

Carers Investment Grant Program

Grant Program Guidelines

August 2024

Grant Program Details	
Program EOI dates – Stage 1	12 August 2024 – 23 September 2024 Stage 1 - EOI and eligibility process
Program Application dates – Stage 2	21 October 2024 – 25 November 2024 Stage 2 - Application process
Application outcome date (expected)	February 2025
Project delivery timeframe (for successful applications)	Two-year funded projects delivered from April 2025 to April 2027 (FY 2024/25 – FY 2026/27)
Evaluation timeframe (for successful applications)	Successful grantees will provide biannual project reports throughout the life cycle of the grant, with an initial progress report due in October 2025.
Decision-maker	Deputy Secretary, Strategy, Policy and Commissioning, DCJ
NSW Government Agency	NSW Department of Communities and Justice
Type of grant opportunity	Open, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	\$3.122 million over two years, with individual grants of \$250,000 - \$500,000 available.
Enquiries	Enquiries and grant applications*: mailto:GrantDesignandSupport@dcj.nsw.gov.au
	*For general questions and enquiries, please access the Frequently Asked Questions page on the DCJ website This will be updated frequently throughout the advertisement period.

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1 Department of Communities and Justice Grant Program Guidelines

The purpose of the Grant Program Guidelines is to provide potential applicants with an overview of the grant, the application and assessment process, and the performance, monitoring and reporting requirements.

Carers Investment Grant Program Guidelines

The Carers Investment Grant Program (grant program) guidelines contain information to assist potential applicants to complete the application. It includes an overview of the Carers Investment Grant Program, information about the application process, eligibility and assessment criteria, how the funds can and cannot be used, and reporting requirements.

It is recommended that these guidelines are read prior to completing your application for the grant program.

Overview of the Carers Investment Grant Program

Purpose

The grant program aligns available funding to support implementation of the *NSW Carers Strategy: Caring in New South Wales 2020-2030* (the Strategy). The NSW Government's vision for the Strategy is that we are an inclusive and supportive community that understands that caring for and supporting each other are fundamental parts of life. The Strategy aims to improve carers' access to services and supports; ensure that carers are better respected and empowered; have improved economic opportunities and better health and wellbeing.

A key message from carers during the extensive consultation process to develop the Strategy was that information, including the identification of carers, needs to be accessible at service touchpoints throughout the carer journey and to be available in places carers visit, not necessarily carer-specific sites.

Additionally, carers told us that:

- They need information to be available where they visit. This includes General Practitioner surgeries, pharmacies, as well as visits to dentists and other allied health professionals. Teachers and other education staff, as well as government agencies that come into contact with carers are also a critical point for carers to receive information. Training is required for these professionals and their support staff to better understand how to identify carers; the diversity of carer needs; the benefits of including carers as partners in care; and appropriate services to refer carers to for support.
- Many people with caring responsibilities see themselves as looking after a family member or loved one, often not connecting this with the concept of being a 'carer'. Improved identification of people as carers gives them access to information and support earlier.

The grant program incorporates these messages to provide increased opportunities for carers to be more easily identified and supported.

Objective, scope and requirements

The objective of the grant program is to fund initiatives that develop, pilot and implement ongoing training and education programs for service providers to better identify and reach unidentified carers and provide them with information about how to get support.

In-Scope

- Projects that focus on training and educating service providers and professionals, (such as medical and mental health staff, allied health workers, dentists, teachers and principals, as well as government agency staff in direct contact with carers) about the role of carers and how to identify them, about carer rights, providing referrals to available supports, and the benefits of including carers as partners in care.
- Projects that implement sustainable systems and governance to provide ongoing training and education for key service providers and professionals following cessation of the grant funding period.
- Projects that include partnerships between service providers and organisations to reach the target audience for training of key service staff and ensure a broader roll-out and future of the program in other areas of NSW.
- Projects that include the design and implementation of training courses to actively engage service provider staff rather than just provide carer information.

Out-of-Scope

- The scope of the grant program does not include initiatives that provide education or activities directly to carers.
- Research projects or projects requiring a research component also sit outside the scope of the grant program and will not be considered.
- Service providers that have direct knowledge and interaction with carers, such as MyAgedCare (home care and aged care facilities) and NDIS providers, are excluded from receiving funding under the grant program.

Application Requirements

- Grant applications will need to indicate how the key service providers, associations or representative groups involved in the project will have the capacity and capability to ensure the ongoing viability of the project.
- Applications will also need to detail how the project will be able to be rolled out to different areas across NSW, in line with the training and education objective of the grants program.
- Applications will need to outline a systemic planning process with a defined target group and how they will directly reach this group.

Target group

Service providers and professionals - particularly GPs, psychiatrists, hospitals, neurologists, medical and mental health staff, allied health workers, dentists, teachers and principals, and government agency staff that carers come into contact with.

Eligible organisations and mandatory criteria

The grants program will be open to:

- government human service agencies
- Incorporated not-for-profit community organisations
- NSW local councils operating under the Local Government Act 1993
- Peak organisations representing carers
- Representative organisations for GPs, other medical practitioners, allied health workers and pharmacists
- other representative organisations for relevant service providers.

For the purposes of this grant program, ‘incorporated not-for-profit community organisations’ include:

- incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
- not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
- Indigenous Corporations (must be registered with the Office of the Registrar of Indigenous Corporations)
- NSW Local Aboriginal Land Councils
- religious organisations operating in NSW
- NSW non-government organisations established under their own Act of Parliament.

Health and education institutions (including universities) with a research focus do not meet the eligibility criteria for this grant program.

The following are mandatory eligibility criteria. Further information is provided in sections below:

- all applicants must have appropriate insurance minimum of \$10 million.
- all applicants must address the NSW National Redress Scheme sanctions
- all applicants must adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the [NSW Government COVID-19 website](#)
- applications will not be accepted from organisations having outstanding acquittals with DCJ.

Project eligibility and assessment criteria

A two-stage grant process will be undertaken to determine eligibility (via Expression of Interest - EOI) and full application assessment, as outlined below in the [Application Process](#).

Eligible projects must meet the following assessment criteria to be considered for funding:

- meet the objective and scope of the grant program
- demonstrate value for money
- increase reach to a broader range of carers across NSW
- implement ongoing training and education programs

- draw support from and partner with other organisations and/or government agencies to directly reach the target group for training and education
- demonstrate capacity and capability of the applicant to deliver the project and ensure its ongoing benefits to carers.

Projects should not cross over with supports offered to carers by the Commonwealth Carer Gateway.

Carer diversity

Carers come from diverse backgrounds and can be found in all communities, of all ages, socio-economic groups and areas throughout NSW. Projects may target or include the following specific cohorts depending on the service involved, which may be prioritised in the assessment process:

- Aboriginal people
- Culturally and linguistically diverse (CALD) backgrounds
- Lesbian, gay, bisexual, transgender, intersex, queer or asexual (LGBTIQA+)
- People living with disability, frail age or dementia, chronic, life-limiting or mental illness
- Those living in rural, regional and remote areas.
- Young carers
- Veterans.

Application process

A two-stage application process will be undertaken to determine eligibility and assessment:

Stage 1 – Expression of Interest: Applicants complete an EOI to demonstrate that they meet the eligibility criteria and to register their interest in the grant.

Stage 2 – Application: Applicants whose EOI is assessed as eligible will be invited to submit a full application. This application will be assessed by a panel against assessment criteria.

Note for all applicants:

- Applicants must ensure that their contact details are up to date.
- Applicants must not have any outstanding acquittals for any other funding program with DCJ.
- All applications for grant funding are managed using the SmartyGrants portal.

If you have any queries about this grant program email carerstr@dcj.nsw.gov.au

If you need technical support using SmartyGrants or help with managing your account please contact SmartyGrants via the channels available on <https://smartygrants.com.au/about/contact-us>.

Summary of evaluation and assessment process

Expression of Interest (EOI) opens on **12 August 2024** and closes on **23 September 2024**. In your EOI you will be required to:

- Provide a broad outline of your initiative
- Address the grant program objectives
- Outline who will participate in the project
- Detail your track record in similar projects
- Request a specific grant funding amount to deliver the project.

EOIs will initially be reviewed by DCJ for general program compliance and applicant eligibility. Those found compliant and eligible will then be invited to make a full application.

Application process will commence **21 October 2024** and close **25 November 2024**. Those invited to submit an application will need to provide more detail on how the project will provide a specific outcome to carers, including:

- More detail about your proposed project, the proposed outcomes and how you will measure success and ongoing viability.
- Budget – total and detailed breakdown
- Project plan – detailed plan and key milestones
- Governance arrangements for the project
- Detailed risk plan – key risks and mitigations and process for managing project risks.

All applications will be assessed against eligibility and assessment criteria by an assessment panel including one independent member. The panel will make a recommendation to the designated decision-maker for determination.

All applicants will be formally notified in February 2025 of the outcome of the application.

Successful applicants will be required to complete contracting in late February 2025 to ensure payment of funds in March 2025.

Funding amounts

One-off, time limited funding will be available, ranging from \$250,000 to \$500,000 (excl GST) in total, for two-year projects to be delivered over the period April 2025 – end April 2027.

Funding will be paid to grant recipients in two equal instalments in March 2025 and March 2026, with the latter payment contingent on satisfactory performance and reporting.

The total funding available for this grant program is \$3.122 million (excl GST).

DCJ may offer successful applicants a package lower than the amount requested.

Grant funds expenditure

Funds can only be used for expenses/activities directly associated to the grant. Your application must clearly outline your proposed expenditure in relation to the funding amounts identified above and included in the budget you submit with your application.

Grant fund exclusions

The following will not be considered eligible for funding:

- project costs that are already the subject of another government grant, subsidy or financial assistance
- project costs incurred prior to an application being submitted (no retrospective funding will be awarded)

- permanent salaries/wages (except: costs for temporary staff for your project or event can be included; an existing staff member to work additional hours/days to work on the project)
 - an existing staff member assigned to the project and working the same hours as before however, their prior duties have been significantly reduced to match the time now devoted to the project. In this case, DCJ may require written evidence that these duties have changed (in the form of copies of old and new position descriptions)
 - any activity of a commercial nature that is for-profit
 - capital works including building work
 - permanent equipment purchases, for example, tablets and computers
 - business as usual costs or general operating expenses
 - programs and activities that encourage gambling such as bingo, or the consumption of alcohol
 - interstate or overseas travel costs
 - the same program or activity twice. For example, two different organisations cannot apply for funds for the same program or activity.
-

Subcontracting information

DCJ will only provide a grant to a single organisation. Organisations can work together through one lead organisation using subcontracting arrangements between them.

Grantees are required to submit a request to DCJ for assessment prior to any subcontracting arrangement. Subcontractors cannot be utilised for any part or all the services without prior written consent from the DCJ.

For more information about subcontracting please refer to the DCJ [subcontracting](#) policy.

NSW National Redress Scheme sanctions

The NSW Government will not award a Grant Funding Arrangement to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- has declined to join the Scheme, or
- at the expiry of six months after the time it is notified to join the Scheme, has failed to do

so. [Visit the website](#) for further information about the [NSW National Redress Scheme](#) sanctions.

Covid-19

Projects must adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the [NSW Government COVID-19 website](#).

Insurance

Grant recipients must maintain current and adequate insurance appropriate to the activities/services funded under this grant to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under a Grant Funding Agreement. This must include but is not limited to a minimum of \$10 million Public Liability Insurance.

Applicants will be asked to provide a copy of all relevant insurance policies and certificates in the application form.

You must provide evidence of the above insurance for an amount recommended by a professional insurance adviser, or any such other insurance policies as may reasonably be required by DCJ, and as required by law, for you and any of your employees or sub-contractors, in relation to the performance of the services.

If your organisation is not covered by the appropriate insurance, you will need to approach another organisation (such as your local council or an incorporated not-for-profit) to sponsor your application so that your project will be covered under their insurance.

Banking details

It is your responsibility as the applicant to provide correct banking details, including the authorised signature to verify your bank details in the application form. Funds transferred to an incorrect bank account may not be recoverable.

Successful applicants – grant funding agreement

The application, Grant Funding Agreement and acquittal for the grant will be managed using the SmartyGrants management system and Adobe Acrobat sign.

Successful applicants are required to return the signed Grant Funding Agreement within two weeks of receipt.

Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution for a not-for-profit organisation, or the General Manager or delegated officer if you are a council.

Please note, all applicants must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates, in their application form.

It is the applicants' responsibility to ensure staff availability to complete and sign documents, to carefully read the terms and conditions of the Grant Funding Agreement, and to sign the Grant Funding Agreement using the correct authorised signatories.

Once we receive your signed Grant Funding Agreement via Adobe Acrobat sign, DCJ will countersign the agreement and return to you by email.

Any **variations** to the Grant Funding Agreement, including scope, location or timeframes outlined in the application form and Grant Program Guidelines must be formally requested and approved in writing via your submission TAB in the Smarty Grants Portal. Failure to do so may result in the withdrawal of the grant offer.

To discuss a variation, please contact the Carers team, DCJ by email at carerstr@dcj.nsw.gov.au

Successful applicants - obligations and reporting

- Any variations to the approved project scope, project location and completion timeframes outlined in the original application form **must be formally requested and approved in writing before any related work takes place.**
- To discuss a variation, please contact the Carers team, DCJ by email at carerstr@dcj.nsw.gov.au
- All projects must be completed by April 2027. You are required to submit a Final Report and Financial Acquittal in SmartyGrants no later than May 2027 (or within 30 days of completion of the project). DCJ will send you the Final Acquittal form prior to the required date that you will need to complete it in the SmartyGrants portal.

- Six monthly written project reports will be required and phone catch-ups may be also be conducted. Under your Grant Funding Agreement you will be required to respond to any other reasonable request for information on your project status and progress.
- Please note that any photographs or videos containing images of participants and/or staff submitted in the Final Completion Report must be accompanied by a signed [DCJ still and moving images consent form](#).
- It is a requirement that all financial records related to grant expenditure and acquittal be retained by the committee of the organisation for seven years. If the committee changes, these documents must be forwarded to the new incoming committee.

Timeframes

Date	Event/Action
12 August 2024	Expression of Interest open
23 September 2024	Expression of Interest close
21 October 2024	Applications open
25 November 2024	Applications close
Dec/Jan 2024/25	Assessment of grant applications
February 2025	Advice to all applicants
February 2025	Public announcement by Minister
March 2025	Contract with successful applicants and project payment
March 2025	Grant program application results published
April 2027	Projects end
May 2027	Final Report and Financial Acquittal due to DCJ

Prepare to submit your application

Before you start your application, please review the attached frequently asked questions (FAQs).

Feedback and appeals process

If your application is not successful, it does not mean your application is without merit. Funding is limited and not all applications are successful. Due to the high-volume of applications, we are unable to provide individual feedback on each unsuccessful application.

Please note that all funding decisions are final, and you may not appeal the decision in relation to your application. Please ensure all details in your Registration of Interest and Application are correct at the time of submission.

Communities and Justice

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10 Darcy Street
Parramatta NSW 2150

Locked Bag 5000
Parramatta 2124

Office hours:
Monday to Friday
9:00am – 5:00pm

E: GrantDesignandSupport@dcj.nsw.gov.au



