



Australian Government

Department of Health

Rural and Regional Teaching Infrastructure Grants Grant Programme Guidelines

Invitation To Apply Submission

Applications must be submitted on the official application form as specified in the Explanatory Notes.

The period in which applications will be received electronically by the department is eleven (11) weeks from the date of advertisement on the Department of Health's website at the [Tenders and Grants](#) page.

The Invitation to Apply will open on Saturday 6 December 2014 and will close at 2pm Canberra time on Monday 23 February 2015.

Late applications will **not** be accepted.

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Grant Programme Process

The application process involves the Department inviting eligible applicants to submit an application.

Then the applicant submits a completed application. Applications must meet all compliance requirements to be assessed. If the application meets all the compliance requirements it will then be assessed against the eligibility and selection criteria.

Advice is provided to the Approver on the merits of each application against the Programme Guidelines and application requirements. The Approver makes a decision on the application and the applicant is notified of the decision.

If the application is successful, a funding agreement is negotiated and is executed with the successful applicant. The Applicant undertakes activity, completes milestones and provides reports including end of agreement grant assessment requirements. The Department makes payments and monitors progress.

At the end of the project, the Department evaluates the outcomes of the Programme. The Applicant provides information to assist this information.

If the application is unsuccessful, the applicant can request feedback or a debrief of their application.

1. Introduction and Overview

Welcome to the Rural and Regional Teaching Infrastructure Grants (RRTIGs) Guidelines 2014 (the Guidelines). These Guidelines provide details of the arrangements for the RRTIGs, including information on the funding available, how to apply and a template application form.

Please note that the Department of Health (the department) is not seeking responses to this document.

As part of the 2014/15 Budget, the Australian Government committed \$52.5 million to provide funding for an anticipated minimum of 175 RRTIGs of up to \$300,000 each (GST exclusive, with all amounts listed hereafter in the Guidelines GST exclusive also). These grants will assist general practices to expand their facilities with additional consultation rooms and space for teaching medical students and supervising GP registrars.

Grants will be provided based on an equal financial commitment from the practice which will leverage private investment and ensure productive use of resources. The funding is available in one grant round and programme funding is available over three financial years from 2014/15 to 2016/17. Payment schedules for funding recipients will reflect project timeframes.

These infrastructure grants are for existing general practices in rural and regional settings to provide additional space for supervision, teaching and training to strengthen the rural workforce, improve the distribution of the medical workforce in Australia and improve access to health services in these communities.

The investment in primary care infrastructure will be complemented by the increase of the Practice Incentives Programme (PIP) payments which will increase from \$100 to \$200 per session from 1 January 2015. This will better compensate general practices for increasing the amount of time invested in teaching.

Together, these initiatives will strengthen the general practice workforce, enhance the training of doctors, GP registrars and medical students and give patients better access to health services in their community.

General practitioners, medical students and rural and regional communities will benefit from opportunities for medical students and GP registrars to experience rural practice and assist rural and regional general practitioners to maintain or increase effective supervisory skills and foster interest in careers in these areas of Australia.

General practitioners will need to demonstrate at the time of application for the RRTIGs Programme that they are registered to supervise GP registrars and teach medical students or are in the process of seeking registration to supervise.

1.1 Aims, Objectives and Outcomes

The aim of the RRTIGs is to upgrade and/or extend the existing premises of existing general practices, in rural or regional locations, to provide additional consultation rooms and space for teaching medical students and supervising GP registrars. The objectives of the RRTIGs are:

- Objective 1: To provide space for medical students and/or general practitioner registrars on clinical placements;
- Objective 2: To offer increased clinical placements for registrars and medical students to experience practising primary health care services in rural and regional areas;
- Objective 3: To provide increased access to additional health professionals in rural and regional primary care; and
- Objective 4: To provide and increase supervisory opportunities for rural and regional health professionals.

Expected outcomes for the RRTIGs include:

- Additional teaching and training infrastructure in existing general practices;
- Increased opportunities for medical students to experience working in a rural and/or regional practice;
- Improved distribution of health workforce and increased access to services for consumers; and
- Increased opportunities for general practitioners to maintain and increase supervisory skills through professional support and linkages with training institutions.

1.2 Consultation

In the 2014/15 Federal Budget, the Australian Government committed \$52.5 million for the RRTIGs Programme over three years for existing general practices to expand their facilities to provide additional consultation rooms and space for teaching medical students and supervising GP registrars.

A consultation process with key stakeholders was undertaken to inform these Programme Guidelines, with draft guidelines provided to the Australian Medical Association, the Royal Australian College of General Practitioners, General Practice Education and Training, the Australian College of Rural and Remote Medicine, Rural Doctors Association of Australia and General Practice Supervisors Australia for comment prior to finalisation and public release.

1.3 Relevant legislation

The Programme draws its administrative authority from *Commonwealth Grants Rules and Guidelines* that are issued by the Minister for Finance under the *Public Governance, Performance and Accountability Act 2013*.

The legal basis for the grant is Section 32B of the *Financial Management and Accountability Act 1997* and Schedule 1AB of the *Financial Management and Accountability Regulations 1997*, specific authority 2 which states “To establish and fund a scheme for the provision, to general practices in rural and regional Australia, of additional consultation space for teaching and training to provide: (a) benefits to students; and (b) support incidental to the Commonwealth’s provision of sickness and hospital benefits and medical services.”

All departmental staff involved in grant programme administration are accountable for complying with the *Commonwealth Grants Rules and Guidelines*, issued under the *Public Governance, Performance and Accountability Act 2013* and other policies and legislation that interact with grants administration.

1.4 Roles and Responsibilities

The Assistant Minister for Health is responsible for reviewing and setting the objectives, priorities and the high level allocation of funding for the Grant Programme. The Minister has delegated authority to the relevant Approver within the Department of Health for the Grant Programme. The Approver for this Programme is the Assistant Secretary of GP and Allied Health Branch.

The Approver is responsible for ensuring that the priorities of the Grant Programme, at all times, reflect the aims and objectives of the RRTIGs. The Approver may change the priorities and associated activities of the Grant Programme over time to address any emerging issues.

The final approval decision of a grant under the Grant Programme will be made by the Approver.

The Department

The department is responsible for the assessment process of all applications including assessment of compliance, eligibility criteria and selection criteria and is responsible for programme management including of the funding agreements.

The department will enter into a Standard Funding Agreement (including any supplementary conditions as required) with successful applicants from this grant funding round. The Standard Funding Agreement can be found at: [Department of Health - Grant Policies and our Standard Funding Agreement](#).

Applicants

Each applicant is responsible for the development of a proposal, including ensuring all information provided in the application is accurate, and for all costs associated with the development and submission of its application. An application will not necessarily result in an offer of funding.

1.5 Risk Management

The department is committed to a comprehensive and systematic approach to the effective management of potential risks and adverse effects. Contractual arrangements will be managed proportional to their level of risk to the department.

As such, applicants and funding recipients will be subject to a risk management assessment prior to the negotiation of any contractual arrangement and periodically thereafter.

Recipients are responsible for managing risks to their own business activities and priorities. The department manages the risks to programme funds and outcomes through the inclusion of supplementary conditions to the funding agreements and the management of the grant. Reporting and acquittal requirements will be aligned relative to the degree of risk involved in the activity.

1.6 Programme Timeframes

The Programme Guidelines will be publicly available and will form part of the Invitation to Apply (ITA) documentation for this funding process.

Funding will be made available through a single competitive grant process which will open on 6 December 2014 and close on 23 February 2015.

An eleven (11) week open period will apply for this grant process, along with the minimum three month transition period, which includes assessments and final decisions. Advice will be sent to all applicants on the outcome of their application.

Funding will be available for up to three financial years from 2014/15 to 2016/17. All projects must be completed and funds expended by 30 June 2017.

2. Compliance and Eligibility

2.1 Compliance Requirements

Applications must satisfy the following compliance requirements, in addition to the eligibility and selection criteria, in order to be assessed:

- total funding sought is \$300,000 (GST exclusive) or less per application;
- sufficient information has been provided to assess the application, including a completed application form;
- the application is for an infrastructure project;
- the application is written in English;
- the application is not for a project that has been contracted, commenced or completed prior to the execution of any funding agreement;
- the application has been lodged by the closing date or time of the ITA;
- the declaration is signed; and
- the applicant is a legal entity.

2.2 Eligibility Requirements

Applications for funding **must** be from **existing general practices ONLY** and **must** satisfy the **following eligibility criteria**:

- be operating an existing general practice from existing premises in Australian Standard Geographical Classification Remoteness Area (ASGC-RA) 2-5*;
- be an accredited general practice, or if registered for accreditation, to achieve full accreditation within 12 months of joining the PIP;
- be registered with appropriate accreditation from a Regional Training Provider to be allocated GP registrars, or be in the process of applying for appropriate accreditation from a Regional Training Provider for such and achieving accreditation by completion of the Works or within 9 months of execution of a funding agreement, whichever comes first;
- have tenure over the proposed property (further information is below); and
- provide evidence of an equal financial commitment (further information is below).

* And if applicable, in relevant classifications to be confirmed under the Modified Monash Model.

Please note that regarding meeting eligibility requirements, if your application is deemed non-compliant and ineligible, your application will not be assessed further. Please refer to sections 6.1 and 6.2.

Australian Standard Geographical Classification Remoteness Area

The (ASGC-RA)* can be found at the Department's [Doctor Connect webpage](http://www.doctorconnect.gov.au/internet/otd/Publishing.nsf/Content/locator):
www.doctorconnect.gov.au/internet/otd/Publishing.nsf/Content/locator

Remote Area classifications

RA1 – Major Cities (not eligible)

RA2 – Inner Regional

RA3 – Outer Regional

RA4 – Remote

RA5 – Very Remote

Applicants will need to confirm their ASGC-RA classification at time of submitting an application.

* And if applicable, in relevant classifications to be confirmed under the Modified Monash Model.

NOTE: If applicants are located in RA 4 or 5 and score 50% or more against each selection criteria as described in section 6.2, an additional weighting of 3% will be awarded to their overall score.

Tenure

Evidence of tenure (freehold title or a lease) to the proposed premises must be included in the application submitted by the closing date specified in the Explanatory Notes.

Acceptable evidence would generally be a title deed and a rates notice or evidence of unconditional purchase. In the case of leasehold, evidence must include a signed lease and written permission from the land owner for the proposed works to be undertaken.

In the case of leasehold, tenure must cover the period of three years following the estimated completion of the infrastructure project to be able to comply with the reporting and monitoring requirements (refer to sections 8.3 and 8.4).

It will be a requirement of the Funding Agreement that funding recipients operate the general practice and report to the department for three years upon completion of the works and will require tenure for the entirety of this time. The department reserves the right to terminate the contract and request repayment of funds if the funding recipient cannot meet this requirement.

Finance

A maximum amount of \$300,000 per application is available. The funds will be allocated on a co-contribution basis, with general practices required to at least match the amount of Australian Government funding (e.g. if the grant application is for \$300,000, the funding recipient needs to contribute \$300,000 of their own funds for a total of \$600,000). Evidence of available funding (e.g. director's financial guarantee or a bank guarantee) will be required at the time of application.

Co-contributions could include:

- Direct cash injection; or
- Loan of offer from a bank.

In-kind contributions will not be considered.

2.3 Funding

While the maximum amount of funding for each grant application available is \$300,000, applications will be accepted for lesser amounts. Note that where a lesser amount has been specified there will be no opportunity to increase the amount of the grant once the application has been lodged.

Contributions from the funding recipient can exceed the requested grant amount but this will not be matched by the department once the \$300,000 limit is reached.

2.4 Eligible and non-eligible funding entities

What entities are eligible to apply for funding?

The following types of general practice entities may be eligible to apply for funding. For operational reasons the grant process may restrict eligibility to a subset of the list below:

- Incorporated association incorporated under Australian State/Territory legislation;
- Incorporated cooperative incorporated under Australian State/Territory legislation;
- Aboriginal corporation incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006;
- Organisation established through specific Commonwealth or State/Territory legislation;
- Company incorporated under Corporations Act 2001 (Commonwealth of Australia);
- Partnerships (consortium);
- Trustee on behalf of a trust; and
- Private general practices.

The department will enter into a funding agreement with the Trustee of a Unit Trust – subject to legal advice that the terms of the Trust Deed are suitable for meeting the obligations of the funding agreement.

The department will not accept units within a Unit Trust or as collateral or security in return for its investment.

If more than one entity will be involved in the project (e.g. partnership or consortium), the general practice must be identified as the lead organisation and an authorised representative of the lead organisation must sign the Application Form. A letter of support from the other organisations must be provided.

What entities are not eligible to apply for funding?

The following types of entities are not eligible to apply for the RRTIGs funding:

- Individual;
- An Australian Local government body; and
- An Australian State/Territory government.

These entities could be involved in a partnership or consortium where the general practice is the lead entity.

2.5 What can be funded?

Under the funding agreement schedule, it is a requirement that funding is predominantly spent (at least 75% of Australian Government funds) on direct construction and/or renovation costs.

The project can only be undertaken at existing premises from which the general practice is operating.

RRTIGs funding may include the following elements as a part of the infrastructure project:

- Direct construction and/or renovation, including fit-out, costs for labour and materials for builders, plumbers, electricians etc. on an existing general practice building;
- Supply and installation, for training purposes, of information and communication technology equipment (e.g. video conferencing equipment) including both hardware and software;
- Supply and installation (as appropriate) of essential medical equipment;
- Independent Project Management fees for the purpose of the project;
- Professional fees for the design of the infrastructure project;
- Professional fees for legal and accountancy advice relating directly to the infrastructure project; or
- Application fees for Development Approval, Building Permits and the like.

2.6 What cannot be funded?

RRTIGs funding **cannot** be applied towards the cost of:

- Constructing new premises to establish a general practice service / business;
- Constructing a new building to house an existing general practice;
- An infrastructure project that has been contracted, commenced or completed prior to the execution of a funding agreement;
- Ongoing operating (recurrent) costs (e.g. rent, utilities, salaries, maintenance, insurance);
- Ongoing annual fees for use of computer software;
- Projects entirely or predominantly seeking funding for IT/medical equipment;
- Professional health service delivery;
- The purchase of consumables (other than a consumables pack that may be supplied with equipment on delivery);
- Purchasing or fitting out a mobile medical unit/vehicle;
- The purchase of existing premises, businesses or land;
- Travel and accommodation;
- Extending/fitting out premises for which the applicant does not have tenure as at the closing date of the ITA; and
- Retrospective costs.

3. Probity

The department is committed to ensuring that the process for providing funding under the RRTIGs Programme is transparent and in accordance with published Guidelines.

Note: Guidelines may be varied from time-to-time by the department as the needs of the RRTIGs Programme dictate. Amended Guidelines will be published on the department's website.

3.1 Conflict of interest

A conflict of interest may exist if a party, including the applicant or any of its personnel, departmental staff and/or any member of an advisory Committee or expert committee:

- Has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process, such as a departmental officer;
- Has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicants in 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 as a result of the granting of funding under the RRTIGs Programme.

Each party will be required to declare as part of their application, existing conflicts of interest, perceived conflict of interest, or that to the best of their knowledge there is no conflict of interest, including in relation to the examples above, that would impact on or prevent the applicant from proceeding with the project or any funding agreement it may enter into with the department.

Where a party subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to this application for funding, external parties must inform the department in writing immediately. Departmental staff or members of any advisory Committee or expert committee who are involved in the assessment process must advise the chair of the Assessment Panel.

Conflicts of interest for departmental staff will be handled in compliance with the Australian Public Service Commission [policies and procedures](#).

3.2 Confidentiality and Protection of Personal Information

Each applicant is required to declare as part of their application, their ability to comply with the following Legislation/Clauses in the funding agreement it may enter into with the Australian Government.

The Protection of Personal Information Clause requires the funding recipient to:

- comply with the *Privacy Act (1988)* ('the Privacy Act'), including the 11 Information Privacy Principles (IPPs), as if it were an agency under the Privacy Act, and the National Privacy Principles (NPPs);
- impose the same privacy obligations on any subcontractors it engages to assist with the activity.

The Confidentiality Clause imposes obligations on the funding recipient with respect to special categories of information collected, created or held under the funding agreement. The funding recipient is required to seek the department's consent in writing before disclosing confidential information.

Further information can be found in the [standard Terms & Conditions of the funding agreement](#) available on the department's website (<http://www.health.gov.au/internet/main/publishing.nsf/Content/gps-standard-funding-agreement>).

4. Type of Application Process

Access to funding from the RRTIGs Programme is available through an open competitive ITA. A competitive ITA will be advertised in the national, rural and regional press and on the [Tenders and Grants page](#) of the department's website (<http://www.health.gov.au/tenders>).

The assessment process will be conducted using the published selection criteria. Once applications are assessed and approved by the delegate (the Approver), a letter will be sent to each preferred applicant inviting them to enter into negotiations with the department.

The application Assessment Panel (the Panel) will develop a relative merit list of applicants. Where one or more applications is found to be of equal merit, the relative merit of the applications will be determined by the Committee examining the:

- ASGC-RA* of the existing premises of the existing general practice; and
- Information provided in the Regional Training Provider Verification Form.

* And if applicable, in relevant classifications to be confirmed under the Modified Monash Model.

For each grant, once a successful outcome to negotiations has been reached, the preferred applicant will be formally offered funding on the basis of the Terms and Conditions included in the template funding agreements forming part of the ITA document package.

Upon execution of each funding agreement, the name of the recipient and the amount received will be published on the department's website in accordance with the departmental reporting requirements under the *Commonwealth Grants Rules and Guidelines*.

Unsuccessful applicants will be notified in writing that their application has been unsuccessful and offered feedback as set out in section 7.2.

If you have any questions about these Guidelines, please [email RRTIG enquiries](#) (RRTIG.enquiries@health.gov.au)

5. How to Apply

5.1 Obtaining an application pack

The ITA documentation consists of an Application Pack containing the Explanatory Notes and the Frequently Asked Questions (FAQs), application form (smart form) and associated attachments, these Guidelines and a sample Standard Funding Agreement. Once the grant round opens, applicants may obtain an Application Pack from the department's Tenders and Grants internet page (<http://www.health.gov.au/tenders>).

5.2 Application requirements

Applications must be submitted to the department by the date specified in the ITA documentation and should meet all the requirements outlined in the ITA documentation.

Only one application can be submitted for each general practice location (i.e. address of the general practice's existing premises). Applications must address all of the compliance,

eligibility and selection criteria to be considered for funding. These criteria are outlined in ITA documentation. It is important to complete each section of the application form and use the checklist in the Explanatory Notes to make sure each requirement has been considered.

5.3 How to submit an application

Applications must be submitted in accordance with the method specified in ITA documentation. ITA submission instructions will be in the ITA.

The Application Pack will contain the Explanatory Notes and the FAQs, the application form (smart form) and associated attachments, these Guidelines and a sample Standard Funding Agreement.

The ITA document package will be available for download from the department's Tenders and Grants website. Interested parties or potential applicants are asked to provide the information requested in the website Registration Form to ensure that their contact details are sufficient to reach them should any updates or addenda be issued. This information will only be used for the purpose of providing any updates on the process. It is the responsibility of the applicant to provide accurate and sufficient details, to ensure that they can be contacted, should any updates be issued. After submitting your details you will be directed to a page where you will be able to download the relevant documents. You can visit this website page as many times as you need to access the document and relevant information.

The following templates will be provided as part of the Application Pack for attachment to assist applicants with the provision of information:

- Regional Training Provider Verification Form (Attachment A);
- Risk Management Plan for the project (Attachment B);
- Indicative Project Timeline (Attachment C); and
- Budget Template (Attachment D).

While the maximum amount of funding for each grant application available is \$300,000, applications will be accepted for lesser amounts. Note that where a lesser amount has been specified there will be no opportunity to increase the amount of the grant once the application has been lodged.

The period in which applications will be received electronically by the department is eleven (11) weeks from the date of advertisement on the department's website at the Tenders and Grants page.

Late applications will not be assessed.

6. Assessment

The purpose of this section is to clearly articulate the process which will be undertaken during the assessment of applications, and the criteria against which applications will be assessed, to determine the level of risk associated with each proposal.

6.1 Assessment process

The department has established a division that is focused on managing and administering grants. Specialised assessment sections have been formed with staff that have a high level of training and expertise in the assessment process. A Panel will be convened by this grant assessment section with a staff member from the relevant policy section to assess applications against the selection criteria and select shortlisted applicants. The Panel may be supported by external specialist advice, for example by an independent construction adviser (to advise, among other things, on the cost effectiveness of the infrastructure project) or experts in the field of teaching, training and supervising doctors-in-training.

To assist with the assessment of an application, clarifying information may be requested by the department. Applicants will be formally notified where this is required.

6.2 Eligibility and Selection Criteria (as per Part 6 of the Application Form)

1) Programme Eligibility Criteria:

Eligibility Criteria 1: Applications for funding **must** be from **existing general practices ONLY** and **must** satisfy the following eligibility criteria.

- be operating an existing general practice from existing premises in Australian Standard Geographical Classification Remoteness Area (ASGC-RA) 2-5*;
- be an accredited general practice, or if registered for accreditation, to achieve full accreditation within 12 months of joining the PIP;
- be registered with appropriate accreditation from a Regional Training Provider to be allocated GP registrars, or be in the process of applying for appropriate accreditation from a Regional Training Provider for such and achieving accreditation by completion of the Works or within 9 months of execution of a funding agreement, whichever comes first;
- have tenure over the proposed property; and
- provide evidence of an equal financial commitment.

* And if applicable, in relevant classifications to be confirmed under the Modified Monash Model.

Note: Eligibility Criteria 1 is mandatory and will determine your eligibility to apply for a RRTIG.

2) Programme Objective Selection Criteria:

Selection Criteria 1: Provision of space for medical students and/or general practitioner registrars on clinical placements.

Your response should cover:

- What type of additional space will funding provide? E.g. additional consultation rooms, meeting room, treatment areas.
- How will the additional space be utilised?
- Please attach an indicative floor plan for the reconfigured or existing space, clearly identifying the new space.

NOTE: Indicative plans only are to be provided at this stage (see question 26 of the application form). Drafting of professional plans can be paid for using grant funds if applicants are successful.

Selection Criteria 2: Increased clinical placements for registrars and medical students to experience practising primary health care in rural and regional areas.

Your response should cover:

- What is the number of registrar and medical student placements that you currently provide and how will you increase your placements?
- If you do not currently offer placements, what is the process you will go through to offer placements?
- Demonstrate demand for increased clinical placements in your community.
- Provide evidence using the Regional Training Provider Verification Form.

Selection Criteria 3: Increased access to additional health professionals in rural and regional primary care settings.

Your response should cover:

- Have you identified a need for increased access to health professionals in your community? Possible sources of existing evidence could include local knowledge, District of Workforce Shortage status, Medicare Local needs analysis or state/local government area needs assessment.
- Describe how access will be increased for patients in your community.

Selection Criteria 4: Provision or increase of supervisory opportunities for general practitioners.

Your response should cover:

- What are the existing supervisory roles for general practitioners in your practice and how will you extend or increase these roles?
- If there are currently no opportunities for general practitioners to supervise students or registrars in your practice, how will you provide these opportunities?

Selection Criteria 5: Efficient and effective use of funds.

Your response should cover:

- Describe how you will achieve relevant value for money regarding the programme objectives for the three year designated use period. E.g. describe how the utilisation of the additional space will be maximised for the benefit of the practice and the community.

3) Project Selection Criteria:

Selection Criteria 6: Project management/Capacity/Sustainability.

Your response should cover:

- Demonstrate your ability to implement the project within budget and timeframes as well as abide by and meet all accountability and audit requirements.
- Explain how you have successfully planned for, will apply resources and deliver the proposed project, demonstrating value for money.
- Demonstrate that the project can be achieved within the available funding and the specified timeframe.
- Please attach an indicative timeline and project risk management plan on the templates provided.

To be considered when addressing Selection Criteria 6:

- Will the project be managed by your organisation or will the project be contracted out?
- Do you, or the staff in your organisation, have previous experience with Commonwealth grants and/or infrastructure grants, infrastructure administration and planning?

Selection Criteria Matrix

Programme Eligibility Criteria

1. Eligibility Criteria

Weighting of 0%

Programme Objective Selection Criteria

1. Provision of space for registrars or students to complete clinical placements

Weighting of 25%

2. Increased clinical placements available for registrars or students

Weighting of 25%

3. Increased access to health professionals

Weighting of 20%

4. Increased supervisory opportunities for health professionals

Weighting of 20%

5. Efficient and effective use of funds

Weighting of 5%

Project Selection Criteria

6. Project Management/Capacity/Sustainability

Weighting of 5%

Total weighting of 100%

NOTE: Applicants which score 50% or more against each selection criteria will be eligible for funding. For applications located in RA 4 or 5, an additional weighting of 3% will be awarded to their overall score.

To assist with the assessment of an application, clarifying information may be requested by the department. Applicants will be notified by email or phone where this is required. No new or additional information against the criteria will be accepted at this point.

7. Decisions

7.1 Approval of funding

The Approver will consider whether the proposal will make an efficient, effective, ethical and economical use of Australian Government resources, as required by Australian Government legislation, and whether any specific requirements will need to be imposed as a condition of funding. Funding approval is at the discretion of the Approver.

As described in section 4, a relative merit list will be established by the Panel for the Approver. Each application will be scored and all applicants must achieve 50% or more against each selection criteria to be eligible for funding and placed on the merit list. Funding agreements will be negotiated with applicants as per the merit list until the funding available is allocated.

7.2 Advice to Applicants

Applicants will be advised by letter of the outcome of their application. Timelines for approval and notification will be dependent upon applicants providing sufficient project information for an assessment to be completed and the number of applications received.

Letters to successful applicants will contain details of any specific conditions attached to the funding. Funding approvals will also be listed on the department's website in accordance with the department's reporting requirements under the *Commonwealth Grants Rules and Guidelines*.

7.3 Complaint handling

The department's Procurement and Funding Complaints Handling Policy applies to complaints that arise in relation to a procurement or funding process. It covers events that occur between the time the request documentation is released publicly and the date of contract execution, regardless of when the actual complaint is made.

The department requires that all complaints relating to a procurement or funding process must be lodged in writing. You should provide details of the basis upon which the dispute or complaint is being lodged, including:

- a clear statement regarding what you consider was defective in the procurement or grant process;
- copies of, or references to, information to support the complaint; and
- a statement regarding what you wish to achieve as an outcome from the complaint process.

The Departmental Contact Officer will acknowledge receipt of the complaint in writing within 10 working days of receiving it. If further correspondence or information is required, you will be given no less than 15 working days to respond to any communication from the department unless the matter is urgent.

The Departmental Contact Officer will then attempt to resolve the matter.

The department will advise you of the decision in writing within a reasonable timeframe, which will usually be within 15 working days of receiving all written correspondence relating to a complaint.

If you are not satisfied with the department's response then you may seek an independent internal departmental review of the complaint.

Further details of the [policy](#) are available (<http://www.health.gov.au/internet/main/publishing.nsf/Content/pfps-complaintsprocedures>).

For any enquiries relating to these Guidelines, please [email the Department](#) (RRTIG.enquiries@health.gov.au).

8. Conditions of Funding

8.1 Contracting arrangements

Successful applicants will be required to enter into a standard funding agreement with the Australian Government (represented by the department). ITA documentation will include the standard terms and conditions of the funding agreement. These cannot be changed but additional supplementary conditions will apply and can be amended for each individual project.

Funded organisations must carry out each activity in accordance with the agreement, which will include meeting milestones and other timeframes specified in the schedule for that activity. Activities must be carried out diligently, efficiently, effectively and in good faith to a high standard to achieve the aims of the activity and to meet the programme's objectives. The lead organisation will be considered to be the funding recipient as the signatory to the funding agreement and will be the entity to which the grant will be paid.

Please note that no legal obligations shall arise unless and until the department signs the funding agreement and returns a copy to the successful applicant. Work is not to commence unless and until an executed funding agreement is received.

Funding recipients will assume responsibility for the proper and professional completion of the capital works/infrastructure project to meet local government, State and/or Territory and Australian Government regulatory and planning requirements.

8.2 Specific conditions

Upon completion of the infrastructure project, the funding agreement will require the delivery of expanded teaching and training facilities, consistent with the Programme Objectives, for a period of three years. Funding recipients must operate the general practice for three years upon completion of the works and will require tenure for the entirety of this time. While the use of the premises must continue, the ownership of the premises may change during these periods (subject to the department's consent). The department reserves the right to terminate the funding agreement and request repayment of funds if the funding recipient cannot meet this requirement.

As detailed in section 2.1, successful applicants will be required to provide an equal financial commitment towards the project (for example, if you were applying for a RRTIG of \$300,000, you would be required to contribute an amount of at least \$300,000, resulting in a minimum total of \$600,000).

There may be further specific conditions attached to the funding approval required as a result of the assessment process or imposed by the Approver. These will be identified in the offer of funding or during funding agreement negotiations.

8.3 Reporting requirements

As part of the Funding Agreement, recipients will be required to provide the department with reports containing the information, and at the times and in the manner specified in the funding agreement. Specific reporting requirements will form part of the funded organisation's agreement with the department.

Note that reporting requirements will continue for three years following the completion of the project. Non-performance on reporting may result in termination of the funding agreement and the requirement to repay grant funds.

8.4 Monitoring

The funding recipient will be required to actively manage the delivery of the activity under the Programme. The department will monitor progress in accordance with the funding agreement.

During the construction period the funding recipient will be required to report against the Milestones specified in the funding agreement; and provide other reports as specified in the funding agreement for financial acquittal purposes.

Once the infrastructure project is completed (operational phase period), the funding recipient will be required to report against the following Key Performance Indicators (KPIs) for a period of three years:

KPI 1:

Achieve the identified upgrade/infrastructure works and/or supply and installation of equipment (including information and communication technology equipment/essential medical equipment) in line with the prescribed milestones.

KPI 2:

Increased clinical placements for general practice registrars and medical students.

KPI 3:

Identify additional services provided to the local community based on the increased access to health professionals.

KPI 4:

Increased opportunities for general practitioners to gain appropriate supervisory experience.

8.5 Evaluation

An evaluation of the Programme will be undertaken by the department. This will evaluate how the funded activity contributed to the objectives and KPIs of the Programme. Funding recipients will be required to provide information to assist in this evaluation for a period of time, as stipulated in the funding agreement, after funding has been provided.

8.6 Branding

Successful applicants will be required to acknowledge funding for the project was received from the Australian Government under the RRTIGs Programme.

9. Payment of Funding

9.1 Payment arrangements

Payments will be made in accordance with the executed funding agreement. The default invoice process for the department is Recipient Created Tax Invoices.

Taxation

Applicants are advised to carefully consider the likely taxation treatment of any grant funding provided by the Australian Government under this Grant Programme prior to submitting an application for a RRTIG. As a general principle, grants such as that available under this Grant Programme will be assessable as income in the hands of a funding recipient where they are received in relation to the carrying on of a business.

This may mean that unless the entity that will receive funding has tax exempt status (such as a not for profit organisation) or is not currently carrying on a business, tax may be payable on the full amount of funding provided.

For some general guidance on the taxation treatment of grants and funding from the Australian Government, applicants may wish to refer to the [Australian Taxation Office website](http://www.ato.gov.au) (www.ato.gov.au). However, you are advised to seek your own independent advice on this issue from a taxation professional on how grant funding paid under this Grant Programme would be treated for tax purposes.

Goods and Services Tax (GST)

The total funding payable to the funding recipient by the Australian Government does not include an amount to cover GST. Applicants are advised to consider the likely implications of the *A New Tax System (Goods and Services Tax) Act 1999* (GST Act) on the funding provided by the Australian Government.

Where GST is payable, the Australian Government will increase the funds payable to the funding recipient by the amount of GST that is payable for the purposes of the GST Act. For example, if the payment due at a particular milestone is \$50,000 and GST is payable on that amount, then the Australian Government will increase the payment provided to the funding recipient to \$55,000 (GST inclusive).

10. Further Information

For further information about RRTIGs, please [contact the Department of Health](mailto:RRTIG.enquiries@health.gov.au) (RRTIG.enquiries@health.gov.au).

Glossary and Acronyms

Accredited General Practice

An accredited general practice is a practice that is accredited, or registered for accreditation, against the Royal Australian College of General Practitioners (RACGP) *Standards for general practices*.

Approver

A delegate from the Department of Health who is responsible for reviewing and/or setting objectives and priorities for the Rural and Regional Teaching Infrastructure Grants Programme and the high level allocation of funding against these priorities.

ASGC-RA

Australian Standard Geographical Classification - Remoteness Area*

* And if applicable, in relevant classifications to be confirmed under the Modified Monash Model.

Construction/Building Work

Construction/Building Work is defined as:

- the construction, alteration, extension, restoration, repair, demolition or dismantling of buildings, structures or works that form, or are to form, part of land, whether or not the buildings, structures or works are permanent; and
- the installation in any building, structure or works of fittings forming, or to form, part of land, including heating, lighting, air-conditioning, ventilation, power supply,

drainage, sanitation, water supply, fire protection, security and communications systems.

As defined by [Section 5](#) of the *Building and Construction Industry Improvement Act 2005* (<http://www.comlaw.gov.au/Details/C2005A00113/Html/Text#para2.163>).

Consortium

An association or partnership. If the applicant is a consortium, please provide letters of support from the other organisations involved.

General Practice

General practice provides person centred, continuing, comprehensive and coordinated whole-of-person health care to individuals and families in their communities. It is a clinical speciality that is orientated to primary health care.

GP Registrars

GP registrars are qualified doctors who are training to become GPs under the supervision of an approved GP trainer.

Individual

Single person as distinguished from a group, that is qualified as a General Practitioner.

In Kind Contributions

A donation of goods or services, time or expertise, rather than cash or appreciated property.

ITA

Invitation To Apply documentation that applies to the Rural and Regional Teaching Infrastructure Grants Programme.

Refurbishment

To renovate or convert.

Relevant Money

Money standing to the credit of any bank account of the Australian Government or a corporate Australian Government entity or money that is held by the Australian Government or a corporate Australian Government entity.

Tenure

The conditions under which land or buildings are held or occupied.