

# GRANT ROUND

## Application Guidelines

April 2022



**Applications Close: 5:00pm, Sunday 15 May 2022**

## Overview

Northern Territory Primary Health Network (NT PHN) is accepting grant applications until 5pm on 15 May 2022, successful applicants may commence delivery of activities or projects from 1 July 2022 and must be delivered by 31 December 2022.

This document provides applicants with advice and guidance about submitting an RFT to be considered to deliver services.

## About NT PHN

NT PHN is funded by the Australian Government to develop and coordinate an equitable and comprehensive primary health care system across the NT. NT PHN is a partnership between Aboriginal Medical Services Alliance NT (AMSANT), the NT Department of Health and the Health Providers Alliance NT.

The NT covers an area of approximately 1.4 million km<sup>2</sup> with a total population of just over 245,000 people. Aboriginal and Torres Strait Islander people make up an estimated 30% of the population. This is the oldest living culture in the world and the connection to country, language and culture are a source of strength in modern Aboriginal communities.

The vision of NT PHN is that Territorians enjoy their best health and wellbeing. One of the ways this is achieved is through commissioning the delivery of health services. NT PHN seeks to understand health needs of the NT population through undertaking needs [assessments](#).

NT PHN priorities areas are:

- Mental health and suicide prevention
- Alcohol and other drugs
- Digital health
- Population health
- Health workforce
- Aboriginal and Torres Strait Islander health
- After hours health care
- Aged care
- Psychosocial support services.



Unlike other Primary Health Networks, we have a rural workforce agency. The Rural Workforce Agency (RWA) NT attracts, recruits, and supports health professionals working across regional and remote communities in the NT. Support programs include orientation for new recruits, professional development, GP locum relief, grants and scholarships, workforce planning and advice, and practice management support.

**RWA NT priority areas are:**

- Develop the Aboriginal and Torres Strait Islander Workforce - clinical and non-clinical
- Develop pathways into and through health careers
- Attract, maintain, and retain workforce within the Northern Territory
- Develop locally responsive, sustainable models of care

## About the Activity

NT PHN delivers grant rounds aimed at addressing health needs in priority areas. Priority areas are identified through the needs assessment process and funding guidelines.

### What's in Scope?

#### **Submissions that are considered in scope for small grants up to \$20,000 (ex GST) include:**

- one off [health literacy](#) and [health promotion](#) activities that encourage appropriate access to [after hours](#) services
- one off [health literacy](#) and [health promotion](#) activities that are delivered [after hours](#)
- one off/short term health events that are delivered [after hours](#) or that target people who are not accessible during clinic hours (for example health screening, health education and community wellness activities)

#### **Submissions that are considered in scope for large grants up to \$100,000 (ex GST) include:**

- short term [after hours](#) services addressing a finite need (not an ongoing service requirement) for people who are not available during normal hours (for example, care plans developed by a team of primary care professionals)
- feasibility/scoping studies that investigate needs, opportunities and potential innovative solutions to local, regional or NT wide [after hours](#) needs (for example digital health, aged care or workforce solutions)

### Out of Scope

#### **Submissions on the following will not be eligible for grant funding:**

- projects or activities that are funded through alternative sources or are the primary responsibility of other government departments
- ongoing activities or projects that create a need for services that are not funded beyond 31 December 2022
- core activities or services of the applicant organisation
- religious or political projects or activities
- purchase of vehicles and/or assets
- infrastructure, building improvements (including repairs and maintenance) and capital works projects
- sponsorship initiatives
- salaries and wages not directly related to the project
- retrospective funding for projects, activities or purchases.

## Who can apply?

This request for tender (RFT) / grant round is open to all interested organisations, consortiums, or individuals with relevant experience to the above scope and providing services in the NT.

NT PHN is committed to supporting local Northern Territory based businesses and grassroots organisations. Applicants that demonstrate strong connections, as well as relationships with the local Indigenous community organisations and service providers, will be highly regarded.

Applicants must provide all the requested information in the Application Form, including any requested attachments (if applicable). Incomplete applications will not be considered.

All applications will be treated in the strictest confidence. All applications will be treated in the strictest confidence.

#### **Pre-Qualification:**

Commissioned organisations (including Consortium Partners) must be able to meet the requirements of NT PHN's Service Deed prior to entering into a contract with NT PHN.

Contracted providers are required to have the following mandatory insurances:

<b><u>Insurance</u></b>	<b><u>Value</u></b>
Public Liability	\$20,000,000
Professional Indemnity	\$10,000,000
Workers Compensation	As required by NT Legislation

## Information Session

An information briefing will be held on Wednesday 27 April 2022. This is an opportunity to ask any questions you have about the grant priorities or application process.

**Date:** 27 April 2022

**Time:** 12:30 pm (Darwin, time)

**Venue:** NT PHN, 23 Albatross Street, Winnellie – IBIS Room

Attendance at the briefing is optional and will not affect the outcome of your application.

Videoconference facilities are available – details will be provided on registration. Please register to attend to [contracts@ntphn.org.au](mailto:contracts@ntphn.org.au).

*NB: The briefing will not proceed if no registrations are received.*

## The Grant Process

Applications can be submitted via Tenderlink

Grant Applicants will be contacted by NT PHN to discuss their applications and opportunities or approaches for the next/s stage of the commissioning process.

Grant Applicants are not guaranteed any contractual agreement with NT PHN.

Grant Applicants are advised to carefully review this document, and all attachments before applying. Applications received in response to the RFT will be bound by the NT PHN Conditions of Tendering as provided at Attachment 3.

## Tenderlink

TenderLink is a secure platform, which enables organisations to receive notifications of tenders and funding opportunities, ask questions about a tender and apply for a tender or submit a funding application. If your organisation has not yet registered, [register now](https://www.tenderlink.com/ntphn/) at <https://www.tenderlink.com/ntphn/>. Registration is free and quick. If you are already registered with TenderLink you do not need to register again.

Completed application forms should be uploaded via the Tenderlink Portal <https://www.tenderlink.com/ntphn/>.

Tenderlink systems do not allow applications to be submitted after the Closing Time. Applicants wishing to lodge a Late application must contact NT PHN for approval.

If you have difficulty accessing TenderLink or completing the registration process, please contact:

Jace Berry  
Phone 08 8982 1092  
Email: [contracts@ntphn.org.au](mailto:contracts@ntphn.org.au)

### **NT PHN will accept applications through the Online Application Form and Tenderlink Portal until 5:00pm Sunday 15 May 2022**

## Assessment Criteria

Selection Criteria	Key Points	Weighting
<b>Priority Alignment</b>	The degree to which the project or activity aligns with the priorities and is in-scope (see page 3)	40%
<b>Evidence of Need</b>	Strong evidence including the target population, their health needs and intended outcomes for this project or activity	10%
<b>Sustainability</b>	Any benefits that will continue when the activity or project ends	5%
<b>Monitoring and Evaluation</b>	How the project or activity will be monitored and evaluated including qualitative and/or quantitative data	5%
<b>Service Capacity</b>	Your experience and capacity to deliver this project and activity in the Northern Territory including any early planning such as stakeholder engagement, existing governance, available staff or recruitment planning	15%
<b>Finance and Timelines</b>	Value for money with a realistic budget and timeline to achieve the activity or project	15%
<b>Risk Management</b>	Key risks identified with actions to mitigate these are clearly described and achievable	10%

## Assessment Process

A Tender Assessment Panel will review applications and assess these for eligibility and against the selection criteria.

Applicants that are successful will be required to enter into a letter of agreement or contract with NT PHN depending upon the funding amount. This will be negotiated with successful applicant and will include any deliverables or reporting requirements.

Before awarding a letter of agreement or contract, NT PHN will require additional information including a completed pre-qualification form if they are not a current provider – example provided.

**Applications close at 5:00pm on Sunday 15<sup>th</sup> of May 2022.**

It is anticipated that applicants will be notified of the outcome of their application by Friday 3<sup>rd</sup> of June 2022.

## RFT Timeline

Activity	Date
RFT Opening	14 April 2022
Information Sessions	27 April 2022
RFT Closing	15 May 2022
Outcome of Applications	3 June 2022*
Contract Start Date	1 July 2022
Contract End Date	31 December 2022

*\*Dates are indicative and are subject to change*

## Tender Documents

The Tender documents are comprised of the following documents:

- **Conditions of Tendering:** Specifies the tendering process and the formal conditions governing the submission of Tenders.
- **Grant Round Guidelines (This document):** Provides an overview and background information relevant to the RFT.
- **Grant Round Application Form:** Applicants must complete all relevant sections in the application form and submit it along with all requested supporting documents.
- **Pre-Qualification Form Example:** Essential criteria outlined in this document that the successful applicant will be required to complete prior to being offered a contract by NT PHN. Please note that the pre-qualification form found in this RFT bundle is an example.

## Definitions

<b>After Hours</b>	<p>Includes:</p> <ul style="list-style-type: none"> <li>• outside 8 am to 6 pm weekdays</li> <li>• outside 8 am to 12 noon on Saturdays</li> <li>• all day on Sundays and public holidays.</li> </ul>
<b>Health Literacy</b>	<p><b>Individual health literacy</b> is the skills, knowledge, motivation and capacity of a person to access, understand, appraise and apply information to make effective decisions about health and health care and take appropriate action.</p> <p><b>Health literacy environment</b> is the infrastructure, policies, processes, materials, people and relationships that make up the health system and have an impact on the way that people access, understand, appraise and apply health-related information and services.</p>
<b>Health Promotion</b>	<p>Health promotion is the process of enabling people to increase control over, and to improve, their health. It moves beyond a focus on individual behaviour towards a wide range of social and environmental interventions.</p> <p>As a core function of public health, health promotion supports governments, communities and individuals to cope with and address health challenges. This is accomplished by building healthy public policies, creating supportive environments, and strengthening community action and personal skills.</p>