



Scott Palmer Services Centre Grant Opportunity Guidelines

Opening date:	21 April 2023
Closing date and time:	9:00 pm (ACST) on 14 July 2023
Commonwealth policy entity:	Department of Veterans' Affairs
Administering Entity:	Department of Veterans' Affairs with Community Grants Hub
Enquiries:	If you have any questions, contact Email: VETERANSANDFAMILIESHUBS@dva.gov.au Questions should be sent no later than 5:00 pm (ACST) on 30 June 2023
Date guidelines released:	21 April 2023
Type of grant opportunity:	One-off ad hoc

Contents

- 1. About the Scott Palmer Services Centre Grant Opportunity 3
 - 1.1 Grant Objectives** 3
 - 1.2 What is the Scott Palmer Services Centre?** 4
 - 1.3 Consultation and community engagement** 5
 - 1.4 Governance arrangements** 5
 - 1.5 Key deliverables** 5
- 2. Grant amount and grant period 6
 - 2.1 What can the grant funding be used for?** 6
 - 2.2 Goods and Services Tax (GST)** 7
 - 2.3 Conditions of funding** 7
- 3. The Grant Selection Process 8
 - 3.1 Eligibility** 9
 - 3.2 Eligibility Criteria** 9
 - 3.3 Eligible Grant Activities** 10
 - 3.4 Eligible locations** 10
 - 3.5 Ineligible Grant activities** 10
 - 3.6 Grant assessment** 12
 - 3.7 What should the Business Case include?** 14
 - 3.8 Business Case timeframes** 15
- 4. Who will approve the Grant? 15
- 5. Notification of the Grant 15
 - 5.1 The Grant Agreement and payment of the Grant** 16
 - 5.2 Commonwealth Child Safe Framework** 16
 - 5.3 Grant acquittal and reporting** 17
- 6. Announcement of the Grant 18
- 7. Grant evaluation 18
- 8. Privacy 18
- 9. Glossary 18
- Attachment A** **24**
- Attachment B** **26**

1. About the Scott Palmer Services Centre Grant Opportunity

The Scott Palmer Services Centre Grant opportunity (**SPSC Grant**) is intended to fund the provision of facilities and services to veterans and their families in the Northern Territory who are experiencing, or at risk of homelessness, with transitional housing, support to find permanent housing solutions and access to relevant services for civilian employment opportunities.

As a city with a significant presence of the Commonwealth Department of Defence (**Defence**), Darwin is home to a proportionally large number of serving and ex-serving Australian Defence Force (**ADF**) members (i.e. veterans).

The 2021 Census indicated more than 9,500 veterans reside in the Northern Territory¹. Homelessness is a significant community issue in the Northern Territory². The 2021 Census found that the Northern Territory experienced the highest rate of homelessness in Australia, with over 13,000 people recording that they were homeless on 10 August 2021. Current or former Australian Defence Force members experiencing homelessness represented an estimated 1.05 per cent of this population. This excludes those living in marginal housing arrangements and at-risk of homelessness.

In the October 2022-23 Budget, the Commonwealth committed \$3.05 million over two years to support the Council of Australian Veterans (Darwin Branch) Inc. (ABN [19 340 826 099](#)) (**CAV**) to plan, design and construct the Scott Palmer Services Centre (**Centre**) in Darwin, Northern Territory.

1.1 Grant Objectives

The purpose of the SPSC Grant is to provide funding for the CAV to plan, design and construct the Centre, as a new transitional accommodation centre for veterans and their families. The Centre will provide culturally appropriate transitional housing for veterans and their families, connecting them with the local Darwin veteran community, the Commonwealth Department of Veterans' Affairs (**DVA**) including its Open Arms – Veterans & Families Counselling support programs. The SPSC Grant builds on the Commonwealth's broader commitment to address homelessness in the veteran community. It contributes to the achievement of the Portfolio Budget Statement Program 2.4 Veterans' Community Care and Support within Outcome 2 of DVA's Portfolio Budget Statement³.

The intended outcome of the SPSC Grant is an increase in the number of appropriate veteran-specific transitional accommodation places.

It is expected that the CAV will build, operate and maintain the Centre, including securing its ongoing financial viability. It is important that the Centre enables access to appropriate and specialist support for vulnerable veterans and their families, including for female veterans,

¹ Australian Bureau of Statistics, 2021 Census Estimating Homelessness: Census (2021 Census data) of Population and Housing: Service with the Australian Defence Force, published 22 March 2023.

² Australian Bureau of Statistics, 2016 Census of Population and Housing: Estimating Homelessness, published 14 March 2018

³ <https://www.dva.gov.au/sites/default/files/2022-10/Budget-October-2022-23-Complete-Portfolio-Budget-Statements.pdf>

and for veterans and children experiencing domestic and family violence, in a culturally appropriate way.

The SPSC Grant will be administered by DVA with the Community Grants Hub.

The SPSC Grant is not a competitive Grant Program. Rather, the SPSC Grant has been established as a one-off ad hoc Grant program, with a Business Case submission required.

The SPSC Grant will be undertaken in accordance with the *Commonwealth Grants Rules and Guidelines 2017 (CGRGs)*⁴.

1.2 What is the Scott Palmer Services Centre?

The Centre is expected to be a six-unit temporary accommodation facility plus an office space. The Centre will provide veterans experiencing, or at risk of, homelessness with transitional housing, support to find permanent housing solutions and links to associated services to gain civilian employment opportunities.

The Centre's location, physical presence and operations must be culturally appropriate, welcoming, secure, meet accessibility standards and basic living requirements for veterans and their families. This will incorporate safe and secure separate accommodation appropriate for female veterans and ensuring support services are developed and tailored to their specific needs; including veterans and their children leaving family and domestic violence circumstances. It will also align with the National Community Housing Standards (NCHS) for Effectively Housing Veterans (further details can be found at: <https://www.communityhousing.com.au/working-with-veterans-community-housing-toolkit-and-standard/>).

There are potential significant complexities and vulnerabilities, including substance abuse, domestic violence, mental health challenges, unemployment and broader wellbeing issues associated with homelessness. It is critical to the success of the Centre that the CAV establishes appropriate partnerships to address these matters.

The CAV is encouraged to explore the formation of partnerships with a range of potential service providers and experts including:

- Community Housing Industry Association (CHIA);
- domestic and family violence specialist services;
- Open Arms - Veterans & Families Counselling;
- the Darwin Veterans' & Families' Hub;
- other local ex-service and community organisations; and
- relevant Northern Territory and local government agencies.

⁴<https://www.finance.gov.au/sites/default/files/2019-11/commonwealth-grants-rules-and-guidelines.pdf>

1.3 Consultation and community engagement

Local engagement and consultation will be essential throughout the process to design and deliver the Centre. The CAV will be responsible for local stakeholder engagement prior to, and following, the establishment of the Centre.

The overarching objective of stakeholder engagement is to ensure that the Centre meets the needs of local veterans who are homeless or at-risk of homelessness, and to raise awareness, understanding and support for the Centre.

1.4 Governance arrangements

The Business Case (see Section 3.7) and service delivery model for the Centre must specify how the Centre will be governed to support and facilitate the achievement of the SPSC Grant Objectives and provide mechanisms to ensure accountability for all expenditure of Commonwealth funds provided through the SPSC Grant.

These governance arrangements must reflect both organisational and operational governance elements and compliance with Commonwealth, State and Territory legislation relating to the operation of the Centre.

1.5 Key deliverables

The CAV will be required to develop and deliver a Business Case which establishes the Centre's:

- service needs;
- future-state design; and
- financial, service and governance models.

This Business Case will then be assessed against these Grant Opportunity Guidelines (**Guidelines**) to determine whether, and the extent to which, the CAV will receive the balance of the Grant funding.

The Centre may or may not require the construction of a new facility. This will be determined by the CAV locally and depend upon the suitability of current facilities and/or availability of suitable relocatable accommodation or suitable alternate solutions.

The outcomes of the Business Case process and any subsequent Grant Agreement negotiation process will determine the specific deliverables that will be required of the CAV under the Grant Agreement. The following is a list of examples of the types of deliverables that the CAV may be required to deliver under the Grant Agreement:

- Site agreement with the Northern Territory Government;
- Detailed Project Plan;
- Service Delivery Model;
- Project Stakeholder Engagement Plan;
- Site Concept Plan;
- Certificate of Occupancy;
- Service Delivery Reports;
- Grant acquittal; and
- Certification of Practical Completion.

2. Grant amount and grant period

In the October 2022-23 Budget, the Commonwealth committed \$3.05 million over two years from 2022-23 to 2023-24 for the Scott Palmer Services Centre Grant opportunity to support the CAV to plan, design and construct the Centre in Darwin, Northern Territory.

As outlined further below, DVA anticipates that the amount of the Grant will be divided into two components:

- \$50,000 for the CAV to develop a Business Case (subject to the parties' entry into the Letter of Agreement); and
- the remaining \$3 million for the CAV to plan, design and construct the Centre in Darwin, Northern Territory (subject to an assessment of the CAV's Business Case and the parties' entry into the Grant Agreement with agreed milestones).

2.1 What can the grant funding be used for?

The Grant funding of \$3.05 million available under the SPSC Grant may be used by the CAV for the following purposes:

- Business Case development: limited to \$50,000 and for the purpose of developing a detailed Business Case;
- Capital funding: including the construction of a facility, or the purchase and/or redevelopment or upgrade of an existing facility; and
- Initial operational funding: to support the administration and operation of the Centre, including overhead costs and salaries for Centre management, administration and service coordination staff, until the expiration of the Grant Agreement.

Grant funding for the SPSC Grant is allocated through annual appropriations approved by the Parliament of Australia which normally cease on 30 June each year, as set out in the relevant appropriation Bill. The CAV will be informed of the availability of Grant funds and the period over which such funds must be applied (i.e. spent) in the Invitations to Apply for both the business case funding and the subsequent anticipated grant for the remaining amount.

If the date for using the Grant funds is amended in the future by the Parliament of Australia, and the CAV has unexpended funds, the CAV will be notified by the DVA of a new deadline and arrangements for acquitting Grant funds.

2.2 Goods and Services Tax (GST)

Where GST is payable, the Commonwealth will increase the funds payable to the CAV by the amount of GST that is payable for the purposes of the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) (**GST Act**).

Grant payments will be GST inclusive. If the CAV is registered for the Goods and Services Tax (GST), where applicable, DVA will add GST to the Grant payment and issue CAV with a Recipient Created Tax Invoice.

The CAV should consider the implications of the GST Act on the funding it may receive from the Commonwealth and obtain its own independent professional advice on its taxation obligations or seek assistance from the Australian Taxation Office.

2.3 Conditions of funding

Grant funds will be paid upon execution of a Grant Agreement that outlines the terms and conditions upon which the Grant has been provided.

It is the responsibility of the CAV to familiarise itself with the terms and conditions of the Grant Agreement. A template Grant Agreement will be issued to the CAV with the Invitations to Apply by DVA.

The conditions for Grant funding will be included in the negotiated Grant Agreement. Examples of conditions that the Grant Agreement could contain include:

- All Grant monies payable under the Grant Agreement will cease on 30 June of the relevant year specified in the Grant Agreement.
- If the Grant funding is for capital works, payments will be made against the achievement of agreed milestones. Examples of such milestones are set out in Attachment A. However, milestones may vary depending on the particulars of the Project.
- Capital funding may include payments for the building activities required to design and construct or refurbish the Centre, direct building costs associated with building new facilities or upgrading existing premises (for example, building, plumbing, electrical etc.) or the purchase or relocation of an existing property, essential equipment, information management and technology systems and the purchase of land.
- The Grant Agreement is likely to require the CAV to use the Centre consistently with the SPSC Grant Objectives for a 6 year period from the time of opening the Centre. If Grant funding is also used for Centre operational costs, then the 6 year period may be reduced. This will be specified in the Grant Agreement.
- The CAV will be required to participate in an evaluation processes and report at regular intervals on operational activities.

- The CAV will assume responsibility for the proper and professional completion of all building or refurbishment works required to establish the Centre and the ongoing operation of the Centre.
- The CAV will assume responsibility for obtaining and maintaining all relevant certifications, licences and registrations including but not limited to:
 - all required Working with Vulnerable People registrations;
 - compliance with the National Construction Code, taking effect on 1 October 2023; and
 - organisational regulatory requirements under Commonwealth and Territory Law

The list above is not intended to be exhaustive. Further conditions may apply to the agreement.

Whenever the Commonwealth funds building and construction activities, and subject to any threshold requirements, the following special regulatory requirements typically apply:

- Code for Tendering and Performance of Building Work 2016 (Building Code 2016) including subsequent amendments;
- Australian Government Building and Construction WHS Accreditation Scheme (WHS Scheme) including subsequent amendments; and
- If the Building Code or WHS Accreditation Scheme applies, construction activity must be undertaken by an accredited builder as specified under the Building Code and WHS Accreditation Scheme.

The list above is not intended to be exhaustive. Further conditions may apply to the Grant Agreement. The CAV should consider the draft Grant Agreement provided with the Invitation to Apply, and indicate in its Compliance Statement any provision of the Grant Agreement with which the CAV does not comply or with which the CAV only partially complies.

The CAV is required to list in its Compliance Statement provisions of the Grant Agreement with which it does comply.

3. The Grant Selection Process

The SPSC Grant has been established as a one-off ad hoc Grant program, with a Business Case submission required from the CAV. DVA considers that this is an appropriate type of Selection Process considering:

- the nature of the SPSC Grant is specifically dependent on the unique experience, skills and connections of the CAV; and
- the October 2022-23 Budget named the CAV as the only eligible recipient of the Grant funds.

The CAV will be invited to apply for the SPSC Grant following engagement with the DVA.

3.1 Eligibility

To be eligible to apply for the Grant, the CAV must demonstrate that it has:

- capability to deliver the Project activities in the Project location;
- knowledge of, and capability to deliver, the Project objectives and outcomes;
- capacity to deliver a sustainable service model beyond the funding available from this initiative;
- existing relationships with the local Darwin veteran community, ESOs, community organisations and local businesses, to support implementation of the Project activities; and
- administrative arrangements and infrastructure to deliver the project quickly and efficiently with maximum outcomes for veterans, their families and local communities.

The Commonwealth makes no guarantee of continued Grant funding being made available to the CAV under this or any other Government program beyond the term of the proposed Grant Agreement. If any decision is made by the Parliament of Australia in the future to expand the SPSC Grant for broader implementation, the adoption of competitive grant opportunity processes may be considered in that decision-making.

3.2 Eligibility Criteria

To be eligible to apply for the SPSC Grant, the CAV must:

- have received an Invitation to Apply;
- have an Australian Business Number (ABN);
- be a company incorporated in Australia or an incorporated association, and is in compliance with its regulatory obligations; and
- have an account with an Australian banking financial institution.

The CAV may wish to form a consortium⁵, which is acceptable, as long as the CAV is the lead applicant which is solely accountable to the Commonwealth for the delivery of Grant Activities and is eligible to apply for the Grant in accordance with the Eligibility Criteria listed above.

If the CAV is unable to satisfy the Eligibility Criteria, it will not be considered for the SPSC Grant.

The CAV will not be eligible to apply if it, or a Project partner, is an organisation included on the [National Redress Scheme's website](#) as an institution that has not joined or signified their intent to join the Scheme.

⁵ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. Consortia are eligible to apply. The Business Case must identify all other members of the proposed group. You must have a formal arrangement in place with all parties prior to execution of the Grant Agreement.

3.3 Eligible Grant Activities

The Grant Activities to be completed by the CAV, in accordance with the Letter of Agreement or Grant Agreement (as applicable), may include:

- the development of a Business Case outlining how the CAV will meet the SPSC Grant Objectives (noting that payment of the Grant for the Business Case will be limited to a maximum of \$50,000);
- purchase of land or property or lease of property;
- planning, design, approval, development, extension, refurbishment, renovation, repurposing, construction, fit-out and/or certification of :
 - a veteran-specific temporary accommodation facility, with a minimum of six rooms and/or self-contained units with kitchen and bathroom facilities; and
 - an office space to support the temporary accommodation facility and provide links to associated services;
- provision of professional Centre management services and activities related to the management and operation of the Centre. Eligible expenditure may include, for example, accounting and auditing costs, rent, rates and taxes, insurance, hub maintenance and costs associated with the Centre management (but not direct service provision); and
- other activities as agreed to by the DVA.

Grants can only be spent on eligible expenditure incurred on eligible Grant Activities. Expenditure must be incurred on Grant Activities between the Commencement Date and the Completion Date of the Grant Agreement for it to be eligible, unless otherwise agreed with the DVA.

3.4 Eligible locations

The CAV will be required to ensure that the Centre is:

- located within the Darwin region; and
- accessible to other support services and local infrastructure.

3.5 Ineligible Grant activities

It is not the purpose of the SPSC Grant to fund the purchase, or subsidise the provision, of services such as counselling, and veteran and family support.

In addition, the following are also examples of ineligible activities:

- costs incurred prior to the execution of the Grant Agreement unless they are ancillary to the SPSC Grant (such as legal costs) and the DVA gives explicit agreement in writing to the specific cost;
- apart from GST, the covering of any tax obligation that arises from the provision of the Grant;

- non-construction related costs such as the provision of management services or support services, except to the extent that such costs are incurred in performing the Grant Activities;
- operational business-as-usual expenses, including the general ongoing costs of an organisation such as electricity, phone, rent and consumables;
- purchase of meals/food, beverages and alcohol;
- hosting fundraising events, and marketing costs;
- projects that aim to produce commercial profit;
- projects that aim to provide alcohol and gambling functions on site;
- projects not associated with providing temporary accommodation to veterans;
- facilities or activities that could reasonably be expected to be provided by the CAV;
- activities and/or services that primarily support veterans' advocacy;
- activities that are not integral to the Centre (e.g. Men's Shed);
- projects that have already commenced before 01 January 2023;
- wages or salaries not directly related to the construction of the Centre;
- vehicle on-road costs such as fuel, delivery fees, registration and insurance;
- the cost of providing direct services (such as mental health counselling) or indirect services (such as funding the gap payment for services that attract an MBS refund) to veterans and their families;
- subsidy of general ongoing administration of the CAV such as utilities charges, not directly related to the Grant Activity (e.g. the payment of an administration or service fee to a related entity or third party);
- domestic and international travel;
- projects, items or activities not consistent with the DVA's Social Health Strategy (e.g. the establishment, upgrade and/or refurbishment of bar and gaming facilities, establishment of outdoor smoking facilities etc.) unless they are required by law under relevant State or Territory legislation; and
- activities for which other Commonwealth, State, Territory or local government bodies have primary responsibility. This includes Case Management and coordination where the DVA or other agencies, such as the Commonwealth Department of Health and Aged Care, have responsibility. The exceptions to this are homelessness and employment services, which are eligible Grant Activities.

If in doubt about how Grant funds can be used, the CAV should seek clarification from the DVA concerning its proposal. The DVA encourages the exploration of innovative and flexible models of care and, as the SPSC Grant is not competitive, the DVA, at its discretion, may opt to provide guidance or clarification prior to the CAV responding to the Invitation to Apply.

For clarity, any income derived from other government Grant Programs, service delivery, fund raising or other activities undertaken through the Centre are not part of the SPSC Grant funds and the above restrictions do not apply in respect of such other sources of funding.

3.6 Grant assessment

Subject to the parties' entry into the Letter of Agreement for the funding for the Business Case, the CAV will be required to provide a Business Case for the Scott Palmer Services Centre program addressing the Assessment Criteria set out below (which are not weighted).

The Business Case will be assessed by a panel of assessors convened by the DVA (**Panel**). The Panel may include external specialist advisors. The Panel's assessment of the Business Case may involve a site inspection, meeting with the CAV or an invitation to present further information in writing or in person. If the Panel deems any such assessment activities to be necessary, the DVA will give the CAV advance notice by at least one week.

The Panel will consider and assess the Business Case in accordance with the terms and conditions set out in these Guidelines and the Invitation to Apply. The Business Case should provide sufficient information to allow assessment against the following Assessment Criteria:

- **Assessment Criterion 1:** The extent to which the CAV's proposed service model, including any consortia arrangements (if applicable), will contribute to the achievement of the SPSC Grant Objectives. This may be demonstrated by a proposal to partner with a range of service providers to provide access to services and support. The proposed service model should address the complexities of homelessness, including physical and mental health, domestic violence, legal advice, substance abuse as well as community engagement.
CHIA's National Community Housing Standard: Effectively Housing Veterans will be used as a reference in assessing the proposed service delivery model.
- **Assessment Criterion 2:** What is the need for the Grant and how the Centre will address veterans' housing and employment needs.
- **Assessment Criterion 3:** The extent to which the Business Case demonstrates the CAV's capability to ensure the continued financial sustainability of the Centre, including beyond the term of the Grant Agreement.
- **Assessment Criterion 4:** The extent to which the Business Case demonstrates that the CAV's proposed construction and development activities will ensure that the Centre:
 - has the capacity to achieve the SPSC Grant Objectives, including by addressing veterans' housing and employment needs;
 - positively influence the interactions of people working in it with veterans and their families and with each other; and
 - appropriately identify and remediate any issues relating to contamination of the site.

Any building or refurbishment plans included in the Business Case will need to demonstrate that the CAV will:

- meet the regulatory requirements of the Northern Territory and local government relating to the location of the Centre; and
- provide separate, safe and secure accommodation appropriate for veterans and their families, including female veterans.

In addition, the Centre should enable access to providers of co-ordinated care.

- **Assessment Criterion 5:** The extent to which the Business Case demonstrates the capability and capacity of the CAV to perform the Grant Agreement. This includes consideration of:
 - the degree of compliance with the draft Grant Agreement as indicated in the CAV's Compliance Statement;
 - the likelihood that the CAV will deliver the Centre on time and to budget, (as identified in supporting documents);
 - whether the cost of delivering the Centre has been appropriately costed (the level and detail of the costing should be commensurate with the value of the Project);
 - whether the level of risk associated with the Centre and its construction and implementation is manageable and/or acceptable, acknowledging that risk may stem from a number of sources, such as the scale and/or complexity of the Project and any remediation and/or other considerations particular to the identified site;
 - whether all required approvals are in place, applied for, or otherwise expected to be received in the necessary timeframe to complete the Centre;
 - whether the CAV's personnel (including any contractors) have previous experience or otherwise demonstrated capability in the management of Projects of a similar size and nature to the Centre; and
 - where relevant, evidence of support from consortium members and/or other organisations that are key to delivering the Centre.
- **Assessment Criterion 6:** The CAV's financial viability. The CAV should provide in its Business Case:
 - audited financial statements for the two most recent consecutive financial years, including balance sheets, profit and loss statements, cash flow statements and notes to the accounts to enable a financial viability assessment to occur;
 - if available, evidence of successful contract fulfilment for other public funding bodies;
 - confirmation of current licences and registrations (where these are appropriate); and
 - where relevant, letters of support from consortium members and/or other organisations that are key to delivering the Centre.

The Panel's assessment of the Business Case will consider:

- whether the Business Case represents Value for Money;
- whether the CAV is likely to deliver the Centre on time and to budget (as identified in supporting documents);
- whether the Business Case has been appropriately costed. The level and detail of the costing should be commensurate with the value of the Project; and
- the level of risk associated with the Business Case, including whether identified risks are manageable and/or acceptable, acknowledging that risk may stem from a number of sources, such as site contamination, and the scale and/or complexity of the Business Case.

3.7 What should the Business Case include?

The Business Case should focus on the provision of transitional housing and homelessness services for veterans and their families in a culturally appropriate way, and links to associated services to gain civilian employment opportunities, as set out in the SPSC Grant Objectives. The Business Case will be expected to focus on describing how the proposed Centre, and services to be provided in the Centre, will respond to the various housing and employment needs and priorities of veterans and their families experiencing homelessness or at risk of homelessness in Darwin, Northern Territory.

The Business Case should also include:

- details on how the CAV will provide separate safe and secure accommodation appropriate for all potential beneficiaries of the services including female veterans and veterans and children leaving domestic violence circumstance;
- location and planning considerations, including any required site remediation works;
- Detailed Project Plan, management and governance plans for capital works, construction and service design and implementation work;
- Service Delivery Model;
- delivery of service options;
- identification of partnership opportunities;
- potential operating models and estimated costs;
- design and estimated construction costs, including any required site remediation works; and
- details on the CAV's governance and corporate structure to demonstrate its ability to appropriately manage Commonwealth Grant funds.

The Business Case should demonstrate the link between the characteristics and needs of the local veteran community and the proposed Centre and its business and service delivery models. This should include any plans to broaden the footprint of the Centre in regional and

remote areas, including through outreach activities and collaborations with other ex-service and community organisations.

The Business Case should provide evidence of support for the Centre from a variety of organisations within the local community and describe the processes followed by the CAV in gaining that support. Demonstrations of such support could include formal written letters of support, memoranda of understanding or current formal agreements with partner organisations, which should be attached to the Business Case.

The Business Case should demonstrate how the Centre will complement and enhance existing veteran services. In particular, the Business Case should consider the impact of the proposed Centre on veterans' services already provided in Darwin, including outlining the service providers already operating in the local area and detailing the extent to which the proposed Centre could have an impact on these existing services.

The CAV should carefully review the Invitation to Apply to ensure the Business Case includes all relevant information.

Further information on the details required in the Business Case, and in particular the key information that CAV needs to address in responding to the Invitation to Apply is at [Attachment B](#).

3.8 Business Case timeframes

The Invitation to Apply will set out the timeframes within which the CAV will be required to enter into the Letter of Agreement and submit the Business Case. The CAV is responsible for carefully checking all documentation, particularly the Invitation to Apply and these Guidelines, to ensure that it is familiar with all relevant timeframes and other requirements of the SPSC Grant.

4. Who will approve the Grant?

The decision maker for the purposes of the SPSC Grant is the Minister for Veterans' Affairs (**Decision Maker**). The Decision Maker will make the final decision to approve a Grant. No internal review will be available to review the Decision Maker's decision.

The Decision Maker's decision-making process will be undertaken in compliance with the *Public Governance, Performance and Accountability Act 2013*, and the CGRGs.

The Decision Maker's decision is final in all matters, including:

- the approval of the Grant;
- the amount of the Grant to be awarded; and
- the terms and conditions of the Letter of Agreement and the Grant Agreement.

5. Notification of the Grant

The CAV will be advised in writing of the outcome of the assessment of the Business Case, following a decision by the Decision Maker. If a Grant is awarded, the CAV will be advised of

any specific conditions attached to the Grant (as set out in the Letter of Agreement and Grant Agreement, as applicable).

5.1 The Grant Agreement and payment of the Grant

The CAV must enter into a legally binding:

- Letter of Agreement, to develop a Business Case; and
- Grant Agreement to plan, design and construct the Centre.

Each of the Letter of Agreement and Grant Agreement will have general terms and conditions and supplementary conditions that will not be changed. A schedule will be used to outline the specific requirements of the Grant Activities.

The Grant Agreement will state the:

- maximum amount of the Grant to be paid;
- where other funds are contributed, the proportion of eligible expenditure covered by the Grant; and
- activities and costs specific to the Centre.

The Letter of Agreement and Grant Agreement must be executed by both parties before any payments of the Grant can be made to the CAV. Grant Activities must not commence until the Letter of Agreement or Grant Agreement (as applicable) is executed, and the Commonwealth will not be responsible for any expenditure incurred by the CAV before the Letter of Agreement or Grant Agreement (as applicable) is executed unless otherwise agreed in advance in writing, and conditional on entering into the Letter of Agreement or Grant Agreement (as applicable).

The CAV will have 20 business days from the date of a written offer to negotiate, sign and return the Letter of Agreement and Grant Agreement, respectively, unless otherwise agreed in writing by the DVA. The Letter of Agreement and the Grant Agreement will be considered to have been executed once both the CAV and the Commonwealth have signed the Letter of Agreement or Grant Agreement (as applicable). During this time, the DVA will work with the CAV to finalise the details of the Letter of Agreement and Grant Agreement, respectively.

The Grant Agreement may have specific conditions determined by the assessment process or other considerations made by the Decision Maker. These conditions will be identified in the Grant Agreement if applicable.

The Commonwealth may recover Grant funds if there is a breach of the Letter of Agreement or the Grant Agreement.

5.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations.

The Commonwealth committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Commonwealth has put in place ways to apply certain child safety requirements of the CCSF to Grant recipients. A child safety clause will be included in a Grant Agreement where the Commonwealth considers the Grant is for:

- services directly to children; or
- activities that involve contact with children that is a usual part of, and more than incidental to, the Grant Activity.

A child safety clause will also be included in the Grant Agreement if the Commonwealth considers the Grant Activity involves children more broadly.

The CAV will be expected to comply with all child safety obligations included in the Grant Agreement prior to execution of the Grant Agreement. Irrespective of the child safety obligations in the Grant Agreement, the CAV must always comply with any applicable State or Territory legislative requirements for working with children and mandatory reporting.

5.3 Grant acquittal and reporting

The CAV will be required to submit reports in line with the timeframes specified in the Grant Agreement. Sample templates for these reports will be set out in the Grant Agreement.

Reports will need to include:

- progress against agreed Project milestones;
- contributions of participants directly related to the Grant Activity;
- eligible expenditure of Grant monies; and
- financial acquittals.

The CAV's progress and outcomes against the Grant Agreement including any compliance requirements will be monitored throughout the performance of the Grant Agreement through regular milestone reports, which will be aligned to the Grant Agreement.

Examples of Project milestones are set out in Attachment A.

Underspent Grant funding must be returned to the DVA.

The CAV will also be responsible for:

- meeting the terms and conditions and supplementary conditions of the Grant Agreement and managing the performance of Grant Activities efficiently and effectively;
- complying with record keeping, reporting and acquittal requirements as set out in the Grant Agreement; and
- participating in Grant Program evaluation and reporting as specified in the Grant Agreement.

6. Announcement of the Grant

The award of the Grant will be listed on the [GrantConnect](#) website, within 21 days after the Letter of Agreement or Grant Agreement takes effect, respectively, as required by section 5.3 of the CGRGs.

7. Grant evaluation

The DVA will evaluate the SPSC Grant to measure how well the SPSC Grant Objectives have been achieved. It will be a condition of the Grant Agreement that the CAV must provide information to assist with this evaluation.

8. Privacy

DVA treats personal information according to the [Privacy Act 1988](#) (Cth) and the [Australian Privacy Principles](#). This includes advising:

- what personal information we collect;
- why we collect personal information; and
- who we give personal information to.

Personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Commonwealth may also use and give out information about the CAV's application under this SPSC Grant for the purposes of any other Australian Government business or function. This includes disclosing Grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information CAV gives us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of the Letter of Agreement and Grant Agreement, CAV will be required to agree to comply with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that the CAV engages to assist with the Grant Activity, in respect of personal information the CAV collects, uses, stores, or discloses in connection with the Grant Activity. Accordingly, the CAV must not do anything, which if done by the DVA would breach an Australian Privacy Principle as defined in the Act.

9. Glossary

Term	Definition
Accountable Authority	Each Commonwealth Entity has an accountable authority. The accountable authority for a Department of State is the Secretary of the Department.

Term	Definition
Administering Entity	The Commonwealth Entity that is not responsible for the relevant Commonwealth policy, but is responsible for the administration of part or all of the Grant administration processes.
Assessment Criteria	The specified principles or standards against which the Business Case will be assessed, respectively, to determine Value for Money.
Business Case	The proposal from the CAV for Grant funding which sets out the need for Commonwealth funding to deliver the SPSC Grant Objectives.
Case Management	A collaboration process of assessment, planning, facilitation, care coordination, evaluation and advocacy for options and services to meet veterans' and their families' comprehensive needs through communication and available resources to promote wellbeing.
Commencement Date	The expected start date for the Grant Activity as set out in the Letter of Agreement or Grant Agreement, as applicable.
Commonwealth Entity	A Department of State, a parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	The CGRGs establish the overarching Commonwealth Grants policy framework and the expectations for all non-corporate Commonwealth entities in relation to Grants administration.
Completion Date	The expected date by which the Grant Activity must be completed and the Grant fully expended as set out in the Letter of Agreement or Grant Agreement, as applicable.
Compliance Statement	A statement from the CAV set out in the Business Case indicating any provision of the draft Grant Agreement with which the CAV does not comply or with which the CAV only partially complies.

Term	Definition
Consortia	A number of existing service providers (that may be ex-service organisations or mainstream providers) which work together in a formal arrangement to deliver and operate the Centre. If a consortia approach is used, one organisation (i.e. the CAV) will need to be identified as the lead to work with the DVA on behalf of the other parties.
Date of Effect	The date on which the Letter of Agreement or Grant Agreement (as applicable) takes effect. It could be the date in which the agreement is signed or a specified starting date.
Decision Maker	The Minister for Veterans' Affairs as the person who makes a decision to award a Grant.
Eligibility Criteria	The principles, standards or rules that the CAV must meet to qualify for consideration of a Grant. Eligibility Criteria may apply in addition to Assessment Criteria.
Family	Immediate relation or dependant. <i><u>Family Law Act 1975 (legislation.gov.au)</u></i>
Grant	For the purposes of the CGRGs, a 'Grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> • under which relevant money or other Consolidated Revenue Fund money is to be paid to a Grantee other than the Commonwealth; and • which is intended to help address one or more of the Commonwealth's policy outcomes while assisting the Grantee achieve its objectives.
Grant Activity	The Project, tasks or services that the CAV will be required to undertake with the Grant funds. These will be described in the Letter of Agreement and Grant Agreement, as applicable.
Grant Agreement	The contract to be entered into between the Commonwealth (represented by the DVA) and the CAV, setting out the mutual obligations of the parties relating to the provision of the Grant by the Commonwealth, in return for the CAV planning, designing and constructing the Centre in Darwin, Northern Territory. A draft of the Grant Agreement will be provided to the CAV with the Invitation to Apply.

Term	Definition
GrantConnect	<p>GrantConnect is the Commonwealth's Grants information system, which centralises the publication and reporting of Commonwealth Grants in accordance with the CGRGs.</p> <p>Non-corporate Commonwealth entities must publish on GrantConnect to meet the Grant publishing requirements under the CGRGs.</p> <p>Where information is published in more than one location, and there are inconsistencies, GrantConnect is the authoritative, auditable information source.</p>
Grantee	The organisation that has been awarded a Grant.
Grant Opportunity	A notice published on GrantConnect advertising the availability of Commonwealth Grants.
Grant Program	A group of one or more Grant opportunities under a single Portfolio Budget Statement Program
Guidelines	These Grant Opportunity Guidelines for the SPSC Grant
Letter of Agreement	The contract to be entered into between the Commonwealth (represented by the DVA) and CAV, setting out the mutual obligations of the parties relating to the provision of the Grant by the Commonwealth, of up to \$50,000, in return for the CAV producing the Business Case. A draft of the Letter of Agreement will be provided to the CAV with the Invitation to Apply.
Portfolio Budget Statement Program	Described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more Grant opportunities.

Term	Definition
Project Plan	<p>The plan includes management and governance plans for capital works, construction and service design and implementation work for the delivery of the SPSC.</p> <p>Supporting documents include:</p> <ul style="list-style-type: none"> • Budget • Funding model • Deliverable schedule including building works • Risk assessment including risks and mitigations regarding building works
Selection Criteria	Comprise Eligibility Criteria and Assessment Criteria.
Selection Process	The method used to select potential Grantees.
Service Delivery Model	<p>The framework to support, facilitate and deliver the achievements of the SPSC Grant Objectives. This includes both organisational and operational governance elements and compliance with Commonwealth, State and Territory legislation relating to the operation of the Centre.</p> <p>Supporting documents may include:</p> <ul style="list-style-type: none"> • Support pathway • Referral pathway • Operational framework
SPSC Grant Objectives	The objectives, purpose and intended outcomes of the SPSC Grant as set out in section 1.1 of these Guidelines.

Term	Definition
Value for Money	<p>Refers to ‘value with relevant money’ which is a judgement based on the Business Case representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a Grant Opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the Project proposal and activities; • fitness for purpose of the proposal in contributing to Commonwealth objectives; • that the absence of a Grant is likely to prevent the Grantee and Commonwealth’s outcomes being achieved; and • the potential Grantee’s relevant experience and performance history.
Veteran	A person who is serving or has served in the Australian Defence Force for at least one full day. In these Guidelines all references to a veteran encompasses their families, dependents and carers, even if not expressly stated.
Vulnerable Person	As defined in the relevant State or Territory legislation.

Attachment A

EXAMPLE ONLY – Project milestones and Grant payments

Milestone	Payment Amount	Payment timing
<p>1. Signing of the Grant Agreement by the CAV and the Commonwealth.</p>	<p>10 per cent of the total Grant funds (inclusive of GST).</p>	<p>Within 30 days after execution of the Grant Agreement.</p>
<p>2. Confirmation that the organisation is ready to commence construction based on receipt by the Commonwealth of:</p> <ul style="list-style-type: none"> • Project Plan and Project Budget including a Risk Management Plan. • Details identifying the property (title search). • Development consent or approval to the construction/refurbishment works by the relevant government body or council. • Development consent or approval to the use of the property as a medical centre by the relevant government body or council. • Current town planning certificate. • Where appropriate, certificate of title, contract for purchase of land, lease agreement or other evidence of occupation of the land. • Certificates of currency for insurances as specified in the Grant Agreement. 	<p>40 per cent of the total Grant funds (GST inclusive)</p>	<p>Within 30 days after acceptance of the requisite documents, consents and certificates.</p>

3. Certification by an appropriately qualified person that the midpoint of construction or redevelopment work has been completed.	35 per cent of the total Grant funds (GST inclusive) or the amount required to complete this Milestone as nominated in the Project Budget, whichever is the lesser.	Within 30 days of the Payment Milestone.
4. Practical completion of the construction or refurbishment, based on receipt by the Commonwealth of certification by an appropriately qualified person that the capital works have been carried out in compliance with the relevant government body's requirements and directions.	10 per cent of the total Grant funds (GST inclusive) together with any additional Grant funds remaining from Milestone 3 to reach a total payment of the Grant to date of 95 per cent of the total Grant funds (GST inclusive).	Within 30 days of the Payment Milestone
5. Receipt by the Commonwealth of a Certificate of Occupancy.	5 per cent of the total Grant funds (GST inclusive).	Within 30 days after acceptance of the requisite certificate.
6. Financial acquittal report	Nil	Within 3 months of the Completion Date.

Attachment B

Business Case Required Information

The following information should be included in a Business Case. If the CAV does not include this information in its Business Case, the Panel and Decision Maker might not be able to properly assess the Business Case.

When preparing its Business Case, the CAV should keep in mind that the Business Case needs to provide a detailed understanding of:

- what is proposed (e.g. services and buildings);
- why it is needed (e.g. based on consultation and research); and
- how it will be managed (e.g. governance, financial viability and sustainability).

When addressing the Selection Criteria in the Business Case there may be information used against one Assessment Criterion that is relevant to another Assessment Criterion. Any such information should be repeated against each Assessment Criterion to provide the relevant context.

If a Consortia is preparing the Business Case, the lead organisation (i.e. the CAV) is responsible for developing the Business Case.

If there is relevant information that is not captured against any of the Assessment Criteria, it should be included at the end of the Business Case, or, in the case of plans, reports etc., attached as an appendix.

Name of Organisation: Council of Australian Veterans (Darwin Branch)

Name of Key Contact for all Communications:

Phone Number:

Email Address:

Physical Address:

Mail address, if different:

Organisation Details:

Trading Name, if relevant:

ABN:

Registered for GST: Yes/No

Banking Details: BSB and Account Number – this must be a separate account and used for no other activities than the Grant.

Type of Organisation (please mark relevant entity type):

- a company incorporated in Australia.
- a company incorporated by guarantee.
- an incorporated trustee on behalf of a trust.
- an incorporated association.
- a joint Business Case with a lead organisation.
- a registered charity or not-for-profit organisation.
- an Australian local government body.
- an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*.
- a State or Territory Government or related entity.

Has the Organisation previously received funding from the DVA, and if so, from which program? Y/N If applicable, program: _____

If so, what was the last financial year funding was received?

The Business Case must provide sufficient information to allow assessment against the Assessment Criteria set out in section 3.6 of these Guidelines. Further guidance on some Assessment Criteria is provided below.

The Business Case should address all Assessment Criteria and include a table of contents and an executive summary:

- **Assessment Criterion 1:** The extent to which the CAV's proposed service model, including any consortia arrangements (if applicable), will contribute to the achievement of the SPSC Grant Objectives. This may be demonstrated by a proposal to partner with a range of service providers, to provide access to services and support. The proposed service model should address the complexities of homelessness, including physical and mental health, domestic violence, legal advice, substance abuse as well as community engagement.

The proposed service model will be considered with regards to CHIA's *National Community Housing Standard: Effectively Housing Veterans*.

- **Assessment Criterion 2:** What is the need for the Grant and how the Centre will address veterans' housing and employment needs.
- **Assessment Criterion 3:** The extent to which the Business Case demonstrates the CAV's capability to ensure the continued financial sustainability of the Centre, including beyond the term of the Grant Agreement.
- **Assessment Criterion 4:** The extent to which the Business Case demonstrates that the CAV's proposed construction and development activities will ensure that the Centre:
 - has the capacity to achieve the SPSC Grant Objectives, including by addressing veterans' housing and employment needs;
 - positively influence the interactions of people working in it with veterans and their families and with each other; and

- appropriately identify and remediate any issues relating to contamination of the site.

Any building or refurbishment plans included in the Business Case will need to demonstrate that the CAV will:

- meet the regulatory requirements of the Northern Territory and local government relating to the location of the Centre; and
- provide separate, safe and secure accommodation appropriate for veterans and their families, including female veterans.

In addition, the Centre should enable access to providers of co-ordinated care.

- **Assessment Criterion 5:** The extent to which the Business Case demonstrates the capability and capacity of the CAV to perform the Grant Agreement. This includes consideration of:
 - the degree of compliance with the draft Grant Agreement as indicated in the CAV's Compliance Statement;
 - the likelihood that the CAV will deliver the Centre on time and to budget, (as identified in supporting documents);
 - whether the cost of delivering the Centre has been appropriately costed (the level and detail of the costing should be commensurate with the value of the Project);
 - whether the level of risk associated with the Centre and its construction and implementation is manageable and/or acceptable, acknowledging that risk may stem from a number of sources, such as the scale and/or complexity of the Project and any remediation and/or other considerations particular to the identified site;
 - whether all required approvals are in place, applied for, or otherwise expected to be received in the necessary timeframe to complete the Centre;
 - whether the CAV's personnel (including any contractors) have previous experience or otherwise demonstrated capability in the management of Projects of a similar size and nature to the Centre; and
 - where relevant, evidence of support from consortium members and/or other organisations that are key to delivering the Centre.
- **Criterion 6:** The CAV's financial viability. The CAV should provide in its Business Case:
 - audited financial statements for the two most recent consecutive financial years, including balance sheets, profit and loss statements, cash flow statements and notes to the accounts to enable a financial viability assessment to occur;
 - if available, evidence of successful contract fulfilment for other public funding bodies;
 - confirmation of current licences and registrations (where these are appropriate); and
 - where relevant, letters of support from consortium members and/or other organisations that are key to delivering the Centre.