** 5 facilities x \$500 = \$2,500

TOTAL \$27,250 (i.e. \$19,200 + \$5,550 + \$2,500)

2.2 What is Category 1 payment for?

This payment contributes towards the time a casual staff member is absent during a rostered shift from their residential aged care facility to receive a COVID-19 vaccination at an off-site clinic. Providers may apply for this payment on behalf of a casual staff member for whom the residential aged care facility is their primary place of work in the aged care sector and have been rostered on in the preceding four weeks, unless they were on annual or sick leave.

Each casual staff member may only be attributed to one facility and receive payment for a maximum of two doses, noting all payments applied for under this category must be passed along to the casual staff member in full.

2.3 If a casual employee suffers side effects from both doses of the vaccine, are they entitled to two Category 2 payments of \$185 each?

No, Category 2 payments allow one day of paid leave only for casual staff member suffering from side effects following an on or off-site COVID-19 vaccination.

2.4 What does 'facilitate staff vaccinations' under Category 3 mean?

Under Category 3 applicants are able to apply for up to \$500.00 per Residential Aged Care Facility that is facilitating on or off site staff vaccinations. Vaccine facilitation may include:

- administering onsite vaccinations for staff
- transportation of staff to attend an outreach or off-site clinic for vaccinations

- booking appointments on behalf of staff for a COVID vaccination.
- facilitating and/or booking vaccinations for staff through a primary health network.

Facilitation of staff vaccinations is not limited to the above criteria and may include alternative forms of facilitation undertaken by Residential Aged Care Providers.

2.5 How will funding be provided?

By submitting an application, you are offering to enter into a Letter of Agreement and acknowledging you will utilise the grant funding on eligible expenditure only. Once your application is processed, a Letter of Agreement will be sent to you, should your application be successful. An opt-out period of two business days (or cooling off period) will be provided prior to a one-off payment being made to your nominated bank account.

Once the two day opt-out period has passed successful applicants can expect to receive funding into their nominated bank account within 5-7 business days.

2.6 What can the grant funding be used for?

Eligible expenditure items include contributions to the cost of wages and leave entitlements for casual staff according to the category applied for (see question 2.1 above for further information). This includes all casual workers, working at a residential aged care facility who are responsible for resident care, support and services for residents, and maintenance and administration, e.g. includes nursing and personal care staff, administration staff, kitchen, cleaning, laundry and garden staff.

Providers must ensure the total net value of payments received under categories 1 and 2 are provided to eligible casual staff members in full.

You must have incurred the eligible expenditure between 1 March 2021 and the end date of your Letter of Agreement for this Activity.

2.7 What can't the grant funding be used for?

You can't use the grant to supplement costs related to staff COVID-19 vaccination for any employees other than those classified as casual. In addition, you can't use the grant for the following costs:

- purchase of land;
- major capital expenditure;
- the covering of retrospective costs prior to 1 March 2021;
- costs incurred in the preparation of a grant application or related documentation;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- major construction/capital works;
- overseas travel; and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

In addition, no administration or handling fees may be retained.

2.8 What happens if my organisation over-quantifies its staffing profile and receives more funding than is needed?

The department has provided a threshold where the estimated number of casual staff to receive off-site vaccinations and paid leave changes. Should the staffing profile decrease by less than 10%, the grantee may retain the funds. If changes exceed 10% however, the grantee must advise the Community Grants Hub, request a variation to the grant agreement and return the excess funds to the Commonwealth.

Providers should take care not to artificially rearrange staff members' schedules to make a staff member eligible for support and are encouraged to provide as much accuracy as possible when preparing their funding application. It should be noted the department may conduct an audit of your organisation's records in relation to your grant application.

2.9 What does pre-execution of the agreement mean?

By applying for the grant, you are agreeing that you wish to receive funds, and no signature is required.

Should your application be approved, you will receive a Letter of Agreement outlining the payment amount and you will have two business days to opt-out of this payment before it is paid into your nominated account. Approval of outcomes will be provided up to four weeks after submission and the awarding of a Letter of Agreement to successful applicants will occur up to two weeks later.

Once your Letter of Agreement has been established it will be listed on the GrantConnect website 21 calendar days after the date of effect (as defined in the glossary of the Grant Opportunity Guidelines on GrantConnect), as required by Section 5.3 of the Commonwealth Grants Rules and Guidelines.

2.10 When can I expect the grant funding?

Your grant funding should reach your nominated Bank Account approximately 5-7 working days after receipt of your Letter of Agreement. Delays may occur if changes are required to your agreement.

2.11 Does superannuation apply for Category 1 and 2 payments to casual staff?

The Department is unable to provide advice on superannuation, we recommend you seek independent professional advice on your obligations or seek assistance from the Australian Taxation Office.

2.12 Are there any GST or income tax issues involved in receiving funding?

This grant is delivered on a GST exclusive basis. This means you will not be paid a GST component, even where your organisation is registered for GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law, and should be accounted for as income.

In addition, any payments your organisation makes to eligible casual staff under categories 1 and 2 of the grant are subject to income tax and income tax should be withheld at the eligible aged care casual staff member's allocated tax rate. The total net value of the payment is to be passed on to the employee.

2.13 Will I be required to provide an income and expenditure statement for this grant?

No, however you will be asked to provide a declaration that the grant money was spent in accordance with the grant agreement and report any underspends of the grant money.

2.14 What if I don't spend all the grant funding?

The grant application requires you to make a true and correct statement of your staffing levels as at date of application. If you over-estimate your staffing profile in your application by more than 10%, you MUST submit a variation request to your Funding Arrangement Manager and the funds will be recovered by the Commonwealth. If the amount is less than 10%, it is expected you will use the funding to support COVID-19 vaccination efforts.

Any funds remaining unspent at the end of the Activity period will be recovered by the Commonwealth.

3. Application Process

3.1 Who is eligible to apply?

To apply, you must be:

- an approved Residential Aged Care Provider¹,
- a National Aboriginal and Torres Strait Islander Flexible Aged Care Program (NATSIFACP) service provider or
- a State Government funded or operated Residential Aged Care Facility.

You must also have operational places/beds² at the time of this grant opportunity and have or are facilitating an on or off-site COVID-19 vaccination program for employees.

3.2 Can I submit an application on behalf of a consortium?

No, you may only submit an application on behalf of the facilities registered under your organisation.

¹ See Grant Opportunity Guidelines Glossary

² See Grant Opportunity Guidelines Glossary

3.3 What if I apply as a State Government funded or operated Residential Aged Care Facility?

If you are applying as a **State Government funded or operated Residential Aged Care Facility** you will need to select the checkbox “*An approved residential aged care provider*” when asked in the online form “*What type of approved aged care provider is your organisation?*”.

What type of approved aged care provider is your organisation? *

Click on checkbox to indicate what type of aged care provider your organisation is.

 [Hide instructions](#)

To be eligible for this Grant Opportunity you must respond to this question

- An approved residential aged care provider
- A National Aboriginal and Torres Strait Islander Flexible Aged Care Program Provider

3.4 Is a Multi-Purpose Service an Approved Provider?

A Multi-Purpose Service provider is an 'Approved Provider' under the *Aged Care Act 1997*. The Approved Provider is responsible for submitting applications under this grant opportunity, not individual services.

3.5 How do I submit an application for funding under this grant opportunity?

To apply you must complete the Online Application Form on GrantConnect, provide the information requested, address all eligibility criteria and include a Staffing Profile Spreadsheet. If you do not attach the Staffing Profile Spreadsheet, your application may not progress further in the process.

You must attach the Staffing Profile Spreadsheet to the Online Application Form in line with the instructions provided within the form. You should only attach the requested spreadsheet. We will not consider information in attachments that we do not request.

Providers are able to apply for multiple facilities in one online application form **if all facilities being applied for are under the one Approved Provider Number (NAPS ID). If facilities have separate NAPS IDs a separate application must be made for each.** The form requires you to record each facility against the State or Territory they are located in. You will also need to attribute the level of funding you are seeking for each State and Territory so it is recommended you consider this when calculating your funding needs.

The form also requires you to indicate which categories each facility requires support from and the number of staff and facilities you are applying on behalf of.

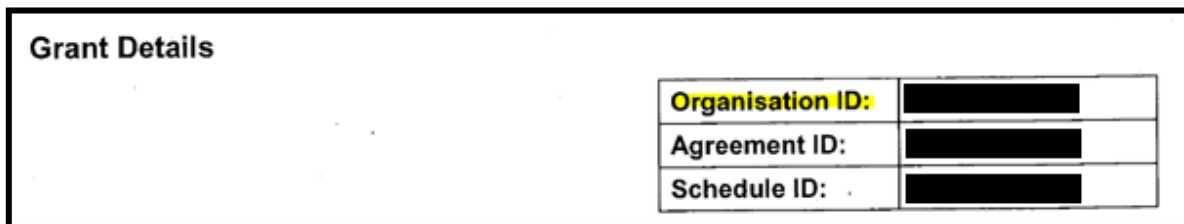
3.6 Is my organisation an existing Grant Recipient?

If yes, your organisation will have a current Grant Agreement with the Department of Health and the Organisation ID can be found on this document (see Question 3.4 below for further details on Organisation ID).

If no, your organisation does not have a current Grant Agreement with the Department of Health.

3.7 Where do I find my organisation ID to input into the Online Application Form?

Your organisation ID can be found on your current Grant Agreement with the Department of Health. This can be found in the top right-hand corner on the Grant Details page of your Grant Agreement (usually page 4, see screenshot below). The organisation ID number is in the format of a combination of numbers, hyphens and letters e.g. 1-AAAAAA (where “1” represents a number and “A” represents a letter or a number).



Grant Details	
Organisation ID:	██████████
Agreement ID:	██████████
Schedule ID:	██████████

If you do not have access to the Grant Agreement, your Organisation ID can be found on any Recipient Created Tax Invoice (RCTI) provided to you by the Department. For example, it will list a vendor number as starting with FO1-234-56. When inputting the organisation ID in your application, please remove the FO reference, just use the ID, e.g. 1-234-56.

3.8 Can I skip questions in the Online Application Form and return to them later?

The form requires you complete each step iteratively and won't allow you to bypass a step without entering a response. If you are unable to answer a particular question and wish to keep populating responses to other questions, you may enter a “dummy” response (e.g. insert “to be updated” or similar) in the field but you must ensure you return to the field and input the correct response prior to submitting your application. Failure to appropriately respond to all questions may result in an unsuccessful application outcome.

3.9 If I am unable to complete my Online Application Form in a single session will I be able to complete and submit it at a later time?

Yes, forms can be accessed up to 60 days from creation. After this point they are no longer accessible and you will need to create and submit a new application.

3.10 What is a Staffing Profile Spreadsheet?

This is an excel document that is required to be completed with the application. It is broken down by facility and requires you to input data to break down the level of funding you are seeking through your application.

3.11 Can I apply under one application for all of my Residential Facilities?

If you are an organisation with numerous Residential Aged Care facilities, you may apply within the one application for all facilities if all of those facilities come under the one Approved Provider Number (NAPS ID).

If each facility has its own NAPS ID a separate application will need to be made.

3.12 Under categories 1 and 2, how do I account for casual staff who work across numerous facilities?

There are two options to account for casual staff who work across multiple facilities. Option one is to consider which aged care facility is the casual staff member's primary place of employment and list the staff member against that facility.

Option two is to account for all casual staff working across multiple facilities in one facility listed as 'multi-facility' and include the numbers of casual staff as required. This option is relevant where your organisation has twenty facilities or more.

Providers should take care not to list casual staff members against both an individual facility and the 'multi-facility'. It should be noted the department may conduct an audit of your organisation's records in relation to your grant application.

3.13 What evidence is required to support my application?

No evidence (other than the Staffing Profile Spreadsheet which forms part of the application) is required at the time of submission.

You will, however, need to keep the records you used to determine the grant application amount and evidence related to your application appropriately filed. You will also be required to maintain evidence that the payments have been provided to the eligible casual staff members.

Applications may be audited at a later date and in the event of this, you will be required to provide evidence.

4. Assessment Process

4.1 What is the assessment considering?

Your application will be considered through a demand driven grant process. We will check your application to ensure it meets the eligibility criteria and all other specified requirements and determine your grant amount based on your incurred eligible expenditure. Applications will be checked for completeness and processed in order of receipt.

Please refer to the Grant Opportunity Guidelines for GO4908, as listed on [GrantConnect](#), specifically *Section 6: The assessment criteria* and *Section 7: How to apply*.