

Mandatory Criterion - Governance and Compliance Declaration (Pass/Fail)

Mandatory Criteria are compulsory assessment items that must be addressed by a respondent in order for the overall response assessment to be deemed legitimate and valid. Responses that do not satisfy the Mandatory Criteria will be excluded from further consideration. Mandatory Criteria are scored as pass/fail.

The below Declaration assures the Territory that the grant recipient has the capacity to govern, plan and manage the service/program in accordance with ACT Government policies and procedures, and industry and legislative requirements.

To pass this criterion Respondents must:

1. complete the Compliance and Governance Declaration below; and
2. complete and attach a signed [Statutory Declaration](#) to support the Compliance and Governance Declaration responses.

Note: If a Respondent answers **No** to questions 1-6 or question 8 (if relevant) or **Yes** to question 7, they must provide supplementary explanation/commentary and appropriate evidence as part of their grant response.

No	Grant governance/compliance questions	Yes	No
1	<p>Does the Respondent have formal processes which describe how the organisation ensures continuous quality improvement, including a clear process for requesting and responding to feedback, and incorporating the voice/experiences of the client/service user?</p> <p><i>Note: The respondent must be able to provide evidence of formal processes <u>if requested by the Territory.</u></i></p>		
2	<p>Does the Respondent have a formal process which describes how the organisation obtains, uses, stores and shares information in line with relevant national/Territory legislation and policy (e.g., confidentiality, information security and specific technology/data management systems, policies and practices used by the organisation)?</p> <p><i>Note: The respondent must be able to provide evidence of formal processes <u>if requested by the Territory.</u></i></p>		
3	<p>Does the Respondent have a formal process which describes how risks are identified, managed, and reported (including for adverse events, financial and reputational risks, fraud and corruption)?</p> <p><i>Note: The respondent must be able to provide evidence of formal processes <u>if requested by the Territory.</u></i></p>		
4	<p>Does the Respondent have appropriate insurance to cover delivery of the service/program (including public liability, physical and sexual abuse and professional indemnity insurance, if required).</p> <p><i>Note: The respondent must be able to provide evidence/copies of insurance <u>when requested by the Territory.</u></i></p>		

5	<p>Is the Respondent compliant with relevant legislation, regulation, and policy (as required by the service or program to be delivered), for example:</p> <ul style="list-style-type: none"> • relevant Commonwealth and Territory legislative requirements (e.g., Work Health and Safety legislation and Privacy legislation) • ACT policy priorities (e.g., fair and ethical treatment of workers and prioritisation of local and secure employment) • relevant accreditation standards/requirements (e.g., the National Standards for Mental Health Services and National Safety and Quality Primary and Community Healthcare Standards) • relevant industry/role certifications (e.g., Working with Vulnerable People Registration) • relevant professional qualifications/registration (e.g., Australian Health Practitioner Regulation) <p>Note: <i>The respondent must be able to provide evidence/copies of relevant accreditation, industry certifications, professional qualifications/registration <u>if requested by the Territory.</u></i></p>		
6	<p>Can the Respondent provide the last 3 years of audited financial statements?</p> <p>Note: <i>The respondent must provide evidence/copies of audited financial statements <u>if requested by the Territory.</u></i></p>		
7	<p>Has the Respondent identified any issues or risks* which may impact the ability/capacity to deliver the service/program, or which may adversely impact the reputation of the respondent organisation or the Territory as the funding provider.</p> <p><i>*risks include any disciplinary action (current or historical) on the part of the organisation taken by a funding body, criminal/civil action taken against the organisation or staff members/contractors in the context of their employment, critical incidents, or failed accreditation.</i></p> <p>Note: <i>If yes, the respondent must provide additional information <u>when requested by the Territory.</u></i></p>		
8	<p>If you are applying for a grant on behalf of a consortium arrangement, are you able to provide letters of commitment from all agencies identified in a consortium, as well as consortium governance arrangements (including financial management, risk management and reporting arrangements)?</p>		

Weighted Criterion - Scored

Weighted Criteria describe the elements that enable a detailed comparative assessment as undertaken by the Grant Evaluation Panel. Scores are assigned a weighting based on the criterion's level of importance or value in relation to success of the grant (in terms of funding and performance).

WC1 SERVICES/PROGRAMS TO BE DELIVERED UNDER THE GRANT	Weighted Score
<p>Articulate/describe the services/programs to be delivered and how they align with....</p> <p><u>Please note:</u> The maximum word limit for this criterion response is XXXX.</p>	
<p><i>In addressing this criterion, strong responses will:</i></p> <ol style="list-style-type: none"> 1. Clearly describe the services/programs to be delivered. <ol style="list-style-type: none"> 1.1. articulate how the services/programs that you will deliver will address the outcomes and objectives identified in subsection XX and the priority population groups identified in subsection XX. 1.2. provide a Program Logic to support your articulation (using the template provided in the Grants Package). 2. Demonstrate how the service/program to be delivered is informed and underpinned by relevant Territory/national frameworks and strategy (e.g., XXXX), contemporary evidence, and credible best-practice approaches. 3. Identify risks and challenges which may impact the service/program to be delivered and sector sustainability. Articulate how risks/challenges will be addressed by your organisation (including opportunities for innovation). <ol style="list-style-type: none"> 3.1. provide a completed Risk Management Plan (using the template provided in the Grants Package). 4. Articulate how you will evaluate outputs and outcomes of the service/program (e.g., what methodologies and systems you will utilise to measure identified outcomes). This may include: <ul style="list-style-type: none"> ○ data management software (e.g., what methodologies and systems you will utilise to measure identified outcomes). ○ measurement methodology (e.g., sample group, timepoints for data collection, context of data collection) ○ measurement tools ○ surveys <p><i>* Risks and challenges may include (but are not limited to) workforce issues, client/population demographics and need, funding, the legal/policy environment, quality and safety, consortia arrangements, reputation and relationships, communications, technology and advancement, evidence, agency, and advocacy.</i></p>	

WC2 RELEVANT EXPERIENCE	Weighted Score
<p>Demonstrate organisational capability to provide the services/programs as outlined in your response to criterion 1 (services/programs to be delivered)</p> <p><u>Please note:</u> the maximum word limit for this criterion response is XXXX.</p>	
<p><i>In addressing this criterion, strong responses will:</i></p> <ol style="list-style-type: none"> 1. Articulate previous experience in providing similar services/programs in the last three (3) years. 2. Demonstrate experience working with target priority population groups as identified in the section XX. 	
WC3 ORGANISATIONAL CAPACITY	Weighted Score
<p>Demonstrate that your organisation has capacity and resourcing required to deliver the services/programs as outlined in your response to criterion 1 (services/programs to be delivered)</p> <p><u>Please note:</u> the maximum word limit for this criterion response is XXXX.</p>	
<p><i>In addressing this criterion, strong responses will:</i></p> <ol style="list-style-type: none"> 1. Articulate the roles and responsibilities of key personnel involved with the service/program to be delivered, including positions, professional qualifications and registrations held (if required by the role and/or legislation). <ol style="list-style-type: none"> 1.1 Provide an up-to-date organisational structure, flow chart (or link) or similar. 2. Demonstrate access to or plans to procure/recruit appropriate equipment, assets, staffing and resources as required to deliver the service/program (if required). 	

Non-Weighted Criteria – Pricing Schedule (Satisfactory/Unsatisfactory)

Non-Weighted criteria are scored as satisfactory or unsatisfactory and scored according to whether an application satisfies (or does not satisfy) a value for money assessment by the Grant Evaluation team. In the context of this document, a satisfactory result indicates that a Respondent has provided a Pricing Schedule and that on the surface the costings represent good value for money for the Territory.

This Pricing Schedule informs how grant funding will be utilised to deliver the service or program. The Pricing Schedule should reflect the intended scope of service delivery that aligns with the

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costings provided, for example, from the costings provided, *X organisation* will be able to provide *X number of clinical, clinical services, counselling interactions, peer consultations, training programs delivered, health promotion activities facilitated etc*".

It is important to note however that even if the Grant Evaluation Team has determined that a Pricing Schedule submitted by a Respondent is satisfactory and the organisation be selected as a Preferred Respondent, the final funding amount to be provided to the Preferred Respondent under the grant is subject to approval by the Delegate, and available budget.

Applicants are to provide all itemised direct and indirect costs as both inclusive and exclusive of Goods and Services Tax (GST) (two figures for each itemised cost). A Pricing Schedule template has been included in the grant package for you to use.

NWC 1 COSTINGS			
1a DIRECT COSTS			
<p>Provide a breakdown of each itemised direct cost over the financial year. Direct costs are those which are directly attributable to service/program delivery and may include (but are not limited to) staffing, vehicle running costs, consumables, and venue hire.</p> <p><i>* Tip for Respondents: When providing your itemised costings, provide as detailed a breakdown as possible (e.g., how many nurses, verses how many support workers. How many vehicles etc)</i></p>			
1b INDIRECT COSTS			
<p>Provide a breakdown of each itemised indirect cost over the financial year. Indirect costs support organisational capability over the life of the grant and may include (but are not limited to) assets, administration, rent, utilities, communications, insurance and accreditation.</p> <p><i>* Tip for Respondents: When providing your itemised costings, provide as detailed a breakdown as possible (e.g., how much funding is directed to computers versus software etc)</i></p>			
NWC 2 FUNDING OUTPUTS			
<p>Based on the costings provided above, please detail the scale and scope of proposed service/program delivery, noting you may have also included this information in your answers to WC1 or WC3.</p> <p>Please edit the below examples to reflect the services/programs you have proposed in WC1 (<i>services/programs to be delivered</i>).</p>			
Service A (<i>example only</i>)	X number of occasions/episodes of service annually	X number of hours of service delivery annually	X number of clients annually
Service B (<i>example only</i>)	X number of occasions/episodes of service annually	X number of hours of service delivery annually	X number of clients annually
Group program C (<i>example only</i>)	X number of group programs annually	X number of hours of program delivery annually	X number of participants annually

Community event D <i>(example on)</i>	X number of group programs annually	X number of hours of event delivery annually	X number of participants/attendees annually
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