

# Workforce Development Grant

## Applicant Guidelines

January 2022

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# Workforce Development Grant Guidelines

## 1 INTRODUCTION

Rural Workforce Agency NT (RWA NT) introduces the Workforce Development Grant, which is an opportunity for non-government primary health care providers in the Northern Territory to build the workforce capacity of their organisation and staff members. Funding is available for up to \$40,000 to eligible organisations that meet the selection criteria outlined below.

The Workforce Development Grant has been developed to respond to needs determined by stakeholders through the Health Workforce Needs Assessment (HWNA). In the HWNA conducted in 2017/2018 financial year, stakeholders identified that providing a safe and supportive work environment is key to the recruitment and retention of a stable workforce. Stakeholders noted that, as employers, improvement in our ability to manage, support and develop employees will have a significant flow-on effect to retention.

## 2 PROGRAM SCOPE

Individual primary health care organisations can apply for a Workforce Development Grant of up to \$40,000 to support them to build sustainable workforce capacity within their organisation. Capacity-building activities may involve the development or delivery of innovative workforce models, strategies, systems or policies.

Applications for the Workforce Development Grant should demonstrate the proficiency to be sustainable, e.g. supporting emerging workforce roles such as Allied Health Assistants and Peer Workers.

**This grant must be expended by 30 June 2022. Extensions may be granted subject to continuation of the Rural Workforce Support Activity which is the funding that the Australian Government Department of Health provides to Rural Workforce Agencies in each state and Northern Territory.**

## 3 ELIGIBILITY

### 3.1 Eligible Organisations

All primary health care services in the Northern Territory, excluding public sector, are eligible to apply for the Workforce Development Grant. Primary health care services are those that provide health-related and/or clinical services as the first point of contact within a community for prevention, diagnosis, and treatment of ill-health, and for ongoing management of chronic disease.

Workforce Development Grants are awarded based on funding availability on a **one-off basis**. Organisations that have not received a workforce grant previously will be prioritised.

Eligible applicants must comply with requirements as set out within all applicable Territory and Commonwealth legislation and regulations. Eligible applicants must also have adequate insurance coverage (Workers compensation insurance relevant to Territory legislation, public liability insurance in amount of not less than twenty million dollars per claim and professional indemnity insurance in an amount of not less than ten million dollars per claim).

### 3.2 Eligible Activities

Eligible activities will build sustainable workforce capacity within the organisation through the development or delivery of leadership models, strategies, systems or policies.

Some examples of activities that the Workforce Development Grant might fund include but is not limited to:

- Engaging a consultant to undertake a review of the existing business frameworks, policies, and procedures, diagnosing, and addressing the potential risks emerging through this process
- Training for health professionals assuming leadership roles to build skills by putting theory into practice, e.g., performance management and succession planning
- Create an online learning platform to develop an employee training and compliance program
- Review and development of organisational onboarding and orientation processes
- Develop an organisation's profile as an 'employer of choice'
- Develop the organisation's internal recruitment strategy
- Develop a business case for organisational recruitment and retention incentives
- Developing a Workforce Capability Plan
- Develop organisational level mentoring / buddy programs for new employees
- Employment models (such as developing a flexible FIFO or job share model)
- Trialling emerging roles, i.e., Allied Health Assistant or Nurse Practitioner as a workforce solution
- Memorandum of understanding with sister sites for shared staffing solutions
- Developmental support for roles where there is an intention to demonstrate viability under innovative workforce funding models (i.e., Medicare-funded position)
- Conducting a viability study or developing a business model for an alternative workforce model
- Evaluating an existing workforce initiative

### 3.3 Ineligible Activities

Examples of ineligible Workforce Development Grant applications are listed below. This list is not exhaustive and should be used as a guide only. Applicants will be notified if (and why) their application is ineligible.

Ineligible applications may include:

- An activity or resource that depends on recurrent funding from RWA NT or NT PHN – Ongoing costs outside of the grant provided will need to be financed by the primary health care provider

- Activities or solutions that are considered business as usual/address minimum requirements as set out within applicable Territory and Commonwealth legislation and regulations
- Activities that do not demonstrate a distinct workforce outcome
- Where there is a more appropriate funding stream available through RWA NT, NT PHN or other funding sources
- Retrospective costs for workforce solutions
- Activities for which the Commonwealth, State, Territory or Local Government bodies have primary responsibilities
- Activities that fall outside of agreed budget items outlined in Workforce Development Grant agreement

#### 4 SELECTION AND APPROVAL PROCESS

Applicants are required to complete the Workforce Development Grant online application form, addressing the selection criteria. The form can be found on the [NT PHN website](#). **Applications will be open until 6 February 2022.** An RWA NT Assessment Panel chaired by the RWA NT Workforce Executive Manager will assess grant applications against the selection criteria, and in line with the strategic and geographical priorities of the RWA NT Health Workforce Needs Assessment.

##### Selection Criteria

The available funding for the NT Workforce Development Grant is limited, and therefore applications will be assessed and prioritised in line with defined criteria including:

- Organisational capacity to deliver the activities and expend funds by 30 June 2022
- Demonstrate a clear benefit to health workforce development and sustainability
- Supporting quote/budget for the proposed use of Workforce Development Grant funding
- Ability of the activities/resources outlined in the Workforce Development Grant application to be sustainable
- Breadth of employees and services which the activities in the Workforce Development Grant funding will cover
- Opportunity for local consortium approach (encourage partnerships) where appropriate or opportunity to share resources with local primary health, community, and human services providers

All applicants will be notified of their application outcome, and individual negotiations will take place with successful applicants on a case-by-case basis.

Past performance will be considered for applicants previously in receipt of RWA NT/ NT PHN funding, and RWA NT reserves the right to request references to support the grant assessment process.

## 5 LETTER OF AGREEMENT

Successful applicants will be required to sign a letter of agreement committing to the agreed guidelines, deliverables, budget, and reporting requirements.

## 6 REPORTING

Reporting requirements will include providing a qualitative summary of the activity, outcomes and sustainability and acquittal of funds expended at the conclusion of the activity. Applicants may be asked for informal interim updates throughout the period of the agreement.

## 7 KEY PRIORITY AREAS

RWA NT has undertaken a Health Workforce Needs Assessment to identify priority areas, both geographically and strategically pertaining to the primary health care workforce. Services that align with the development of these areas will be prioritised during the application assessment process. These priority areas are:

### Geographical Priorities

- All remote Aboriginal community-controlled health care services
- All Aboriginal community-controlled health services serving the Aboriginal populations in Darwin and Alice Springs
- Private Practices in remote locations MMM 6 and 7 – (Alice Springs, Katherine, Nhulunbuy), growing outer regional areas (Dundee, Wagait Beach, Adelaide River and Batchelor) and Darwin urban fringe communities – Howard Springs, Humpty Doo, Weddell, Alligator

### Strategic Priorities

Priority Area 1: Develop the Aboriginal and Torres Strait Islander Workforce – Clinical and Non-clinical

Priority Area 2: Develop pathways from selection and employment to retention

Priority Area 3: Attract, maintain, and retain existing workforce within the Northern Territory with consideration of gaps and emerging needs

Priority Area 4: Develop locally responsive, sustainable models of care

## 8 CONDITIONS OF FUNDING

Primary health care providers (grantees) that receive a Workforce Development Grant will be obligated to:

- Hold and maintain required insurances
- Comply with the requirements as set out within all applicable Territory and Commonwealth legislation and regulations.

- Implement the proposed activities as outlined in the application in an agreed timeframe
- Share updates on Workforce Development Grant funded activities progress as requested throughout the contract
- Deliver appropriate reports against agreed outcomes and timeline
- Advise RWA NT of roadblocks or limitations to the agreed activities outlined in the application timeline
- Commit to expending the funds for activities as outlined in the approved project plan. The grantee must notify RWA NT of any deviation to the activities outlined in the contract that change the nature of the funding agreement. Failure to notify RWA NT before implementing these changes may result in the cancellation of the Workforce Development Grant agreement. \*\*
- Notify RWA NT of any intent to publish, promote or advertise materials which relate to this funding. RWA NT requires notification before publication, promotion or advertisement of materials which relate to this funding

## 9 RWA NT CONTACT DETAILS

Please submit all application forms to [workforce@ntphn.org.au](mailto:workforce@ntphn.org.au) and for further information please contact April Kailahi on [april.kailahi@ntphn.org.au](mailto:april.kailahi@ntphn.org.au).

## 10 DEFINITIONS

**Primary health care:** services which provide health-related and/or clinical services as the first point of contact within a rural or remote community for prevention, diagnosis, and treatment of ill-health, and for ongoing management of chronic disease.

**Exceptional circumstances:** any circumstances beyond the control of the grantee, which were not reasonably foreseeable by the grantee at the time they entered into the Grant Agreement and which prevent that grantee from meeting their contractual obligations.