



BULK BILLING GENERAL PRACTICES GRANT FUND FUNDING GUIDELINES

Applications close 3.00pm, 6 April 2018.

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1. About the Bulk Billing General Practices Grant Fund

1.1. What is the purpose of the Bulk Billing General Practices Grant Fund?

In the 2017-18 budget, the ACT Government committed funding to establish a grant scheme to support the establishment of bulk billing general practices in Canberra's south.

The purpose of the Bulk Billing General Practices Grant Fund is to encourage the expansion or establishment of new general practices with a demonstrated commitment to bulk billing in Tuggeranong and Molonglo¹. This may include, but is not limited to, applications where there is a commitment to bulk billing for all patients, and applications with a commitment to bulk billing for identified groups, such as children or healthcare card holders.

The aim is to provide residents in those suburbs and surrounding areas with better access to affordable, connected, quality primary health care with a view to improving health and wellbeing, particularly for vulnerable members of the population. This includes better coordinated patient care that links with other health services and community health and support programs.

1.2. Alignment with ACT Government commitments

The Bulk Billing General Practices Grant Fund supports the ACT Government's health commitments under *The Canberra Plan—towards our second century, the Social Inclusion and Equality statement, ACT Budget 2016–17, the Human Services Blueprint, and the ACT Health Reconciliation Action Plan 2015–18*. It is also consistent with issues identified in the ACT Primary Health Network (PHN) Baseline Needs Assessment 2016, which highlights the need to improve access to, and management of, healthcare for targeted populations.

¹ Maps defining Tuggeranong and Molonglo are at Attachment 1

1.3. Available funding and program delivery timeframe

- a. Total funding for the Bulk Billing General Practices Grant Fund is \$1.05 million (GST Exclusive) over three years. The ACT Government reserves the right to award all of the funding in one year or to award varied amounts over more than one year, depending on the content and quality of the applications received. The ACT Government also reserves the right not to award funding if applications are not deemed suitable.
- b. The funding awarded will be determined by an Assessment Panel in accordance with the selection criteria.
- c. It is recommended that single applications for funding do not exceed \$350,000 (excl GST). The ACT Government reserves the right to vary this.
- d. The Assessment Panel may decide that a proposal should only be partially funded.
- e. There are no restrictions on the number of applications that an individual or group can submit, although each proposal must be submitted on a separate application form.
- f. Funding from the Bulk Billing General Practices Grant Fund may be used as a contribution towards a larger proposal. This intention should be clearly indicated in the application, including in the provision of a detailed budget.
- g. Successful funding recipients should have no expectation that funding will be renewed beyond the grant period, or in any way represents a commitment to recurrent funding.
- h. Timeframes for expenditure of funds by grant recipients will depend on the nature of the proposal and will be determined during the development of the Deed of Grant.

2. Funding Policies

2.1. Eligibility requirements

Please note that ineligible applications will not be assessed for funding. To be eligible, applicants must meet all of the following criteria:

- a. Applicants must be a viable legal entity as defined by the Australian Tax Office, for example:
 - an individual (sole trader)
 - a private company
 - a public company
 - a cooperative
 - a partnership.
- b. Applicants must have an Australian Business Number (ABN) or provide evidence that they have applied for one.

- c. Applicants must have a current Public Liability Insurance policy with cover of a minimum of \$10 million per event. Applicants without current insurance must provide evidence of a quotation for Public Liability Insurance.
- d. Applicants must deliver the grant funded activities in Tuggeranong or Molonglo in the ACT.
- e. Applicants must ensure that the application is signed by the Chief Executive Officer, or equivalent, of the applicant organisation. This person must have ultimate financial and management responsibility for the organisation.
- f. Applicants must not have overdue reporting requirements including financial acquittal for any previous ACT Government grant.
- g. Applicants may be asked to provide copies of recent audited financial statements to help support their claim of financial viability.
- h. Applicants must not be a political party.
- i. Applicants are accredited or registered for accreditation as a General Practice, or will register for accreditation if successful in their grant application.

2.2. What is eligible to be funded?

- a. The establishment of new or expanded bulk billing general practices in Tuggeranong and/or Molonglo. This may include capital works.

2.3. What will not be funded?

- a. Any activity or event that does not occur within the ACT.
- b. International travel.
- c. Fund-raising activities.
- d. Recruitment agency fees.
- e. Promotional activities.
- f. Projects that have already occurred, or costs that have already been incurred.

3. Assessment Criteria

3.1. Applications will be assessed against the following criteria:

- a. The proposal demonstrates that new or expanded general practice services will be established to provide primary health care to Canberrans in underserved locations in the target areas of Molonglo and Tuggeranong.
- b. While the general practice would retain autonomy over billing decisions, successful proposals will demonstrate a commitment to bulk billing.
- c. The proposal demonstrates support for:
 - preventive care—for example, promotion of healthy lifestyles, addressing risk factors and lifestyle modifications to prevent chronic disease, and improving early detection and management of chronic disease;
 - coordinated care with a multidisciplinary team approach that focusses on patients' needs—for example, easily accessible and affordable allied health services, or supported referral to these. Delivery of other innovative healthcare services to the community will also be considered favourably; and
 - integration with relevant local programs, support groups and initiatives in the community—for example, enhanced coordination with other health services or community health programs.
- d. The proposal demonstrates that the general practice will make effective use of digital health technologies, including (but not limited to) clinical information systems, secure messaging systems and My Health Record.
- e. The proposal demonstrates how the general practice will support:
 - culturally respectful health services for Aboriginal and Torres Strait Islander clients—for example, established links with community controlled organisations, demonstrated understanding of the specific healthcare needs of Aboriginal and Torres Strait Islander peoples, and/or Aboriginal and Torres Strait Islander-identified members of the practice's workforce;
 - culturally and linguistically diverse members of the population; and
 - vulnerable population groups.
- f. The proposal demonstrates efficient use of resources and value for money, and includes a budget with detailed costings, and evidence of the capability to deliver to deadlines and on budget.
- g. The proposal must include a timeline for implementation, a description of intended performance measures and a mechanism for project evaluation.
- h. The proposal demonstrates how the general practice will provide a sustainable long-term footing for bulk billed primary health care that is not reliant on further ACT Government funding.
- i. N.B. Applications will be assessed against all of the selection criteria.

4. Important information about the application process

4.1. Important dates

- a. Applications open: 9.00am, 12 February 2018
- b. Applications close: 3.00pm, 6 April 2018
- c. Late applications will not be accepted.

4.2. What to send

- a. Please provide an electronic copy of your application by submitting it to this email address: PSRcontracts@act.gov.au. Unfortunately, we are unable to return applications.
- b. Hard copy applications will not be accepted.

4.3. Submitting your application

- a. Please ensure your application is complete and correct prior to submission.
- b. Please ensure your application is signed by your Chief Executive Officer, or equivalent, prior to emailing (see eligibility requirements) Unsigned applications will not be accepted.
- c. You will receive an emailed response noting that your application has been received. If you do not receive a response within a two day period, please telephone 02 6205 2371 or 02 6207 7329 to check that your application has been received.

4.4. Further Information

For further information please consult the website at www.health.act.gov.au/bulkbillinggrant or e-mail PSRcontracts@act.gov.au

5. Bulk Billing General Practices Grant Fund Reporting Requirements

Successful applicants will be provided with a Deed of Grant which identifies reporting requirements and includes templates. The requirements include an evaluation report, financial summary sheet and financial acquittal as detailed in the attachments to the Deed of Grant.

6. Additional Information

6.1. Taxation Implications

Applicants are required to conduct their own enquiries about the tax implications if they are a successful grant recipient. Please note that as assets may be owned by applicants, this may have income and depreciation implications for taxation.

6.2. Privacy Implications

Applicants seeking participation in the Bulk Billing General Practices Grant Fund may be required to provide personal information—within the meaning of the Information Privacy Act 2014 (ACT)—to ACT Health for the purpose of administering, monitoring and reviewing the grant program. All such information will be managed in accordance with the Information Privacy Act 2014 (ACT). ACT Health may share your information with third parties for the purpose of assessing your application. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

6.3. Consent for use of personal information for marketing and promotional purposes

The names of grant recipients, grant amounts and purpose will be published for community information at www.health.act.gov.au/bulkbillinggrant for the purposes of promoting the grants and/or benefits achieved by the program. Successful grant recipients may be required to be available for public promotion. Grant recipients will also be required to install signage at their practice, for a period of time to be agreed in their Deed of Grant that indicates the practice was the recipient of the Bulk Billing General Practices Grant Fund.

6.4. Withdrawal from Program

Grant applicants may withdraw from participation in a funding round by forwarding written notice to:

Manager, Branch Operations
ACT Health
Policy and Stakeholder Relations
4 Bowes Street
GPO Box 825
CANBERRA ACT 2601
or via email to: PSRcontracts@act.gov.au

Grant recipients should note that withdrawal from the program may result in grant payments being withheld, adjusted or recovered by ACT Health, as appropriate.

ACT Health will reply to the grant recipient confirming their withdrawal from the program and setting out the grant amount repayable, if any, and enclose a tax invoice for this amount.

Sufficient notice should be provided to enable the Bulk Billing General Practices Grant Fund to be withheld, adjusted or repaid, as appropriate.

6.5. Suspension of Deed of Grant obligations due to exceptional circumstances

If the grant recipient fails to meet its Deed of Grant obligations due to a medical condition, or other unforeseen circumstances beyond their control, the grant recipient, their representative or Executor must immediately notify ACT Health in writing, giving reasons why they will not be able to meet their obligations and detailing the circumstances and extent of the situation.

ACT Health's Delegate has the discretion to determine whether a grant recipient remains compliant with the requirement of the Deed of Grant, or may approve a Deed of Variation with the consent of both parties. The Delegate has discretion to give special consideration to grant recipients who are unable to remain compliant with the requirements of the Deed of Grant due to exceptional circumstances.

6.6. Termination of Approval to participate in the Bulk Billing General Practices Grant Fund program and repayment of grant

If ACT Health is not satisfied that the individual or entity named in the Deed is meeting the conditions of payment or any other obligation specified in the Deed of Grant, it may seek to recover part of the grant payment already paid and/or withhold or reduce any further payments. In these situations, ACT Health will, in the first instance, advise the grant recipient of the breach in obligation and request that remedial action be implemented. The grant recipient will be required to respond within 14 days of receiving this correspondence.

ACT Health may terminate the Deed of Grant if:

- The grant recipient does not respond within 14 days of the notice; or
- The grant recipient fails to take action within 14 days of the notice; or
- ACT Health is not satisfied with the grant recipient's response; or
- The grant recipient notifies ACT Health of inability to meet an obligation(s) under the Deed.

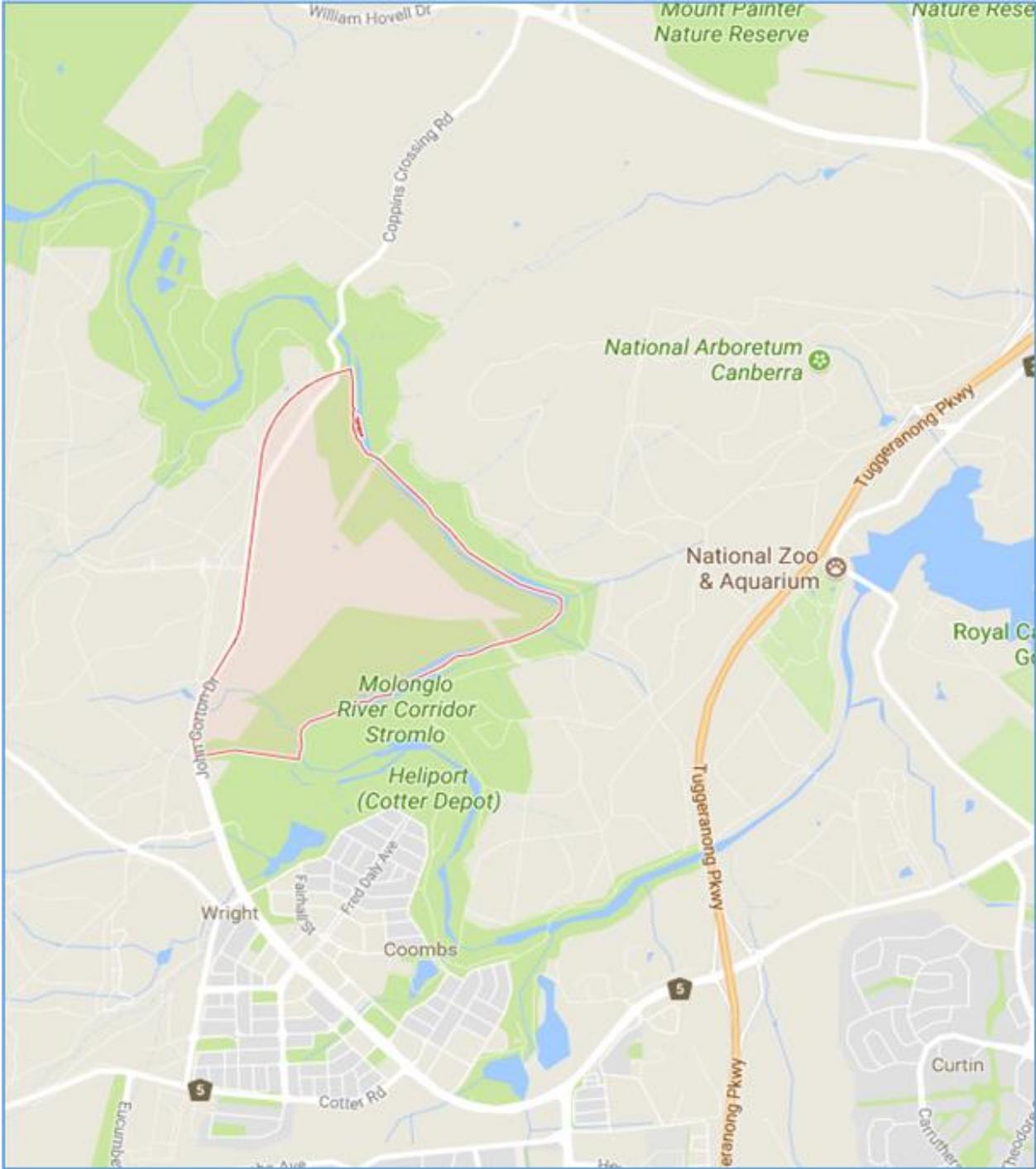
In its correspondence with the grant recipient, ACT Health will set out the grounds for terminating the Deed of Grant, grant amount repayable by the grant recipient and enclose a tax invoice for this amount.

Where ACT Health terminates a Deed, it will not be obliged to pay the grant recipient or the Primary Health Care provider any outstanding grant installments.

6.7. Appeals

The avenue for appeal, in the event of a perceived failure of process, is to write to: PSRcontracts@act.gov.au

Attachment 1 – Area Maps



Map 1 - Molonglo Valley, ACT



Map 2 - Tuggeranong Valley, ACT

ACKNOWLEDGMENT OF COUNTRY

ACT Health acknowledges the Traditional Custodians of the land, the Ngunnawal people. ACT Health respects their continuing culture and connections to the land and the unique contributions they make to the life of this area. ACT Health also acknowledges and welcomes Aboriginal and Torres Strait Islander peoples who are part of the community we serve.

ACCESSIBILITY

If you have difficulty reading a standard printed document and would like an alternative format, please phone 13 22 81.



If English is not your first language and you need the Translating and Interpreting Service (TIS), please call 13 14 50.

For further accessibility information, visit: www.health.act.gov.au/accessibility

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